

*New Mexico*

# SNAP Employment and Training Plan Template

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Federal Fiscal Year

*2020*

**Updated:**

*3-Sep-19*

**Section A: Cover Page and Authorized Signatures**

State: *New Mexico*

State Agency: *Human Service Department, Income Support Division*

Federal FY: 2020

Date: 9/3/2019

Primary Contacts: Complete the table for those State agency personnel who should be contacted with questions about the E&T plan.

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**Certified By:** \_\_\_\_\_

*<Signature of Authorized Person>*  
*David R. Scrase for D.S.*  
\_\_\_\_\_  
David R. Scrase, M.D., NMHSD Cabinet Secretary

*9/10/19.*  
\_\_\_\_\_  
Date

**Certified By:** \_\_\_\_\_

*<Signature of Authorized Person>*  
*Danny Sandoval*  
\_\_\_\_\_  
Danny Sandoval, ASD Director

*9/10/19*  
\_\_\_\_\_  
Date

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## Agriculture Improvement Act of 2018 Instructions

### Background

The Supplemental Nutrition Assistance Program (SNAP) was recently reauthorized as part of the Agriculture Improvement Act of 2018 (the Act), P.L. 115-334, enacted on December 20, 2018. The Food and Nutrition Service (FNS) issued a memorandum on March 6, 2019, regarding the SNAP Employment and Training (E&T) and work provisions in section 4005. This memo places the section 4005 provisions into four categories based on when they are to be implemented or what agency action needs to occur before implementation. The categories are (1) provisions requiring immediate implementation (self-executing); (2) provisions States may implement immediately, but require State Plan approval; (3) provisions requiring rulemaking before implementation; and (4) FNS action only.

This addendum to the SNAP E&T State Plan Handbook for Fiscal Year (FY) 2020 provides instructions for States implementing provisions that require immediate action and those provisions States may implement with State Plan approval.

### A. Self-execution provisions -- States must implement immediately

#### 1. Consultation with State Workforce Development Boards or Employers

States are required to design their SNAP E&T programs in consultation with the State workforce development board, or, if the State demonstrates that consultation with private employers or employer organizations would be more effective or efficient, with private employers or employer organizations.

States are also required to include in their E&T State Plan the extent to which they are coordinating with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

*State Plan Instructions:* All States should respond to the questions provided in the attached template.

#### 2. Mandatory case management

States are required to include case management services in their E&T program. Case management can include such things as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers. States should be aware that this is a service and is not subject to participation and outcome reporting. States must provide case management to all E&T participants.

In the E&T State Plan, States should specify who has the responsibility for carrying-out case management services; the types of case management services to be provided; and how case management service providers will coordinate with E&T Providers, the State agency and other community resources.

- If a State will not have the ability to provide case management services by October 1, 2019, the State should describe in their FY 2020 State plan the actions they have taken and are planning to take to come into compliance, as well as a timeline for completion. FNS will work with the State to ensure timely implementation of case management services.

*State Plan Instructions: All States must respond to the questions in the attached template.*

## **B. Provisions States may implement immediately with State Plan approval**

### **1. Supervised Job Search**

States should be aware the Act replaces job search with supervised job search programs as an E&T component. Supervised job search is described as programs occurring at State approved locations, at which the activities of participants shall be directly supervised and the timing and activities of participants tracked in accordance with guidelines issued by the State.

*State Plan Instructions: If a State chooses to offer a supervised job search program, they must complete Section E (component detail) of the State Plan for supervised job search and include in the description the guidelines developed by the State to implement supervised job search. At a minimum, the guidelines must identify the State-approved locations and describe how they were selected as State-approved locations, and must specify how the supervised job search program meets the statutory requirements to directly supervise the activities of participants and track the timing and activities of participants.*

### **2. Job Finding Clubs/Job-Skills Assessment/Employability Assessment**

States should be aware the Act removes job finding clubs and job skills assessment as allowable activities under the job search training component and adds employability assessment as an allowable activity.

*State Plan Instructions: If a State chooses to offer a job search training program that includes employability assessments, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E - Component Details.*

### **3. Job Retention Programs**

States should be aware that the Act requires job retention services to be provided for a minimum of 30 days and not more than 90 days.

*State Plan Instructions: If a State chooses to offer job retention services, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E - Component details.*

#### 4. Apprenticeships

States should be aware that the Act adds apprenticeships as an allowable activity under the work-based learning component. While apprenticeships have been allowable, the Act now specifically cites this as an allowable activity.

