

Report to the Legislature

Refugee and Immigrant Employment Services:

Limited English Proficient (LEP) Pathway And Basic Food Employment and Training (BFET)

As Required by ESSB 6002, Chapter 221, Laws of 2014, Section 207

December 2014

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EXECUTIVE SUMMARY

Engrossed Substitute Senate Bill (ESSB) 6002, Chapter 221, Laws of 2014, Section 207 requires the Department of Social and Health Services (DSHS or the Department) to report to the Legislature annually on all sources of available funding for refugee and immigrant employment services during the current fiscal year, amounts expended to date by service type and funding source, the number of participants served, and program outcome data. The Department provides employment services to refugees and immigrants through the Limited English Proficient (LEP) Pathway Program and the Office of Refugee & Immigrant Assistance (ORIA) Basic Food Employment and Training (BFET) program.¹

This report covers the most recently completed fiscal year - SFY 2014 (July 1, 2013 – June 30, 2014), due to limited data available for SFY 2015.

LEP Pathway

Program Overview

The LEP Pathway Program provides specialized and culturally appropriate services that lead to employment. Adult recipients of Temporary Assistance for Needy Families (TANF), State Family Assistance (SFA)², or Refugee Cash Assistance (RCA) programs who lack English proficiency are eligible for LEP Pathway services. Refugees³ who are not receiving cash assistance are also eligible for LEP Pathway services as long as they have resided in the U.S. for five years or less. LEP Pathway services include employability assessments, pre-employment preparation services, English as a Second Language (ESL) instruction, job search, skills training, employment placement assistance, job retention, and support services. Additionally, Work Experience (WEX) or Community Services (CS) placements are available to TANF recipients.

The LEP Pathway Program is administered by the Office of Refugee & Immigrant Assistance (ORIA) within the Department of Social and Health Services (DSHS), Economic Services Administration, Community Services Division. LEP Pathway employment services are provided through ORIA's contracts with community-based organizations (CBOs), voluntary refugee resettlement agencies (VOLAGs), the state's Employment Security

¹ ORIA manages a subcontract of DSHS BEFT program covering the required matching funds with general state funds to extend services to refugee and immigrant clients.

² State Family Assistance provides state-funded cash assistance to legal immigrant families who are ineligible to receive assistance through the federally-funded TANF program.

³ For purposes of this report, the term "refugee" refers to an individual who is eligible for benefits provided through the federal Refugee Cash Assistance program. These individuals include refugees, asylees, Amerasians, Cuban/Haitian Entrants, Special Immigrant Visa holders, and victims of human trafficking.

Department, and other employment agencies. ESL training is provided through ORIA’s contracts with local community and technical colleges and community-based organizations.

Budget

LEP Pathway services are provided with funding from three sources. Funds from two of these sources can only be used for specific clients in the LEP Pathway, as follows:

- Federal and state Temporary Assistance for Needy Families (TANF) funds can only be used for individuals receiving TANF/SFA cash assistance.
- Funds from the federal Office of Refugee Resettlement (ORR) include Refugee Social Services (RSS) and Targeted Assistance Grant (TAG) funds. RSS funds can only be used to serve refugees who have resided in the U.S. for five years or less. TAG provides additional funds for counties that comprise high refugee impact areas. For FY 2014, those counties included King, Snohomish, and Spokane.
- General state funds (GF-S) make up 23% and are used to serve anyone eligible for LEP Pathway services.

The following tables show the total budget for SFY 2015 and SFY 2014, by funding source:

SFY 2015 Budget	SFY 2014 Budget
TANF \$ 4,616,300	TANF \$ 3,600,000
ORR \$ 1,783,200	ORR \$ 1,909,109
<u>GF-S \$ 1,934,471</u>	<u>GF-S \$ 2,366,000</u>
\$ 8,333,971	\$ 7,875,109

Please note that the reduction of \$431,529 in GF-S for SFY 2015 is the funding used as the required match for ORIA’s BFET program. In previous years (SFY 2013-2014), the LEP Pathway budget incorporated BFET, but beginning in SFY 2015 it is set aside.

Expenditures

Contract expenditures for LEP Pathway services for SFY 2014 totaled \$7,677,047. The charts on pages 14 and 15 of this report show LEP Pathway expenditures by service and funding source.

Outcomes

Program outcomes are identified through monthly or quarterly reports by contractors that accompany invoices submitted for payment. Participant and performance outcomes reported for SFY 2014 are shown below:

Services and Outcomes	Number of Participants Served ⁴
Number of LEP Pathway Participants ⁵ # Participants in Employment Services 3,784 # Participants in ESL Services 2,526	4,628
Full ESL Level Gains (Levels 1-6)	886
Employment (entered employment) Average Hourly Wage at Employment Entry \$10.40 Full-Time \$10.49 Part-Time \$10.24 Number of Job Placements with Health Benefits	1,661 529
Work Experience (WEX)	87
Community Services (CS)	1
Skills Training	134
Support Services	882
Retention - Employed 30 Days After Job Placement	1,286

⁴ Source: DSHS ORIA Mapper Data

⁵ Unduplicated count of total participants in LEP Pathway, Employment Services, ESL Services, WEX and CS.

