

New Mexico Human Services Department
FY 2021

NEW MEXICO

SNAP Employment and Training Plan Federal Fiscal Year 2021

Updated

9/24/2020

New Mexico Human Services Department
FY 2021

Table of Contents

Section A: Cover Page and Authorized Signatures	3
Section B: Assurance Statements	4
Acronyms	5
Section C: State E&T Program, Operations and Policy Overview.....	6
Section D: Pledge to Serve All At-Risk ABAWDs (if applicable).....	17
Section E: E&T Component Detail	25
Section F: Estimated Participant Levels.....	28
Section G: Summary of Partnerships and /or Contracts	30
Section H: Contractor Detail Addendum	30
Section Ia: Operation Budget	30
Section Ib: Grant Allocation	31
Section J: Budget Narrative and Justification	32
Appendix B: Provider Budgets	36
Appendix B: Agriculture Improvement Act of 2018 Implementation Addendum.....	38

New Mexico Human Services Department

FY 2021

Section A: Cover Page and Authorized SignaturesState: New MexicoState Agency: Human Services DepartmentFederal FY: 2021Date: 9/2/20

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

Name	Title	Phone	Email
Cerelle Stauch	E&T Coordinator	505-660-3572	Cerelle.Stauch@state.nm.us
Michael Zimmerman	E&T Coordinator	505-629-8725	JMichael.Zimmerman@state.nm.us
LouAnn Aguirre	SNAP Coordinator	505-670-1791	Louann.Aguirre@state.nm.us
Gavino Archuleta	SNAP Program Manager	505-827-7244	Gavino.Archuleta@state.nm.us
Marisa Vigil	Bureau Chief, Policy and Program Development Bureau	505-827-1326	Marisa.Vigil@state.nm.us
Vida Tapia-Sanchez	Deputy Director, NM HSD/ISD	505-827-1300	Vida.Tapia-Sanchez@state.nm.us
Karmela Martinez	Director, NM HSD/ISD	505-827-7215	Karmela.Martinez@state.nm.us

Certified By:

DocuSigned by:

Angela Medrano

State Agency Director (or Commissioner)

7/30/2020

Date Angela Medrano, Deputy Cabinet Secretary
Signing electronically on behalf of D. S.**Certified By:**

DocuSigned by:

Danny Sandoval

State Agency Fiscal Reviewer

7/28/2020

Date Danny Sandoval, Director, Human Services
Department, ASD

New Mexico Human Services Department

FY 2021

Section B: Assurance Statements

<i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

By signing on the cover page of this document, the State agency Director (or Commissioner) and financial representative certify that the above assurances are met.

New Mexico Human Services Department
FY 2021

Acronyms

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
AIA	Agriculture Improvement Act of 2018
ASPEN	Automated System Program and Eligibility Network
EBT	Electronic Benefits Transfer
ECF	Electronic Case File
E&T	Employment and Training
FAA	Family Assistance Analysts
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
FTE	Full Time Employee
GA	General Assistance
ISD	Income Support Division
ITO	Indian Tribal Organizations
NMAC	New Mexico Administrative Code
NMAEA	New Mexico Adult Education Association
NMDWS	New Mexico Department of Workforce Solutions
NMHSD	New Mexico Human Service Department
OMB	Office of Management Budget
PPDB	Policy and Program Development Bureau
RSDI	Retirement Survivors Disability Insurance
SNAP	Supplemental Nutrition Assistance Program
SSI	Supplemental Security Income
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VOSS	Virtual One Stop System
WIOA	Workforce Innovation and Opportunity Act

