Supplemental Nutrition Assistance Program, Employment and Training

(SNAP E&T)

February 2026 | Department of Social and Health Services

(OMB Control Number: 0584-0083)

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Notes

Federal prompts and questions are *italicized*.

This information responds to specific questions within the WIOA plan for this program to be included as a Combined Plan partner. The information comes from the program's currently approved plan on file with USDA/Food and Nutrition Services, which is more expansive.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM, EMPLOYMENT AND TRAINING (SNAP E &T) and WORK PROGRAMS AUTHORIZED UNDER SECTIONS 6(d)(4) and 6 6(o) OF THE FOOD AND NUTRITION ACT OF 2008

(a) General Requirements

The State agency must prepare and submit an Employment and Training (E&T) Plan to its appropriate Food and Nutrition Service (FNS) Regional Office. The E&T Plan must be available for public inspection at the State agency headquarters. A State agency may include its plan for the SNAP E&T program in a Combined Plan under WIOA but will require FNS approval prior to implementation and must continue to make a copy of the plan available for public inspection. If a State includes SNAP E&T in a Combined Plan under WIOA, the State agency will detail the following for each year covered by the Combined Plan:

(1) Nature of E&T components

The nature of the E&T components the State agency plans to offer and the reasons for such components, including cost information. The methodology for State agency reimbursement for education components must be specifically addressed;

Washington's E&T Program, called Basic Food Employment and Training (BFET), began as a pilot in 2005 in the White Center Community Service Office (CSO). The Basic Food Employment and Training (BFET) program is an important part of Washington State's comprehensive workforce development system serving the needs of low-income individuals, displaced workers, and employers.

The BFET program is committed to assisting Basic Food recipients achieve their human potential by encouraging economic well-being through skill acquisition, and gainful employment, which align with the WIOA five pillar modernized workforce system: Industry-Driven Strategies; Worker Mobility; Integrated Systems, Accountability and Flexibility & Innovation.

Eligible individuals have the ability to receive the following BFET component activities through contracted services offered at local community-based organizations (CBO) and community and technical colleges (CTC):

- Non education activities: Job Retention; Job Search Training; Self-Employment Training; and Supervised Job Search.
- Educational activities: Basic/Foundational Skills Instruction; Career/Technical Education programs or other Vocational Education; and Work Readiness Training.
- Work experience: Work Based Learning such as Internships; and On-The-Job Training

BFET is a 50% match reimbursement program. BFET contractors are reimbursed for 50% of the approved activities listed above, as outlined in their contract. In FFY 2026, DSHS contracted and operated a 50% match reimbursement program with 40 Community Based Organizations (CBO's), which included six Workforce Development Councils (WDC) and nine Work Source agencies, 34 community and technical colleges, plus the Office of Refugee and Immigrant Assistance (ORIA).

(2) Operating budget for federal fiscal year

An operating budget for the Federal fiscal year with an estimate of the cost of operation for each Federal fiscal year covered by the Combined Plan. Any State agency that requests 50 percent Federal reimbursement for State agency E&T administrative costs, other than for participant reimbursements, must include in its plan, or amendments to its plan, an itemized list of all activities and costs for which those Federal funds will be claimed, including the costs for case management and casework to facilitate the transition from economic dependency to self-sufficiency through work. Costs in excess of the Federal grant will be allowed only with the prior approval of FNS and must be adequately documented to ensure that they are necessary, reasonable and properly allocated. A State must submit a plan amendment to request budget adjustments at least 30 days prior to planned implementation.

