

# SKILL UP LOS ANGELES

CalFresh Employment & Training Onboarding: 101

# AGENDA

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- Welcome, Introductions
- SNAP Overview
- Eligibility
- Enrollment
- Services
- Annual Planning
- Required Trainings



# WELCOME & INTRODUCTIONS

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- **Program Administration**
  - Name, Organization, Role
- **Technical Assistance & Trainers**
  - Name, Organization, Role
- **Partner Attendees**
  - Name, Organization, Role
  - Experience or background if you'd like to share



# SNAP E&T: FEDERAL TO LOCAL

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## Federal Lens:

**The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) is administered by the United States Department of Agriculture, Food and Nutrition Services. SNAP E&T is designed to:**

- Assist SNAP recipients **gain skills and training** they need to **find and keep a job.**
- Provide **education and training** opportunities, job search assistance and **support services** to help SNAP recipients reach career and financial goals
- Community based organizations (CBOs) and community colleges are of the most common providers nationally
- REDF has supported many organizations across the country, including Los Angeles County become SNAP E&T Providers

## California & Los Angeles County Lens:

- The SNAP program in California is known as **CalFresh**; SNAP E&T is known as [CalFresh Employment and Training \(CFET\)](#)
- The Los Angeles (LA) County Department of Public Social Services (DPSS) administers the CFET Program for LA County
- The Skill Up Los Angeles (SULA) program is a subset of the DPSS CFET program and administered by the Los Angeles Department of Economic Opportunity (DEO)

# THE SKILL UP LOS ANGELES PROGRAM - OVERVIEW

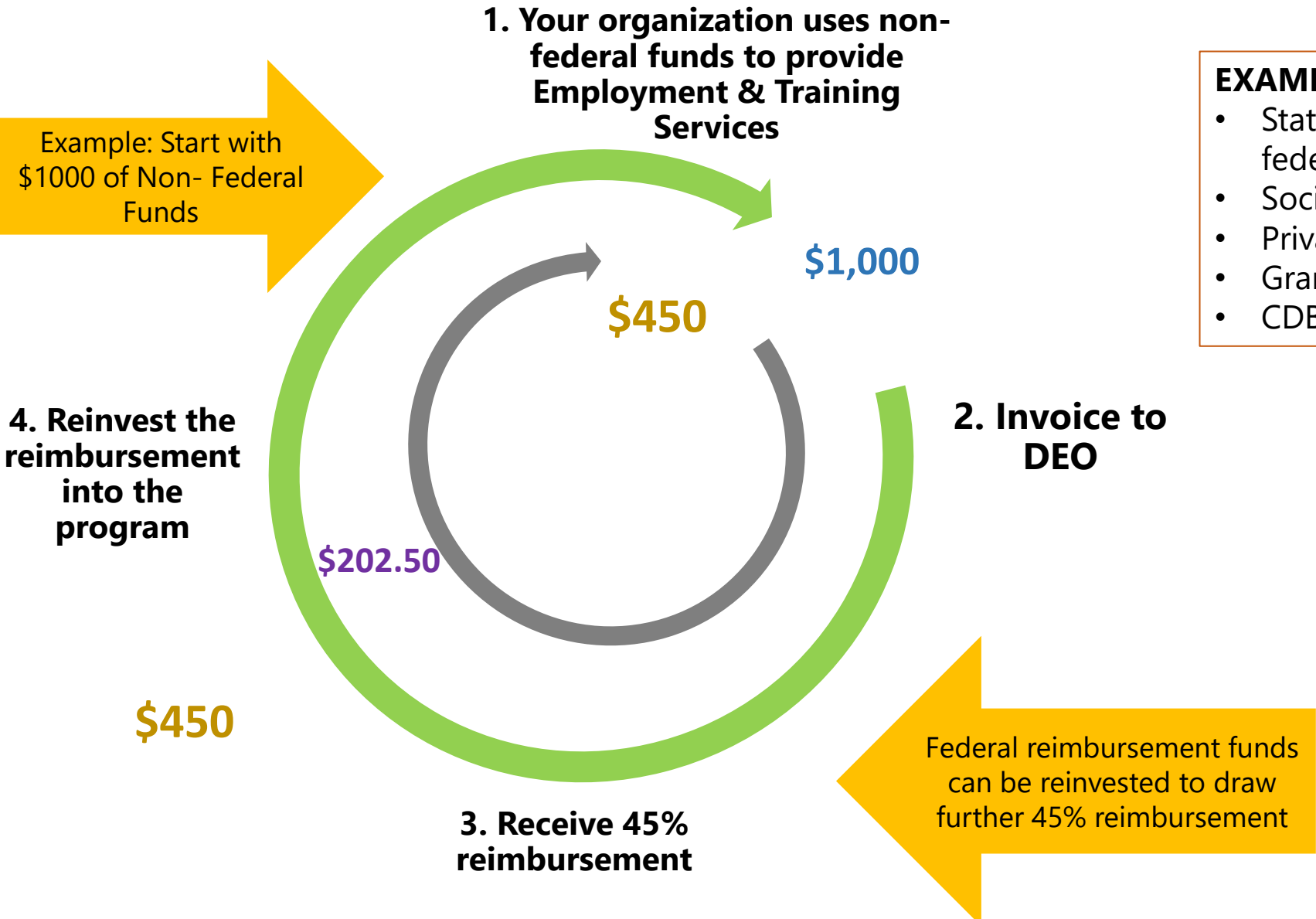
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The Skill Up Los Angeles (SULA) program is administered by the [Los Angeles Department of Economic Opportunity](#) (DEO) administers in coordination with the [Department of Public Social Services](#) (DPSS).