Services and Outcomes	Number of Participants Served ⁴
Retention - Employed 90 Days After Job Placement	975

ORIA’s Basic Food Employment and Training Program (BFET)

Program Overview

The United States Department of Agriculture, Food and Nutrition Service (FNS) offers federal funding to plan and implement employment and training (E&T) programs for Supplemental Nutrition Assistance Program (SNAP, formerly called the Food Stamp Program) recipients to gain skills, training or experience to improve their employment prospects and reduce their reliance on SNAP benefits.

Washington State’s SNAP E & T program is known as the Basic Food Employment and Training (BFET) program. It provides job search, job search training (soft skills), educational services (adult basic education, English as a Second Language, and high school equivalency), workforce skills training (vocational education), assistance with establishing small businesses, post-employment services, and other employment opportunities to Basic Food recipients who are not participating in the state’s Temporary Assistance for Needy Families (TANF) program. Unlike TANF, participation in BFET employment and training services is voluntary and there is no participation hour requirement.

Since October 2012, ORIA used state funds earmarked for refugee and immigrant employment services to pull down federal dollars through the BFET program to increase employment and training opportunities for eligible participants. The BFET program through ORIA (sometimes referred to as ORIA BFET) offers the same services statewide as the general or mainstream BFET program, but it focuses on providing culturally and linguistically appropriate employment and training services to foreign born individuals who have not naturalized. By administering the BFET program, ORIA leverages additional federal dollars for employment services that help program participants achieve self-sufficiency and successfully integrate into their new communities.

Budget

ORIA provides BFET Services with funding from two sources: general state funds (GF-S) allocated by the legislature for the state fiscal year (July – June) and federal funds from USDA-FNS provided for a federal fiscal year (October – September). The overlap between state and federal

fiscal year results in a mix of funding from two consecutive federal fiscal years and state funds provided for the state fiscal year (SFY), which ends on June 30.

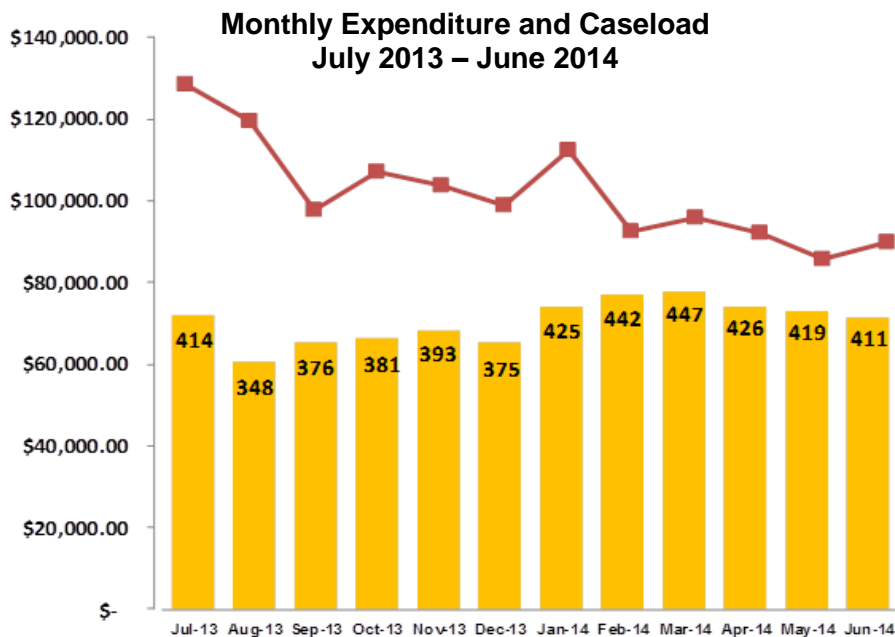
The following table shows the budget for SFY 2014: first three months allocated from FFY 2013 and last nine months allocated from FFY 2014:

SFY 2014 Budget	
Federal match FFY 2013	\$ 107,534
Federal match FFY 2014	\$ 322,588
ORIA SFY 2014 match (GF-S)	<u>\$ 430,122</u>
Total ORIA BFET	\$ 860,244

GF-S funds used to leverage federal match in SFY 2014 came from existing LEP Pathway contracts.

Expenditures

As of June 30, 2014, SFY 2014 contract expenditures for ORIA BFET totaled **\$ 1,223,698.99⁶**. This amount represents \$ 412,563.67 in state funds (GF-S) used to leverage \$ 811,135.32 in federal match. Expenditures for the current fiscal year, SFY 2015, are not available as of this report's production.



⁶ In addition to the match grant, FNS also redistributes federal, non-match funds from states that cannot use these funds to other states such as Washington to serve participants before the end of the fiscal year. ORIA received federal non-match funds to administer the program at the beginning of the FFY which was passed through to providers to serve more refugees and immigrants on BFET. Approximately \$398,571.65 in non-match federal funds were expended in SFY 2014.