Direct Program Administrative Cost

Table 1: Salary/Wages (state agency only)

	Non-Federal Share	**Federal Share**	**Total**
Salary/Wages (State Agency Only)	$0.00	$1,790,487.00	$1,790,487.00

DSHS staff Total FTE 20.0

BFET Field Staff

- 9 - SHPC-2 - $84,825.22 * 1.00 FTE * 9 = $763,427
- 1 - SHPC-4 - $101,486 * 1.00 FTE = $101,486
- 1 - SHPC-3 - Vacant 1.00 FTE = $0.00

WMS (BFET Program Administrator; BFET Program Managers and BFET Contract Managers)

- 1 - BFET Administrator - $116,681 * 1.00 FTE = $116,681
- 3- WMS1 - $96,985.33 * 1.00 FTE * 3 = $290,956
- 1 - MA4 - $98,982 * 1.00 FTE * .5 FTE = 49,491
- 2 - SHPC-2 - $77,393 * 1.00 FTE * 2 = $154,786

BFET HQ

- 1 - Fiscal Analyst 4 – $79,301 * 1.00 FTE = $79,301
- 2 - Fiscal Analyst 5 – $94,275 * 1.00 FTE * 2 = $188,550

ORIA BFET

- 1 - Program Manager - $91,618 * 1.00 FTE * .50 FTE = $45,809

Table 2: Fringe benefits

	Non-Federal Share	Federal Share	Total
Fringe Benefits	$0.00	$586,919.00	$586,919.00

The State's cost allocation plan has multiple rates in calculating fringe benefits using a Public Assistance Cost Allocation Plan (PACAP). Rates vary from 25% - 36%

DSHS staff Total FTE 20.0 Total cost $586,919

BFET Field Staff

- 9 - SHPC-2 - $28,703.56 * 1.00 FTE * 9 = $258,332
- 1 - SHPC-4 - $31,053 * 1.00 FTE = $31,053
- 1 - SHPC-3 - Vacant $ * 1.00 FTE = $

WMS (Program Managers and Contracts Manager)

- 1 - BFET Administrator - $33,128 * 1.00 FTE = $33,128
- 3 - WMS - $30,650.67 * 1.00 FTE * 3 = $91,052
- 1 - MA4 - $30,632 * 1.00 FTE * .5 = 15,316
- 2 - SHPC-2 - $27,656 * 1.00 FTE * 2 = $55,312

BFET HQ

- 1 - Fiscal Analyst 4 – $27,857 * 1.00 FTE = $27,857
- 2 - Fiscal Analyst 5 – $30,036 * 1.00 FTE * 2 = $60,072

ORIA BFET

- 1 - Program Manager - $29,594 * 1.00 FTE * .50 FTE = $14,797

Table 3: Costs (continued)

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	$0.00	$0.00	$0.00
Materials	$0.00	$2,307.00	$2,307.00
Travel	$0.00	$12,000.00	$12,000.00
Building Space	$0.00	$0.00	$0.00
Equipment and other capital expenditures	$0.00	$0.00	$0.00
Subtotal / State Agency Costs Only	$0.00	$2,391,713.00	$2,391,713.00
Contractual Costs		$24,804,418.25	$49,544,848.00
County Administered Direct Program Admin Cost	$0.00	$0.00	$0.00

	Non-Federal Share	Federal Share	Total
Total Direct Program and Admin Costs	$24,740,429.75	$27,196,131.25	$51,936,561.00
Indirect Cost	$0.00	$0.00	$0.00
Federally Approved Cost Allocated Cost-State Agency Only	$0.00	$238,840.00	$238,840.00
County Administered Allocated Costs (only applicable to County Administered Programs)	$0.00	$0.00	$0.00
Total Allocated Costs based on Cost Allocation Plan	$0.00	$238,840.00	$238,840.00
State In-Kind Contribution	$0.00	$0.00	$0.00
Total Administrative Costs	$24,740,429.75	$27,434,971.25	$52,175,401.00

Table 4: Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	$17,887.50	$19,287.50	$37,175.00
Transportation & Other Costs	$2,839,003.50	$2,863,405.50	$5,702,409.00
State Agency Cost for Dependent Care	$0.00	$0.00	$0.00
Total Participant Reimbursements	$2,856,891.00	$2,882,693.00	$5,739,584.00

Table 5: Total cost

	Non-Federal Share	Federal Share	Total
Total Cost	$27,597,320.75	$30,317,664.25	$57,914,985.00

Table 6: SNAP E&T Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	$2,630,553.00	$2,630,553.00	$0.00	100%
Federal	100 Percent Federal Grant - Additional Funds	$0.00	$0.00	$0.00	
Federal	ABAWD Pledge Grant		$0.00	$0.00	
Federal	Total - All 100 Percent Funds	$2,630,553.00	$2,630,553.00	$0.00	
Federal	50 Percent Administrative		$24,804,418.25		
Non-Federal	50 Percent Administrative		$24,804,418.25		
Federal	50 Percent Participant Reimbursements		$2,882,693.00		
Non-Federal	50 Percent Participant Reimbursements		$2,856,891.00		
Federal	Total 50 Percent Federal Target	$31,523,521.00	$27,687,111.25	($3,836,409.75)	
	Total	$34,154,074.00	$57,914,985.00		

Table 7: Total Fiscal Year Plan Funding

Funding Source	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant		$2,630,553.00	$2,630,553.00
ABAWD Pledge Grant		$0.00	$0.00
50 Percent Administrative	$24,740,429.75	$24,804,418.25	$49,544,848.00
50 Percent Dependent Care	$17,887.50	$19,287.50	
50 Percent Transportation/Other	$2,839,003.50	$2,863,405.50	
50 Percent Total Participant Reimbursements	$2,856,891.00	$2,882,693.00	$5,739,584.00
Total 50 Percent Funds	$27,597,320.75	$27,687,111.25	$55,284,432.00
Total	$27,597,320.75	$30,317,664.25	$57,914,985.00

(3) Exemption categories

The categories and types of individuals the State agency intends to exempt from E&T participation, the estimated percentage of work registrants the State agency plans to exempt, and the frequency with which the State agency plans to reevaluate the validity of its exemptions.

The BFET state plan submitted and approved by FNS acknowledges the voluntary participation program and exempts all households receiving Basic Food Assistance from mandatory participation in E&T activities.

(4) Population characteristics

The characteristics of the population the State agency intends to place in E&T

BFET serves individuals who are eligible for Basic Food Assistance and have a desire to pursue an education or need assistance in obtaining employment. Recipients enrolled in the BFET program must be ready to work and commit to the ability to engage in employment and training activities of at least 20 hours per week.

Washington targeted population are ABAWDS, unemployed and underemployed.

(5) Estimated number of volunteers

The estimated number of volunteers the State agency expects to place in E&T;

BFET served the following individuals in FFY 2024–2025: It is forecasted that 15, 683 individuals will participate in BFET in FFY 2026, with anticipated further growth due to the new work requirements.

FFY	# of Unique Clients Served
2024	12,713
2025	14,412

(6) Geographic areas

The geographic areas covered and not covered by the E&T Plan and why, and the type and location of services to be offered.

BFET services are administered by local Community Based Organizations (CBO)s, and all 34 State Community and Technical colleges. BFET currently operates and provides services. These counties include Asotin, Benton, Chelan, Clallam, Clark, Cowlitz, Ferry, Franklin, Grant, Grays Harbor, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Okanogan, Pacific, Pend Oreille, Pierce, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, and Yakima Counties.

BFET continues to seek opportunities to increase providers in 9 counties not currently served (Adams, Columbia, Douglas, Garfield, Island, Jefferson, Lincoln, San Juan, and Whitman).

(7) Method for counting work registrants

The method the State agency uses to count all work registrants as of the first day of the new fiscal year.

EMAPS data warehouse runs a report to pull active SNAP clients who are coded as Work Registrants on the first day of the new fiscal year unduplicated by their client ID number.

(8) Method to report work registrant information

The method the State agency uses to report work registrant information on the quarterly Form FNS–583.

The report is run annually and pulls active SNAP clients who are Work Registrants with no exempt reason from the ACES eligibility system.

(9) Method to prevent counting work registrants twice

The method the State agency uses to prevent work registrants from being counted twice within a Federal fiscal year. If the State agency universally registers all SNAP applicants, this method must specify how the State agency excludes those exempt from work registration under 7 C.F.R. §273.7(b)(1). If the State agency work registers nonexempt participants whenever a new application is submitted, this method must also specify how the State agency excludes those participants who may have already been registered within the past 12 months as specified under 7 C.F.R. §273.7(a)(1)(i).

The eligibility system uses unique client identification numbers to identify each client. The report only

pulls unduplicated client identification numbers for each Work Registrant.

(10) Organizational relationship

The organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the Statewide workforce development system, if available. FNS is specifically concerned that the lines of communication be efficient and that noncompliance by the participant be reported to the certification unit within 10 working days after

the noncompliance occurs.

Not applicable as the BFET program is a voluntary program.

(11) Relationship with other organizations

The relationship between the State agency and other organizations is plans to coordinate with for the provision of services, including organizations in the Statewide workforce development system, if available. Copies of contracts must be available for inspection;

Washington's BFET Program contracts services with CBO's, the Employment Security Department and the State Board for Community and Technical Colleges to administer services. Each contract specifies performance measurements and identifies deliverable services.

The Washington State workforce development system is a collaborative partnership between state agencies and organizations that include:

- Employment Security Department (ESD)
- Department of Commerce
- State Board of Community Technical Colleges (SBCTC)
- Office of the Superintendent of Public Instruction (OSPI, serving K-12)
- Department of Social and Health Services (DSHS)
- Workforce Development Councils (WDC)
- Workforce Training and Education Coordinating Board (WTECB or Board)
- Various businesses, labor and job-seekers, constituents, local elected officials, and the and community-based partners

Many BFET Providers convene in Local Planning Area meetings or BFET only provider led meeting to collaborate and discuss their programming for the needs of their specific communities. DSHS supports this effort by attending the meetings as a resource for any policy questions, comments or program improvements.

(12) E&T program availability on reservations

The availability, if appropriate, of E&T programs for Indians living on reservations after the State agency has consulted in good faith with appropriate tribal organizations;

The Centennial Accord signed by the Governor of WA state on August 4, 1989 was established to better achieve mutual goals through an improved relationship between WA state government and tribal sovereign governments and includes 26 federally recognized tribes. The accord strives to attain, "a government-to–government relationship into more-efficient, improved and beneficial services to Indian people and non-Indian people".

Washington State has a history of working with local tribal councils and programs, such as the Tribal TANF program. The CSD staff to include the BFET Administrator participates on the WA state DSHS Indian Policy Advisory Committee (IPAC), which was established in 1977 to guide the implementation of the Original Concurrent Jurisdiction Tribal State Agreement of 1987; the Centennial Accord; the Millennium Accord and the Governor's Office of Indian Affairs.

BFET program staff regularly attend 7.01 tribal meetings, the Indian Policy Advisory Committee

meetings, and various tribal councils throughout the year. Participation in these meeting is an efficient way to address Tribes questions and identify needs for follow up support with current provides as well as with those that express new interest in the program. BFET Presentations are available at any time, to provide information on services and partnership opportunities. This has proven to be an effective method of outreach for new and existing tribal partnerships and improves access to BFET.

Washington partners with the following tribes to deliver BFET services:

- Northwest Indian College, located in the northwest corner of Washington, has provided vocational education through BFET for basic food recipients enrolled in their college for over six years.

(13) Conciliation process

If a conciliation process is planned, the procedures that will be used when an individual fails to comply with an E&T program requirement. Include the length of the conciliation period.

The BFET program is voluntary.

(14) Childcare payment rates

The payment rates for childcare were established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43 and based on local market rate surveys.

This information can be found here: Working Connections Child Care (WCCC) Subsidy Program Information | Washington State Department of Children, Youth, and Families.

(15) Reimbursement rate for transportation costs

The combined (Federal/State) State agency reimbursement rate for transportation costs and other expenses reasonably necessary and directly related to participation incurred by E&T participants. If the State agency proposes to provide different reimbursement amounts to account for varying levels of expenses, for instance for greater or lesser costs of transportation in different areas of the State, it must include them here.

The BFET program will reimburse partners for providing support services (participant reimbursement) for transportation expenses for participants in an approved BFET activity. This includes, though not limited to, bus passes,gas vouchers, auto repair, etc. These costs cannot exceed $1,600 annually per participant.

(16) Expenses for reimbursement

Information about expenses the State agency proposes to reimburse. FNS must be afforded the opportunity to review and comment on the proposed reimbursements before they are implemented.

The BFET program will reimburse CBO's for providing support services (participant reimbursement) if the client is participating in an approved activity. BFET will reimburse the CBO for the following support services:

- Transportation, maximum $1,600 per participant per program year;
- Books/Training Supplies, No maximum cost limit per participant per program year
- Housing, maximum $5,000 per participant per program year.
    - Ongoing housing expenses are not allowed. May be used to assist an emergent housing expense, with a plan for the Participant to pay ongoing.
    - Cannot be used for mortgage payments, mortgage insurance or mortgage taxes.
    - Cannot be used for electricity, gas or other utilities.
- Childcare, no maximum cost limit per participant per program year.
    - If a participant is ineligible for childcare through Childcare Subsidy Program (CCSP), but performs approved BFET activities, you may approve childcare services for the participant through a third party lease ensure that verification of CCSP denial is provided in the participant's file.
    - If a participant needs assistance with an initial copay for CCSP childcare, this can be provided as long as the participant can pay the copay moving forward.
- Clothing, maximum $800 per participant per program year. Examples:
    - Uniforms
    - Special Shoes
    - Special Clothing / Interview clothing
    - Protective Devices
    - Work Appropriate Clothing
    - Under Clothing
    - Other apparel as needed
- Digital Support, with a specific maximum $700 per device per program year. Examples:
    - Laptop
    - Mouse/mouse pad
    - Monitor/screen
    - Headphones
    - Web cam
    - USB
    - Required software for training.
- Personal Hygiene, maximum $800 per participant per program year, Personal hygiene items include but not limited to:
    - Soap
    - Shampoo
    - Toothpaste/mouthwash
    - Deodorant
    - Shaving supplies
    - Feminine hygiene supplies
    - Make up
    - Laundry supplies
    - Hair cut/color
- Phone/Internet, no maximum cost limit per participant per program year.
    - Only if required to participate in an activity.
    - If internet is bundled with other services such as cable and phone services, only the internet portion can be reimbursed.
- Medical, no maximum cost limit per participant per program year
    - Medical fees and supplies:

    - Funds for medical assistance are allowable after exhausting all other resources, including coverage through the Affordable Care Act, such as minor dental work, inoculations, eye examinations, and eyeglasses.
- Educational/Credential Testing Fees, no maximum cost limit per participant per program year.

(b) Able-Bodied Adults without Dependents (ABAWDs)

Able-bodied Adults without Dependents (ABAWD): A State agency interested in receiving additional funding for serving able-bodied adults without dependents (ABAWDs) subject to the 3- month time limit, in accordance with 7 C.F.R. §273.7(d)(3), must include the following for each Federal fiscal year covered by the Combined Plan under WIOA:

Washington is not a Pledge State

Its pledge to offer a qualifying activity to all at-risk ABAWD applicants and recipients;

Not applicable.

Estimated costs of fulfilling its pledge;

Not applicable

A description of management controls in place to meet pledge requirements;

Not applicable.

(4) Capacity and ability to serve at-risk ABAWDs

A discussion of its capacity and ability to serve at-risk ABAWDs; Information about the size and special needs of its ABAWD population.

BFET remains a voluntary program available to mandatory ABAWDs to meet participation. Washington State continues to offer the following pathways to serve ABAWDs to maintain SNAP eligibility.

Services include job search, job search training, basic education, vocational education, case management to remove barriers and job retention services. BFET also offers support services such as transportation and educational supplies.

(5) Education, training and workfare components

Information about the education, training, and workfare components it will offer to meet the ABAWD work requirement.

The BFET program offers a variety of activities that may meet ABAWD requirements. Each client would work with a BFET provider to create an Individual Employment Plan meeting the needs of their work preparations for employment.

(c) Optional Workfare

Optional Workfare: State agencies or other political subdivisions must describe in detail in the plan how the political subdivision, working with the State agency and any other cooperating agencies that may be involved in the program, will fulfill the provisions of 7 C.F.R. §273.7(m). If a State opts to operate an optional workfare program or modify an existing optional workfare program, through a Combined Plan under WIOA, it must provide the following:

State agencies or political subdivisions submitting a workfare plan must submit with the plan an operating budget covering the period from the initiation of the workfare program's implementation schedule to the close of the Federal fiscal year for each year covered by the Combined Plan. In addition, an estimate of the cost for one full year of operation must be submitted together with the workfare plan for each Federal fiscal year covered by the Combined Plan.

The BFET program does not offer Workfare as a BFET activity.

If workfare plans are submitted by more than one political subdivision, each representing the same population (such as a city within a county), FNS will determine which political subdivision will have its plan approved. Under no circumstances will a SNAP recipient be subject to more than one SNAP workfare program. If a political subdivision chooses to operate a workfare program and represents a population which is already, at least in part, subject to a SNAP workfare program administered by another political subdivision, it must establish in its workfare plan how SNAP recipients will not be subject to more than one SNAP workfare program.

Not applicable.

(d) Voluntary workfare

Voluntary Workfare: State agencies and political subdivisions may operate workfare programs whereby participation by SNAP recipients is voluntary. In such a program, the penalties for failure to comply, as provided in 7 C.F.R. §273.7(f), will not apply for noncompliance. The amount of hours to be worked will be negotiated between the household and the operating agency, though not to exceed the limits provided under 7 C.F.R. §273.7(m)(5)(ii). In addition, all protections provided under 7 C.F.R. §273.7(m)(6)(i) shall continue to apply. Those State agencies and political subdivisions choosing to operate such a program shall indicate in their workfare plan how their staffing will adapt to anticipated and unanticipated levels of participation for each Federal fiscal year covered by the Combined Plan under WIOA. FNS will not approve plans which do not show that the benefits of the workfare program, in terms of hours worked by participants and reduced SNAP allotments due to successful job attainment, are expected to exceed the costs of such a program. In addition, if FNS finds that an approved voluntary program does not meet this criterion, FNS reserves the right to withdraw approval.

The non-BFET workfare program allows ABAWDS to volunteer at DSHS contracted sites such as food banks and non-profits to meet work requirements.

When a client is referred to a Workfare site, they will be provided a DSHS letter letting them know:

- Where they agreed to volunteer
- Contact information for the person supervising their volunteer work

- The number of hours they are required to volunteer to meet their monthly requirement and
- The deadline they are expected to volunteer.

To continue receiving benefits, they will be required to turn in verification of monthly participation as proof that they have met their hourly requirement.

(e) Comparable workfare

Comparable Workfare: The State agency or political subdivision must provide a description of its program, including a methodology for ensuring compliance with 7 C.F.R §273.7(m)(9)(ii) for each Federal fiscal year covered by the Combined Plan under WIOA.

Not applicable.

(f) Process

The State agency must submit amendments to the SNAP E&T segment of the Combined Plan for FNS approval at least 30 days prior to the planned implementation in order to receive federal SNAP E&T funding for the activities not covered by the approved Combined Plan.

Not applicable.

(g) Plan Modifications

If FNS determines that the performance of a State agency with respect to employment and training outcomes is inadequate, FNS may require the State agency to make modifications to the State E&T plan to improve the outcomes.

Not applicable.

Funding Disclaimer: Funds may not be available when SNAP E&T portions of a Combined State Plan under WIOA are approved. FNS's obligation after approving a SNAP E&T plan submitted as part of a Combined State Plan is contingent upon the availability of an appropriation from which payment can be made. Any FNS funding resulting from an approval of a SNAP E&T plan submitted as part of a Combined State Plan is subject to FNS receiving sufficient funds (in the Program Financial Control System for FNS) to fund this and all prior approved SNAP E&T plans submitted as part of a Combined State Plan in their entirety in the time and date order received. Federal reimbursement to States for 50 percent of State administrative expenditures and for participant reimbursements is subject to the above conditions.