*State Plan Instructions:* If a State chooses to offer apprenticeships under a work-based learning program, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E - Component details.

**Section B: Assurance Statements**

Check box at right to indicate you have read and understand each statement.

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

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

## Acronyms

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

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



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

**I. Summary of the SNAP E&T Program**

<p>Mission</p>	<p>The mission of the New Mexico Human Services Department (NMHSD) is to ensure that every New Mexican who is eligible for benefits and support services receives them. The goal of the Income Support Division (ISD) is to relieve, minimize or eliminate poverty and to make available certain services for eligible low-income individuals and families through statewide programs of financial assistance, food assistance, employment assistance, and training services.</p>
<p>Scope of Services</p>	<p>The SNAP Employment and Training (E&amp;T) program will assist SNAP recipients in supervised job search activities increasing job opportunities leading to self-sufficiency. The participant will be provided with support services necessary to participate in the supervised job search activity. In addition to reducing the participant's need for assistance by increasing the potential of obtaining employment, the E&amp;T program seeks to enhance the participant's sense of self-worth and esteem. Both staff and participants understand that successful employment is the ultimate goal of the program. The target population for the supervised job search activity will be those that express their interest in volunteering for the program.</p>
<p>Administrative structure of program</p>	<p>The NMHSD/ISD are responsible for planning and developing program policies that encourage participants to meet their employment goals. Service delivery of the E&amp;T program is the responsibility of ISD Field and Central Office staff. ISD will administer the E&amp;T program in accordance with 8.139.410.13 New Mexico Administrative Code (NMAC) and 7 CFR 273.7.</p>

**II. Program Changes**

New initiatives

**An increase in the participation in the voluntary E&T program is our goal and is anticipated for FFY 20; the Department is working to develop and expand components to increase participation in the program. Each SNAP applicant/participant will be given information regarding the benefits of the E&T program. For FFY 20, NMHSD will implement case management services for SNAP participants who choose to participate in the E&T program which consists of supervised job search. Beginning in FY 20, an E&T Coordinator will be responsible for providing case management services consisting of monitoring and tracking participation and providing necessary support to the participant. The E&T Coordinator and the participant will work as a team and together they will identify opportunities for employment and any barriers that may be preventing the participant from becoming employed. If barriers are identified the E&T Coordinator will provide available known resources to the participant. A SNAP applicant/recipient can volunteer and participate at any time for the E&T program.**

Case management will consist of: completing a work assessment, assisting the participant with registering with NM Workforce Connection online (an online resume developer and job seeker service provided by the NM Department of Workforce Solutions (NMDWS)), and advocacy, to include but not limited to, developing and maintaining their resume and reaching out to potential employers with the participant. The E&T Coordinator and the participant will complete a detailed work assessment to identify job placement goals. Based on the information the participant provides on the work assessment the participant can start a supervised job search to match their employment goals and interests. A copy of the work assessment will be scanned into participant's electronic case file (ECF) in the Automated System Program and Eligibility Network (ASPEN). The participant will receive assistance in completing an on-line registration with the NM Workforce Connection through the Virtual One Stop System (VOSS) which takes approximately forty-five minutes to an hour to complete. If the participant is already registered on VOSS the participant and the E&T Coordinator will log onto the NM Workforce Connection home page using the participant's credentials and update any information that needs to be updated, work on resume, or look for available jobs that match the participant's profile.

**E&T is a voluntary program and meeting with the participant will be the responsibility of both the participant and the E&T Coordinator. The E&T Coordinator will document all interactions with the participant in ASPEN. The E&T Coordinator will schedule appointments to meet with the participant and after two missed appointments with the E&T Coordinator the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN. The E&T Coordinator and the participant will work together to locate and find job leads and submit applications for desired jobs.**

**Supervised job search will consist of the E&T participant and an E&T Coordinator working together to complete a supervised job search. A search for jobs that match the individual's experience, education and interest level based on the information from the work assessment will be completed monthly if the participant chooses to participate in E&T monthly. The individual will be encouraged to complete and submit as many applications as possible. The supervised job search will be tracked through VOSS for the record of the efforts by the participant and the E&T Coordinator. The E&T Coordinator will verify that the participant is actively participating in E&T and has out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program.**