- Through SULA, DEO contracts with Community Based Organizations (CBOs) that provide [CFET](#) eligible employment and training services to eligible CalFresh recipients.
  - Employment and training services include education, work-based learning, job readiness training, and job retention; as well as case management and a variety of supportive services to assist participants in achieving their training goals.
- As part of the CFET “50/50” funding model, contracted CBOs can claim 45% reimbursement on CFET allowable expenses. DEO retains 5% for administrative program costs

DEO contracts with [REDF](#) and [Seattle Jobs Initiative](#) to provide Technical Assistance to the current providers, curates a pipeline of potential providers, and manages the [SULA Provider Landing Page](#). Technical Assistance includes onboarding assistance, program integration, creation of resources and tools all alongside DEO and DPSS.

# SKILL UP LOS ANGELES: REIMBURSEMENT 101



### EXAMPLES OF NON-FEDERAL FUNDS:

- State, County or City funds (non-federal pass through)
- Social Enterprise revenue
- Private funding
- Grants
- CDBG\*

# SULA: PARTNERS

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Partner  
Department



Technical  
Assistance



Third-Party  
Providers

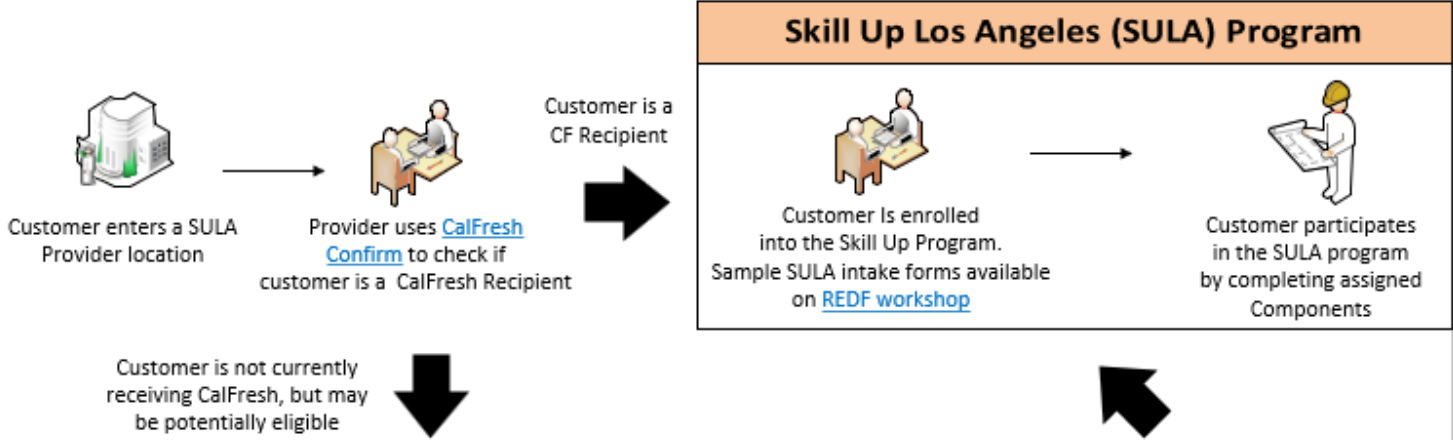


# SULA: MECHANICS OF ELIGIBILITY, REVERSE REFERRAL

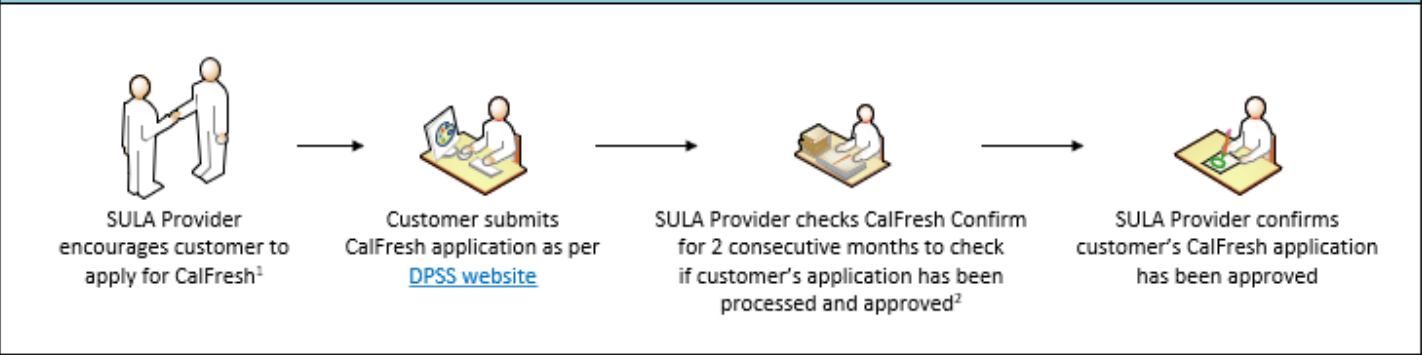
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## Skill Up Los Angeles Program - Reverse Referral Model

V2 9/26/2024



### Reverse Referral Process



[Click here](#) to download this desk aide from the SULA Landing Page

**Notes:**

<sup>1</sup> Should the customer decline to apply for CalFresh, the SULA provider may still enroll them in their Non-SULA programs

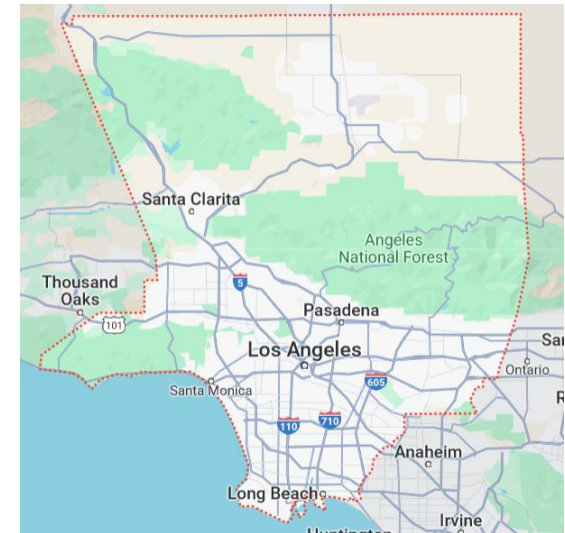
<sup>2</sup> Should the customer's CalFresh application be denied, the customer may continue to receive non-SULA services

