

Contents

- A. Cover Page and Authorized Signatures 4**
- B. Amendment Log 5**
- C. Acronyms 6**
- D. Assurances 7**
- E. State E&T Program, Operations, and Policy 9**
 - Summary of E&T Program..... 9
 - Program Changes..... 10
 - Consultation and Coordination with the Workforce Development System 12
 - Consultation 12
 - Coordination..... 13
 - Consultation with Indian Tribal Organizations (ITOs)..... 14
 - Utilization of State Options 16
 - Characteristics of Individuals Served by E&T 17
 - Organizational Relationships 18
 - Screening for Work Registration 22
 - Screening for Referral to E&T..... 23
 - Referral to E&T 26
 - Assessment..... 30
 - Case Management Services..... 30
 - Conciliation Process (if applicable) 32
 - Disqualification Policy for General Work Requirements..... 33
 - Good Cause 34
 - Provider Determinations 37
 - Participant Reimbursements..... 37
 - Participant Reimbursement Details 38
 - Work Registrant Data 41
 - Outcome Reporting Measures 43
 - National Reporting Measures..... 43
 - State Component Reporting Measures..... 44
- F. Pledge to Serve All At-Risk ABAWDs (if applicable) 47**
- G. Component Detail..... 51**

- I. Non-Education, Non-Work Components 51
- II. Educational Programs 57
- III. Work Experience (WE)..... 61
 - Work Activity and Unsubsidized WBL Components 61
 - Subsidized WBL Components 66
- H. Estimated Participant Levels 71**
- I. Contracts/Partnerships 72**
- J. Budget Narrative and Justification 75**

Tables

- Table B.I. Amendment Log 5
- Table C.I. Acronyms 6
- Table D.I. Assurances 7
- Table D.II. Additional Assurances 8
- Table E.I. Estimates of Participant Reimbursements 37
- Table E.II. Participant Reimbursement Details 39

The following table should be completed with details that reflect the State agency’s policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.
- Table E.III. National Reporting Measures 43

[Check the data source used for the national reporting measures. Check all that apply]
- 43
- Table E.IV. Component Outcome Measures 45
- Table F.I. Pledge Assurances 47
- Table F.II. Information about the size of the ABAWD population 49
- Table F.III. Available Qualifying Activities 50
- Table F.IV. Estimated cost to fulfill the pledge 50
- Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search 53
- Table G.II. Non-Education, Non-Work Component Details: Supervised Job Search Training 53
- Table G.III. Non-Education, Non-Work Component Details: Job Retention 55
- Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training 55
- Table G.V. Non-Education, Non-Work Component Details: Workfare 56
- Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction 58
- Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training 58

Table G.VIII. Educational Program Details: English Language Acquisition 59

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs..... 59

Table G.X. Educational Program Details: Work Readiness Training..... 60

Table G.XI. Educational Program Details: Other 60

Table G.XII. Work Experience: Work Activity 62

Table G.XIII. Work Experience: Internship 62

Table G.XIV. Work Experience: Pre-Apprenticeship 63

Table G.XV. Work Experience: Apprenticeship 63

Table G.XVI. Work Experience: On-the-Job Training..... 64

Table G.XVII. Work Experience: Transitional Jobs 64

Table G.XVIII. Work Experience: Work-based learning - Other 65

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T 68

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T .. 68

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T 69

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T... 69

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other -Subsidized by E&T 70

Table I.I. Contractor/Partner Details 72

Table I.II. Contractor/Partner Details 73

Table I.III. Contractor/Partner Details 73

Table I.IV. Contractor/Partner Details..... 74

Table I.V. Contractor/Partner Details..... 74

Table J.I. Direct Costs 75

A. Cover Page and Authorized Signatures

State- New Mexico Click or tap here to enter text.

State Agency Name: New Mexico Human Services Department Click or tap here to enter text.

Federal FY: 2023 Click or tap here to enter text.

Date Submitted to FNS (revise to reflect subsequent amendments):

8/15/2022, 9/19/2022 Click or tap here to enter text.

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Maria Garcia	SNAP Manager	(505) 396-0314	mariae.garcia@state.nm.us
Anabel Mendoza	SNAP Coordinator	(505) 490-1088	Anabel.Mendoza@state.nm.us
Zachary Gonzales	SNAP Coordinator		zachary.gonzales2@state.nm.us
Jolyne Copple	Financial Analyst	(505) 470-7263	Jolyne.Copple2@state.nm.us
Marisa Vigil	Bureau Chief, Policy & Program Development Bureau	(505) 629-8476	Marisa.Vigil@state.nm.us

Certified By:

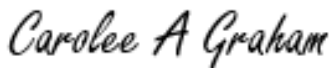


State Agency Director (or Commissioner)

9/19/2022

Date

Certified By:



State Agency Fiscal Reviewer

09/19/2022

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State’s management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
ASPEN	Automated System Program and Eligibility Network
CAP	Corrective Action Plan
CYFD	Children Youth & Families Department
EBT	Electronic Benefit Transfer
E&T	Employment and Training
ECF	Electronic Case File
EP	Employment Plan
FAA	Family Assistance Analyst
FY	Fiscal Year
FNS	Food and Nutrition Service
GI	General Information Memorandum
ISD	Income Support Division
IPP	Interim Policies and Procedures Memorandum
NMAC	New Mexico Administrative Code
NMDWS	New Mexico Department of Workforce Solutions
NMHSD	New Mexico Human Services Department
NOA	Notice of Appointment
PPDB	Policy and Program Development Bureau
SNAP	Supplemental Nutrition Assistance Program
WorkPath	Management Information System for E&T Integrated with ASPEN

D. Assurances

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

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<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. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<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. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. 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. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. 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. (7 CFR 277.4(d) and (e))</p>	<p><input type="checkbox"/></p>
<p>II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p><input checked="" type="checkbox"/></p>

E. State E&T Program, Operations, and Policy

Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to:

- 1) increase the ability of SNAP participants to obtain regular employment; and
- 2) meet State or local workforce needs.

The mission of the 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 E&T program is to relieve, minimize or eliminate poverty and to make available certain services for eligible low-income individuals and families through statewide employment and training services.