Outcomes

Participant and performance outcomes shown below for SFY 2014 include data reported through August 31, 2014 for participants enrolled in BFET from July 1, 2013 through June 30, 2014:

Participants	
Total Unduplicated Participants Served	1,114
Refugees	1,020
Immigrants (non-refugee)	94

Outcomes	
Entered Employment	447⁷
Full-Time	305
Part-Time	151
Average Wage	\$ 10.30
Full-Time	\$ 10.34
Part-Time	\$ 10.23
Retention - Employed 90 Days After Job Placement	386
Additional participants enrolled by June 2014 and employed as of August 31, 2014 who have not reached 90 days	61

⁷ Total entered employment count is unduplicated for the report period but some individuals may have both full and part-time employment during the report period.

SFY 2014 REPORT ON REFUGEE AND IMMIGRANT EMPLOYMENT SERVICES

Limited English Proficiency (LEP) Pathway Services

BACKGROUND

Washington State has a large and dynamic immigrant community. According to the 2012 US Census estimate, 18.2% of the families in Washington speak a language other than English^[1]. In King County, the state's most populous county, 25.4% of the families residing in the county speak a language other than English at home^[2]. These numbers reflect a two percent increase over the 2010 US Census numbers

The LEP Pathway Program began as a pilot project in King County in May 1999 and was implemented statewide in October 1999 to provide an array of employment services targeted specifically for non-English speaking people from a wide variety of countries and cultural backgrounds. The LEP Pathway provides specialized services to refugees and other WorkFirst parents⁸ with limited English skills to increase their employability and place them into jobs intended to lead to self-sufficiency.

The program aims to provide a single, seamless program for services to increase participants' employability so they can become self-sufficient and successfully integrate into their communities. A participant entering the program receives consistent services despite changes in their immigration status or benefits (TANF, SFA, or RCA).

In January 2014, ORIA initiated a procurement process and released four separate Requests for Proposals (RFP) for LEP Pathway Employment, LEP Pathway ESL, Skills Training and Intensive ESL for beginning level English language learners for SFY 2015 services. The procurement resulted in the selection of 27 LEP Pathway Providers for employment and ESL, three Intensive ESL providers and four Skills Training providers.

ORIA provides LEP Pathway services through 37 contracts statewide with 28 providers that represent the following types of organizations:

- Community-based organizations (CBOs)

^[1] US Census Bureau, Quick Facts: <http://quickfacts.census.gov/qfd/states/53000.html>

^[2] US Census Bureau, Quick Facts: <http://quickfacts.census.gov/qfd/states/53/53033.html>

⁸ TANF/SFA recipients who are required to participate in employment, job search, or training components to receive cash benefits.

- Local community and technical colleges
- Voluntary Refugee Resettlement Agencies (VOLAGs)
- Employment Security Department (ESD)
- Other organizations serving immigrants and refugees

See **Attachment A** for a list of SFY 2015 contractors.

All LEP Pathway service providers have a history of serving refugees and immigrants. They have close ties to refugee and immigrant communities, are experienced in addressing their needs, and able to provide bilingual/bicultural services. Many LEP Pathway providers employ former refugees who are able to bring their personal resettlement experiences into their work with newly arrived refugees. This combination of awareness, knowledge and skills in serving refugees is critical to the success of the program.

This report covers the most recently completed fiscal year - SFY 2014 (July 1, 2013 – June 30, 2014), due to limited data available for SFY 2015.

POPULATION SERVED

LEP adults who are eligible for LEP Pathway program services include those who:

- Receive Refugee Cash Assistance (RCA)⁹. RCA recipients are limited to eight (8) months of cash assistance from the day they arrive to the U.S. The statewide monthly average of RCA refugees in SFY 2014 was 430 adults.
- Receive Temporary Assistance for Needy Families (TANF) assistance¹⁰. The statewide monthly average of LEP adults on TANF in SFY 2014 was 2,897, or about 11% of the total statewide TANF adult caseload.
- Receive State Family Assistance (SFA)¹¹. SFA is a state-funded TANF program for legal immigrants who are ineligible for TANF under federal rules. The statewide monthly average of LEP clients on SFA in SFY 2014 was 752, or about 99% of the total statewide SFA caseload.

⁹ Source: DSHS ACES data, <http://emaps.esa.dshs.wa.gov/DataWebObj/Default.aspx>

¹⁰ *Id.*

¹¹ *Id.*

- Have a current status as a refugee, do not receive cash assistance, and have resided in the U.S. for 60 months or less.

SERVICES

The LEP Pathway program provides employment and English as a Second Language (ESL) services to employable adults who receive TANF, SFA, and RCA program benefits and to refugees who have resided in the U.S. for less than five years.

LEP Pathway providers work in partnership with individual DSHS clients and Community Services Office (CSO) staff to identify LEP Pathway work activities that the individual must participate in while receiving cash assistance. TANF and SFA recipients must sign an Individual Responsibility Plan (IRP) to acknowledge and agree to participate in these activities. RCA recipients also need an employability assessment and must be prioritized due to the program's eight-month time limit for cash benefits. Most often, LEP Pathway clients participate in employment services coupled with ESL training.