New Mexico Human Services Department

FY 2021

Section C: State E&T Program, Operations and Policy Overview

<p>I. Summary of the SNAP E&T Program</p> <ul style="list-style-type: none"> • Mission • Scope of services • Administrative structure of program 	<p>The mission of the New Mexico Human Services Department (NMHSD) is to transform lives. Working with our partners, we design and deliver innovative, high quality health and human services that improve the security and promote independence for New Mexicans in their communities. The goal of the Income Support Division (ISD) is to relieve, minimize or eliminate poverty and to make available certain services for eligible low-income individuals and families through statewide programs of financial, food, and employment assistance, and training services. The SNAP Employment and Training (E&T) program increases SNAP recipients job opportunities leading to self- sufficiency. The E&T program provides job search training activities. Assessments/interactions with participants are currently completed over the phone and are available statewide. Virtual services as well as in person services will be made available as the year progresses. If the client requests in person services, providers will follow strict COVID-19 safety practices in accordance with NM’s Public Health Order.</p> <p>Section 1.</p> <p>In addition to reducing the participant’s need for financial assistance by increasing the potential of obtaining employment, the E&T program seeks to enhance the participant’s sense of self-worth and esteem. The target population for the job search training activity are those that are between the ages of 16 and 59 and who express an interest in volunteering. If a SNAP recipient is receiving TANF, and/or applying or receiving GA, SSI, RSDI, or Unemployment Benefits (UCB), they will not be able to volunteer for the E&T program. Participation in the E&T program can occur at any time an individual is active in SNAP. As a voluntary program, the NMHSD E&T program’s goals are to promote self-sufficiency and assist participants in gaining employment that provides a living wage. E&T Coordinators assist participants in volunteering to meet the minimum level of effort of completing three contacts a month. During these contacts, the E&T Coordinator and the participant will work together to gain skills necessary to seek and obtain employment. The compliance expectation for participants is to complete the employability assessment, participate in job search training, and case management services. Job search</p>
--	--

New Mexico Human Services Department
 FY 2021

	<p>training strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. If the participant fails to make a scheduled appointment or does not contact the E&T Coordinator in the specified timeframe, the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN.</p> <p>The NMHSD/ISD are responsible for planning and developing program policies that encourage participants to meet their employment goals. Service delivery of the E&T program is the responsibility of ISD Field and Central Office staff. ISD will administer the E&T program in accordance with 8.139.410.13 New Mexico Administrative Code (NMAC) and 7 CFR 273.7.</p>
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>NMHSD remains a voluntary program for FFY21. The state is actively working on engaging third-party partnerships which will be addressed in a future amendment. New Mexico has made improvements in the process by increasing the amount of contact attempts to the volunteer to increase engagement. The full procedure is detailed below in Section C: State E&T Program, Operations and Policy Overview. An increase in participation in the voluntary E&T program is the goal and is anticipated for FFY 21. The NMHSD/ISD is actively seeking ways to expand components to attract additional SNAP recipients and increase participation in the program. Each SNAP applicant/participant that is eligible to volunteer for the E&T program will be given information regarding the benefits of participating in the E&T program. E&T coordinators provide case management services for all volunteers, which consists of monitoring and tracking participation and providing necessary support to the participant. The E&T Coordinator and the participant work as a team to identify opportunities for employment and any barriers that are preventing the participant from becoming employed. Barriers that are identified will be addressed by the E&T Coordinator who provides known available resources to the participant. Case management consists of: completing a comprehensive employability assessment, referring participant to NMDWS or/and HELP NM, and advocacy, to include but not limited to reaching out to potential employers with the participant. The E&T Coordinator and the participant will complete a detailed employability assessment to identify job placement goals. Based on the information the participant provides on the</p>

New Mexico Human Services Department
FY 2021

	<p>assessment the participant can start job search training to match their employment goals, interests and/or qualifications. Job search training consists of an employability assessment followed by developing and maintaining their resume, assisting the participant with registering with NM Workforce Connection online (an online resume developer and job seeker service provided by the NM Department of Workforce Solutions (NMDWS) or other job search sites, training in techniques to increase employability, assistance with barrier removal, and/or other direct training or support activities, including referring to Community Action Agencies or WIOA Partners for job placement, educational programs, and resume writing workshops to expand the job search abilities or employability. The participant can receive assistance in completing an on-line registration with the NM Workforce Connection through the Virtual One Stop System (VOSS) which takes approximately forty-five minutes to an hour to complete.</p> <p>E&T is a voluntary program and meeting with the participant will be the responsibility of both the participant and the E&T Coordinator. The E&T Coordinator will document all interactions with the participant in ASPEN. The E&T Coordinator will attempt to reach the participant and provide contact information and availability to the participant within three days from when the referral is received. In the future, NMHSD anticipates working with the third-party partner to offer additional components that help participants gain the skills needed to qualify for jobs that are in demand and/or emerging industries and occupations.</p> <p>When the E&T Coordinator can reach the participant, the assessment will be completed immediately if feasible for the participant. If not feasible an appointment will be scheduled for a later date. If the participant fails to make the scheduled appointment the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN.</p> <p>When the E&T Coordinator cannot reach the participant the E&T Coordinator will then mail a notice to the participant requesting for the participant to contact the E&T Coordinator.</p> <p>If the participant does not contact the E&T Coordinator in the specified timeframe, the participant will be coded from voluntary participating to not participating in the E&T</p>
--	--