**Significant changes in State policy or funding**

**Currently, for FFY 20 NMHSD has no significant changes. The NMHSD will continue to administer a voluntary E&T program offering a Supervised Job Search component.**

**III. Workforce Development System**

**General description**

**Currently, the NMHSD is administering the E&T program and will continue evaluating the possibility of expanding components through the NMDWS. NMHSD has begun utilizing NMDWS's VOSS system for the tracking of E&T participation. NMHSD is looking at possibilities of amending the contract with the NM Works Contractor to provide support for our E&T customers.**

<p>High-demand and emerging industries and occupations</p>	<p>Based on Labor Market Information found on the NMDWS website, currently, the fastest growing industries and occupations are health care, social assistance and accommodation and food services.</p>
<p>Connection to SNAP E&amp;T, components offered through such system, career pathways, and credentials available</p>	<p>For FFY 20, NMHSD offers a supervised job search component.</p>
<p><b>IV. Other Employment Programs</b></p>	
<p>TANF, General Assistance, etc.</p>	<p>The NMHSD does not have any other employment programs that serve SNAP recipients in conjunction with WIOA/TANF/GA recipients.</p>
<p>Coordination efforts, if applicable</p>	<p>Coordination efforts with NMDWS for the possibility of utilizing resources through NMDWS are taking place. The E&amp;T Coordinators will be trained on VOSS, the computer system that NMDWS uses. This will allow for our SNAP E&amp;T participant to register and utilize the NMDWS system, VOSS, which is New Mexico's official online portal to access labor market information, virtual job matching services, employment resources, and much more.</p>
<p><b>V. Consultation with Tribal Organizations</b></p>	
<p>Description of consultation efforts</p>	<p>NMHSD informed Tribal organizations and provided a copy of the proposed FFY 20 E&amp;T State Plan for their review, comments, and feedback. They have until October 31, 2019 to request a government-to-government consultation and to provide any comments and or feedback regarding the FFY 20 E&amp;T State Plan. Tribal organizations had no concerns or comments' regarding any previous E&amp;T State Plans and NMHSD does not anticipate any concerns with the proposed FFY 20 plan as there are no significant changes.</p>
<p>Services available through E&amp;T</p>	<p>NMHSD offers a voluntary E&amp;T program which consists of supervised job search. NMHSD is working on expanding the E&amp;T program to allow for more services to be offered to our voluntary E&amp;T program participants.</p>
<p><b>VI. State Options</b></p>	
<p>Select options the State is exploring</p>	<p>Serving applicants  Serving zero-benefit households  Serving mandatory participants only</p>

Select options the state is applying

Serving mandatory and voluntary participants

Voluntary participants only

## VII. Screening Process

Process for identifying whether work registrant should be referred to E&T

The ISD Family Assistance Analyst (FAA) is responsible for intake and screening at initial certification and recertification. An interview is scheduled when the application is received and must be conducted prior to disposition. The interview is an official and confidential discussion of the household's circumstances. The FAA gathers information and clarifies any unclear or incomplete information to ensure a correct eligibility determination is made on the case.

During the interview, the FAA reviews all federal exemptions with the applicant/recipient using the "Important Benefit Information" notice (FSP 013) to determine whether the individual applying for SNAP benefits is subject to the general work requirements. If the applicant/recipient does not qualify for any of the federal exemptions, information regarding the pertinent work requirements, how to comply and the consequences for failure to comply will be provided to the applicant/recipient. NMHSD registers each mandatory household member for work with their signature on the application for assistance. Applicants/recipients that meet a federal exemption will be informed of their exempt status. NMHSD offers a voluntary E&T program. During the interview the FAA explains to the SNAP participant what E&T is, that participation is voluntary, the advantages of volunteering, how to volunteer, and how to request reimbursements for out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program. It is explained that the reimbursement amount will not exceed \$25 per month, which the amount is set by NMHSD, even if their expenses to participate are in excess. If the participant expresses interest, the FAA registers the participant as a volunteer in ASPEN for tracking purposes. The FAA will refer the applicant/recipient to the E&T Coordinator.

On the days that the E&T Coordinator is present in the field office and the participant can meet with the E&T Coordinator the following process will be followed. When an applicant/ recipient chooses to volunteer, after the eligibility interview is completed:

- The FAA will walk the participant to the E&T Coordinator.
- The E&T Coordinator will work with the participant to begin case management services and complete an E&T work assessment.
- The E&T Coordinator will assist participant in completing an on-line registration with the NM Work Force Connection system, VOSS.
- This process captures supervised job search.

