



# HUMAN SERVICES

## DEPARTMENT

State of New Mexico

Income Support Division

Supplemental Nutrition Assistance Program

Employment & Training State Plan

Federal Fiscal Year 2016

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## **SUMMARY OF NEW MEXICO SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM**

### **EMPLOYMENT AND TRAINING PROGRAM**

#### **Abstract of the State Employment & Training (E&T) Program**

The Human Services Department (HSD) operates New Mexico's Employment and Training (E&T) program which assists Supplemental Nutrition Assistance Program ("SNAP") participants to gain skills, opportunities, training or experience that will improve their employment prospects or earning potential. New Mexico's mandatory work programs are administered by the Income Support Division (ISD) Central Office staff who plan and develop program policies that encourage participants to meet their employability and employment goals and reduce their reliance on public assistance. Service delivery is the responsibility of ISD field services staff and the New Mexico Works Employment and Training Service Provider.

Effective October 1, 2015, New Mexico HSD will reinstate the Able Bodied Adults Without Dependents (ABAWD) requirements and time limits in accordance with the Food and Nutrition Act and Title 7 of the Code of Federal Regulations, part 273. ABAWDs, who do not meet an exemption, will be mandatory to participate in a qualifying work or work-like activity. As of March 1, 2016, all newly eligible SNAP participants, who are non-ABAWD and who do not meet an exemption, will be mandatory for the E&T program. The existing SNAP eligible recipients, who are non-ABAWD, will become mandatory for the E&T program upon recertification. Individuals who are waived by Federal law or exempt by State law will not be required to participate in the ABAWD time limit or non-ABAWD work requirements. Federal exemptions for ABAWDs are defined in the Code of Federal Regulations and are different from the State non-ABAWD E&T work program requirements.

New Mexico is unique among the states because of the diversity of the population and the rural and frontier composition of the 33 counties in the state. New Mexico is the only state with more Hispanic residents (47%) than whites (39.8%). In addition, New Mexico ranks fourth for the number of Native American residents (10.2%) in the country. In November 2014, 22.7 percent of New Mexico's population, or 474,393 individuals, were SNAP recipients. This represents an increase in participation of approximately 16.4% percent since the last census in 2010.

New Mexico is geographically the fifth largest state, with approximately 43% of the population living in the Albuquerque Metropolitan Area. The majority of the remaining population lives in the State's other three metropolitan areas, Las Cruces in Doña Ana County, Santa Fe in Santa Fe County, Farmington in San Juan County, with the remainder living in 26 non-metropolitan counties. All of these areas, with the exception of eight non-metropolitan counties, have experienced significant population increases during the last five years. With the exception of the Bernalillo County region, (Albuquerque Metropolitan Statistical Area MSA), all counties are considered to be rural and some are considered to be frontier counties. The average population density for New Mexico is 17 people per square mile, making New Mexico one of the five least densely populated states in the nation.

## **Purpose**

The Income Support Division (ISD) administers both the New Mexico Works Temporary Assistance for Needy Families (TANF) and the SNAP Employment & Training (E&T) Work Programs. These work programs ensure that eligible families and individuals get the training and experience needed to become self-supporting, while providing support services necessary to participate in qualifying work or work like activities. In addition to reducing recipient's need for assistance, work programs seek to enhance recipient's sense of self-worth and esteem. Working parents provide an appropriate role model for children in the home, thereby contributing to a reduction in multi-generational dependency.

The purpose of the E&T work programs are to help household members gain skills, training, or work experience that increase the individual's ability to obtain and/or keep employment. Both staff and participants understand that successful employment is the ultimate goal of the program.

The E&T non-ABAWD and ABAWD work program is administered statewide. ISD field staff will register all mandatory participants when they apply and at recertification. Emphasis is placed on client responsibility in determining and carrying out work activities, and reporting attendance. ISD field staff provides the participant with a referral to the New Mexico Works (NMW) Service Provider, SL Start and Associates LLC. The participant and NMW Service Provider jointly identify work or work activities that meet E&T criteria.

## **Employment and Training Work Requirement**

### 1. Non- ABAWD Work Requirement:

Federal Law CFR §273.7 work provisions outline the work requirements that a non-ABAWD must participate in.

An individual shall be considered complying with the non-ABAWD work requirement when completing the following:

- ✓ Register for work;
- ✓ Participate in an allowable E&T work activity to the extent required (up to 120 hours);
- ✓ Accept suitable employment if offered; and
- ✓ Do not voluntarily quit a job of 30 or more hours a week or reduce work effort to less than 30 hours per week.

#### a. Non-ABAWD Exemptions:

The following individuals are exempt from the work registration requirement:

- ✓ Under age 16 or over age 60;
- ✓ An individual age 16 or 17, who is not the head of household or is attending school or enrolled in an employment and training program at least half time;
- ✓ Physically or mentally unfit for employment;
- ✓ Subject to and complying with work requirements for other programs (i.e. TANF and ABAWD);

- ✓ Caretaker for dependent child under age 6 or an incapacitated individual;
- ✓ Receiving unemployment insurance compensation;
- ✓ Participating in a drug or alcohol treatment and rehabilitation program;
- ✓ Employed or self-employed at least 30 hours a week;
- ✓ A student enrolled at least half time;
- ✓ A pregnant woman;
- ✓ Migrant and seasonal farm workers who are under contract or similar agreement with an employer or crew chief to begin employment within 30 days, although this does not prevent such individuals from seeking services from the E&T program;
- ✓ Workers in ACTION programs (such as VISTA) who average 30 or more hours of work per week, even though they earn less than minimum wage;
- ✓ A household member who has made application for SSI and SNAP benefits at the social security administration, and whose application for SNAP benefits has been received by HSD, and who is determined eligible for SNAP benefits, shall be exempt from work registration until an SSI determination is made; a household member who is determined ineligible for SSI shall have the exemption from E & T work requirements evaluated at the time of the denial of SSI; or
- ✓ Residing in counties, tribes, pueblos and nations with greater than 10 percent unemployment rate as defined by the department.

## 2. Able Bodied Adults without Dependents (ABAWDs) Work Requirement

Federal Law 7 USC §2015(o)(2) outlines the requirements for the number of hours an ABAWD must work to be considered exempt, and the number of hours that an ABAWD must participate in SNAP E&T activities.

An individual shall be complying with one of the following components to be considered complying with the ABAWD work requirement:

- ✓ work 20 hours or more per week, averaged monthly;
- ✓ participate in and comply with the requirement of a work program for 20 hours or more per week or;
- ✓ participate in and comply with other acceptable hours as determined by FLSA requirements for Community Service (CS) or Work Experience (WE);
- ✓ job search or job search training activities as long as the job search or job search training activities equal less than half the work requirement; and
- ✓ participation in and compliance with a workfare program.

### a. ABAWD Exemptions

The following individuals are exempt from the ABAWD work requirement:

- ✓ Under 18 or 50 years of age or older;
- ✓ Determined by the State agency to be medically certified as physically or mentally unfit for employment;
- ✓ Is a parent (natural, adoptive, or step) of a household member under age 18, even if the household member is not eligible for SNAP benefits;

- ✓ Residing in a SNAP household that includes at least one child under the age of 18, even if the child is not eligible for SNAP benefits;
- ✓ Is otherwise exempt from work requirements under section 6(d)(2) of the Food Stamp Act, as implemented in regulations at §273.7(b);
- ✓ A pregnant woman; or
- ✓ Resides in a county that is waived by federal waiver.

b. Time Limited Eligibility for ABAWDs

The fixed 36 Month Period will begin on October 1, 2015 and end on September 30, 2018.

c. New Mexico's ABAWD Population

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

A SNAP recipient identified as an ABAWD must meet a 20 hour-a-week work or work-like requirement in order to maintain eligibility. Statewide, the total ABAWD population is estimated to be 26,588. The monthly ABAWD population is estimated to be approximately 2,215.