As a voluntary program, the NMHSD E&T program's goals are to promote self-sufficiency and assist participants in gaining the skills to obtain employment that provides a living wage and promotes fulfilling the most needed workforce. By allowing a voluntary E&T program, the NMHSD along with any provider, can promote the benefits and focus on those participants that choose to volunteer and find the program beneficial for their needs.

Is the State's E&T program administered at the State or county level?

The SNAP E&T voluntary program is administered at the state level.

(For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

Provide the geographic areas of the State where the E&T program operates and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

The SNAP E&T voluntary program operates statewide.

Provide a list of the components offered.

The component that is offered through the SNAP E&T program is:

- Job Search Training

The Job Search Training program a 6-week training with a training provided every other week. The trainings will include Resume Building, Interviewing Skills with a mock interview and finally a Job Skill Development training.

The NMHSD is currently working towards securing a Provider for E&T services. Until the RFP process and the contract is finalized, there will only be one component offered. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

QuikGuide – the states resource to the NMHSD staff

https://nmhsd.sharepoint.com/sites/isdcollab/fog/Shared%20Documents/NM_Proc_Guide_NetHelp/index.aspx#!Documents/snapemploymentandtrainingetprocess.htm

NMAC

[8.139.410 NMAC](#)

Provider Guide – handbook for E&T providers

<https://nmhsd.sharepoint.com/:w:/s/TheTeam/EeouTvDoBfNLi-PNnnQxJucBV29WjbbGdjQcXySIUdteXw?e=3O7aHC>

Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY). Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

The NMHSD's contract with HELPNM expired September 30, 2022. The NMHSD is in the process of issuing a Request for Proposal (RFP) to identify a potential new vendor, which takes approximately 90 days, to secure another contractor who will administer the E&T program.

Effective October 1, 2022, the NMHSD E&T Coordinators (PPDB staff) will administer the E&T program. During the RFP time, the E&T program will consist of Job Search Training and the E&T coordinators will manage all case management and other required activities to ensure compliance with CFR during the transition.

The NMHSD developed and implemented many processes as well as trainings that will be utilized to ensure program integrity and growth.

The E&T coordinators developed and implemented the following tools/documents and processes that will be used during the transition period, until a new E&T provider is secured and will be passed on to any new E&T provider:

- *Case Comment Guide* was created to provide the E&T providers with guidance on case note structure and required elements. This creates consistency and quality assurances on case actions.
- *Case Review Tool* was developed with the intention of having both NMHSD and the provider complete case reviews weekly to maintain consistency and quality. The Case Review Tool is a tracking mechanism to ensure that all requirements are met on each E&T participant's case. When deficiencies/errors are identified these are addressed through conversation and ongoing training.

The Provider's Guide was updated to reflect Lessons Learned and to ensure consistency with procedural processes. Some of the updates are, but not limited to, the following procedures:

1. Initial Outreach procedures
2. Orientation
3. Reimbursement procedures
4. Disenrollment procedure

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

All of the E&T coordinators are trained in the reimbursement process to ensure that all eligible participants are receiving correct reimbursements. Many tools have been that will be utilized by all coordinators to ensure that Case Comments are complete and accurate and that all participants are correctly placed into the Job Search Training component and receive proper case management.

The E&T team will hold biweekly meetings to review cases, discuss processes, procedures, needed trainings, issues, etc. to ensure that all participants receive the services needed.

The NMHSD focus on ensuring every E&T participant is placed properly in the offered component as well as addressing non-participation and the disenrollment of those individuals to ensure accurate data being reported.

Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).c

The NMHSD’s E&T Coordinators attend statewide and regional board meetings at the for NMs Workforce Development Boards. NMHSD’s participation ensures E&T program growth aligns with WIOA programs while reducing and eliminating duplicating services. Through discussion, WIOA leadership felt the best move forward would be for NMHSD to partner and focus on efforts of growing the partnership with providers and allow the WIOA regional workforce board to serve as E&T providers. The NMHSD continually seeks opportunities to develop and strengthen relationships with WIOA providers to increase opportunities for E&T participants. The NMHSD will consult with the NM State Workforce Development Board by the end of the FY23 Q1.

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

Engaging employers is a critical partnership in a successful employment and training program. NMHSD is not consulting with employers currently. Once the RFP process has been completed these consultations will resume.

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Special State Initiatives: Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State’s E&T program.

N/A

Coordination with title I of WIOA: 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’s E&T Coordinators attend statewide and regional board meetings for all regions of NMs Workforce Development Boards, participating to ensure that E&T program growth aligns with WIOA programs while not duplicating services. NMHSD continues work alongside the other WIOA providers.

Participants are referred to and assisted in enrolling in these programs to ensure that participants receive the necessary services to enable them to work toward self-sufficiency. Co-enrollment in these programs is encouraged. Individual participant

service strategies are determined by assessing a person's barriers to employment, and opportunities for skill development. Goals to achieve employment are outlined in the participant's individualized EP.

While attending statewide and regional board meetings, the boards identify the employment needs of the area. With focusing on the needs and making sure NMHSD is within the strategic goal of the Workboard requests, the E&T program/coordinators focus on providing the resources and skills needed to meet the employer needs so that the E&T participant can gain employment. The E&T coordinators keeps open communication to make sure the participants are informed.

WIOA Combined Plan: Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

TANF/GA Coordination: Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

N/A

Other Employment Programs: Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

Did the State agency consult with ITOs in the State?

Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

Name the ITOs consulted.

Jicarilla Apache Tribe, Navajo Nation, Mescalero Apache Tribe, Pueblo of Zuni, Pueblo of Zia, Pueblo of Tesuque, Pueblo of Taos, Pueblo of Santo Domingo, Pueblo of Santa Clara, Pueblo of Santa Ana, Pueblo of Isleta, Pueblo of Jemez, Pueblo of Laguna, Pueblo of Nambe, Ohkay Owingeh, Pueblo of Picuris, Pueblo of Pojoaque, Pueblo of San Felipe, Pueblo of San Ildefonso, Pueblo of Sandia, Pueblo of Cochiti, Pueblo of Acoma, Fort Sill Apache Tribe of Oklahoma

Outcomes: Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

NMHS D informed Tribal organizations and provided a copy of the proposed FFY23 E&T State Plan for their review and comments on August 11, 2022. They had until September 10, 2022, to request a government-to-government consultation and to provide any comments and or feedback regarding the FFY23 E&T State Plan. No request or feedback was received.

Since the original plan was developed, NMHS D has amended to plan to provide Job Search Training as the only component while a Provider and contract is secured. Once the Provider is secured, NMHS D along with the E&T provider will consult in good faith with the Tribal Organizations regarding the E&T state plan. The NMHS D along with the Provider will implement the program in a manner that is responsive to the needs of the Indians on the reservation as determined by ongoing consultation with the tribal organizations in accordance with New Mexico's State Tribal Collaboration Act.

As part of the E&T state plan the NMHS D will consult with Tribes through the Tribal Liaison to engage in timely, meaningful, and substantive dialogue with the official leadership of Tribes, or their designated representatives.

NMHS D continues to strengthen our relationships with ITOs and seek feedback in the continuing expansion of the E&T program. The NMHS D always focuses on building relationships with Tribal Partners.

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- Yes
 No

Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

The State agency operates the following type of E&T program (*select only one*):

- Mandatory per 7 CFR 273.7(e)
 Voluntary per 7 CFR 273.7(e)(5)(i)
 Combination of mandatory and voluntary

The State agency serves the following populations (*check all that apply*):

- Applicants per 7 CFR 273.7(e)(2)
 Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
 Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
 No

Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

- I. Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

The NMHSD operates a voluntary E&T program and exempts all work registrants.

- II. How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

The NMHSD operates a voluntary SNAP E&T program; the program is evaluated annually or anytime a contractor is changed or added.

- III. What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students

- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Anyone between the ages of 16-59 who is fit to work, who are not receiving TANF, Refugee CASH Assistance, Unemployment benefits, and/or have applied for or are receiving GA, SSI, RSDI Disability or other Disability benefits.

Organizational Relationships

State agencies are required to include information on 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. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

- I. Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The PPDB administers the E&T program. Within PPDB there are E&T Coordinators dedicated to the administration of the program. This team is responsible for establishing the E&T policy and ensuring that it is kept up to date in the NMAC, they develop and manage the contracts related to all E&T services and monitor all E&T providers for compliance and growth.

At any time, there is not a current contract with a Provider, the E&T team is responsible for the entire administration of the program - receiving referrals from the field offices, placement into allowable and available components, case management of all referrals as well as tracking all participation to include the disenrollment of those referred but no longer participating. The E&T team is responsible for quality control and compliance with CFR. They have areas of expertise, for example, some are doing outreach where some are doing case management and tracking, but all are trained in all procedural

processes and program requirements to ensure all participants receive timely, accurate and consistent assistance. The E&T team consists of one expert in financial/budget tracking to ensure that E&T funds are handled appropriately. There are dedicated staff to complete case reviews and reimbursements to ensure each participant is being provided what is required and to ensure integrity, accuracy, and consistency.

II. How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

The E&T “unit” is formed by the PPDB E&T coordinators and the FAAs are responsible for the certification of SNAP cases. Communication by the E&T coordinators with the FAA’s occurs through several different methods, it can be through the clarification process, QuiKGuide announcements that can be issued daily, trainings, etc. The E&T coordinators collaborate with the Training Support Bureau (TSB) to create and effectively issue trainings. The trainings can be new information or refreshers. The E&T Coordinators frequently address policy questions through the clarification process; this is where staff can submit questions or concerns to be addressed by policy and ASPEN operations.

Information about the E&T program is kept up to date in the QuiKGuide that is easily accessible to all FAAs; PPDB oversees the administration of the QuiKGuide to ensure the accuracy and validity of the information contained within the Guide. The QuiKGuide is used by the FAAs to gain information regarding SNAP E&T including but not limited to the appropriateness of an E&T referral, the referral process, components, reimbursements, disenrollment process as well as the E&T coordinators contact information.

The Quality Assessment Bureau conducts Management Evaluations with the field staff and the results are shared with all involved. Any time there are areas of improvement found, these will be shared through discussion and ongoing trainings. Depending on the findings, processes may be developed as Lessons Learned and be placed in the QuiKGuide for future reference. The communication between field staff, Quality Assessment Bureau and E&T coordinators is frequent and occurs at all different levels.

III. Describe the State’s relationships and communication with intermediaries or E&T providers (if applicable):

The NMHSD is currently working towards securing a Provider for E&T services. Until the RFP process and the contract is finalized, the NMHSD E&T coordinators (State Staff) will be administering all E&T program activities; Provider Determinations will not be occurring. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

- IV. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

During the transition period, while going through the RFP process, the NMHSD E&T coordinators will be working with any referral received from the field staff. They will administer the E&T program. The participant data is shared through ASPEN as well as the WorkPath. The FAA initiates the referral by coding the participant as a volunteer in ASPEN which triggers data to be sent to the WorkPath. The E&T coordinators then receive the referral in WorkPath, which is the system used to track participation in the program. The E&T coordinators will maintain the already established spreadsheets to track all disenrolled participants, case reviews, and participants hours. The spreadsheets are stored in a SharePoint so that multiple people can work on the spreadsheet at one time and the information is real-time and kept updated.

When a participant is disenrolled, the E&T coordinator updates WorkPath to trigger a task to be created for the FAA's. Once the task is received by the FAA, they update ASPEN to disenroll the participant from E&T. Once the disenrollment is certified in ASPEN a notice is issued to the participant letting them know of the change along with contact information for the NMHSD should they want to volunteer again in the future.

Information regarding component participation is tracked in the Workpath including successful completions or reasons why the participant was not successful. This information can be used for Outcome Measures, review of trends and can provide data for improvement of the E&T Program.

Reimbursements are requested and approved in WorkPath for tracking purposed by a designated E&T Coordinator. This results in a task being created where another designated E&T coordinator will review and approve the reimbursement request. At a minimum two E&T coordinators will be responsible for the reimbursement process. The request and approval or denial of the reimbursement must occur within 5 days from the initial request. The reimbursement is issued through ASPEN; FAAs can do an inquiry if a participant has questions or needs information.

- V. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

ASPEN is utilized by NMHSD FAA staff when determining eligibility for SNAP benefits. When a customer volunteers for the SNAP E&T program, the FAA updates a question

in ASPEN to yes and enters the date the customer volunteered. This triggers the alert in Workpath for the E&T Coordinators to review the SNAP E&T referral. Once the E&T coordinator receives the referral, they will begin to track compliance and case management services in the WorkPath.

WorkPath enables real time access to all participant information so that any E&T Coordinator can assist in the case management of any volunteer. WorkPath provides reports that display key statistics on E&T participation (i.e., Number of referrals, various Provider statistics, status of referral, and participation summary).

- VI. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

The NMHSD E&T staff hold bi-weekly meetings and monthly trainings amongst E&T staff as determined necessary. The E&T staff maintain and have access to a SharePoint site where they store E&T documents, and information is housed and shared for future reference. Meeting notes are kept in a shared OneNote for the E&T team to ensure accurate and consistent information is relayed. Meeting notes are also delivered to the team after every meeting via email. New policies or procedures are discussed and shared during the bi-weekly meetings. It may require an email or GI/IPP memo or if more complex may require some sort of training to be developed and delivered to the field staff, FAA's. If the E&T staff determine that FAAs need training for any error trends, this would be discussed and the plan of action determined, for example, the complexity of the issue will be determined to decide method of training.

All NMHSD staff receive any change in policy or procedures regarding SNAP E&T through GI, IPP, announcement in QuiKGuide or through a training.

- VII. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The NMHSD has recently hired an E&T coordinator that is responsible for all fiscal operations. This E&T coordinator will review all contract obligations regarding fiscal activities and ensure that compliance is met for all funds being utilized from the E&T grant.

The NMHSD is currently working towards securing a Provider for E&T services. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

- VIII. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

The NMHSD is currently working towards securing a Provider for E&T services. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

- I. Describe how the State agency screens applicants to determine if they are work registrants.

The NMHSD FAA conducts screening to determine if an individual is a work registrant by gathering information from the participant to determine if they qualify for any federal exemption from the SNAP general work requirements. This information is gathered during data collection as part of the interactive interview for initial applications and recertifications as well as any time a change is reported that may change their status. Determining if an individual is a work registrant is a distinct process from screening for appropriateness for E&T. Once the FAA determines an individual is a work registrant, they will then review the eligibility and appropriateness for referral to the voluntary E&T program. The determination is also made as to whether the individual would be subject to the ABAWD work requirement, if not for the waiver. The FAA explains to the individual what the ABAWD requirements are and how to comply once the waiver expires. The FAA notifies the individual that the current component offered is job search training and should the waiver for ABAWD be lifted this component will not meet the work requirement. A written notice is issued via mail to the SNAP recipients that explains the SNAP General, E&T and ABAWD work requirements. This notice is federally compliant to include contact information, consequences for failure to comply, good cause, etc.

- II. How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

All non-exempt individuals are work registered by signing the application for assistance.

- III. At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

The NMHSD FAA notifies all eligible household members about the SNAP General Work Requirements verbally during the initial and recertification interviews or anytime

there is a change reported that affects their status. The oral notification takes place at different points of the interview as part of the interactive interview while collecting information and is also done at the end of the interview while reviewing the rights and responsibilities with the customer, also known as the review of the Important Benefit Information. The FSP 003 Notice for SNAP Recipients (Consolidated Notice) is the written form that provides the explanation of the applicable work requirements that will be mailed to the applicant at initial application, every time there is a change reported that impacts their status and at renewal. Once the NMHSD FAA certifies the case the FSP 003 will be mailed.

The Important Benefit Information also known as the rights and responsibilities which covers the oral notification of the applicable work requirement, is located in the QuiKGuide. The FAAs are required to review this with participant during the interview to comply with the oral notification requirement. Utilizing the QuiKGuide allows the FAA to provide thorough, consistent, and accurate information. The NMHSD has a team that maintains the QuiKGuide to ensure that all information is up to date and accessible to all FAAs.

Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

- I. List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. (Note: This question is not asking about criteria that may be unique to each provider.)

Screening for referral to E&T is completed by the NMHSD FAA. The screening process is an evaluation by the FAA to determine whether the individual should or should not be referred for participation in the E&T program. All SNAP work registrants are screened during the interactive interview, by asking questions to collect the necessary data. Based on the information gathered, the FAA will use the information to determine if the individual meets the criteria to volunteer and can be referred to the E&T program. Screening of the customer occurs during the initial application and recertification interview, as well as any time a change is reported that impacts their status. While screening for appropriateness for E&T builds on the work registration determination, it is its own unique process. The E&T program is voluntary, and it will be determined that an individual is appropriate if they are a work registrant who is:

- Between the ages of 16 and 59
- Not receiving TANF
- Not receiving Refugee Cash Assistance

- Not receiving Unemployment Compensation Benefits; and/or
- Has not applied for or are receiving GA, SSI, RSDI Disability, or other disability benefits.

If, based on the information the FAA gathers, they determine that the individual is appropriate to refer to the E&T program and would be able to work upon completion of the E&T program, the FAA explains the program and benefits to the customer so that they are able to make an informed decision about volunteering. During this discussion the FAA explains the reimbursement eligibility and process. If they chose to participate the FAA completes the referral process to send the referral to the E&T coordinators. The FAA documents in case comment the E&T referral.

Screening and referral for E&T are part of the certification process and is considered complete once the individual is referred from the FAA to the E&T coordinator; these activities are completed by the NMHSD FAA and SNAP E&T grant funds are not used to pay for these functions. As part of the referral process, the NMHSD explains the next steps for accessing E&T.

- II. Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

During the initial and recertification interview the NMHSD FAA screens the individual by gathering information through the interactive interview and asking questions. The FAA utilizes ASPEN to complete interactive interviews to ensure that the appropriate information is being gathered to ensure an appropriate screening determination is being made. The screening occurs throughout the interview as information is being gathered about the household members and circumstances. If it is determined that the individual(s) would be appropriate to refer, the NMHSD FAA provides an overview of the E&T program, including they types of components and opportunities available. The FAA clearly explains the expectations of participation, the benefits of the program, the reimbursement criteria, how to request and that this is a voluntary program and their participation in the program has no effect on their SNAP benefits. The FAA asks the individual if any of these training opportunities interest them and if they would like to be referred to E&T. Once referred the FAA, informs them of the next steps for accessing E&T services and lets them know that they will be receiving information via mail. The FAA registers the participant as a volunteer in ASPEN for tracking purposes. The referral is received through WorkPath in real time for the E&T coordinator to review and act on next steps.

If the individual fits the E&T criteria and is determined eligible and appropriate, the NMHSD FAA will:

- Inform the customer of the program and the benefits of participation,
- Explain the requirement of case management and what that entails,
- Explain available components including level of effort and participant responsibilities,
- Explain reimbursements for any out-of-pocket expense that are reasonably necessary and directly related to participating in the E&T program, the reimbursement amount, and how to request the reimbursement, and
- Provide contact info for the E&T coordinators.

Once the FAA completes the referral, a Welcome Letter is sent to the participant to provide information about the SNAP E&T program. The FAA triggers this notice to be mailed once eligibility is ran, the task is marked complete, and the case is certified in ASPEN. The Welcome letter provides the participant with the goals of the E&T program and important information that they need to know. It specifically states that the program is voluntary, and that participation does not change the SNAP benefits. The letter informs the participant who is eligible to participate, available activities, and that an E&T Coordinator will assist them no matter where they live in the state. The participant also receives information regarding possible reimbursements and the amounts. It provides information regarding next steps, due dates and contact information for the E&T Coordinators.

A referral is sent to the E&T coordinators once the FAA certifies the SNAP case.

- III. (If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

The NMHSD E&T coordinators are managing the administration of the E&T program, reverse referrals will not occur. Once a contract is secured for an E&T provider, this section will be updated with the amendment of the E&T State Plan.

- IV. How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

The NMHSD operates a voluntary E&T program. Participants are informed about reimbursements once the individual has been determined eligible and appropriate to participate in the program. As part of the overview of the E&T program, the individual receives information about what is eligible for reimbursement, the amount, how to

request and contact information for the E&T coordinators. Participants are notified verbally using the following language:

Individuals actively participating in the E&T program are eligible for a reimbursement to reasonably necessary and directly related out-of-pocket expenses. This reimbursement is \$100 dollars a month unless they provide receipts the expense was greater. However, individuals can only receive up to \$1,200 in reimbursements a FFY (Oct 1 – Sept 30.) Reimbursement requests should be directed to the E&T Coordinators.

In addition to receiving information verbally, participants are informed by mail. When they are referred to the E&T program a Welcome to SNAP Employment & Training (E&T) (ET 001) notice is mailed welcoming them to SNAP E&T. This letter provides an overview of reimbursements, who can help them with their request, how to request and possible amounts. The E&T Coordinator verbally informs participants during their initial outreach.

Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

- I. What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

Once the participant is determined eligible and appropriate for the E&T program, and they choose to participate, the FAA completes the referral process and explains to the volunteer what to expect next; this is also known as the Direct Referral process. The FAA completes the screening for E&T eligibility as well as the referral to the program.

The FAA provides an overview of the E&T program, including the types of components and opportunities available. The FAA clearly explains the expectations of participation, the benefits of the program, the reimbursement criteria, how to request the reimbursement, that this is a voluntary program and their participation in the program has no effect on their SNAP benefits. The FAA verifies that individual is interested in the training opportunities and that they want to be referred to E&T; the FAA is responsible for correctly coding the participant as a volunteer in ASPEN to send a referral to the E&T coordinators. The FAA registers the participant as a volunteer in ASPEN for tracking purposes. The referral is received through WorkPath in real time for the E&T coordinators to review and act on next steps. The FAA is responsible to inform the volunteer of the next steps for accessing E&T services.

Once eligibility of the SNAP case is run, and the individual is determined eligible, the referral is sent to the E&T coordinators and the Welcome Letter (ET 001) is mailed to the participant. This letter provides information about the SNAP E&T program; it provides the goals Upon completion of the referral, the goals of the E&T program and important information that they need to know. It specifically states that the program is voluntary, and that participation does not change the SNAP benefits. The letter lets the participant know who is eligible to participate, available activities, and that an E&T coordinator will assist them no matter where they live in the state. They are also provided with information about reimbursements and the amounts. It provides information regarding next steps, due dates and contact information for the NMHSD E&T coordinators.

- II. If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

The NMHSD E&T coordinators are managing the administration of the E&T program, reverse referrals will not occur.

- III. After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

The E&T Coordinators receive the referral through WorkPath the day after the SNAP case is approved. The day that the referral is received, the E&T coordinator works to contact the participant, known as the Initial Outreach. The coordinator attempts two cold calls, 5 minutes apart, in an effort to make contact with the participant.

If the contact is successful, the coordinator schedules an orientation while on the phone with the participant and then sends an appointment notice with the date, time and contact information for the E&T coordinator.

If the contact is unsuccessful a notice is mailed to the participant advising them to call within 10 business days. If the participant does not contact the coordinator within 10 business days, the participant will be removed from the E&T participation in WorkPath and a task is created for the FAA to update ASPEN to reflect the individual is no longer volunteering for E&T. Once the FAA runs eligibility in ASPEN the SNAP withdrawal Notice (ET002) is mailed. This notice explains that they will no longer be receiving services through E&T and that this will not change their benefits. The participant is given the CCSC contact information should they want to volunteer later. The letter also reminds them of the available components.

The participant is required to complete an orientation within 10 business days from the date of referral. The orientation is done in a virtual group setting and is offered twice a week. The participant is given an opportunity to ask questions and receive clarification about the program, expectations, etc. Participants will be able to join virtually or over the phone. During the orientation participants notified about the component available (Job Search Training). Attendance is tracked. The list of attendees is kept for tracking purposes. Once the orientation has been completed case management begins. The E&T coordinators will complete case management once a month.

The orientation includes:

- Information about E&T components available,
- The expected level of effort
- Participant responsibilities
- Resource information.
- Dates and times to report for case management services
- Contact information for the coordinator
- Information on how to connect with the coordinator including how to connect virtually.

Upon completion of the orientation, Case Management services begin. During the first case management meeting, barriers are addressed. Based on the identified barriers, participants are provided resources to increase likelihood of successful completion of the allowable component. The E&T coordinator will accommodate the participant to the best of their ability within policy.

The E&T coordinator is responsible to keep the participation data current and accurate. Part of keeping the data current is ensuring that only those individuals participating are kept in the system for tracking. The E&T Coordinator disenrolls a participant, based on the following reasons in Workpath:

- Verbal Withdrawal
- Ineligible for SNAP
- Non-Participation- E&T Coordinator will disenroll the participant 10 business days after contact has been attempted but failed
- Completed program

Two SNAP E&T coordinators are responsible for completing the disenrollment process. First a SNAP E&T Coordinator reviews the case, and if all correct the coordinator updates the disenrollment tracking form. Next, the E&T coordinator responsible for processing the disenrollment will gather the information from the tracking form, add a case comment in WorkPath to document the disenrollment and then will follow the following process within 48 hours of the initial determination:

The E&T coordinator will:

1. Review the participant's case/circumstance.
 - a. Review for any SNAP General Work Requirement exemptions and update the SNAP case as appropriate; FAA makes final certification in ASPEN.
 - b. Review the case for barriers, special accommodations and if needed contact the participant to offer additional resources.
2. Determine if disenrollment is needed.
 - a. If the participant will be disenrolled from voluntary E&T through ASPEN a Withdrawal from SNAP E&T (ET002) notice is sent to the customer within 10 days. Once the FAA runs eligibility in ASPEN the SNAP withdrawal Notice (ET002) will be mailed. This notice explains that they will no longer be receiving services through E&T and that this will not change their benefits. The participant is given the CCSC contact information should they want to volunteer later. The letter also reminds them of the available components. If the participant disagrees with the disenrollment, they have the right to request a fair hearing. The notice clearly indicates that their SNAP benefits will not be affected by this.

- IV. How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

Once an individual is determined eligible, appropriate and advises an NMHSD FAA of their interest in E&T, the FAA registers the participant as a volunteer in ASPEN for tracking purposes and to create the referral. This referral is automatically sent through WorkPath where the E&T coordinator will track compliance.

- V. How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Once ASPEN is updated to reflect that the individual is an E&T volunteer, the referral is received real-time in WorkPath for the E&T coordinators. WorkPath receives the participants contact information (address and phone number), education status and information on any previous and current employment. All E&T coordinators have access to ASPEN as well as Workpath to ensure thorough and comprehensive services are provided to the volunteers.

Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

I. Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

II. If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools are used, and how are the results shared with State agency staff, providers, and/or participants)

During this time NMHSD will not be completing assessments. Barriers will be addressed during the first case management meeting. Once a Provider is contracted, assessments will occur, and this section will be updated with an E&T State plan amendment.

Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

I. What types of E&T case management services will the State agency provide?
Check all that apply.

Comprehensive intake assessments

Individualized Service Plans

Progress monitoring

Coordination with service providers

Reassessment

Other. Please briefly describe: **Barriers will be addressed during the case management meetings and individuals will be provided known resources to improve likely hood of success in the Job Search Training component.**

- II. Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

The case management services are delivered by the E&T Coordinators and are provided to the participant up to 3-months from completion of the program. The case management occurs after the individual completes the orientation. The coordinators provide referral services barriers are identified or when requested by participants.

The coordinator meets, virtually or via phone, with the participant within 5 business days after the orientation to begin case management services. During the case management, the E&T Coordinators identify the need for and coordinate support services such as transportation, internet, phone, clothes, mileage, and childcare (individuals can be referred to CYFD for childcare services).

The coordinator maintains ongoing contact with the participant, telephone or virtually, to determine progress, compliance, and services needed. The coordinator will have at minimum, 1 monthly contact with each participant for these purposes, and this contact will be documented in WorkPath.

Case management is tailored to the needs of the individual and adaptable to the individual's changing support needs. Case management services include, but are not limited to:

- Referral to other resources to address identified barriers
 - Housing, Section 8
 - Utility Assistance
 - Behavioral Health Services
 - Child Care
- Support in identifying next steps for successful job search to increase likelihood of obtaining employment
 - Resume Building
 - Interviewing skills
 - Job skill development

- III. Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	NMHSD FAAs with ASPEN
State E&T staff:	NMHSD E&T Coordinators with both ASPEN and Workpath, shared spreadsheets
Other E&T providers:	
Community resources:	NMHSD FAAs and E&T Coordinators providing resource information

IV. Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

Case Management is an ongoing activity that enhances the participants ability to participate and be successful in the E&T component(s) to which they are assigned.

The Case Management process includes:

- o Provides guidance to the individual regarding Resume Building, Interviewing skills and Job skill development. and
- o Provides Resources to support services for barrier removal such as Section 8, utility assistance or behavioral health services.
- o Evaluation with participants at 1 month and 3 months of the program.

Once the NMHSD secures an E&T provider this will be implemented, as well as any other process to ensure that the participants are receiving Targeted case management services through an efficient administrative process. This section will be updated with the FY 23 E&T state plan amendment.

Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

I. Does the State agency offer a conciliation process?

- Yes (Complete the remainder of this section.)
- No (Skip to the next section.)

- II. Describe the conciliation process and include a reference to State agency policy or directives.

N/A

What is the length of the conciliation period?

N/A

Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

- I. What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- 30 days
 60 days
 Other: Click or tap here to enter text.

- II. For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
 No

- III. For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

- One month or until the individual complies, as determined by the State agency

- Up to 3 months
- IV. For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
- Up to 6 months
- V. For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently
- VI. The State agency will disqualify the:
- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

- I. Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

When a SNAP participant is completing their initial interview, renewal or reporting a change an NMHSD FAA gathers data to determine the participants SNAP General Work Requirement and ABAWD status as well as appropriateness for the E&T

program. Being that E&T is a voluntary program, no participant can be disqualified due to lack of participation. If it is determined that an individual is non-compliant with the SNAP general work requirements, the FAA determines if their status (mandatory vs. exempt) has changed; if they are found mandatory, the FAA determines if the individual has good cause for refusal or failure to comply.

An individual may be exempt from the SNAP General Work Requirements if they meet one of the following federal exemptions:

- a) Under age 16, or 60 years of age or older.
- b) Age 16 or 17 and not the head of a household or enrolled in school or an Employment & Training program on at least a half-time basis.
- c) Unable to work because of a physical or mental unfitness.
 - o Can be verified, if obvious by the FAA, through client statement.
 - o Only if questionable, verification may be needed to prove if the individual cannot work. This could be disability paperwork, or a note from a doctor or nurse.
- d) Already following the work requirements of another program, such as NM Works.
- e) A parent or other household member taking care of a dependent child under 6.
- f) Taking care of someone who cannot care for themselves and needs a caregiver.
- g) Applied for or are getting unemployment. They must be meeting the work requirements that are part of applying for unemployment.
- h) Taking part in a drug or alcohol treatment and rehabilitation program on a regular basis.
- i) Working at least 30 hours weekly. Or, earning weekly pay equal to or more than the federal minimum wage times 30 hours.
- j) A student enrolled at least half-time in a school, training program, college or university.
- k) Applying for Supplemental Security Income (SSI) and for SNAP through the Social Security Administration.

If the individual does not qualify for any of the federal exemptions, they are mandatory to comply with the SNAP General Work Requirements and are verbally notified by the FAA and issued a Notice for SNAP Recipients (FSP 003 - Consolidated Notice) to provide them with information about SNAP General work requirements, exemptions and good cause.

If it is determined that the individual is determined mandatory and is non-compliant with the General Work requirements, the FAA reviews possible good cause with the participant prior to acting on the case; this occurs in many different methods, via phone,

in person, contacting a collateral contact, for example the employer, reviewing available data sources, etc. The FAA considers all facts and the circumstances received by the employer or the household themselves, to decide. Ultimately the FAA is responsible to determine good cause but can use information received from an E&T Coordinator to assist in determining whether good cause exists. If it is determined that good cause exists or that their status has changed from mandatory to exempt, the FAA updates ASPEN to correctly reflect this status.

Any time an action is taken on the case, or a change is made regarding the status, the participant is notified.

II. What is the State agency's criteria for good cause?

A SNAP participant may qualify for good cause for failure to comply with SNAP General Work Requirements.

Good Cause includes circumstances beyond the participants control such as, but not limited to:

- Illness
- Illness of another household member
- Household Emergency
- Unavailability of transportation
- Lack of adequate Child Care for children who have reached age 6 but are under age 12

In addition to the above circumstances, Good Cause for leaving employment includes:

- Discrimination by employer
- Unreasonable work demands or conditions
- Accepted another job
- Enrolled in school
- Accepted a job or enrolled in school and household has to move
- Resignation of job recognized as retirement
- Employment became unsuitable
- Employment did not equal bona fide job offer requirement
- Employment in which workers frequently move from one job to another

III. Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

The State of New Mexico currently has a voluntary program.

Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

- I. Describe the process used by E&T providers to communicate provider determinations to the State agency.

The NMHSD is currently working towards securing a Provider for E&T services. Until the RFP process and the contract is finalized, the NMHSD E&T coordinators (State Staff) will be administering all E&T program activities; Provider Determinations will not be occurring. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

- II. Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

The NMHSD is currently working towards securing a Provider for E&T services. Until the RFP process and the contract is finalized, the NMHSD E&T coordinators (State Staff) will be administering all E&T program activities; Provider Determinations will not be occurring. Once a Provider is secured, this section will be updated with an amendment to the FY23 E&T State Plan.

Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<ul style="list-style-type: none"> I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once. <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in</i></p>	240
--	-----

Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.	
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	20
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$288,000.00
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$24,000.00
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$1,200.00

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

Allowable Participant Reimbursements. Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.

Participant Reimbursement Caps (optional). States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.

Who provides the participant reimbursements? Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.

Method of disbursement. Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Child Care (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
Transportation (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
Tools and Equipment (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
Test and Lab fees	\$100.00 a month or	Requests are made	Reimbursement

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
(if reasonably necessary and directly related expense to the component)	actuals, with receipts, not to exceed \$1,200.00 total per FFY.	through E&T Coordinator who will review and approve the reimbursement.	issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
Books (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
Clothing/Uniforms (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursements issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to exceed \$1,200.00 per FFY.
All other Reasonably Necessary and Directly Related Expenses	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through E&T Coordinator who will review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card. Will be estimated at \$100.00 or actuals with receipts not to

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			exceed \$1,200.00 per FFY.

- I. If providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Dependent care reimbursements will be capped at \$100.00 a month, or actual, but not exceeding \$1,200.00 per FFY (if reasonably necessary and directly related expense to the component).

- II. If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

The E&T Coordinators refer participants to CYFD to apply for childcare assistance.

Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- I. Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

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.

During the interview, the NMHSD 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. If SNAP participants are 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.

The number of work registrants receiving SNAP on October 1 of the new FFY will be generated on the FNS 583. This count is produced for the 1st quarter report only and will remain the same for the current FFY. 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. (The report is pulled the day after quarter ends (10/1) to include the last day of the quarter.)

1. Describe measures taken to prevent duplicate counting.

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.

The method for ensuring that the count is unduplicated is:

Line 1: Number of work registrants receiving SNAP on October 1 of the new FFY

1. As of October 1st, the total number of unduplicated individuals who are actively receiving SNAP benefits. (SNAP, DSNAP, and TFS) for the month of October will be counted.
2. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption.
3. The age criterion (16-59) is calculated at the end of the reporting month.
4. 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.

Line 2: Number of New Work Registrants:

1. To determine Line 2 individuals are included following the same criteria as Line 1.
2. Retro-Approvals: An individual will be counted in the month they are approved and not for the reporting month. For example, if an applicant applies in December but is approved in January they will be counted in January.
3. Quarter 2 report in Line 2-Month 1 (January).

- 4. This count (for all four quarters) shall not include individuals who were counted in Line 1. ASPEN utilizes social security numbers to determine if an individual has been counted.
- 5. 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.

Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- I. If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

ASPEN, New Mexico’s SNAP eligibility system, holds participant characteristics. WorkPath is used to provide component completion and participant numbers.

- II. If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- III. If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

NMHSD is working to build the National Outcome Measures Report into WorkPath to include the use of QWR. The NMHSD will leverage the existing data sharing agreement between themselves and NMDWS to allow the accessibility for QWR. This will be completed to include all information for the FFY23 National Outcome Measures Report.

State Component Reporting Measures

Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

- I. If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

ASPEN, New Mexico’s SNAP eligibility system, holds participant information. WorkPath is used for tracking participation and to provide component completion and participant numbers.

- II. If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- III. If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

- IV. If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example:</i> Supervised Job Search	<i>Example:</i> Number of people who obtain employment after completion of component.	<p><i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
Job Search Training	<p>Number and percentage of participants who obtain employment after successfully completing this component.</p> <p>Participants who complete the 6-week training are considered as successfully completing the component.</p>	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of 10-1-2022 to 9-30-2023.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2022 to 9-30-2023.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

1. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

- Yes (Complete the rest of this section.)
- No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

Where will the State agency offer qualifying activities?

- Statewide
- Limited areas of the State (*Complete questions c and d below.*)

Explain why the State agency will offer qualifying activities in limited areas of the State.

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

How does the State agency identify ABAWDs in the State eligibility system?

How does the State agency identify ABAWDs that are at-risk?

When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

Explain the methodology used to determine the total cost to fulfill the pledge.

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

Summary of the State guidelines implementing supervised job search (applies to SJS only). This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.

Direct link (applies to SJS only). Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).

Description of the component (applies to JST, SET, and Workfare). Provide a brief description of the activities and services.

For JR Only: Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

Target population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

Criteria for participation. What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

Geographic area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).

E&T providers. Identify all entities that will provide the service.

Projected annual participation. Project the number of unduplicated individuals.

Estimated annual component costs. Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	
Direct link	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.II. Non-Education, Non-Work Component Details: Supervised Job Search Training

Details	Job Search Training (JST)
Description of the component	<p>Job Search Training is a component that strives to enhance the job search skills of participants by providing instruction and high touch mentoring in job seeking techniques, increasing motivation and self-confidence for work, and understanding employer needs. The component consists of the training in aspects of the job search process including resume building, interviewing skills, appropriate dress, and Job development skills.</p>
Target population	<p>The target population for participation in this component 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 for or receiving GA, SSI, RSDI, or UCB, they will not be able to volunteer for the E&T program.</p>
Criteria for participation	<ul style="list-style-type: none"> • Basic reading skills (greater than 6th grade), • Basic writing skills (greater than 6th grade), • Basic mathematics ability (greater than 6th grade) • Basic computer skills; and

	<ul style="list-style-type: none"> • Previous work experience or completion of Work Readiness Training offered through E&T.
Geographic area	These services are administered statewide.
E&T providers	NMHSD E&T coordinators.
Projected annual participation	240
Estimated annual component costs	There is no additional cost to administer this component while the NMHSD E&T coordinators manage the program. The costs are the 3 E&T staff salaries, which is listed under Salaries and wages. Once the Provider and contract is secured this cost will be calculated and included in the FY 23 E&T state plan amendment.

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

Description of the component. Provide a summary of the activities and services.

Target population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

Criteria for participation. What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

Geographic area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).

E&T providers. Identify all entities that will provide the service.

Projected annual participation. Project the number of unduplicated individuals.

Estimated annual component costs. Project only administrative costs.

Not supplanting: Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.

Cost parity: If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.VIII. Educational Program Details: English Language Acquisition

Details	
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

Description of the component. Provide a summary of the activities and services.

Target population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

Criteria for participation. What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

Geographic area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).

E&T providers. Identify all entities that will provide the service.

Projected annual participation. Project the number of unduplicated individuals.

Estimated annual component costs. Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. **If the State does not plan to offer one of the components in the table, please leave the cells blank.** For each component that is offered, the State should include the following information:

Description of the component. Provide a summary of the activities and services.

Target population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

Criteria for participation. What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

Geographic area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).

E&T providers. Identify all entities that will provide the service.

Projected annual participation. Project the number of unduplicated individuals.

Estimated annual component costs. Project only administrative costs.

Length of time the SWBL will run. Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.

What other administrative costs, if any, will be associated with the SWBL.

Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

1. If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p><u>E&T Coordinator</u></p> <ol style="list-style-type: none"> 1. \$59,168.95 2. \$65,045.80 <p><u>Business Operational Advanced</u> \$61,533.36</p> <p>FTEs will spend 100% of their time on E&T activities to include providing support and policy guidance on changes to ASPEN and WorkPath for the E&T program as well as promoting the program through working with outside entities to establish partnerships for the E&T program. FTEs 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, FTEs will establish monitoring activities of the E&T program and will be E&T liaisons for NMHSD's central office, field office and HELPNM.</p>
---	---

<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>This is in addition to the salaries requested above. NM State employees require fringe benefits. The approved Fringe Benefit Rate Used is 39%.</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>The contractor Deloitte will be working to implement the consolidated and disenrollment notice within ASPEN. Within the Workpath system there will be system updates for the FNS 583, a new report to track disenrollment reasons to include participants who complete their component. These reports will be pulled the NMHSD staff as needed. Additionally Workpath will require maintenance and operations costs to support the removal of the prior provider and to help onboard any new provider(s) identified.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>This amount is to cover supplies for the requested FTE. Paper, pens, and other general supplies they may need to do their daily tasks. This amount also covers the cost of licenses for NMHSD use of WorkPath for E&T.</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	
<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<p>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.</p>

<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>Laptops and phone lines</p>

- 1. Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

N/A

Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement). Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

Participants are eligible for reimbursement of reasonably necessary and directly related out of pocket expenses up to \$100.00 a month, or actuals with receipts, not to exceed \$1,200.00 per FFY23. NMHSD is anticipating 240 participants in FFY23 to receive reimbursements for a total annual reimbursement amount of \$288,000. NMHSD will provide 50% of the cost of reimbursement while the rest is funded through 50% Federal reimbursement.