ORIA employment providers work with the local employers to develop work opportunities and offer retention assistance to clients placed into jobs.

A. Employment Services

LEP Pathway program participants receive an Employability Assessment to determine their educational level, English proficiency, work experience, and barriers to employment. Using results from the Employability Assessment, participants are placed into one or more of the following activities to help them find work:

- Job Search Workshops – these may be provided to participants who have recently arrived to the U.S. and have little experience in the U.S. labor market. A Basic Computer and Internet Introduction Workshop may be provided to introduce and train participants in the techniques required for online job search.
- Work Experience (WEX) and Community Service (CS) – work activities to improve the employability of LEP TANF parents by providing hands-on experience in a supportive and monitored work environment. Participants practice positive employee behaviors and learn new job skills.
- Skills Training – Job Skills Training provided to LEP participants in selected occupations. Participants selected for training should have the

skills and abilities to perform the job in the targeted field after training completion.

- Job Placement – Job Search and Job Placement assistance to participants who are ready to enter the labor market, referrals to employment opportunities that match their background, job skills, English proficiency, and abilities.
- Job Retention Assistance – Continued support is provided for a maximum of ninety (90) days to participants placed into employment by providing worksite advocacy, and necessary workplace accommodation including interpretation, and worksite conflict resolution.

B. English as a Second Language (ESL)

For many refugees and immigrants, limited English proficiency is the greatest barrier to employment. Some refugees have had few educational opportunities prior to their arrival in the U.S. and have little or no native language literacy skills. This makes learning English particularly challenging. These individuals also face greater barriers to employment and have fewer options in entering the job market. The majority of participants receiving ESL services through the LEP Pathway are beginning level ranging from levels 1 to level 3.

For all LEP Pathway participants, improved English language skills increase their employment options, provide additional avenues for future wage progression and help them as they integrate into their local communities. LEP Pathway ESL providers offer English language instruction with topics meant to enhance their employability and techniques to address the unique needs of learners.

ESL contractors utilize the Comprehensive Adult Student Assessment System (CASAS) to assess an individual's English language proficiency for listening and reading, and other ORIA-approved tests to assess speaking and writing proficiency. LEP Pathway participants range from level 1, beginning level skills, to level 6, advanced ESL. Attachment C provides detailed descriptions of CASAS proficiency levels.

ORIA contracts with local community colleges and community based organizations to develop employment related curriculum and training materials, and provide ESL classroom instruction to participants who have been assessed at ESL levels 1-6.

C. Transportation Support Services

Support services provide funds to help non-TANF refugee participants address transportation barriers in order to participate in LEP Pathway

activities. TANF recipients receive support services through their local DSHS offices.

LEP Pathway Expansion – Skills Training & Community Jobs

Access and acceptance into mainstream skills training programs is often difficult for Pathway participants due to advanced English language requirements. To offer job skills training services to Pathway participants, DSHS implemented an expansion of services that included skills training.

DSHS utilized a Request for Proposal (RFP) process, which concluded at the end of March 2013, to select LEP Pathway contractors to provide Skills Training services under the LEP Pathway expansion pilot project. Bidders were required to conduct industry research to ensure that there was demand for the skills training they proposed. Three agencies received contracts for Skills Training. Two of the three provided services in SFY13; the third contractor, Everett Community College (EvCC) received \$ 76,000 to conduct Home Care Aide training in SFY14.

Another project related to the LEP Pathway expansions was an additional \$350,000 funding allocated to the Department of Commerce in SFY14 to increase the number of LEP clients who participate in WorkFirst programs. Community Jobs provides refugees paid work experience in a supported work environment that helps them develop the skills and experience they need to find subsidized employment that leads to self-sufficiency.

PROGRAM FUNDING

There are three funding sources for LEP Pathway services: funds from ORR, TANF, and GF-S. These funds are combined into a single funding stream that is used to provide LEP Pathway employment and ESL services. The following chart shows total available funding the Pathway for:

SFY 2015 Budget	SFY 2014 Budget
TANF \$4,616,300	TANF \$ 3,600,000
ORR \$1,783,200	ORR \$ 1,909,109
GF-S <u>\$1,934,471</u>	GF-S <u>\$ 2,366,000</u>
\$ 8,333,971	\$ 7,875,109

There are specific requirements for each funding source listed above: TANF funding can only be used for employment services to TANF recipients. This funding is not restricted by immigration status and can be used to serve any LEP adult receiving TANF/SFA.

Under federal rules, Office of Refugee Resettlement (ORR) funding can

only be used to serve refugees statewide who have been in the country for 60 months or less. In addition, a portion of ORR funding is targeted to refugee residing in three counties in our state because of the high concentration of refugees living in them. These three counties are King, Snohomish, and Spokane.

GF-S have the most flexibility as they can be used for anyone in the LEP Pathway.

PROGRAM DISBURSEMENTS

The total budget amount listed in the previous section, Program Funding, represents the maximum funding ORIA may issue in contracts to cover services for a fiscal year. Service providers must provide eligible services and bill ORIA in order to receive disbursements from this budget.

The following are expenditures for SFY 2014 for LEP Pathway services by funding source and service type:

Total LEP Pathway SFY 2014 Expenditures

Service	TANF		Total TANF
	Federal	State	
Employment	\$ 1,954,916	\$ 529,027	\$2,483,943
ESL Services	\$ 886,512	\$231,863	\$ 1,118,375
Total	\$2,841,428	\$ 760,890	\$3,602,318

SFY 2014 Federal ORR RSS/TAG and State General Fund (GF-S) Expenditures

Service	ORR (Federal)		ORR (Federal) Total	State	Total Fed/State
	RSS	TAG		GF-S	
Employment	\$ 583,202	\$839,959	\$1,423,161	\$ 783,215	\$2,206,376
ESL Services	\$296,523	\$372,462	\$668,986	\$1,130,023	\$1,799,008
Support Services	\$ 365	\$ 29,859	\$30,224	\$39,120	\$69,345
Total	\$880,091	\$1,242,280	\$2,122,371	\$1,952,358	\$4,074,729

PROGRAM OUTCOMES

Program outcomes are identified through monthly or quarterly reporting by contractors that accompany invoices submitted for payment. Participant and performance outcomes reported for SFY 2014 are shown below:

Services and Outcomes	Number of Participants Served
Number of LEP Pathway Participants ¹² # Participants in Employment Services 3,784 # Participants in ESL Services 2,526	4,628
Full ESL Level Gains (Levels 1-6)	886
Employment (entered employment) Average Hourly Wage at Employment Entry \$10.40 Full-time \$10.49 Part-time \$ 10.24 Number of Job Placements with Health Benefits	1,661 529
Work Experience (WEX)	87
Community Services (CS)	1
Skills Training	134
Support Services	882
Retention - Employed 30 Days After Job Placement	1,286
Retention - Employed 90 Days After Job Placement	975

¹² Total participants in LEP Pathway, in Employment Services, ESL Services, WEX and CS are unduplicated.

CHALLENGES AND SUCCESSES

Refugees arrive in Washington State having fled persecution and oppression in their homelands. Some come from lengthy stays in refugee camps, while others come soon after fleeing conflict and war. Some suffer with the effects of post-traumatic stress, physical trauma and the loss of family and friends. The barriers they face upon arrival in the United States can include limited English proficiency, lack of skills needed for employment, limited previous education and challenges navigating U.S. systems. LEP Pathway providers provide services which address not only the multiple barriers refugees and immigrants can face when entering the workplace, but they also offer services which utilize the client's unique strengths.

For newly arrived refugees, economic self-sufficiency is the key to a family's ability to thrive and successfully integrate into the community. However, many new arrivals cannot speak English, some cannot read or write in their own language, and many need to develop new job skills to become employable in a scarce job market. In addition, cultural differences also enter into the picture. For some groups, there are cultural norms against having women or individuals over 50 years old in the workplace. In those cultures, women may be expected to care for the family. Those who are older are considered "elders," beyond employment age. Regardless of these cultural factors, some refugees still feel compelled by their economic situation to enter the workplace even if it is counter to what they view as appropriate.

The LEP Pathway program addresses these issues and many other needs of LEP participants. The primary goal is to prepare participants for self-sufficiency. Participants are referred to employment and ESL service providers close to their home and most are able to access services immediately. Through other funding, many LEP Pathway providers are able to help mitigate additional barriers that can impact self-sufficiency, such as medical, mental health, housing and immigration. Providers also have extensive partnerships with existing community resources to help address additional issues.

LEP Pathway providers work closely with local businesses and have established close ties with employers who have a history of hiring LEP individuals. Some employers will hire participants based on the service provider's reference, especially when the participant has no U.S. work experience. Employers are interested in hiring LEP Pathway participants because they often demonstrate a strong work ethic and willingness to learn.

The LEP Pathway program use state and federal resources to help individuals mitigate barriers and thrive in their communities. Pathway providers are successfully preparing participants for employment by

offering them an array of services to enhance their employability. Participants continue to show their resilience and ability to assimilate more quickly by attending classes and workshops, working closely with their employment counselors and accepting available employment.

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)

BACKGROUND

The United States Department of Agriculture, Food and Nutrition Service (FNS) offers federal funding to plan and implement employment and training (E&T) programs for Supplemental Nutrition Assistance Program (SNAP, formerly called the Food Stamp Program) recipients to gain skills, training or experience to improve their employment prospects and reduce their reliance on SNAP benefits. FNS offers two types of funding: 50% match for administrative costs and support services and 100% federal funding to plan implement and operate the program.

The Department administers the SNAP E & T program, known as the Basic Food Employment & Training (BFET) program in Washington State. It provides job search, job search training, job search assistance, educational services¹³, skills training, vocational education, and employment assistance to Basic Food¹⁴ recipients who do not receive TANF. Unlike TANF, participation in BFET employment and training services is voluntary and there are no participation hour requirement. BFET is an important part of the state's comprehensive workforce development system serving low-income individuals, displaced workers, and employers by encouraging financial independence from public assistance through skill acquisition, personal responsibility and gainful employment.

ORIA has been providing services through BFET since October 2012 to increase employment and training opportunities for eligible participants. The BFET program through ORIA (sometimes referred to as ORIA BFET) offers the same services statewide as the general or mainstream BFET program but it focuses on providing culturally and linguistically appropriate employment and training services to foreign born individuals who have not naturalized. By administering the BFET program, ORIA leverages additional federal dollars for employment services that help program participants achieve self-sufficiency and successfully integrate into their new communities.

ORIA provides BFET services through 12 contracts statewide. These contractors include:

- Community-based organizations (CBOs)
- Voluntary Refugee Resettlement Agencies (VOLAGs)

¹³ BFET educational services include adult basic education (ABE), English as a Second Language, and General Educational Development (GED).

¹⁴ Basic Food is Washington State's version of the federal Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps.

- Employment Security Department (ESD)
- Other organizations serving immigrants and refugees

See **Attachment B** for a list of FFY 2014¹⁵ contractors.

POPULATION SERVED

ORIA BFET serves refugees and immigrants who:

- receive federal food benefits,
- do not receive TANF, and
- have not naturalized.

This program differs from LEP Pathway in that it serves all refugees and immigrants who meet the above criteria regardless of the length of time they have been in the U.S.

This table shows participant information for July 1, 2013 – June 30, 2014:

Participants	
Total Unduplicated Participants Served	1,114
Refugees	1,020
Immigrants (non-refugee)	94

SERVICES

BFET provides services to employable adults who receive federal food benefits. BFET services include employment and training services such as basic education (including ESL), vocational education, job search, and 90-day job retention. It also includes case management services including support services such as help with transportation, clothing, or housing. Many ORIA BFET clients participate in both employment services and ESL training.

There is no set maximum time limit for BFET participation, but there is a general expectation to achieve a successful exit from the program by obtaining employment and/or completing training within two years of enrollment. BFET does not pay for a four-year college degree, on-the-job

¹⁵ BFET contracts operate on the federal fiscal year cycle: October through September.

wages, paid Work Experience (WEX), Work Fare, or the stipends provided in certain training programs.

Services provided under BFET include:

A. Employment Services

BFET provides a package of structured activities to help participants to seek and obtain suitable employment. Services include, but are not limited to, job search workshop, computer basics workshop, labor market information, job seeking skills instruction, resume writing, job skills assessment, counseling, life skills and work ethic training, and job placement services.

Once employed, providers continue to provide services to participants for 90 days after job placement to help resolve initial employment barriers and achieve satisfactory work performance. **Job retention services** include post-employment counseling, coaching, other case management activities, and support services for transportation, clothing, and other needs to maintain employment.

B. English as a Second Language (Basic Education)

BFET provides ESL training to participants to gain language skills necessary to obtain and maintain employment. Instruction and curriculum for ESL must include work-related topics to help prepare participants for employment while learning English.

Contractors use the Comprehensive Adult Student Assessment System (CASAS) testing for reading and listening and ORIA-approved assessments for writing and speaking based on the Washington ESL Adult Learning Standards to determine the participant's initial ESL level. Contractors are also encouraged to work with BFET contracted community and technical colleges to provide ESL training to program participants.

C. Support Services

BFET offers a broad range of goods and purchased services necessary for participants to successfully engage in or complete a BFET activity. Participants also receive support services such as work clothing, equipment or tools required for a job, testing fees, transportation, and child care¹⁶.

¹⁶ Must be ineligible for other child care subsidies such as Child Care Subsidy Program (CCSP) and local programs offered by the county or city.

D. Partnership with Other BFET providers

ORIA BFET contractors are encouraged to work with technical and community colleges to provide wraparound services to increase participant success.

PROGRAM FUNDING

FNS offers 50% federal match for BFET related administrative and support services and 100% funding to plan, implement and operate BFET. ORIA leverages both of these funding sources for BFET services. The BFET program operates on the federal fiscal year (FFY) cycle (October – September). ORIA provides BFET Services with funding from two sources: state refugee and immigrant employment services funding and federal match grant. This requires a mix of federal funding from two consecutive years to run the program as the state fiscal year (SFY) ends on June 30.

The following table shows the budget for SFY 2014: first three months allocated from FFY 2013 and last nine months allocated from FFY 2014:

SFY 2014 Budget	
Federal match FFY 2013	\$ 107,534
Federal match FFY 2014	\$ 322,588
ORIA SFY 2014 match (GF-S)	<u>\$ 430,122</u>
Total ORIA BFET	\$ 860,244

GF-S funds used to leverage federal match in SFY 2014 came from existing LEP Pathway contracts.

PROGRAM DISBURSEMENTS

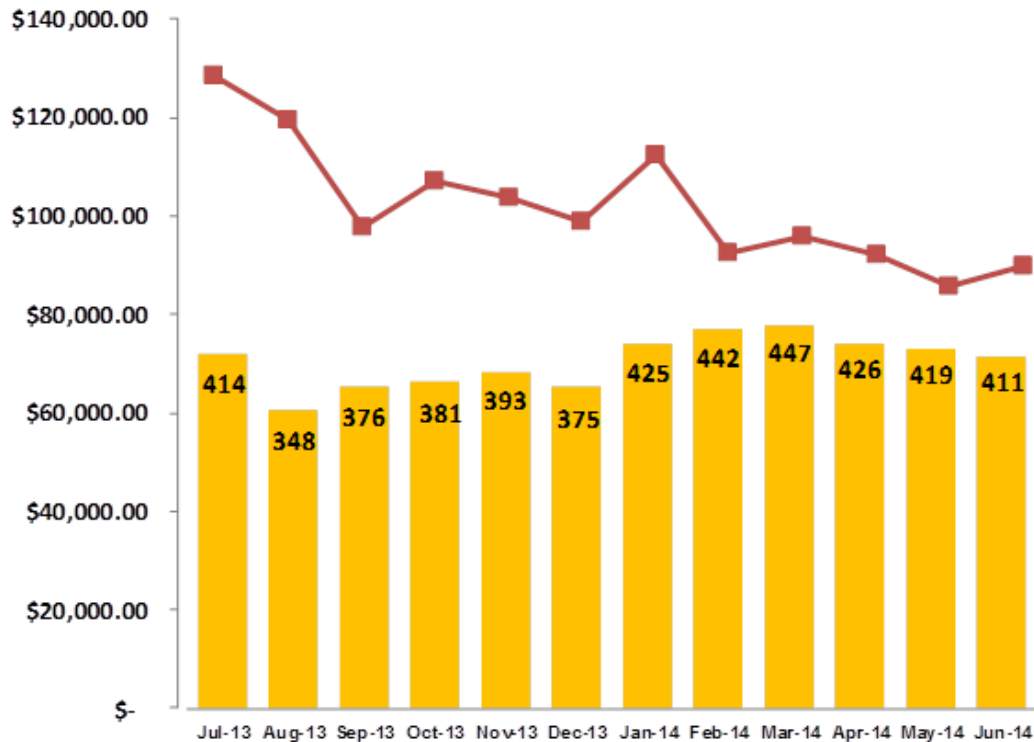
The previous section shows the maximum ORIA BFET contract award for SFY 2014. As BFET operates on reimbursement model, ORIA contractors must incur costs associated with BFET services then seek reimbursements for those expenses from DSHS on a monthly basis to cover program costs. Upon review of each billing, DSHS will reimburse for eligible services from the contracted amount.

As of June 30, 2014, SFY 2014 contract expenditures for ORIA BFET totaled **\$ 1,223,698.99**. This amount represents \$ 412,563.67 in state funds (GF-S) used to leverage \$ 811,135.32 in federal match. In addition

to the match grant, FNS also redistributes federal, non-match, funds from states that cannot use these funds to other states such as Washington to serve participants before the end of the fiscal year. In SFY 2014, ORIA received approximately \$398,572 in federal non-match funds to administer the program that it passed through to providers to serve more refugees and immigrants on BFET.

Expenditures for the current fiscal year, SFY 2015, are not available as of this report's production. The charts below show ORIA BFET expenditures and monthly caseload for SFY 2014:

Month	Clients Served	Total Expenditure
Jul-13	414	\$ 128,625.11
Aug-13	348	\$ 119,553.92
Sep-13	376	\$ 97,879.75
Oct-13	381	\$ 107,031.30
Nov-13	393	\$ 103,837.68
Dec-13	375	\$ 98,809.96
Jan-14	425	\$ 112,212.92
Feb-14	442	\$ 92,500.97
Mar-14	447	\$ 95,898.35
Apr-14	426	\$ 92,028.56
May-14	419	\$ 85,528.24
Jun-14	411	\$ 89,792.23



PROGRAM OUTCOMES

Participant and performance outcomes shown below for SFY 2014 include data reported through August 31, 2014 for participants enrolled in BFET, as of June 30, 2014:

Outcomes	
Entered Employment	447¹⁷
Full-Time	305
Part-Time	151
Average Wage	\$ 10.30
Full-Time	\$ 10.34
Part-Time	\$ 10.23
Retention - Employed 90 Days After Job Placement	386
Additional participants enrolled by June 2014 and employed as of August 31, 2014 who have not reached 90 days	61

¹⁷ Total entered employment count is unduplicated for the report period but some individuals may have both full and part-time employment during the report period.

ATTACHMENT A

SFY 2015 LEP PATHWAY CONTRACTORS

Contractor	Service	Contract Amount
Asian Counseling & Referral Services	EMP	\$249,907
Clark College	ESL	\$180,747
Columbia Basin College	ESL	\$118,044
Community Colleges of Spokane	ESL	\$345,849
Diocese of Olympia	ESL & INT	\$317,318
ESD – Spokane	EMP	\$135,708
Everett Community College	SK	\$78,263
Highline Community College	ESL	\$622,410
Horn of Africa	SK	\$42,791
Jewish Family Service	EMP	\$440,465
Lutheran Community Services	ESL & INT	\$106,702
North Seattle Community College	ESL	\$24,592
Partners in Careers	EMP	\$209,726
Puget Sound TC	EMP & SK	\$391,843
Refugee & Immigrant Services NW	EMP & ESL	\$711,707
Refugee Federation – King	EMP & SK	\$764,466
Refugee Women's Alliance	EMP, ESL & INT	\$1,071,326
Renton Technical College	ESL	\$211,338
Shoreline Community College	ESL	\$53,626
South Seattle College	ESL	\$236,367
Tacoma Community House	EMP & ESL	\$326,379
TRAC Associates – King	EMP & SK	\$956,605
TRAC Associates – Pierce	EMP	\$118,068
TRAC Associates – Snohomish	EMP	\$22,334
TRAC Associates – Thurston	EMP	\$25,705
World Relief - King Co	EMP	\$236,689
World Relief – Spokane	EMP	\$169,438
World Relief – Tri-Cities	EMP	\$165,558
Total:		\$8,333,971 ¹⁸

EMP- Employment Provider
 ESL- ESL provider
 INT- Intensive ESL
 SK- Skills Training

¹⁸ The discrepancy with the Program Funding data above is due to rounding off the Contract Total Maximums

ATTACHMENT B

FFY 2014 ORIA BFET CONTRACTORS

Contractor Name	Award Amount
Asian Counseling and Referral	\$56,000
Employment Services Division – Spokane	\$28,000
Refugee Women’s Alliance	\$80,000
Neighborhood House, Inc.	\$104,000
Refugee Federation Service Center	\$88,162
Refugee Immigrant Services NW	\$60,000
TRAC Associates, Snohomish Co.	\$50,000
TRAC Associates, King Co.	\$100,000
TRAC Associates, Pierce Co.	\$44,000
World Relief, Seattle	\$92,906
World Relief, Spokane	\$77,478
.World Relief, Tri-Cities	\$79,698
Total	\$860,244

ATTACHMENT C¹⁹

Comprehensive Adult Student Assessment Systems (CASAS) Score Correlation

ESL Level	Description	Score Range
ESL 1	<p>Beginning Literacy / Pre-Beginning ESL</p> <p>Listening/Speaking: Functions minimally, if at all, in English. Communicates only through gestures and a few isolated words.</p> <p>Reading/Writing: May not be literate in any language.</p> <p>Employability: Can handle very routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated. Employment choices would be extremely limited.</p>	180 and below
ESL 2	<p>Low Beginning ESL</p> <p>Listening/Speaking: Functions in a very limited way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often.</p> <p>Reading/Writing: Recognizes and writes letters and numbers and reads and understands common sight words. Can write own name and address.</p> <p>Employability: Can handle only routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated.</p>	181-190
ESL 3	<p>High Beginning ESL</p> <p>Listening/Speaking: Functions with some difficulty in situations related to immediate needs; may have some simple oral communication abilities using basic learned phrases and sentences.</p> <p>Reading/Writing: Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs. Can write basic personal information on simplified forms.</p> <p>Employability: Can handle routine entry-level jobs that involve only the most basic oral or written communication in English and in which all tasks can be demonstrated.</p>	191-200
ESL 4	<p>Low Intermediate ESL</p> <p>Listening/Speaking: Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly with frequent repetition.</p>	201-210

¹⁹ Source <https://www.casas.org/docs/pagecontents/eslsld.pdf?sfvrsn=8?Status=Master>

ESL Level	Description	Score Range
	<p>Reading/Writing: Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps, and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations.</p> <p>Employability: Can handle entry-level jobs that involve some simple oral and written communication but in which tasks can also be demonstrated and/or clarified orally.</p>	
ESL 5	<p>High Intermediate ESL</p> <p>Listening/Speaking: Can satisfy basic survival needs and limited social demands; can follow oral directions in familiar contexts. Has limited ability to understand on the telephone. Understands learned phrases easily and new phrases containing familiar vocabulary.</p> <p>Reading/Writing: Can read and interpret simplified and some authentic material on familiar subjects. Can write messages or notes related to basic needs. Can fill out basic medical forms and job applications.</p> <p>Employability: Can handle jobs and/or training that involve following basic oral and written instructions and diagrams if they can be clarified orally.</p>	211-220
ESL 6	<p>Advanced ESL</p> <p>Listening/Speaking: Can satisfy most survival needs and social demands. Has some ability to understand and communicate on the telephone on familiar topics. Can participate in conversations on a variety of topics.</p> <p>Reading/Writing: Can read and interpret simplified and some non-simplified materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a payroll stub; and complete a simple order form; fill out medical information forms and job applications. Can write short personal notes and letters and make simple log entries.</p> <p>Employability: Can handle jobs and job training situations that involve following oral and simple written instructions and multi-step diagrams and limited public contact. Can read a simple employee handbook. Persons at the upper end of this score range are able to begin GED preparation.</p>	221-235
	Exit ESL Program	236