New Mexico Human Services Department
 FY 2021

	<p>program in ASPEN.</p> <p>.. Job search training and case management services are available statewide. NM utilizes all facets of approved sites/avenues to participate including online, in person, telephonic assistance, video conferencing, and SMS text messaging. One contact a week for three weeks per month will be conducted to complete the job search training leaving the applicant with one week per month to either overcome their employment barriers or utilize their job search training and search for jobs. The E&T Coordinator logs the completed assessment as an activity in ASPEN. This and all contacts will be logged within case comments in ASPEN. I The monthly contact are also tracked in an external system. The E&T Coordinator verifies any out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program, NMHSD/ISD is in the early stages of planning and implementing software to track and manage E&T participation and data.</p>
<p>III. Workforce Development Plan</p> <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	<p>Currently, the NMHSD is the administrator for the E&T program; however, we are evaluating the possibility of expanding components through WIOA and working with WIOA core partners, as well as adding a third-party partner.</p> <p>NMHSD is looking at the possibility of partnering up with HELPNM to provide support for our E&T customers. Based on Labor Market Information, found on the NMDWS website, the fastest growing industries and occupations are health care, social assistance, personal care aids, accommodation and food services.</p> <p>E&T is referring participants to Community Action Agencies whom are WIOA partners.</p> <p>Currently, job search training is based on the participant’s interests and qualifications. In the future the State anticipates working with third-party party partners to offer components designed to provide participants increased skills to qualify for jobs that are in demand and/or emerging industries and occupations.</p> <p>For FFY 21, NMHSD offers a job search training component and case management services. I</p>

New Mexico Human Services Department

FY 2021

<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<p>The NMHSD does not have any other employment programs that serve SNAP recipients in conjunction with WIOA/TANF/GA recipients.</p> <p>N/A</p>
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	<p>NMHSD informed Tribal organizations and provided a copy of the proposed FFY 21 E&T State Plan for their review, comments, and feedback. They have until September 6, 2020 to request a government-to-government consultation and to provide any comments and or feedback regarding the FFY 21 E&T State Plan. Tribal organizations had no concerns or comments' regarding any previous E&T State Plans and NMHSD does not anticipate any concerns with the proposed FFY 21 plan as there are no significant changes. In accordance with New Mexico's State Tribal Collaboration Act, NMHSD will address any concerns or inquiries made from Tribal Organizations. NMHSD offers a voluntary E&T program which consists of job search training. NMHSD is working on expanding the E&T program to allow for more services to be offered to our voluntary E&T program participants.</p>
<p>VI. State Options</p> <ul style="list-style-type: none"> • Select options the State is applying 	<ul style="list-style-type: none"> <input type="checkbox"/> Serving applicants <input type="checkbox"/> Serving zero-benefit households <input type="checkbox"/> Serving mandatory participants only <input type="checkbox"/> Serving mandatory and voluntary participants <input checked="" type="checkbox"/> Voluntary participants only
<p>VII. Screening Process</p> <ul style="list-style-type: none"> • Process for identifying whether work registrant should be referred to E&T 	<p>The ISD Family Assistance Analyst (FAA) is responsible for intake and screening at initial certification and recertification. An interview is scheduled when the application is received and must be conducted prior to disposition. The interview is an official and confidential discussion of the household's circumstances. The FAA gathers information and clarifies any unclear or incomplete information to ensure a correct eligibility determination is made on the case.</p> <p>During the interview, the FAA reviews all federal exemptions with the applicant/recipient using the "Important Benefit Information" notice (FSP 013) to determine whether the individual applying for SNAP benefits is subject to the general work requirements. If the individual does not qualify for any of the federal exemptions, information regarding the pertinent work requirements, how to comply and the consequences for failure to comply will be provided to the individual. NMHSD</p>

New Mexico Human Services Department
FY 2021

	<p>registers each mandatory household member for work with their signature on the application for assistance. Individuals that meet a federal exemption will be informed of their exempt status. NMHSD offers a voluntary E&T program. The target population are individuals:</p> <ul style="list-style-type: none">• Currently receiving SNAP;• Between the ages of 16 and 59 who express an interest in volunteering;• Not receiving TANF, and/or applying or receiving GA, SSI, RSDI, or Unemployment Benefits (UCB). <p>During the interview the FAA explains to the SNAP participant what E&T is, that participation is voluntary, the advantages of volunteering, how to volunteer, and how to request reimbursements for out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program.</p> <p>It is explained that the reimbursement amount will not exceed \$25 per month, which is the amount set by NMHSD, even if their expenses to participate are in excess. If the participant expresses interest, the FAA registers the participant as a volunteer in ASPEN for tracking purposes. The FAA will refer the individual to the E&T Coordinator. When the referral is received from the FAA, the E&T Coordinator will attempt to reach the participant by phone within 3 business days from the time the referral is received by the E&T Coordinator. If the E&T Coordinator is unable to reach participant by phone a onetime notice to contact the E&T Coordinator will be mailed to the participant. Failure to respond to the notice will disenroll the volunteer from the E&T program.</p> <p>The NMHSD is responsible for administering and tracking participation in the E&T program monthly. Voluntary participants will not be subject to disqualification. To be eligible for the reimbursement, the participant must be actively participating with the E&T Coordinator and have out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program. To request the reimbursement the participant must complete the SNAP E&T Transportation Reimbursement Claim Form (FSP 020) either in-person or via phone with the E&T Coordinator.</p>
--	--