On the days that the E&T Coordinator is not present in the field office or the E&T coordinator and participant are unable to meet, when the applicant/ recipient chooses to volunteer, after the eligibility interview is completed:

- The FAA will e-mail the E&T Coordinator with the case number of the participant.
- The E&T Coordinator will attempt two cold calls to begin case management services and complete an E&T work assessment.
- If the E&T Coordinator is unable to contact the participant an appointment will be scheduled through ASPEN for either an in-person or telephonic assessment.
- All telephonic assessments will be scheduled within five business days from the date the participant chooses to volunteer in the E&T program.
- In-person assessments will be made available upon request or at the discretion of the E&T Coordinator and scheduled for the next day the E&T Coordinator is present in the field office to the extent possible, convenient for both the applicant and the E&T Coordinator.
- If the participant is a no show to the first scheduled appointment, the E&T Coordinator will reschedule within five business days. After two missed appointments the participant will be coded from voluntary participating to not participating in the E&T program in ASPEN.

The NMHSD is responsible for administering and tracking participation in the E&T program on a monthly basis. Voluntary participants will not be subject to disqualification and can participate to the extent that they find is most useful for them. To be eligible for the reimbursement, the participant must be actively participating with the E&T Coordinator and have out-of-pocket expenses that are reasonably necessary and directly related to participation in the E&T program. To request the reimbursement the participant must complete the SNAP E&T Transportation Reimbursement Claim Form (FSP 020) either in-person or via phone with the E&T Coordinator.

**VII. Conciliation Process (if applicable)**

Procedures for conciliation	NMHSD does not offer a conciliation process as part of the E&T program.
Length	N/A

**IX. Disqualification Policy**

Length of disqualification period	First Occurrence: N/A E&T program is voluntary
	Second Occurrence: N/A E&T program is voluntary
	Third or Subsequent Occurrence: N/A E&T program is voluntary
Sanction applies to individual or entire household	<p><b>Currently, NMHSD only applies disqualifications to those that fail to meet SNAP General Work Requirements. Disqualifications apply to the individual. The disqualifications will be applied to those individuals who are out of compliance and without good cause with the SNAP general work requirements.</b></p> <p>Currently, NMHSD offers a voluntary E&amp;T program therefore the E&amp;T disqualifications are not applicable.</p>

**X. Participant Reimbursements**



<p>List all participant reimbursements (or link to State policy/handbook)</p>	<p>If a voluntary E&amp;T participant has reasonable out of pocket expenses necessary to participate in the program and they request a reimbursement, they will receive \$25 monthly. The participant must provide documentation in accordance with 7 CFR 273.7(d)(4) by providing ISD with a SNAP E&amp;T Reimbursement Claim form (FSP 020) for each month that they request the reimbursement. The documents will be scanned into the participants ECF. The E&amp;T Coordinator will review all of the documents provided and determine if the reimbursement is appropriate.</p>
<p>Reimbursement cap</p>	<p>The reimbursement request documents in ASPEN will be reviewed to verify that:</p> <ul style="list-style-type: none"><li>• The participant requesting the reimbursement was receiving SNAP for the month of the request;</li><li>• The participant was actively participating in supervised job search with the E&amp;T Coordinator;</li><li>• The FSP 020 was completed thoroughly and the costs incurred are reasonably necessary and directly related to participating in E&amp;T; and</li><li>• The participant has not already received a reimbursement for that month.</li></ul> <p>Due to the voluntary nature of E&amp;T program there is no cap on the number of reimbursement requests for out-of-pocket expenses directly related to supervised job search during the certification period; they can potentially receive a reimbursement each month.</p>

<p>Payment method (in advance or as reimbursement)</p>	<p>Payment method is a reimbursement. Upon verification of participation in the E&amp;T program with appropriate documentation provided by the participant, the E&amp;T Coordinator will enter case comments regarding the reimbursement request.</p>
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**XI. Work Registrant Data**

<p>Methodology used to count work registrants</p>	<p>SNAP participants not otherwise exempt from the SNAP general work requirements in accordance with 7 CFR 273.7(b)(1) will be included in the count to determine the number of work registrants in the State.</p> <p>The NMHSD utilizes ASPEN, an on-line interactive system in determining eligibility and providing benefits and assistance payments for SNAP and for all other programs administered by the NMHSD. ASPEN is the system currently being utilized to generate a report, FNS-583, of new work registrants that is available quarterly; it is used to obtain the initial count of work registrants at the beginning of each new FFY.</p> <p><b>Method for Obtaining Initial Count of Work Registrants:</b></p> <p>The number of work registrants receiving SNAP on October 1 of the new FFY will be generated on the FNS 583. Individuals will be included in the count, if they do not qualify for a federal exemption; this will be determined during the interview process and data entry in ASPEN to gather the correct count. If the individual qualifies for a federal exemption, they will not be included in this count. This count is produced for the 1st quarter report only and will remain the same for the current FFY.</p>
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During the interview, the FAA gathers all information from the applicant and reviews all possible federal exemptions to determine work registration status. As the FAA processes the case through ASPEN and enters all information, the applicant will be determined as either mandatory or exempt from SNAP general work requirements and will be correctly reported as such. If the individual was captured on the 1st quarter report as a work registrant, they will not be counted again in any other month for that FFY.

**Number of new work registrants:**

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, 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**

- As of September 30th, the total number of unduplicated individuals who are active and receiving SNAP benefits (SNAP, DSNAP, and TFS) for the months of September and October will be counted (Even if the individual is receiving SNAP for at least one day in September and October, the individual is reported).
  - a. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption.
- The age criterion (16-59) is calculated at the end of the reporting month.

- The report displays the count for Line 1 for all the runs of the report in order to show the baseline count. The Line 1 count that is reported in Quarter 1 shall remain the same in subsequent quarters for that FFY.

**Line 2: Number of New Work Registrants:**

To determine Line 2 individuals are included following the same criteria as Line 1.

- **Retro-Approvals:** An individual may be approved in the month of January for the prior month of December. In order to include this individual in the report, the reporting logic is to count all the individuals who were approved for SNAP in the reporting month and not for the reporting month. If the count of individuals who were approved for SNAP for the reporting month is counted, then the retro-approvals shall not be reported in any of the quarters.

**Quarter 2 report in Line 2-Month 1(January).**

- This count (for all four quarters) shall not include individuals who were counted in Line 1.
- This count shall be unduplicated for the FFY; i.e. an individual can only be reported only once in Line 2 during all four quarters of the report.

**XII. Outcome Reporting Data Source and Methodology**

Data sources

All reports as mandated by the National Reporting Measures of USDA have been developed and standardized as applicable to the components provided by NMHSD.

NMHSD utilizes the ASPEN system to collect the necessary information.

**NMHS D has designed, developed and created reports for the FFY ending each proceeding September 30th. The annual data as mandated to FNS contains the following:**

- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the 2nd quarter after completion of participation in E&T;**
- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the 4th quarter after completion of participation in E&T;**
- The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the 2nd quarter after completion of participation in E&T; and**
- The number and percentage of participants that completed training, educational, work experience or an on-the-job training component based on NMHS D offered components.**

Methodology

**For any component that has 100 or more participants, the NMHSD includes reporting measures that outline the following:**

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

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

- **Individual is a voluntary or mandatory participant.**
- **Participant achieved a high school degree (or GED) prior to being provided with E&T services.**
- **Participant is an ABAWD.**
- **Participant speaks English as a second language.**
- **Participants gender.**
- **Participants age (within these ranges 16-17, 18-35, 36-49, 50-59, 60 or older).**

### **E&T Tracking Functionality**

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

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

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

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

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



**Section E: E&T Component Details**

<b>Non-Education, Non-Work Components</b>									
Component	Description	Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
<i>Supervised Job Search</i>	Voluntary E&T participant will meet with E&T Coordinator and will complete a supervised job search to match the participants education/skill level and	Northeast Albuquerque field office	SNAP			\$ -	#DIV/0!	NMHSD	
<i>Job Search Training</i>	see appendix A					\$ -	#DIV/0!		
<i>Job Retention Services</i>	see appendix A					\$ -	#DIV/0!		
<i>Job search</i>	job search	state wide	SNAP	8	\$ 2,100.00	\$ 25,200.00	\$ 262.50	NMHSD	
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Insert more rows as needed.</i>						\$ -	#DIV/0!		
<b>Education Components (Education expenses must be justified)</b>									
Component	Description	Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
<i>Basic Education</i>						\$ -	#DIV/0!		
<i>Vocational Training</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		

<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Insert more rows as needed.</i>						\$ -	#DIV/0!		
<b>Work Components</b>									
<b>Component</b>	<b>Description</b>	<b>Geographic Area</b>	<b>Target Audience</b>	<b>Estimated monthly participants (unduplicated count)</b>	<b>Estimated Monthly cost*</b>	<b>Calculated Annual cost</b>	<b>Calculated Annual Cost per participant</b>	<b>Provider</b>	<b>Reporting Measure(s) – if &gt; 100 participants</b>
<i>Workfare</i>						\$ -	#DIV/0!		
<i>Work Experience</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Component</i>						\$ -	#DIV/0!		
<i>Insert more rows as needed.</i>						\$ -	#DIV/0!		
<b>Total Component Participation and costs</b>				<b>8</b>	<b>\$ 2,100.00</b>	<b>\$ 25,200.00</b>	<b>\$ 262.50</b>		

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Ensure this total is equal to Total Provider Contracts (Line C) of Section J.

\* Please round all amounts up to the next dollar.

**Section F: Estimated Participant Levels**

Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	75,255
<b>II. Estimated Number of Work Registrants Exempt from E&amp;T</b>	75,255
List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY (If Voluntary enter that information in Line 1 below)	
1. Currently ISD is administering a voluntary E&T program	75,255
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
(Add more rows as needed)	
<b>III. Percent of all work registrants exempt from E&amp;T (line II/line I)</b>	100%
<b>IV. Anticipated number of mandatory E&amp;T participants (line I – line II)</b>	0
<b>V. Anticipated number of voluntary E&amp;T participants</b>	84
<b>VI. Anticipated number of ABAWDs in the State during the Federal FY</b>	27,244

<b>VII. Anticipated number of AWDs in waived areas of the State during the Federal FY (enter '0' if not applicable)</b>	27,244
<b>VIII. Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY</b>	0
<b>IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI-(lines VII+VIII))</b>	0

**Section G: Summary of Partnerships and/or Contracts**

For each partner/contractor that receives more than 10% of the E&T Budget, complete and attach a contractor detail addendum.

Name of Partner/Contract	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Cost	Total Participant Reimbursement Cost	% of E&T Operating Budget
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)] SL Start</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%
<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)]</i>		\$ -	\$ -	0%





[Insert Provider Name and funding Source (ex: Contractor A 50%)]		\$ -	\$ -	0%
[Insert Provider Name and funding Source (ex: Contractor A 50%)]		\$ -	\$ -	0%
<b>TOTAL</b>		\$ -	\$ -	0%



**Section Ia: Operating Budget**

<i>[Insert State Agency Name] NMHSD/ISD E&amp;T Program Total E&amp;T Budget</i>	<b>Match</b>	<b>Federal cost</b>	<b>Total</b>
<b>I. Direct Costs:</b>			
a) Salary/Wages	\$ -	\$ 99,264	\$ 99,264
b) Fringe Benefits*	\$ -	\$ 38,713	\$ 38,713
c) E&T Provider Contracts	\$ -	\$ -	\$ -
d) Non-capital Equipment and Supplies	\$ -	\$ 500	\$ 500
e) Materials	\$ -	\$ -	\$ -
f) Travel	\$ -	\$ -	\$ -
g) Building/Space	\$ -	\$ 9,075	\$ 9,075
h) Equipment & Other Capital Expenditures	\$ -	\$ 3,600	\$ 3,600
i) Other State Agency Contractual Costs	\$ -	\$ -	\$ -
j) Other Direct Cost	\$ -	\$ -	\$ -
<b>Total Direct Costs</b>	\$ -	\$ 151,152	\$ 151,152
<b>II. Indirect Costs:</b>			
<b>Total Indirect Costs</b>	\$ -	\$ -	\$ -
<b>III. In-kind Contribution</b>			
State in-kind contribution	\$ -	\$ -	\$ -
<b>Total Admin Cost (I+II+III)</b>	\$ -	\$ 151,152	\$ 151,152
<b>IV. Participant Reimbursement:</b>			
a) Dependent Care	\$ -	\$ -	\$ -
b) Transportation & Other Costs	\$ 1,050	\$ 1,050	\$ 2,100
<b>Total Participant Reimbursement Costs</b>	\$ 1,050	\$ 1,050	\$ 2,100
<b>V. Total Costs</b>	\$ 1,050		\$ 153,252

**Section Ib: Grant Allocation**

<b>State Grant Allocation:</b>	<b>State Agency Share</b>	<b>E&amp;T Partner Share</b>	<b>Federal Share</b>
E&T ABAWD Funding			
100 Percent Federal E&T Grant			
50 Percent Additional Admin. Excluding Participant Reimbursement			
50 percent Participant Reimbursement	\$ 1,050.00	\$ -	\$ 1,050.00
<b>TOTAL</b>	<b>\$ 1,050.00</b>	<b>\$ -</b>	<b>\$ 1,050.00</b>

**Section J: Budget Narrative and Justification**

[Insert State Agency Name] NMHSD/ISD E&T Program	Match	Federal cost	Total	Narrative
<b>I. Direct Costs:</b>				
a) Salary/Wages		\$ 99,264	\$ 99,264	The salaries identified are for two full time employees (FTE's) for the SNAP E&T program. These FTE's will spend 100% of their time on E&T activities to include providing support and policy guidance on changes to ASPEN for the E&T program as well as promoting the program through working with outside entities to establish partnerships for the E&T program. The FTE's will focus on expanding the components of the E&T program. To ensure that the E&T program is federally compliant and effectively serving our customers, the FTE's will establish monitoring activities of the E&T program and will be E&T liaisons for NMHSD's central office and field office.
b) Fringe Benefits*		\$ 38,713	\$ 38,713	This is in addition to the salaries requested above. NM State employees require fringe benefits. The approved Fringe Benefit Rate Used is 39%.
c) E&T Provider Contracts	\$ -	\$ -	\$ -	Includes Provider contractual cost less Participant Reimbursement
d) Non-capital Equipment and Supplies		\$ 500	\$ 500	The request of \$500 is to cover supplies for the requested FTE's. Paper, pens, and other general supplies they may need to do their daily tasks.
e) Materials			\$ -	
f) Travel			\$ -	

g) Building/Space		\$ 9,075	\$ 9,075	This amount is to cover workspace rent for both FTE's in the ISD Central Office for the calendar year.
h) Equipment & Other Capital Expenditures		\$ 3,600	\$ 3,600	This amount is for two laptops and two phone lines.
i) Other Contractual Costs			\$ -	
j) Other Direct Cost			\$ -	
<b>Total Direct Costs</b>	\$ -	\$ 151,152	\$ 151,152	
<b>II. Indirect Costs:</b>				
*Approved Indirect Cost Rate Used:				<i>*Attach approved Indirect cost rate agreement</i>
<b>Total Indirect Costs</b>			\$ -	
<b>III. In-kind Contribution</b>				
State in-kind contribution			\$ -	
<b>Total Admin Cost (I+II+III)</b>	\$ -	\$ 151,152	\$ 151,152	
<b>IV. Participant Reimbursement:</b>				
a) Dependent Care			\$ -	
b) Transportation & Other Costs	\$ 1,050	\$ 1,050	\$ 2,100	
<b>Total Participant Reimbursement Cost</b>	\$ 1,050	\$ 1,050	\$ 2,100	
<b>V. Total Costs</b>	\$ 1,050	\$ 152,202	\$ 153,252	

**Section H: Contractor Detail Addendum**

<b>Owner/Contract Name</b>			
<b>Monitoring and communication with contractor (s)</b>			
<b>Role of Contractor</b>			
<b>Baseline</b>	<b>Start</b>		<b>End</b>

<b>Description of Activities/Services</b>	
<b>Funding</b>	
<b>Evaluation</b>	

If you have additional Contractors who receive more than 10% of total Budget click here:

**Appendix A:**

**Agriculture Improvement Act of 2018 Implementation Addendum**

**Workforce Consultation and Coordination**

1.

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

E&T Coordinator will be trained on NMDWS VOSS system to be able to track participants for the E&T program. NMHSD has had meetings with NMDWS leadership and will continue to meet to establish a solid partnership to ensure NMHSD's volunteer E&T program participants are successful in obtaining and maintaining employment. NMHSD and NMDWS plan to work together to expand the E&T program by adding the required components to our current voluntary E&T program.

On April 26, 2019 Policy and Program Development Bureau (PPDB) and NMDWS met to continue talks in regards to expanding and developing the SNAP E&T program by leveraging programs already developed and implemented through NMDWS.