## 1. Program Components

Non-ABAWDS and ABAWDs are required to register for the E&T program and must be referred to the Work Program NMW Service Provider for participation. All SNAP recipients are required to register with the E&T Program and are considered registered with the head of household's signature on any program application HSD offers. ISD field office will explain the work requirements to the participant and emphasize the participant's responsibility to comply with and engage in work activities. The participant's responsibility includes participating in activities, carrying out the assigned activities, and reporting attendance.

The program components are designed to provide the participant with the support and structure needed to achieve his or her work goals. Support services include related travel and dependent care for participants who complete the component.

- a. **Individual and Group Job Search:** This is an allowable E&T component; ABAWD's can participate in this component as long as it makes up less than half the work requirement, in conjunction with Community Service or Work Experience. This activity may include a Job Club component geared to helping the E&T participant set goals, acknowledge barriers to employment, accept responsibility for their employment goals, and gain the confidence needed to secure and maintain employment. Pre-employment skills training may include an evaluation, resume development, job application preparation, mock interviews, telephone techniques, job search and job retention techniques, work place ethics and employer's performance requirements, and assistance with identification of available jobs and employers.

As part of the training, participants who have access to the internet are required to register as a “job seeker” with the Virtual One Stop System (VOSS) through the “New Mexico Workforce Connection” online portal for job-matching services and resources, which is administered by the New Mexico Department of Workforce Solutions (NMDWS). The NMW Service Provider will verify completion of the registration within 30 days after the Work Participation Agreement (WPA) is approved via an interface provided by the Department of Workforce Solutions.

If an individual does not have access to the internet, the participant will be required to participate in this activity with the local NMW Service Provider. The participant will be required to submit a copy of the completed activity within the required timeframes.

In order to successfully complete individual and Group Job Search, a participant is required to make at least 12 job contacts with potential employers within a one month period, for a minimum of 24 job contacts within a two month period, this is required annually. Individuals residing in an area that is determined “Rural”, as based on Office of Management and Budget (OMB) Metropolitan Statistical Area Designation, are those individuals residing in any county containing a core urban area of 50,000 or fewer people. See figure 1.0.

“Rural” counties are:

Catron	Chaves	Cibola	Colfax
Curry	De Baca	Eddy	Guadalupe
Grant	Harding	Hidalgo	Lea
Lincoln	Los Alamos	Luna	McKinley
Mora	Otero	Quay	Rio Arriba
Roosevelt	San Miguel	Sierra	Socorro
Taos	Union		

Participants in these counties will only be annually required to complete 12 verifiable employer contacts, within a thirty-day period. A job contact, at a minimum, requires that the participant register and apply on the DWS online portal. The participant will document the personal job contacts and submit proof to the NMW Service Provider on the Job Search Card (DWP277). If an individual does not have access to the internet, the participant will be required to participate in this activity with the local NMW Service Provider and must provide the list to the NMW SNAP Specialist to verify the job contacts. Job applications submitted on the DWS online portal can be verified by NMW SNAP Specialists using the VOSS. Completion of this component occurs when the participant secures a job or completes the job contacts. The NMW Service Provider must notify the local Income Support Division County Office when an individual fails to comply with the requirements.

- b. Community Service:** The purpose of the Community Service component is to provide opportunities for on-the-job skills training and work-like experience for participants needing additional experience in areas related to their occupational interest. Participants are involved in the component activity for no more than 4 hours per day and no longer than three months. The maximum monthly participation rate is calculated by dividing the total household SNAP benefits received by the federal minimum wage. If the monthly allowable hours average less than 20



hours per week, the participant will be encouraged to volunteer to make the work experience meaningful to both the participant and agency or non-profit organization.

Community Service is a non-pay work activity where participants provide services needed by their community. Sponsoring agencies may be either public sector or private nonprofit entities such as libraries, charities, churches, and schools. To qualify as a community services placement, the activities must be similar to those normally carried out by a volunteer working with the agency, as opposed to those carried out by an employee. Federal guidelines for determining whether an activity is performed as a “volunteer” or “employee” must be followed by the sponsoring agency.

- c. **Work Experience:** The purpose of the Work Experience component is to provide opportunities for on-the-job skills training and work experience in areas related to their occupational interest. The type of work experience placement needed by a participant is identified during the assessment of needs by the ISD caseworker or NMW SNAP Specialist. Participants are involved in component activities for no more than 4 hours per day and no longer than three months. The maximum monthly participation rate is calculated by dividing the total household SNAP benefits received by the federal minimum wage. If the monthly allowable hours average less than 20 hours per week, the participant will be encouraged to volunteer to make the work experience meaningful to both the participant and agency or non-profit organization.

Participants may volunteer in non-pay work experience activities which are designed to increase job skills, improve employability and/or assist their communities. Placements include opportunities with local and state government, private industry and non-profit entities. These entities will provide experience in the service industry, automotive industry, home health agencies and human service agencies, among others.

- d. **Community Service and Work Experience Participating Agencies:** The NMW Service Provider has established relationships with for-profit, non-profit, and state and local governmental and private entities in each area to serve as work experience placements. SL Start has been collaborating with these organizations across the state for TANF referrals for work experience sites. The NMW Service Provider, the participant, and the organization sign a formal agreement subsequent to the participant referral. The formal agreements are called the Work Experience Training Agreement (WETA) and the Community Service Training Agreement (CSTA). Each organization has an established point of contact that oversees the participant’s time in and out daily. At the end of each month, the participant provides the timesheet to the NMW Service Provider ensuring they have met their hours. The ultimate goal, with each placement, is to ensure it is a work ready site with a potential for hire. When a participant does not show to their assigned location, the organization is asked to inform the NMW Service Provider. If this continues to occur and the participant is not going to meet the monthly hours, he or she is sent a “Notice to Client.” This allows the NMW Service Provider to address any issues in the participant’s attendance and to review the possibility of “Good-Cause” for not meeting their required monthly hours, prior to issuance of a disqualification.

## 2. Sequencing of Components

Requirements for work registration are determined at the time of application, recertification, or when a change in activity related to work requirements is reported. E&T information will be provided to all SNAP recipients by the Family Assistance Analyst (FAA). Written materials about employment programs are made available at the ISD County Offices regarding participation in the E&T Work Program. Work registrants are required to contact the NMW Service Provider who will provide the mandatory participants with more detailed information about the services available.

Mandatory participants for E&T and ABAWDs will attend an orientation and assessment session with a NMW SNAP Specialist. The assessment will include an interview with the participant to discuss strengths, needs, and preferences. The purpose of the assessment is to formally and informally assess each participant's education history, skills, prior work experience, employability, short-term career goals, barriers to employment, interests and aptitudes. Standardized tests, along with interest inventories may be utilized. Assessments may include a referral for counseling, if a barrier to employment exists related to alcohol and/or other drug abuse and/or mental health needs.

The participant may also complete an Individual Responsibility Plan (IRP), with the assistance of the NMW service provider. The IRP is a personal planning tool intended to assist the participant in long-term career planning, setting realistic long-term employment goals and identifying any barriers to securing and maintaining employment. This plan will assist the participant in identifying what steps are necessary to achieve the stated goals.

Information gathered during the interview and assessment will result in the creation of a mutually agreed upon Work Participation Agreement (WPA). The WPA is used to assure that the work activities that the participant will engage in meet the E&T work program requirements and that the participant is referred to available support services.

### Support Services:

Support services for non-ABAWD include transportation and dependent care. The support service for ABAWDS is transportation.

Non-ABAWD reimbursements for monthly support services vary depending upon the component:

<b>Component</b>	<b>Dependent Care</b>	<b>Transportation</b>
Individual Job Search	\$40	\$25
Work Experience	\$200	\$25
Community Service	\$200	\$25

ABAWD reimbursement for monthly support services:

<b>Component</b>	<b>Transportation</b>
Work Experience	\$25
Community Service	\$25

With the exception of the Individual Job Search component, which is a two month activity, Work Experience and Community Service components are three month activities with support services paid out upon successful completion each month. Individual Job Search support services are paid out upon completion of the activity depending on the required number of employer contacts the participant is required to make. Support services provided to participants are as follows.

### **Child Care**

The NMW Service Provider is responsible for developing and authorizing childcare support services. Additionally, they are responsible for direct provision and delivery of childcare payments and providing childcare provider information and payment details. This will be accomplished through a voucher system. During the assessment, individuals needing dependent care will be identified and they will fill out a W9 to enable them to be reimbursed by a check for the costs of their dependent care. SL Start will process the W9 and have the participant entered into their system so that a payment by check can be done. For Individual Job Search, the reimbursement is \$40 and is issued upon completion of the activity. For Work Experience and Community Service, the reimbursement is \$600 for three months (or \$200 per month).

### **Transportation**

The NMW SNAP Specialist will enter the transportation reimbursement into the Automated System Program and Eligibility Network (ASPEN) system upon successful completion of the activities assigned on the WPA for Individual Job Search. When a given component is completed by a participant the reimbursement can be issued by the NMW SNAP specialist. This disbursement is added to the EBT card and is designated separately from the SNAP benefits.

### **3. Other Employment Programs**

The New Mexico Human Services Department (HSD) assumes responsibility, through SL Start, to contract with private and non-profit agencies for delivery of employment services to SNAP and TANF recipients in the state.

### **4. New Mexico Department of Workforce Solutions**

The New Mexico Department of Workforce Solutions (DWS) is a market-driven workforce delivery system that prepares New Mexico job seekers to meet current and emerging needs of New Mexico businesses. DWS ensures that every New Mexico citizen who needs a job will have one; and that every business who needs an employee will find one with the necessary skills and work readiness to allow New Mexico businesses to compete in a global economy.

DWS provides a consistently high quality workforce preparation service that is responsive to businesses, job seekers, and worker's needs. DWS prepares job seekers to find assistance in looking for or getting

placed in a new job; and teaches them how to choose a career, find an ideal job, develop a resume, prepare for an interview, and learn skills to retain and advance once employment is obtained.

**DWS Service Areas:**

**Northern Area Job Service Centers:** Espanola, Farmington, Gallup, Las Vegas, Santa Fe, and Taos.

**Central Area Job Service Centers:** Albuquerque, Bernalillo, Los Lunas, and Moriarty.

**Southwestern Area Job Service Centers:** Deming, Las Cruces, Silver City, Socorro and Truth or Consequences.

**Eastern Area Job Service Centers:** Alamogordo, Artesia, Carlsbad, Clovis, Hobbs, Roswell, and Ruidoso.

**PART I: Summary of Allowable Work or Work-like Program Components**

**Name of component:** Individual or Group Job Search and Employer Contacts

**Description of component**

This is a two-part component which may include class room training, individual job readiness, or Job Club.

**Number of job contacts**

Participants that reside in an urban area are required to complete a minimum of 24 employer contacts over a two month period, annually. Participants residing in an area that is determined “Rural”, as defined previously, will be required to complete 12 verifiable employer contacts within a thirty-day period.

**Type of component:** Non-work component

**Geographic areas covered:** Statewide

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Participation Levels	FFY-2014	FFY-2015	Difference
A. # of mandatory participants	14,327	8,230	6,097
B. # of volunteer participants	0	0	0

**Targeted population**

Mandatory participants are required to complete the Job Search Training and Employer Contacts components to ensure continued compliance with the SNAP E&T Program.

**Organizational responsibilities**

HSD/ISD, NMW Service Provider, Department of Workforce Solutions will verify completed job search activities.

**Method for monitoring job contacts**

If the participant has access to the internet they will provide a copy of the registration and job contacts to the NMW Service Provider to verify completion of the registration and the job search via an interface provided by the Department of Workforce Solutions.

If an individual does not have access to the internet, the participant will be required to participate in this activity with the local NMW Service Provider. The participant will be required to submit a copy of the completed activity within the required timeframes.

The NMW Service Provider will validate a sample of the job contacts for each participant to ensure completion of the activity. In ASPEN, the trigger for reimbursement is when the NMW SNAP Specialist enters the completion of the 12 or 24 job search based on the individual’s job search requirement.

**Program Costs:**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

- A. Transportation (per person) \$25**  
It is estimated 699 participants will request a transportation reimbursement of \$25 for two (2) months of participation.

Total transportation expenditure for work registrants in this component are: \$17,475

- B. Dependent Care (per person) \$40**  
It is estimated 498 participants will request dependent care reimbursement.

Total dependent care expenditure for participants in this component are: \$19,920

- C. Total reimbursement costs for Transportation and Dependent Care: \$37,395**

- D. Cost of the component per placement, excluding reimbursement: \$150.00**

**E. Total cost of component**

- |    |                         |                |
|----|-------------------------|----------------|
| 1. | Excluding reimbursement | \$1,234,500.00 |
| 2. | Including reimbursement | \$1,271,895.00 |

**Name of the component:** Community Service (CS)

**Description of component:**

The purpose of the Community Service component is to provide opportunities for on-the-job skills training and work-like experience for participants needing additional experience in areas related to their occupational interest.

**Type of component:** Work component

**Geographic areas covered:** Statewide

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Participation Levels	FFY-2014	FFY-2015	Difference
A. # of ABAWDs	0	1,120	1,120
B. # of mandatory E&T	0	100	100
C. # of volunteers	0	0	0

**Targeted Population**

Mandatory participants who will benefit from on-the-job skills training and work-like experience.

**Organizational responsibilities:**

HSD/ ISD, Department of Workforce Solutions, or NMW Service Provider will provide information on approved work sites.

**Method for Monitoring**

Each organization has established a point of contact that oversees the participant's daily hours. At the end of each month, the participant provides the timesheet to the NMW Service Provider ensuring they have met their hours. When a participant does not show to their assigned location, the organization is asked to inform the NMW Service Provider. If this continues to occur and the participant is not going to meet the monthly hours, he or she is sent a "Notice to Client." This allows the NMW Service Provider to address any issues in the participant's attendance and to review the possibility of "Good-Cause" in not meeting the required monthly hours, prior to issuance of a disqualification.

**Program Costs:**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

**A. Transportation (per person) \$25**

It is estimated 58 non-ABAWDs will request a transportation reimbursement for all three months of the component for a total cost of \$4,350.

It is estimated that 896 ABAWDs will request a transportation reimbursement of \$25 per month for a maximum of six months out of the year during their participation in this component for total of \$134,400.

The total transportation expenditure for this component for ABAWDs and Non-ABAWDs is \$138,750.

**B. Dependent Care (per person) \$ 600**

It is estimated 61 participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$600 per participant at \$200 for three months. The total for this component is \$36,600.

**C. Total reimbursement costs**

Non-ABAWD	\$40,350
ABAWD	\$134,400

**D. Cost of the component per placement, excluding reimbursement**

Non-ABAWD	\$250.00
ABAWD	\$250.00

**E. Total cost of component:**

1. Excluding reimbursement	
Non-ABAWD	\$25,000
ABAWD	\$280,000
2. Including reimbursement	
Non-ABAWD	\$65,350
ABAWD	\$414,400

**Name of the component:** Work Experience

**Description of component**

The purpose of the Work Experience component is to provide opportunities for on-the-job skills training and work experience. Participants needing additional experience in areas related to their occupational interest may participate in the Work Experience component.

**Type of component:** Work component

**Geographic areas covered:** Statewide

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Participation Levels	FFY-2014	FFY-2015	Difference
A. # of ABAWDs	0	1,120	+1,120
B. # of mandatory E&T	0	100	+100
C. # of volunteers	0	0	0

### **Targeted Population**

Mandatory participants who will benefit from on-the-job skills training and work experience related to their occupational interests.

### **Organizational responsibilities**

HSD/ ISD, Department of Workforce Solutions, or the NMW Service Provider will provide information on approved work sites.

### **Method for Monitoring**

Each organization has established a point of contact that oversees the participant's daily hours. At the end of each month, the participant provides the timesheet to the NMW Service Provider ensuring they have met their hours. When a participant does not attend or show to their assigned location, the organization is asked to inform the NMW Service Provider. If this continues to occur and the participant is not going to meet the monthly hours, he or she is sent a "Notice to Client." This allows the NMW Service Provider to address any issues in the participant's attendance and to review the possibility of "Good-Cause" in not meeting the required monthly hours, prior to issuance of a disqualification.

### **Program Costs**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

#### **A. Transportation (per person) \$75/Non-ABAWD \$150/ABAWD**

It is estimated 58 non-ABAWDs will request a transportation reimbursement for all three months of the component for a total cost of \$4,350.

It is estimated that 896 ABAWDs will request a transportation reimbursement of \$25 per month for a maximum of six months out of the year during their participation in this component for total of \$134,400.

The total transportation expenditures for this component for ABAWDs and Non-ABAWDs is \$138,750.



**B. Dependent Care (per person) \$600**

It is estimated 60 participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$600 per participant at \$200 per month for three months. The total for this component is \$36,000.00.

**C. Total reimbursement costs**

Non-ABAWD	\$40,950.00
ABAWD	\$138,750.00

**D. Cost of the component per placement, excluding reimbursement**

Non-ABAWD	\$250.00
ABAWD	\$250.00

**E. Total cost of component:**

1. Excluding reimbursement	
Non-ABAWD	\$25,000.00
ABAWD	\$289,000.00
2. Including reimbursement	
Non-ABAWD	\$65,950.00
ABAWD	\$414,400

**PART II - PROGRAM PARTICIPATION AND EXEMPTIONS**

**A. Work Registrant Population**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

**B.**

**1. Number of Work Registrants**

- a. The number of work registrants expected to be in the State as of October 31, 2015.  
**185,500**
- b. The anticipated number of new work registrants to be added between November 1, 2014 and September 30, 2015.  
**59,862**
- c. The total number of work registrants in the State between October 31, 2014 and September 30, 2015. (a + b = c).  
**245,362**

## **2. Unduplicated Work Registrant Count**

The projected work registrant numbers are based on data secured through the Department's Automated System Program and Eligibility Network (ASPEN), an automated data gathering system used in determining eligibility, authorizing benefits and support services, and gathering Work Program information on SNAP.

## **3. Characteristics of Work Registrants**

The characteristics of work registrants were compiled based on data from historical participation data. Unemployment data regarding the counties, tribes, pueblos and nations was compiled by the Center on Budget and Policy Priorities.

### **B. SNAP E&T Mandatory Participants**

All E&T participants who do not meet an established exemption are required to complete an approved activity.

### **C. Exemption Policy**

#### **SNAP E&T Exemptions**

- 1) An individual younger than 16 years of age or an individual 60 years of age or older;
- 2) An individual age 16 or 17 who is attending school or is enrolled in an employment and training program at least half time, as defined by the school or the Employment and Training Program;
- 3) An individual who is physically or mentally unfit for employment; if physical or mental unfitness is claimed but not evident, verification is required. Verification may consist of receipt of temporary or permanent disability benefits issued by government or private sources, or a statement from a physician or licensed or certified psychologist;
- 4) A parent or other household member who is responsible for the care of a dependent child under age six or an incapacitated person;
- 5) An individual subject to and complying with any works program requirement under Title IV of the Social Security Act, including TANF work requirements or subject to and complying with ABAWD work requirements as stipulated by the Food and Nutrition Act;
- 6) An individual who receives unemployment compensation benefits and is subject to and complying with a federal or state unemployment compensation system; an individual who has applied for but who has not yet received unemployment compensation benefits (UCB) is exempt if required to register with the Department of Workforce Solutions as part of the unemployment compensation application process;
- 7) An individual who is a regular participant in a state certified drug or alcohol treatment and rehabilitation program;
- 8) An individual who is employed or self-employed and working a minimum of 30 hours a week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- 9) Migrant and seasonal farm workers who are under contract or similar agreement with an employer or crew chief to begin employment within 30 days, although this does not prevent

- such individuals from seeking services from the E&T program;
- 10) Workers in ACTION programs (such as VISTA) who average 30 or more hours of work per week, even though they earn less than minimum wage;
  - 11) A student who is eligible to participate in the SNAP program, and who is enrolled at least half time in any recognized school, high school, training program, or institution of higher education. This exemption remains in effect during normal periods of class attendance, vacations, and recess, unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term (excluding summer session);
  - 12) A household member who has made application for SSI and SNAP benefits at the Social Security Administration, and whose application for SNAP benefits has been received by HSD, and who is determined eligible for SNAP benefits, shall be exempt from work registration until an SSI determination is made. A household member who is determined ineligible for SSI shall have the exemption from E & T work requirements evaluated at the time of the denial of SSI;
  - 13) A pregnant woman; or
  - 14) An individual residing in counties, tribes, pueblos and nations with greater than 10 percent unemployment rate as defined by the department.

In addition to the above exemptions from the E&T work program requirements, the following tribes, pueblos and nations or individuals residing in one of the counties, will not be mandatory to comply with the E&T requirements because of the average unemployment rate. New Mexico has identified the following counties as having an average unemployment rate (for the months of January 2014-December 2014), greater than 10%, based on data from the Bureau of Labor Statistics.

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Luna County	Mora County	Acoma Pueblo
Jemez Pueblo	Laguna Pueblo	Mescalero Apache Tribe
Navajo Nation	Ohkay Owingeh	Picuris Pueblo
Sandia Pueblo	San Felipe Pueblo	Kewa Pueblo
Zia Pueblo		

**ABAWD Exemptions:**

- 1) An individual determined to be exempt from work requirements of the SNAP E&T program
- 2) An individual under 18 or 50 years of age or older;
- 3) An individual medically certified as physically or mentally unfit for employment;
- 4) A pregnant individual;
- 5) An individual residing in a SNAP household that includes at least one child under the age 18, even if the child is not eligible for SNAP benefits;
- 6) A natural, adoptive, or step-parent residing in a SNAP household that includes at least one child under age 18, even if the child is not eligible for SNAP benefits;
- 7) An individual residing in a non-ABAWD county as documented by federal waiver or suspension of the 20-hour-a-week work requirement.

In addition to the above exemptions from the ABAWD work requirements, the following tribes, pueblos and nations or individuals residing in one of the counties will not be mandatory to comply with the ABAWD work requirements because of the average unemployment rate. New Mexico has identified that the following counties, tribes, pueblos and nations have two year average unemployment rate 20% above the national average, based on data from the Bureau of Labor Statistics. The two-year average for the counties, tribes, pueblos and nations is based on data from January 2013-December 2014:

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Guadalupe County	Luna County	McKinley County
Mora County	Rio Arriba County	Taos County
Torrance County	Acoma Pueblo	Jemez Pueblo
Jicarilla Apache Nation	Laguna Pueblo	Mescalero Apache Tribe
Navajo Nation	Nambe Pueblo	Ohkay Owingeh
Picuris Pueblo	Cochiti Pueblo	San Felipe Pueblo
San Ildefonso Pueblo	Sandia Pueblo	Santa Ana Pueblo
Santa Clara Pueblo	Kewa Pueblo	Taos Pueblo
Zia Pueblo	Zuni Pueblo	

In addition to the exemptions above, an individual may obtain a temporary exemption known as “Good Cause” for failure to meet their requirements.

In a case of non-compliance, the FAA may determine whether good cause exists for a participant’s failure to comply with E&T work requirements. The FAA must consider the facts and circumstances, including information submitted by the NMW Service Provider, the household member involved, and the employer.

**Good cause:** circumstances beyond the member’s control, including but not limited to:

- 1) Participant household member’s illness;
- 2) Illness of another household member requiring the presence of the participating member;
- 3) An individual or family crisis or a family circumstance that may preclude participation;
- 4) Lack of transportation and a distance prohibiting walking to the site, or no available job within reasonable commuting distance;
- 5) Lack of adequate child care for children who have reached age six but are younger than age 12;
- 6) Individual whose physical residence is more than 30 miles away from an income support field office, Workforce Solutions Office, or employment services provider;
- 7) Court appearance;
- 8) Farmworkers who are away from their permanent residence or home base who travel to work in agriculture or a related industry during part of the year and are under contract or similar agreement with an employer to begin work within 30

days of the date the individual notified HSD or E&T work program service provider;

- 9) An absence of other support services necessary for participation;
- 10) Receipt of job referral that results in an offer below the federal minimum wage, except when a lower wage is permissible under federal minimum law; or
- 11) Individual is a victim of family violence.

A person with a verified disability is exempted from participation until the next certification. At the next certification, the FAA will determine if the temporary disability still exists. If it does not, the participant is no longer exempt from participation.

In the case of lack of transportation, the participant may be temporarily exempt if there are no alternative means of transportation.

### **PART III**

#### **PROGRAM COORDINATION**

##### **A. Narrative Coordination Statement**

The FAA is responsible for intake for initial certification, recertification and processing the application for assistance. The applicant completes an application and is scheduled for an interview. An interview must be completed prior to disposition of the application. The interview is an official and confidential discussion of household circumstances between the applicant and the FAA. It is intended to provide the applicant with information about SNAP, Work Program requirements, eligibility requirements, as well as to provide the FAA with the facts needed to make a reasonable eligibility determination. In addition to reviewing the information on the application, the interview also explores and clarifies unclear or incomplete information. At the time of application, recertification, and changes in ABAWD status, the work registration status of all SNAP recipients is determined and the information is entered into ASPEN.

Once the interview process is completed, the FAA provides the work participant with the forms and information regarding orientation and assessment for the E&T Work Programs. An NMW SNAP Specialist completes the orientation and assessment for mandatory participants.

During the assessment, the NMW SNAP Specialist and the participant complete an assessment form and develop a Work Participation Agreement (WPA). The WPA details component activity agreement(s) and identifies any support services needed by the E & T participant. If childcare is identified as a support service required for the participant to engage in the agreed upon component activity, it is indicated on the WPA. The participant fills out a W9 form to allow for the E&T provider to disburse child care reimbursements to the participant. Once the participant is set up in the system for reimbursements, he or she would be made eligible for payments based on compliance with work component requirements.

The NMW Service Provider or the State agency monitors compliance with the activities by requesting documentation of progress in the component(s). The NMW Service Provider will verify completion of the component via an interface provided by the Department of Workforce

Solutions. If an participant does not have access to the internet, the participant will be required to submit job activity documentation directly to the NMW SNAP Specialist to document their compliance during the duration of their activity.

If a determination is made that a work participant has failed to comply with E&T work requirements the result would be issuance of a Notice of Adverse Action (NOAA). The purpose of the NOAA is to provide the participant notice that SNAP benefits are being decreased, the reason for the decrease, and the opportunity to request a fair hearing.

The participant is considered to be out of compliance for failure to complete one or more of the following requirements within the specified timeframes:

- Obtain an assessment within 15 calendar days after application approval;
- Complete the Work Participation Agreement within 30 days after application approval;
- Register with the Department of Workforce Solutions - Workforce Connections as a "job seeker;"
- Depending on which component assigned to, complete the minimum required individual employer contacts or the minimum required work/work activity hours for the month (depends on ABAWD or Non-ABAWD status) for Work Experience (WE) or Community Service (CS).

#### **Individual Disqualification:**

For the Non-ABAWDs: If the FAA determines that a household member has refused or failed to comply with the SNAP participation requirements, the individual is disqualified as follows:

1. **First Occurrence.** For three months or until compliance, whichever occurs earlier.
2. **Second Occurrence.** For six months or until compliance, whichever occurs earlier.
3. **Third Occurrence.** For one year or until compliance, whichever occurs earlier.

#### **ABAWD Disqualification Process:**

ABAWD eligibility is tracked with a Fixed Tracking Period of 36 months ("FTP"). The tracking period begins October 1, 2015 and ends September 30, 2018. The FTP is not determined by when an individual applies for SNAP benefits, thus an individual who is determined to be ABAWD mandatory on August 1, 2018 will only have two months remaining for that particular FTP and then a new FTP will begin on October 1, 2018.

Within the FTP, each mandatory ABAWD individual has a "Grace Period" wherein they can fail to satisfy the work hour requirements without losing benefits. The Grace Period is a 3 month, non-consecutive set of months, and any given month counts towards this Grace Period if the individual receives his/her full SNAP benefits.

If an individual fails to meet his/her work hour requirements for more than 3 months, he/she will be disqualified (absent a finding of good cause as explained below). At any time after disqualification, the person can become re-eligible by working an average of 80 hours in a subsequent 30 day period.

If this same person becomes disqualified a second time, within a second 3 month Grace Period, that person will then lose the 3 month Grace Period for future eligibility determinations, during the current FTP. If the person works 80 hours in a given 30 day time period, he/she will become re-eligible, but will no longer have a 3 month Grace Period and will have to stay compliant on a monthly basis to remain eligible. There is no limit to the number of times an individual may regain eligibility during the FTP.

**ABAWDs Regaining Eligibility:** The individual may re-establish eligibility by either complying with the requirement or a determination is made that the individual becomes exempt from the 20-hour-a-week work requirement. Exemption from the work requirement is ongoing until the exemption no longer exists or until a change is reported. Changes to the exemption status are reportable changes for those on simplified reporting. In lieu of a reported change, work exemption status will be re-evaluated at recertification

An individual who regains eligibility is eligible on an ongoing basis provided he or she continues to meet the 20-hour-a-week work requirement. There is no limit to the number of times an individual may regain eligibility during the 36-month period.

1. Failure to meet the work requirement after regaining eligibility: An individual who has regained eligibility and who subsequently fails to meet the 20-hour-a-week work requirement in any month left in the 36-month period shall be eligible to receive SNAP benefits for a three consecutive month period. The three-month period begins with the month the work requirement was not met, provided the individual is otherwise eligible.
2. Upon expiration of the three months, the individual becomes ineligible for the remainder of the fixed 36-month period.

The individual may re-establish eligibility by either complying with the requirement or a determination is made that the individual becomes exempt from the 20-hour-a-week work requirement. Exemption from the work requirement is ongoing until the exemption no longer exists or until a change is reported. Changes to the exemption status are reportable changes for those on simplified reporting. In lieu of a reported change, work exemption status will be re-evaluated at recertification

**B. ABAWD and Non ABAWD E&T Implementation –**

1. The E&T work requirements will be voluntary for SNAP recipients who are non-ABAWDs from October 1, 2015 to February 29, 2016. As of March 1, 2016, all newly eligible SNAP participants who do not meet an exemption will be mandatory for the E&T program. The existing SNAP eligible recipients, who do not meet an exemption as of March 1, 2016, will become mandatory for the E&T program upon recertification.
2. Effective October 1, 2015, ABAWD work program requirements will be reinstated.

Those individuals who are not within the mandatory group are exempt from the ABAWD time limit and work requirements. The ABAWDs will be mandatory to complete the E&T requirements.

**C. Information Coordination**

On the basis of the information entered into the Department’s automated system ASPEN, a list of SNAP participants coded as mandatory for E&T and ABAWD is generated and made available to HSD/ ISD, Department of Workforce Solutions, and the NMW Service Provider that will provide information on approved work sites on a daily basis. The participants shall have an assessment done within 15 days from the date the case is approved. The participant shall also have an approved WPA within 30 days from the date of approval.

At the time of the applicant’s interview, the FAA explains the FSP 003 E&T Work Requirements Form and the time limits for contacting the NMW Service Provider. The FAA will scan the signed FSP 003 into the Electronic Case File (ECF). Upon approval of the SNAP benefits, a referral is created to the NMW Service Provider. The NMW SNAP specialist assesses the participant and completes the FSP 005 E&T Work Activity Form verifying that an assessment has been completed and identifies the component in which the client has been placed. The NMW SNAP Specialist scans the signed FSP 005 form into the ECF. The original form may be hand delivered or mailed to the participant.

Verification of job applications submitted via the DWS VOSS may substitute for the job search cards if participant completes all job contacts via the DWS online portal. If the participant does not have access to the internet, he/she will need to provide verification of the job contacts directly to the NMW SNAP Specialist. The participant is given or mailed the required forms for demonstrating compliance (e.g., timesheets, job search form, and invoice for childcare reimbursement). ABAWD monthly timesheets or verification of work hours completed must be returned no later than the 5th of each month. The participant is given enough Job Search Cards to document their participation in the Job Search component and to list the Job Search Employer Contacts for the two month activity period. The form is to be returned no later than 30 days from the initial Work Participation Agreement date, and again at 60 days.

**D. Coordination Time Frames**

<b>Activity</b>	<b>Process Time</b>
Referral of work registrants to NMW Service Providers	Daily
Detailed Assessment	15 days from case approval
Work Participation Agreement approval	30 days from case approval
Issuance of Notice of Non-Compliance	10 working days after receipt of notification from NMW SNAP Specialist of noncompliance



Imposition of Disqualification	Effective the benefit month following the 10th day after the notice of noncompliance.
Processing of support services reimbursements	5 working days

**E. Interagency Coordination**

**Methods of Coordination**

The Governor of New Mexico has requested that the Human Services Department work in collaboration with the Department of Workforce Solutions to coordinate the HSD Temporary Assistance for Needy Families (TANF) and the SNAP Employment and Training (E&T) Work Programs.

The Human Services Department exercises authority in the determination of eligibility, approval of the WPA, and hours of component activity.

Coordination between the SNAP E&T program and the TANF/NMW program is the consolidation of the delivery of services. The differences in program administration between SNAP and TANF participants are the result of federal regulations regarding exemption and sanction requirements.

**F. Contractual Arrangements/Service Providers:**

SL Start and Associates, LLC has been contracted as the NMW Service Provider Statewide. NMW SNAP Specialist's provide SNAP E&T and ABAWD work program case management in conjunction with each Income Support Division Office in the following counties.

<b>Location of ISD Office</b>	<b>City</b>
Bernalillo County (4 offices)	Albuquerque
Catron County	Socorro
Chaves County	Roswell
Cibola County	Grants
Colfax County	Raton
Curry County	Clovis
De Baca County`	Santa Rosa
Dona Ana County	Las Cruces (2 offices) and Anthony
Eddy County	Artesia and Carlsbad
Grant County	Silver City with itinerant services in Lordsburg
Guadalupe County	Santa Rosa
Harding County	Tucumcari
Hidalgo County	Silver City with itinerant services in Lordsburg
Lea County	Hobbs

Lincoln County	Ruidoso
Luna County	Deming
McKinley County	Gallup
Otero County	Alamogordo
Quay County	Tucumcari
Rio Arriba County	Espanola
Roosevelt County	Portales
Sandoval County	Rio Rancho
San Juan County	Farmington
San Miguel County	Las Vegas
Santa Fe County	Santa Fe
Sierra County	Truth or Consequences
Socorro County	Socorro
Taos County	Taos
Torrance County	Moriarty
Union County	Tucumcari
Valencia County	Belen and Los Lunas

## PART IV

### PROGRAM COSTS AND FINANCIAL MANAGEMENT

#### A. Planned Costs of the State E&T Program & ABAWD Program

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

##### 1. Operating Budget

New Mexico HSD will be reinstating a state-wide Able Bodied Adults without Dependents (ABAWD) work requirement along with the regular E&T work program. The program will include both regular E&T participants and participants identified as ABAWDs. Table 4 lists each component for the ABAWDs and the Non-ABAWDs (separate tables for each at the end of this document in the Tables section). Contractual costs identified in the plan are also specified.

The Department currently provides funding to the NMW Service Provider to pay for dependent care expenses for SNAP participants. The Department has budgeted approximately \$92,520.00 for dependent care.

HSD provides travel reimbursement based on the participant successfully completing the requirements of the assigned component.

Dependent care and travel reimbursements will be issued by the NMW Service Provider after receiving and approving the invoice of the incurred dependent care expense and successful completion of monthly requirements. The NMW SNAP Specialist will ensure and track that the reimbursement does not exceed the maximum.

**2. Sources of E&T Funds.**

The funding sources available to Work Programs during the FFY 2016 program are identified in Table 5 below. (Table section is at the end of this document)

**B. Contracts.**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

HSD has contracted with NMW Service Provider to assist the individual by completing an assessment and identifying the activity that meets E&T and ABAWD criteria. The WPA identifies the individual's activity and any support services.

A total of \$1,844,500 is committed to contract expenditures (includes 100% Federal E&T Grant and 50/50 State/Federal monies).

**C. Participant Reimbursement.**

The NMW SNAP Specialist will enter the transportation reimbursement into the ASPEN system upon successful completion of the activities assigned on the WPA for Individual Job Search. NMW SNAP Specialist must manually check that the individual did not receive the reimbursement previously within the past 12 months. The NMW SNAP Specialist selects the field indicating that the component has been successfully completed. When a given component is completed by a participant and this is indicated through checking the completed box; a green dollar sign is activated allowing the worker to disburse the corresponding reimbursement. This disbursement is added to the EBT card and is designated separately from the SNAP benefits.

Components that do not meet work requirements for a given participant will not be accessible to the worker for selection. The State agency reimburses participants \$25 if the participant successfully completes the required components within 90 days from the date of approval of the SNAP benefits for Individual Job Search and completes the required monthly hours for Work Experience and Community Service. Participants who do not complete job searches, or whose job searches are found to be invalid, will not receive the reimbursement.

**1. Method of Reimbursement**

The one time transportation reimbursement will be provided the month following the successful completion of the Individual or Group Job Search Component. The disbursement will be issued as a reimbursement on the participant's EBT card.

## **2. Procedure for Reimbursement**

Once authorized by the NMW SNAP Specialist, reimbursements are transferred into the household's EBT Cash Account, separate from the SNAP account. An EBT account can accommodate cash payments as well as SNAP benefits. These payments are reported monthly to HSD's Administrative Service Division (ASD), which tracks these payments and correctly debits for E&T transportation.

### **D. Cost Allocation.**

The cost allocation plan describes HSD's step-down method of allocating the administrative costs to the various programs administered by HSD.

The primary purpose of the process is to allocate indirect costs based on methods that comply with OMB Circular A-87. Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective and (b) which are not readily assignable to a cost objective specifically benefited without effort disproportionate to the results achieved. A cost objective is a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.

The goal is to arrive at an indirect cost to be claimed under the various federal and state programs. This cost allocation process is performed quarterly. The plan is a "Total Modified Cost Allocation" plan in which all costs are allocated, less major contracts or vendor/client payments, capital outlay, and any major cost that may be unallowable in the allocation process.

The SNAP E&T program is operated in conjunction with the TANF/NMW program. Work Programs provide identical services to recipients referred to the project from either program. Costs for services provided are allocated to the funding source from the appropriate originating program based on the random moment survey method.

Beginning in FFY 2009, the E&T Program was removed from the Random Moment Sample as the activities conducted by the FAA directly relate to certification and eligibility of an individual. The E&T Program will continue to be excluded from the Random Moment Sample. The NMW Service Providers implement the E&T activities directly related to participation with the E&T Program.

## **PART V**

### **PROGRAM REPORTING AND MANAGEMENT INFORMATION**

#### **A. Method for Obtaining Initial Count of Work Registrants.**

The Human Services Department implemented ASPEN, an on-line interactive system, for the programs administered by the Income Support Division. As ASPEN is the system currently being utilized to generate a daily report of new work registrants, it will be used to obtain the initial count of work registrants for October 2015. The FAA determines SNAP applicants' work

registration status and then enters the appropriate valid value in ASPEN. A work registrant report is generated through ASPEN which shows the number of work registrants in the state by county.

**B. Method for Ensuring an Unduplicated Work Registrant Count.**

The State of New Mexico has the capability of providing a number of unduplicated work registrant counts. The projected work registrant numbers are based on data secured through ASPEN, an automated data gathering system used in determining eligibility and providing benefits and assistance payments to SNAP and TANF program recipients.

**C. Methods for Meeting On-Going Federal Reporting Requirements.**

**1. Management Information System (MIS) Method.**

**a. Type of MIS**

Data collection and participation tracking is accomplished by entering data into the SL Start Database and ASPEN. The NMW SNAP Specialist maintains client records through timely entry of dates and valid values relating to a work program activity. The SL Start Database system and ASPEN will provide a consistent methodology for tracking participant activities or non-compliance.

**b. Local reporting requirements:**

Information entered into the ASPEN system is captured at the central office level through reports. The reports show information on the number of work registrants and the participation level.

Data for the reports is taken from information entered from the Work Participation Agreement form and Attendance/Transportation Reimbursement Claim form.

NMW Service Providers will provide a monthly report on the number of assessed participants and the number of participants placed in activities.

**2. Organizational Responsibility for E&T Reporting.**

**a. Responsibility for non-financial E&T reporting**

Marisa Vigil, SNAP Staff Manager, Human Services Department, Income Support Division, is responsible for the compilation of the data for the federally required non-financial E&T reports and Vida Tapia-Sanchez, Deputy Director of Programs, Human Services Department, Income Support Division, validates and submits the reports.

**b. Responsibility for financial E&T reporting**

Annette Jacques, Staff Manager, Grants Bureau, Human Services Department, Administrative Services Division, is responsible for all financial E&T reports required by the Food and Nutrition Service of the U.S. Department of Agriculture.

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**TABLES**

TABLE 1

ESTIMATED PARTICIPANT LEVELS  
FISCAL YEAR 2016

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

A.	Anticipated number of work registrants in the State during the Fiscal year.	<u>245,362</u>
B.	List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.	
1	Students	<u>6,089</u>
3	Disability (Temporary and Permanent)	<u>32,730</u>
4	Pregnancy	<u>5,352</u>
5	Multiple Barriers	<u>1,164</u>
6	Under age 16 and over the age of 50	<u>37,500</u>
7	Dependent Care	<u>52,590</u>
8	Pending Application or Receiving UCB	<u>3,565</u>
9	Receiving Unearned Income	<u>3,282</u>
10	Working greater than 30 hours per week	<u>9,104</u>
11	Complying with the TANF work program	<u>1,768</u>
12	Pending an application for SSI	<u>2,109</u>
13	Residing in a county with an unemployment rate greater than 10%.	<u>4,232</u>
	TOTAL EXEMPTIONS	<u>159,485</u>
C.	Percent of all work registrants exempt from E&T (B/A)	<u>65%</u>
D.	Number of E&T mandatory participants (A-B)	<u>85,877</u>
E.	Anticipated number of ABAWDs in the State during the Fiscal year.	<u>26,588</u>
F.	Anticipated number of ABAWDs in waived areas of the State during the fiscal year.	<u>6,115</u>
G.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year	<u>0</u>
H.	Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))	<u>0</u>

**TABLE 2**

**<sup>1</sup>. ESTIMATED E&T PLACEMENTS  
FISCAL YEAR 2016**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

1.	Number of ABAWD applicants and recipients expected to participate in a qualifying ABAWD component each month.	<u>1,086</u>
2.	Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to participate in a component each month.	<u>4,088</u>
3.	Total number of applicants and recipients the State agency expects to participate in a component each month during the fiscal year.	<u>5,174</u>

**<sup>2</sup>. ESTIMATED INDIVIDUAL PARTICIPATION  
FISCAL YEAR 2016**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Number of individuals expected to participate in the E&T Program during the fiscal year	<u>59,289</u>
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<sup>1</sup>. Estimate the numbers that will participate in components each month and total them on line 3. This information represents a duplicate count of participants over the course of the fiscal year and corresponds to lines 3 and 4 on the FNS-583, E&T Program Activity Report.

<sup>2</sup>. Estimate the unduplicated numbers of individuals who will participate during the fiscal year. This information corresponds to line 7 on the FNS-583, E&T Program Activity Report.



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**TABLE 3**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

**SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM**

Areas of coordination	Agencies (list all that are involved)	Number of E&T Placements Expected	Methods of Coordination
1. Delivers an E&T component	SL Start, Inc. NMW Service Provider	59,289	Receipt of referrals from the ISD Caseworker after certification and recertification interviews
2. The E&T program delivers a services for another agency or program	None	None	Not applicable
3. Joint component of the E&T program and another agency or program	None	None	Not applicable
4. Referral of individuals from the E&T program to another program or agency	New Mexico Department of Workforce Solutions	59,289	Labor Market Exposure during Individual Job Search, self-referral by participants. Services provided as part of regular employment search program, formal agreement required.
5. Referral of individuals from the E&T program to another program or agency	None	None	Not applicable
6. <i>Other of forms of coordination (Specify): Electronically tracking E&amp;T participants through the EBT Time and Attendance Tracking System.</i>	<i>Work Programs NMW Service Providers and Management Information Bureau/ Electronic Benefit Transfer Section</i>	This function has been put on hold, indefinitely	Coordinated with the Work Programs NMW Service Providers to accurately record the participant's attendance in an approved work activity. Utilizing the EBT tracking system.

TABLE 4 NON – ABAWD

OPERATING BUDGET  
FISCAL YEAR 2016

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Components	State Agency Costs		Contractual Costs	Participant Reimbursements (State Plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
First Component Individual Job Search	\$ -	\$ -	\$ 733,200.00	\$ 19,920.00	\$ 17,475.00	\$ -	\$ 770,595.00
Second Component Work Experience	\$ -	\$ -	\$ 25,000.00	\$ 36,600.00	\$ 4,350.00	\$ -	\$ 65,950.00
Third Component Community Service	\$ -	\$ -	\$ 25,000.00	\$ 36,000.00	\$ 4,350.00	\$ -	\$ 65,350.00
Total Component Cost							\$ 901,895.00
Total State E&T Costs							\$ 901,895.00

TABLE 5 ABAWD

OPERATING BUDGET  
FISCAL YEAR 2016

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

Components	State Agency Costs		Contractual Costs	Participant Reimbursements (State Plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
First Component Work Experience ABAWD	\$ -	\$ -	\$ 280,000.00	\$ -	\$ 134,400.00	\$ -	\$ 414,400.00
Second Component Community Service ABAWD	\$ -	\$ -	\$ 280,000.00	\$ -	\$ 134,000.00	\$ -	\$ 414,400.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ 560,000.00	\$ -	\$ 268,000.00	\$ -	\$828,800.00
Total Component Costs for ABAWD							\$828,800.00
Total State E&T Costs for Non-ABAWD							\$901,895.00
Total State E&T & ABAWD Costs							\$1,730,695.00

**TABLE 6  
OPERATING BUDGET  
FISCAL YEAR 2016  
PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING**

**The following numbers and amounts are subject to change based on FNS approval of Counties, Tribes and Reservation that will be waived/exempted.**

FISCAL YEAR 2016			
Funding Category		Approved FFY 2014 Budget*	Proposed FFY 2015 Budget
1	100% Federal E & T Grant:	\$795,496.00	\$819,208.00
2	Share of \$20 Million ABAWD Grant (if applicable)		
3	Additional E & T Administrative Expenditures	\$0.00	\$1,025,292.00
a.	50% Federal	\$0.00	\$512,646.00
b.	50% State	\$0.00	\$512,646.00
4	Participant Expenses		
a.	Transportation	\$266,950.00	\$294,975.00
	50% Federal	\$133,475.00	\$147,482.00
	50% State	\$133,475.00	\$147,482.00
b.	Dependent Care	\$0.00	\$92,520.00
	50% Federal	\$0.00	\$46,260.00
	50% State	\$0.00	\$46,260.00
5	Total E&T Program Costs (1+2+3a+3b+4a+4b)	\$1,062,446.00	\$2,231,995.00
6	Total Planned Fiscal Year Costs (Must agree with Table 4 - Operating Budget)	\$1,062,446.00	\$2,350,008.00

# New Mexico

Rural definition based on Office of Management and Budget (OMB) metro counties

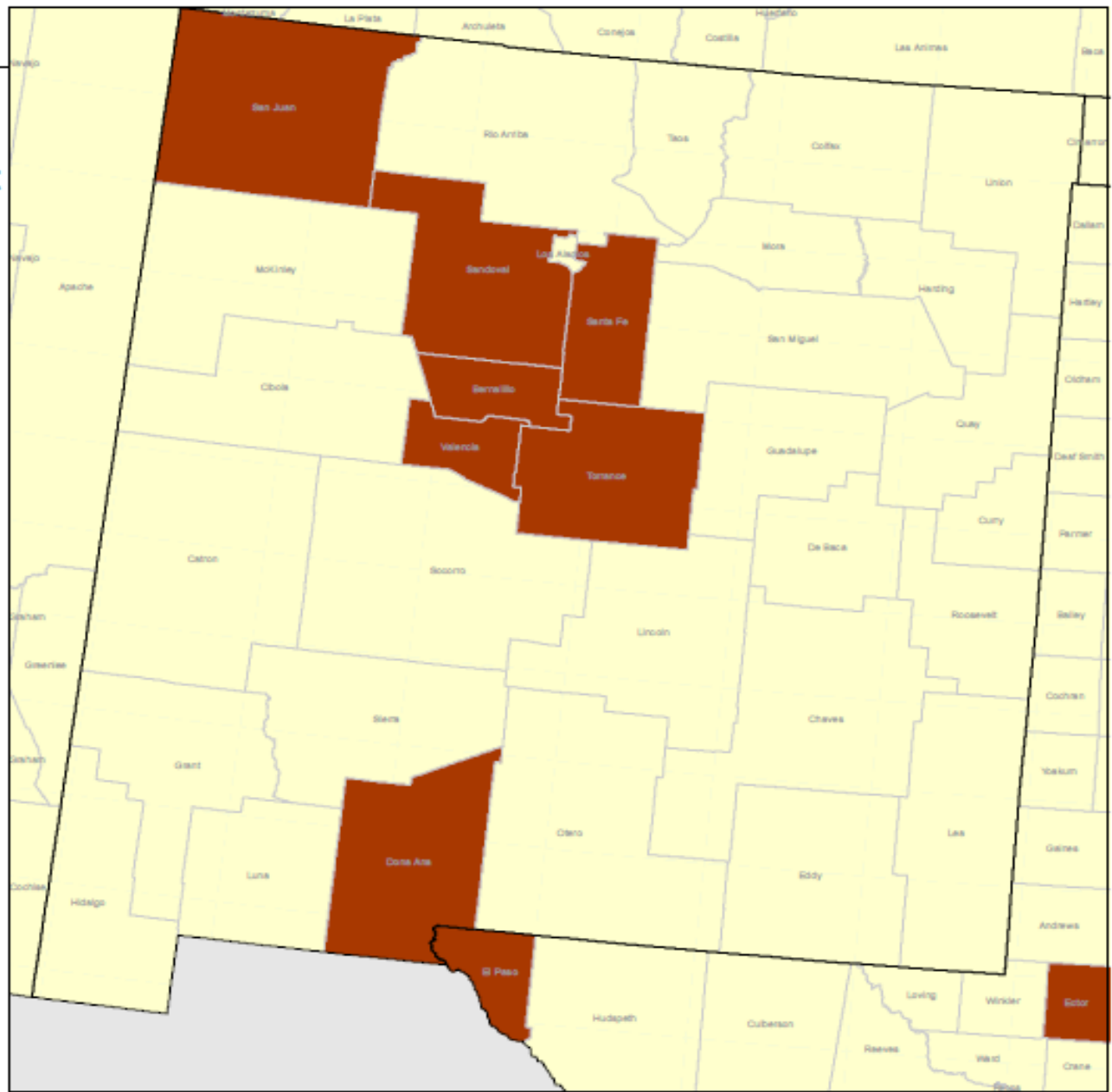
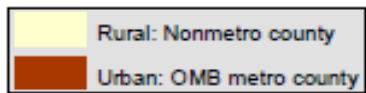


Figure 1.0