New Mexico Human Services Department

FY 2021

<p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedure for conciliation • Length 	<p>N/A</p> <p>Due to the voluntary nature of the program, the NMHSD does not offer a conciliation process as part of the E&T program.</p>
<p>VIII. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household 	<p>N/A E&T program is voluntary</p> <p>Currently, NMHSD only applies disqualifications to those that fail to meet SNAP General Work Requirements. Disqualifications apply to the individual. The disqualifications will be applied to those individuals who are out of compliance and without good cause with the SNAP general work requirements. Consequences of non-compliance with work requirements will be in accordance with 7 CFR 273.7(f).</p> <p>IPP 19-02 was issued on October 9, 2019 to correct the CFR citation within 8.139.410.12.D (1) NMAC.</p> <p>The following disqualifications apply for failure or refusal to comply with SNAP general work requirements without good cause. Prior to placing any disqualification good cause is reviewed before a Notice of Action is sent to the customer.</p> <p>First Occurrence: the individual will be disqualified for three months;</p> <p>Second Occurrence: the individual will be disqualified for six months; and</p> <p>Third or Subsequent Occurrence: the individual will be disqualified for 12 months.</p>
<p>IX. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) 	<p>If a participant acquires out of pocket expenses reasonably necessary and directly related to participation in the program, they may receive a reimbursement of \$25 monthly upon request, in accordance with 8.139.410.13 NMAC and 7 CFR 237.7 (d) (4).</p> <p>The participant must provide documentation in accordance with 7 CFR 273.7(d)(4) by providing ISD with a SNAP E&T Reimbursement Claim form (FSP 020), either in-person or via phone, for each month that they request the</p>

New Mexico Human Services Department
 FY 2021

	<p>reimbursement. The documents will be scanned into the participants ECF. The E&T Coordinator will review all the documents provided and determine if the reimbursement is appropriate.</p> <p>The reimbursement request documents in ASPEN will be reviewed to verify that:</p> <ul style="list-style-type: none"> • The participant requesting the reimbursement was receiving SNAP for the month of the request; • The participant was actively participating in job search training with the E&T Coordinator; • The FSP 020 was completed thoroughly and the costs incurred are reasonably necessary and directly related to participating in E&T; and • The participant has not already received a reimbursement for that month. <p>Due to the voluntary nature of E&T program there is no cap on the number of reimbursement requests for out-of-pocket expenses directly related to job search training during the certification period; they can potentially receive a reimbursement each month.</p> <p>Reimbursements are issued as cash on the participants existing EBT account. Upon verification of participation in the E&T program with appropriate documentation provided by the participant, the E&T Coordinator will enter case comments regarding the reimbursement request.</p>
<p>X. Work Registrant Data</p> <ul style="list-style-type: none"> • Methodology used to count work registrants 	<p>SNAP participants not otherwise exempt from the SNAP general work requirements in accordance with 7 CFR 273.7(b)(1) will be included in the count to determine the number of work registrants in the State.</p> <p>The NMHSD utilizes ASPEN, an on-line interactive system in determining eligibility and providing benefits and assistance payments for SNAP and for all other programs administered by the NMHSD. ASPEN is the system currently being utilized to generate a report, FNS-583, of new work registrants that is available quarterly; it is used to obtain the initial count of work registrants at the beginning of each new FFY.</p> <p>Method for Obtaining Initial Count of Work Registrants: The number of work registrants receiving SNAP on October 1 of the new FFY will be generated on the FNS 583. Individuals will be included in the count if they do not qualify for a federal exemption; this will be determined during the interview process and data entry in ASPEN to</p>

New Mexico Human Services Department
FY 2021

	<p>gather the correct count. If the individual qualifies for a federal exemption, they will not be included in this count. This count is produced for the 1st quarter report only and will remain the same for the current FFY.</p> <p>Method for Ensuring an Unduplicated Work Registrant Count:</p> <p>During the interview, the FAA gathers all information from the applicant and reviews all possible federal exemptions to determine work registration status. As the FAA processes the case through ASPEN and enters all information, the applicant will be determined as either mandatory or exempt from SNAP general work requirements and will be correctly reported as such. If the individual was captured on the 1st quarter report as a work registrant, they will not be counted again in any other month for that FFY.</p> <p>Number of new work registrants:</p> <p>This count is unduplicated; once an individual is captured on the report, they will not be counted again for that FFY. ASPEN utilizes social security numbers to determine if an individual has been counted in Line 1 or Line 2 of the report for the FFY, and once counted, the individual will not be included in the report again for that FFY.</p> <p>The method for ensuring that the count is unduplicated is:</p> <p>Line 1: Number of work registrants receiving SNAP on October 1 of the new FFY</p> <ul style="list-style-type: none">• As of September 30th, the total number of unduplicated individuals who are actively receiving SNAP benefits. (SNAP, DSNAP, and TFS) for the months of September and October will be counted (including individuals receiving SNAP for at least one day in either month, the individual is reported).<ol style="list-style-type: none">a. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption.<ul style="list-style-type: none">• The age criterion (16-59) is calculated at the end of the reporting month.• The report displays the count for Line 1 for all the runs of the report to show the baseline count. The Line 1 count is reported in Quarter 1. <p>Line 2: Number of New Work Registrants:</p> <p>To determine Line 2 individuals are included following the same criteria as Line 1.</p> <ul style="list-style-type: none">• Retro-Approvals: An individual will be counted in the month they are approved. For example, if an applicant applies in December but is approved in January they will be
--	--

New Mexico Human Services Department
 FY 2021

	<p>counted in January. In order to include this individual in the report, the reporting logic is to count all the individuals who were approved for SNAP in the reporting month and not for the reporting month. If the count of individuals who were approved for SNAP for the reporting month is counted, then the retro-approvals shall not be reported in any of the quarters.</p> <p>Quarter 2 report in Line 2-Month 1 (January).</p> <ul style="list-style-type: none"> • This count (for all four quarters) shall not include individuals who were counted in Line 1. • This count shall be unduplicated for the FFY; i.e. an individual can only be reported only once in Line 2 during all four quarters of the report.
<p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none"> • Data sources • Methodology 	<p>All reports as mandated by the National Reporting Measures of USDA have been developed and standardized as applicable to the components provided by NMHSD.</p> <p>NMHSD utilizes the ASPEN system to collect the necessary information. The State will work towards using the existing interface with DWS to tie Quarterly Wage Data with the Outcomes Report which will replace existing ASPEN logic. NMHSD has designed, developed and created reports for the FFY ending each proceeding September 30th. The annual data as mandated to FNS contains the following:</p> <ul style="list-style-type: none"> • The number and percentage of E&T participants and former participants who are in unsubsidized employment during the 2nd quarter after completion of participation in E&T; • The number and percentage of E&T participants and former participants who are in unsubsidized employment during the 4th quarter after completion of participation in E&T; • The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the 2nd quarter after completion of participation in E&T; and • The number and percentage of participants that completed training, educational, work experience or an on-the-job training component based on NMHSD offered components. <p>For any component that has 100 or more participants, the NMHSD includes reporting measures that outline the following:</p> <ul style="list-style-type: none"> • The percentage and number of program participants who

New Mexico Human Services Department
FY 2021

received E&T services and are in unsubsidized employment subsequent to the receipt of those services;

- The percentage and number of participants who obtain a recognized credential, a registered apprenticeship, or a regular secondary school diploma (or its recognized equivalent), while participating in, or within 1 year after receiving E&T services;
- The percentage and number of participants who are in an education or training program that is intended to lead to a recognized credential, a registered apprenticeship an on-the-job training program, a regular secondary school diploma (or its recognized equivalent), or unsubsidized employment; and
- Measures developed to assess the skills acquisition of E&T program participants that reflect the goals of the specific components including the percentage and number of participants who are meeting program requirements or are gaining skills likely to lead to employment.

The reports are constructed utilizing data contained within ASPEN and are comprised of the following characteristics for E&T participants:

- Individual is a voluntary or mandatory participant.
- Participant achieved a high school degree (or GED) prior to being provided with E&T services.
- Participant is an ABAWD.
- Participant speaks English as a second language.

Participants gender.

- Participants age (within these ranges 16-17, 18-35, 36-49, 50-59, 60 or older).
- Report will be submitted January 1, 2021, using Q3 & Q4 of FY2019 and Q1 & Q2 of FY 2020. Numerator will be the total number of E&T participants that gained unsubsidized employment within 90 days of completion of E&T services. The Denominator is the total participants within the E&T program.

E&T Tracking Functionality

NMHS D utilizes ASPEN to track all E&T activities for NMHS D: ASPEN tracks

- Acceptable and current E&T activity components.
- Activities that determine E&T compliance.
- Non-compliance with E&T activities.
- Issuance and tracking of E&T support services (reimbursements at individual level).
- Creates a report that contains all necessary elements mandated to be reported in the annual E&T reporting

New Mexico Human Services Department
FY 2021

	<p>measures.</p> <p>The state is working towards utilizing community action agencies who have robust reporting capabilities to capture the outcome measures correctly. The state will work with FNS to continue to refine the Outcome Reporting Measures Report using live Wage Data.</p>
--	---

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)

State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:

I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	N/A
II. Information about the size & needs of ABAWD population	N/A
III. The counties/areas where pledge services will be offered	N/A
IV. Estimated cost to fulfill pledge	N/A
V. Description of State agency capacity to serve at-risk ABAWDs	N/A
VI. Management controls in place to meet pledge requirements	N/A
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	N/A

New Mexico Human Services Department
 FY 2021 V.1
 6.30.2020
 LA

Section E: E&T Component Detail

Components by Category (*Non-Education, Non-Work Components; Education Components; Work Components*)

Non-education, Non-Work Components

Component	Description	Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
Job Search Training	As a voluntary program, the NMHSD E&T program's goals are to promote self-sufficiency and assist participants in gaining employment that provides a living wage. E&T Coordinators assist participants in volunteering to meet the minimum level of effort of completing three contacts a month. The compliance expectation for participants is to complete the employability assessment, participate in job search training, and case management services. Job search training strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. If the participant fails to make the scheduled appointment or does not contact the E&T Coordinator in the specified timeframe, the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN. Job search training and case management services are available statewide. NM utilizes	Statewide	SNAP	25	0.00	0.00	0.00	NMHSD	NMHSD will be submitting the SNAP E&T Outcome Reporting Measures and will report on unsubsidized employment in the 2 nd and 4 th quarters after completion of participation in E&T.

New Mexico Human Services Department
FY 2021 V.1

	<p>all facets of approved sites/avenues to participate including online, in person, telephonic assistance, video conferencing, and SMS text messaging. The target population are individuals:</p> <ul style="list-style-type: none">• Currently receiving SNAP;• Between the ages of 16 and 59 who express an interest in volunteering;• Not receiving TANF, and/or applying or receiving GA, SSI, RSDI, or Unemployment Benefits (UCB).								
--	--	--	--	--	--	--	--	--	--

New Mexico Human Services Department
FY 2021

Total Component Participation and costs						<u>0.00</u>			

- * **Ensure this total is equal to Total Provider Contracts (Line C), if applicable, of Section J**
- * **Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.**
- * **Please round all amounts up to the next dollar.**

New Mexico Human Services Department
 FY 2021 V.1
 6.30.2020
 LA

Section F: Estimated Participant Levels

I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	135,816
II. Estimated Number of Work Registrants Exempt from E&T	135,816
List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY	
1. Currently ISD is administering a Voluntary E&T program	135,816 135,816
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
(Add more rows as needed)	
III. Percent of all work registrants exempt from E&T (line II/line I)	100%
IV. Anticipated number of mandatory E&T participants (line I – line II)	0
V. Anticipated number of voluntary E&T Participants	300
VI. Anticipated number of ABAWDs in the State during the Federal FY	44,694
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	44,694
VIII. Anticipated number of ABAWDs to be exempted under the State's 12 percent ABAWD exemption allowance during the Federal FY	0

New Mexico Human Services Department
FY 2021

IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI-(lines VII+VIII))	0
--	---

New Mexico Human Services Department
 FY 2021 V.1
 6.30.2020
 LA

Section G: Summary of Partnerships and /or Contracts

Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
N/A					

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

Section H: Contractor Detail Addendum

Partner/Contract Name	N/A
Monitoring and communication with contractor (s)	

New Mexico Human Services Department
FY 2021

Role of Contractor	N/A		
Timeline	Start		End
Description of Activities/Services			
Funding			
Evaluation			

New Mexico Human Services Department
FY 2021

Section Ia: Operation Budget

<i>New Mexico Human Service Department Total E&T Budget</i>	State Agency	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages		\$ 99,264	\$ 99,264
b) Fringe Benefits*37% of Salary		\$ 36,728	\$ 36,728
c) E&T Provider Contracts			
d) Non-capital Equipment and Supplies		\$ 1500	\$ 1500
e) Materials			
f) Travel		\$ 650	\$ 650
g) Building/Space		\$ 9,075	\$ 9,075
h) Equipment & Other Capital Expenditures		\$ 3,600	\$ 3,600
i) Other State Agency Contractual Costs			
j) Other Direct Cost			
Total Direct Costs		\$ 150,817	\$ 150,817
II. Indirect Costs:			

New Mexico Human Services Department
FY 2021

Total Indirect Costs	\$ -		
III. In-kind Contribution			
State in-kind contribution			
Total Admin Cost (I+II+III)		150,817	150,817
IV. Participant Reimbursement:			
a) Dependent Care			
b) Transportation & Other Costs	3,750	3,750	7,500
Total Participant Reimbursement Costs	3,750	3,750	7,500
V. Total Costs	3,750	154,567	158,317

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.

Section Ib: Grant Allocation

State Grant Allocation:	State Agency Share	E&T Partner Share	Federal Share
E&T ABAWD Funding			
100 Percent Federal E&T Grant			150,817
50 Percent Additional Admin. Excluding Participant Reimbursement			
50 percent Participant Reimbursement	3,750.00		3,750.00
TOTAL	3,750.00		154,567

New Mexico Human Services Department
 FY 2021

Section J: Budget Narrative and Justification

	Match	Federal cost	Total	Narrative
I. Direct Costs:				
a) Salary/Wages		\$ 99,264	\$ 99,264	<p>The salaries identified are for two full time employees (FTE's) for the SNAP E&T program. These FTE's will spend 100% of their time on E&T activities to include providing support and policy guidance on changes to ASPEN for the E&T program as well as promoting the program through working with outside entities to establish partnerships for the E&T program. The FTE's will focus on expanding the components of the E&T program. To ensure that the E&T program is federally compliant and effectively serving our customers, the FTE's will establish monitoring activities of the E&T program and will be E&T liaisons for NMHSD's central office and field office.</p> <p>E&T Coordinator salary is \$49,632.00. There are two E&T coordinators requested for a total of \$99,264.00.</p>

New Mexico Human Services Department
FY 2021

b) Fringe Benefits*		\$36,728	\$36,728	This is in addition to the salaries requested above. NM State employees require fringe benefits. The approved Fringe Benefit Rate Used is 37%. Benefits are calculated at 37% of salary which equals \$18,363.75. There are two E&T coordinators requested for a total of \$36,728.00.
c) E&T Provider Contracts				Includes Provider contractual cost less Participant Reimbursement
d) Non-capital Equipment and Supplies		\$ 1500	\$ 1500	The request of \$1,500 is to cover supplies for the requested FTE's. Paper, pens, and other general supplies they may need to do their daily tasks.
e) Materials				
f) Travel		\$ 650	\$ 650	Once the travel ban is lifted on New Mexico State Agencies, this amount will cover all travel expenses for training, meetings and conferences associated with E&T. If not utilized, this amount will revert to FNS. Currently Public Health Orders implement strict travel restrictions. All training and conferences will be virtual until further notice.
g) Building/Space		\$ 9,075	\$ 9,075	This amount is to cover workspace rent for both FTE's in the ISD Central Office for the calendar year.

New Mexico Human Services Department
FY 2021

h) Equipment & Other Capital Expenditures		\$ 3,600	\$ 3,600	This amount is for two laptops and two phone lines.
i) Other Contractual Costs				
j) Other Direct Cost				
Total Direct Costs		\$ 150,817	\$ 150,817	
II. Indirect Costs:				
*Approved Indirect Cost Rate Used:				<i>*Attach approved Indirect cost rate agreement</i>
Total Indirect Costs				
III. In-kind Contribution				
State in-kind contribution				
Total Admin Cost (I+II+III)		\$ 150,817	\$ 150,817	
IV. Participant Reimbursement:				
a) Dependent Care				

New Mexico Human Services Department
 FY 2021

b) Transportation & Other Costs	\$3,750	3,750	7,500	
Total Participant Reimbursement Costs	\$3,750	3,750	7,500	
V. Total Costs	\$ 3,750	\$ 154,567	\$ 158,317	

New Mexico Human Services Department
 FY 2021

Appendix B: Provider Budgets

	Match	Federal cost	Total	Narrative
I. Direct Costs:				
a) Salary/Wages				
b) Fringe Benefits*				*Include Fringe Rate in Narrative
c) Contractual Costs				
d) Non-capital Equipment and Supplies				
e) Materials				
f) Travel				
g) Building/Space				
h) Equipment & Other Capital Expenditures				
i) Other Direct Cost				
i) Other Direct Cost				
Total Direct Costs				
II. Indirect Costs:				
*Approved Indirect Cost Rate Used:				*Attach approved Indirect cost rate agreement
Total Indirect Costs		\$ -	\$ -	
III. In-kind Contribution				
State in-kind contribution				
Total Admin Cost (I+II+III)				
IV. Participant Reimbursement:				
a) Dependent Care				

New Mexico Human Services Department
FY 2021

b) Transportation & Other Costs				
Total Participant Reimbursement Costs				
<u>V. Total Costs</u>				

New Mexico Human Services Department
FY 2021

Appendix B: Agriculture Improvement Act of 2018 Implementation Addendum

1. Describe the efforts taken by the State agency to consult with the State workforce development board or with private employers or employer organizations, if appropriate, in designing the State's SNAP E&T program. This description should include whom the State agency consulted.

E&T Coordinators are trained on NMDWS VOSS system to be able to track participants for the E&T program. NMHSD has had meetings with NMDWS leadership and will continue to meet to establish a solid partnership to ensure that NMHSD's volunteer E&T program participants are successful in obtaining and maintaining employment.

On December 30, 2019, NMHSD's SNAP Program Manager and the E&T Coordinator met with HELPNM, a WIOA partner, to discuss programs HELPNM offers as well as partnership opportunities. We discussed referring participants to HELPNM as a WIOA Partner to provide services beyond NMHSD's job search training and Case Management.

On January 5, 2020, NMHSD's SNAP Program Manager along with the E&T Coordinator attended a meeting at NMDWS to discuss components NMDWS could offer E&T, as well as options for partnership.

On February 12, 2020, NMHSD's SNAP Program Manager and the E&T Coordinator met with HELPNM to have further discussion of opportunities available.

On February 17, NMHSD's PPDB Bureau Chief, SNAP Program Manager and E&T Coordinator met with YDI, Inc, a WIOA partner to discuss components YDI could offer E&T and partnership opportunities.

On February 21, 2020, NMHSD's PPDB Bureau Chief, SNAP Program Manager and E&T Coordinator met with HELPNM to have a detailed discussion on programs and components offered by HELPNM and further partnership discussion including developing methods for participant tracking and data sharing. Virtual communication between NMHSD and the WIOA partners have continued.

E&T Coordinators attend WIOA Core Partner's Meetings as well as NMDWS WIOA State Board meetings; attendees include representation from NMDWS, Adult Education, Commission for the Blind, and Division of Vocational Rehabilitation.

NMHSD understands the importance of implementing additional components and are taking necessary steps to create an effective E&T program.

2. Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

NMHSD is currently discussing and looking at the possibility of partnering with NMDWS and/or other WIOA partners to expand the E&T program utilizing current programs under WIOA. These efforts are to give individuals opportunities to become self-sufficient. NMHSD's goal is to show that participation in the SNAP E&T program leads to individuals gaining and retaining successful employment. NM SNAP is an active participant in the state WIOA meetings.

Case Management Services

Describe how the State agency will provide case management services in the State's E&T program. This description should include:

- the entity (or entities) who will be responsible for carrying-out case management services;
- the types of case management the State agency will provide, such as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers; and
- how case management service providers will coordinate among E&T Providers, the State agency, and other community resources.

Case management consists of: completing a comprehensive employability assessment, referring participant to NMDWS or/and HELP NM, and advocacy, to include but not limited to reaching out to potential employers with the participant. The E&T Coordinator and the participant will complete a detailed employability assessment to identify job placement goals.

The participant can receive assistance in completing an on-line registration with the NM Workforce Connection through the Virtual One Stop System (VOSS) which takes approximately forty-five minutes to an hour to complete. If the participant is already registered on VOSS the participant and the E&T Coordinator can log onto the NM Workforce Connection home page using the participant's credentials and update any information that needs to be updated, work on resume, or look for available jobs that match the participant's profile. Currently, NM refers participants to HELP NM who affords assistance with housing, trainings, obtaining documents (ID, copy of birth certificate, school records, etc.) and

other services to eliminate barriers.

E&T is a voluntary program and meeting with the participant will be the responsibility of both the participant and the E&T Coordinator. The E&T Coordinator will document all interactions with the participant in ASPEN.

The E&T Coordinator will attempt to reach the participant and provide contact information and availability to the participant within three days that the referral is received. The E&T Coordinator and the participant will work together complete job search training activities.

If the participant does not contact the E&T Coordinator in the specified timeframe, the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN.