_____ COUNTY DEPARTMENT OF SOCIAL SERVICES

**Food and Nutrition Services (FNS) Employment and Training (E&T) Program
Operating Plan**

The objective of the E&T Program is to assist FNS participants who volunteer for the program to find employment. North Carolina's FNS E&T Program is a vested partnership between the NC Division of Social Services and the NC Employment Security Commission (ESC). The purpose of this Operating Plan is to outline the steps and procedures that the County Department of Social Services (DSS) and the Local Employment Security Commission intend to follow to make the Volunteer E&T Program successful.

Please answer all questions contained in the plan.

1. The local DSS and ESC should define measurable goals for participation within the Volunteer E&T Program. Identify what the goals of the two agencies will be for the new State Fiscal Year. Also, explain how you propose to obtain those goals.

2. Describe in detail how referrals will be made and received by the local DSS and ESC offices.

3. Describe how each agency will provide outreach services for the FNS E&T Program. Include specific details about what outreach activities will be provided to educate families and individuals about the E&T Program. Examples of outreach activities could include contacting newspapers, radio stations, and television stations to request that they publicize the Volunteer E&T Program.

4. Participants that attend all or part of the E&T Program must be reimbursed for expenses incurred. Define the reimbursement process within your county. Include how much and how often a participant is reimbursed and a detailed description of your reimbursement process.

5. What amount does your county have budgeted for E&T reimbursements for the new State Fiscal Year?

6. The county Department of Social Services and the local Employment Security Commission plan to meet according to the following schedule to ensure open communication and partnerships are being fostered. Indicate dates, locations, times, etc.

7. Any additional comments or activities planned for the FNS Volunteer E&T Program.

DSS Contact Person(s): _____

Address: _____

_____

_____

Telephone: _____

Email Address: _____

ESC Contact Person(s): _____

Address: _____

_____

_____

Telephone: _____

Email Address: _____

_____
DSS Director's Signature

_____
Date

_____
ESC Manager's Signature

_____
Date