# SULA: WHO IS ELIGIBLE?

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## SULA participants must be:

- Receiving federal CalFresh food assistance benefits (this is through DPSS)
- At least 18 years of age
- Reside in Los Angeles County
- Not receiving **Temporary Assistance for Needy Families (TANF)** benefits
  - AKA: California Work Opportunity Responsibility to Kids (CalWORKs) program, or GAIN
- Willing and able to work upon completion of the program



# SKILL UP LOS ANGELES: MECHANICS OF ELIGIBILITY



CalFresh Confirm

First Name \*

Last Name \*

SSN \*

Date of Birth - MM/DD/YYYY \*

Start Date - MM/YYYY \*

01/2021

End Date - MM/YYYY \*

01/2021

Confirm CalFresh

Confirm CalFresh E&T

Clear



CalFresh confirm verifies an individual's eligibility for CalFresh E&T / Skill Up Los Angeles anytime within the last year

Data is updated ~weekly

[SULA Release & Consent form](#) signed by participant is required

# SULA: PARTICIPANT ENROLLMENT

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Participants enrolled into the SULA program must:

- Receive a SULA Orientation
- Complete a Comprehensive Intake & Employability Assessment
- Receive an Individualized Service Plan
- Sign a [SULA Release & Consent form](#) (Provided by DEO)

Forms used by Providers for participant enrollment activities are subject to review and approval by DEO to ensure alignment with CDSS standards

# SULA: REFERRAL AND ENROLLMENT ROSTER

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## **SULA Roster Purpose:**

Each SULA provider must maintain the CFET roster in collaboration with DEO/DPSS to monitor and confirm monthly participant enrollment in CalFresh and ensure participants are not receiving CalWORKs benefits.

**Roster is submitted to DEO on the 5<sup>th</sup> of each month**

## **Roster Highlights:**

- Enrollment in Skill Up Program
- Program Eligibility Check
- CalFresh Verification
- Demographics
- Program and Component Start/End Dates
- Program and Component Completion Status

## **SULA Roster and Monthly Invoice:**

The SULA Invoice is tied to the services provided to enrolled participants listed on the SULA roster for the month.

# SKILL UP LOS ANGELES: SERVICES

Services provided under Skill Up Los Angeles are grouped into “components”. These services you are, and always have been, providing to your participants:

Component (Service)	Description & Information
<b>Orientation</b>	This is a required component. Orientation and assessment inform participants about available services and expectation of participation
<b>Supervised Job Search</b>	Must demonstrate a direct link to increasing the employment opportunities of individuals engaged in the activity. Must occur at approved locations where the activities of participants are directly supervised and tracked. Can Include: <ul style="list-style-type: none"><li>• Job search training</li><li>• Master application</li><li>• Mock interviews</li><li>• Resume development</li></ul>
<b>Work Experience</b>	Designed to improve the employability of participants through actual work experience and/or training, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment

# SKILL UP LOS ANGELES: SERVICES

Services provided under Skill Up Los Angeles are grouped into “components”. These services you are, and always have been, providing to your participants:

Component (Service)	Description & Information
<b>Education</b>	<p>A wide range of activities that improve basic skills, literacy, and employability that can include:</p> <ul style="list-style-type: none"><li>• Adult Basic Education (ABE) and/or Foundational Skills Instruction;</li><li>• Career and Technical Education (CTE) and/or Vocational Training;</li><li>• English Language Acquisition (ELA);</li><li>• Integrated Education and Training (IET) or Bridge Programs; and</li><li>• Work Readiness Training (WRT)</li></ul>
<b>Self Employment Training</b>	<p>Improves participant employability by providing training in opening and operating a small business or other self-employment venture</p>
<b>Job Retention</b>	<p>Provides case management and supportive services to participants for a minimum of 30 days and a maximum of 90 days after employment is secured.</p>

# SULA: CASE MANAGEMENT

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SULA requires participants to receive Case Management services as they progress through the program.

Case management services can include:

1. Employment barrier identification and removal to the extent possible
2. Support Service issuance, as needed
3. Referral and connection to needed community resources and services
4. Monthly progress tracking and case noting

# SULA: SUPPORTIVE SERVICES

SULA participants can receive Transportation, Dependent Care and/or Ancillary Support Services, as necessary to participate in the program. These are also referred to as participant reimbursements. You are likely providing a variety of these to your participants currently.

<b>Transportation Common Examples:</b>	<b>Dependent Care</b>	<b>Ancillary Common Examples:</b>
<ul style="list-style-type: none"><li>• Metro TAP card</li><li>• Gas reimbursement</li><li>• Uber</li></ul>	Dependent care/childcare that is determined to be necessary and directly related to participation in CalFresh E&T	<ul style="list-style-type: none"><li>• Emergency Rental Assistance</li><li>• Cell phone bill</li><li>• Internet bill</li><li>• Interview/Work Clothes</li><li>• Hygiene products</li><li>• Necessary Work Tools</li></ul>

# SULA: CASE NOTING

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Case noting documents a participant's involvement and progress in their assigned employment and training activities, as well as receipt of supportive services. Ideally, case notes describe the participant's journey from SULA Orientation, through program participation and obtaining employment.

**SULA requires a minimum of one case note every month the participant is enrolled**

Case notes are suggested for key milestones, such as:

- SULA Orientation completion
- Program Start and End dates
- Component Start and End dates
- Obtained certifications, as applicable
- Administered Supportive Services & Justification
- Obtained Employment

# SULA: PROVIDER SELECTION AND ANNUAL PLANNING

## SULA Provider Selection:

Organizations on the Social Enterprise Master Agreement (SEMA) receive a Work Order notice to apply as a SULA provider through a competitive bid process. **Please ensure you verify who the main contact from your organization is on the Master Agreement.**

## CFET/SULA Annual Plan:

Each year DEO develops an annual CFET/SULA plan for the upcoming federal fiscal year in coordination with DPSS. Important dates and activities are as follows:

Important CFET Plan Dates	
April-May	Budget and Narrative drafting begins with providers
End of May	Budgets and Narratives due to DPSS from DEO
June 15th	CFET Plan due to CDSS from DPSS
June 30th	Deadline to submit current FFY plan amendments to CDSS from DEO/DPSS
August 15 <sup>th</sup>	CFET Plan due to FNS from CDSS

## Recurring Important Dates

**Monthly:** Confirmation of ongoing participant enrollment in CalFresh and non-CalWORKs status

**5<sup>th</sup> of each month:** Submission of Skill Up Referral and Enrollment Roster to DEO

**15<sup>th</sup> of each month:** Submission of invoice bundle to DEO

**10<sup>th</sup> of first month in each quarter:** Quarterly Progress Report due to DEO

# SKILL UP LOS ANGELES: REQUIRED TRAININGS

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Staff who have regular and direct contact with SULA participants are required to complete the following trainings which are scheduled via DEO:

- Submit direct [staff account creation form](#) to DEO
- Complete mandatory civil rights training – and ongoing every 2 years
- Complete mandatory cyber security – and ongoing yearly
- Complete mandatory privacy awareness – and ongoing yearly

*These and additional trainings are located [here](#) on the SULA onboarding checklist.*

# Questions?