On May 8-10, 2019 PPDB had the opportunity to attend the NMDWS Workforce Conference. We had the opportunity to Network with many of NMDWS partners and discuss with NMDWS possible opportunity for the SNAP E&T to leverage the same programs. During this conference, it was recognized that the SNAP E&T program would also benefit from many of the already existing partners.

On June 11, 2019, SNAP program manager along with PPDB Bureau Chief and SNAP E&T coordinator, met with DWS to discuss specific programs that we can utilize to expand the E&T program. We began discussing ways to refer E&T clients as well as tracking participation and completing case management services. We also discussed the necessity of developing MOA's between NMDWS and NMHSD for data sharing.

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

2.

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

We are currently discussing with and looking at the possibilities of partnering with NMDWS to expand the E&T program utilizing current programs through NMDWS under WIOA. Plans to partner up with NMDWS and NMAEA as well as other partners to ensure individuals are receiving the services needed to obtain employment. The hope is for individuals to become self-sufficient and that the participation in NMHSD's SNAP E&T program leads to individuals gaining and retaining successful employment. PPDB is also an active participant in the state WIOA meetings.

### **Case Management Services**

Describe how the State agency will provide case management services in the State's E&T program.

This description should include:

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

If the State agency is not able to provide case management services in FY 2020, the State agency must describe in their FY 2020 E&T State plan the actions they have taken and are planning to take to come into compliance, as well as a timeline for completion.



Case management will consist of: completing a work assessment, assisting the participant with registering with Workforce Connection online, and advocacy, to include reaching out to potential employers with the participant. The E&T Coordinator and the participant will complete a detailed work assessment to identify job placement goals. Based on the information the participant provides on the work assessment the participant can start a supervised job search to match their employment goals and interests. A copy of the work assessment will be scanned into participant's electronic case file (ECF) in ASPEN. The participant will receive assistance in completing an on-line registration with the NM Workforce Connection through the DWS computer system, Virtual One Stop System (VOSS) which takes approximately forty-five minutes to an hour to complete. If the participant is already registered on VOSS the participant and the E&T Coordinator will log on the Workforce Connection home page using the participant's credentials and update any information that needs to be updated, work on resume, or look for available jobs that match the participant's profile. This will be done in the Northeast Albuquerque Office until NMHSD can implement in all field offices state wide.

E&T is a voluntary program and meeting with the participant will be the responsibility of both the participant and the E&T Coordinator. The E&T Coordinator will document all interactions with the participant in ASPEN. The E&T Coordinator will schedule appointments to meet with the participant and after two missed appointments with the E&T Coordinator participant will be coded from voluntary participating to not participating in the E&T program in ASPEN. The E&T Coordinator and the participant will work together to locate and find job leads and submit applications for desired jobs.

**Appendix B: Provider Budgets**

<i>[Insert Provider Name and funding Source (ex: Contractor A 50%)] SL Start</i>	<b>Match</b>	<b>Federal cost</b>	<b>Total</b>	<b>Narrative</b>
<b>I. Direct Costs:</b>				
a) Salary/Wages			\$ -	
b) Fringe Benefits*			\$ -	*Include Fringe Rate in Narrative
c) Contractual Costs			\$ -	
d) Non-capital Equipment and Supplies			\$ -	
e) Materials			\$ -	
f) Travel			\$ -	
g) Building/Space			\$ -	
h) Equipment & Other Capital Expenditures			\$ -	
i) Other Direct Cost			\$ -	
i) Other Direct Cost			\$ -	
<b>Total Direct Costs</b>	\$ -	\$ -	\$ -	
<b>II. Indirect Costs:</b>				
*Approved Indirect Cost Rate Used:				<i>*Attach approved Indirect cost rate agreement</i>
<b>Total Indirect Costs</b>		\$ -	\$ -	
<b>III. In-kind Contribution</b>				
State in-kind contribution		\$ -	\$ -	
<b>Total Admin Cost (I+II+III)</b>	\$ -	\$ -	\$ -	
<b>IV. Participant Reimbursement:</b>				
a) Dependent Care	\$ -	\$ -	\$ -	
b) Transportation & Other Costs	\$ -	\$ -	\$ -	
<b>Total Participant Reimbursement Cos</b>	\$ -	\$ -	\$ -	
<b>V. Total Costs</b>	\$ -	\$ -	\$ -	

If you have additional providers click here: