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## A. Cover Page and Authorized Signatures

State: New Mexico

State Agency Name: New Mexico Health Care Authority

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.


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

Name	Title	Phone	Email
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Vacant	SNAP E&T Coordinator		

**Certified By:**

*Niki Kozlowski*

7/12/24

State Agency Director (or Commissioner) 

Date

**Certified By:**

*Carolee Graham*

07/12/2024

State Agency Fiscal Reviewer

Date

## B. Amendment Log

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

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

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

**Table B.I. Amendment Log**

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

## C. Acronyms

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

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

**Table C.I. Acronyms**

<b>ACRONYM</b>	<b>ACRONYM DEFINITION</b>
ASD	Administrative Services Division
ASPEN	Automated System Program and Eligibility Network
CAP	Corrective Action Plan
CFR	Code Of Federal Regulations
CNM	Central New Mexico Community College
DACC	Dona Ana Community College
DWS	Department of Workforce Solutions
EBT	Electronic Benefit Transfer
ECECD	Early Childcare Care Education & Care Department
ECF	Electronic Case File
E&T	Employment and Training
ELA	English Language Acquisition
EP	Employment Plan
Equus	Equus Workforce Solutions
FNS	Food and Nutritional Service
FY	Fiscal Year
GA	General Assistance
GI	General Information Memorandum
HCA	Health Care Authority
ISD	Income Support Division
IPP	Interim Policies and Procedures Memorandum
ITO	Indian Tribal Organization
JST	Job Search Training
ME	Management Evaluation
MOU	Memorandum of Understanding
NASWA	National Association of State Workforce Agencies
NMAC	New Mexico Administrative Code
NMDWS	New Mexico Department of Workforce Solutions
NOA	Notice of Appointment
NOMI	Notice of Missed Interview
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families

<b>ACRONYM</b>	<b>ACRONYM DEFINITION</b>
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
WFSB	Work and Family Support Bureau
WP	WorkPath

## D. Assurances

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

### Table D.

#### I. Assurances

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



**II. Additional Assurances**

<p><b>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</b></p>	<p><b>Check Box</b></p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p><input type="checkbox"/></p>
<p>II. The E&amp;T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&amp;T State Plan which affect them; submit for comment all portions of the E&amp;T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&amp;T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p><input checked="" type="checkbox"/></p>

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

### I. Summary of E&T Program

- a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

The State of New Mexico SNAP Employment and Training (E&T) program envisions a place where minimizing barriers leads to promoting equity, diversity, accessibility, and inclusion to promote economic self-sufficiency to create hope and build better futures for Citizens of New Mexico and future generations.

The Mission is to ensure New Mexicans attain their highest level of health by providing whole person cost effective accessible and high-quality safety net services.

The HCA operates New Mexico's SNAP E&T. The program assists participants to gain skills, and training that will increase the individual's ability to obtain employment. The SNAP E&T program ensures that individuals get the training and experience needed to become self-supporting. The SNAP E&T Program is administered by NMHCA Income Support Division Work and Family Support Bureau (WFSB). WFSB works in unison with local and state entities to help and prepare individuals for employment and help them further their careers and ensure that a skilled workforce exists to support local and state industries and economy over time.

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

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

- c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.
- d) Provide the geographic areas of the State where the E&T program operates and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

The SNAP E&T voluntary program operates statewide. The SNAP E&T providers are Equus, CNM and DACC.

EQUUS- Provides services Statewide services for E&T, For the educational they provide services to the Albuquerque area. CNM-Provides services in Albuquerque, NM. DACC- Provides services in Las Cruces, NM. DACC will begin to provide SNAP E&T services sometime after the first of the year.

e) Provide a list of the components offered.

The components offered through SNAP E&T are:

1. Job Search Training Program
2. Educational Programs
  - English Language Acquisition
  - High School Equivalent Education Programs
  - Career and Technical Education
3. Job Retention

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

**QuiKGuide – the states resource for HCA staff**

<https://nmgov.sharepoint.com/sites/HSD-isdcollab/fog/SitePages/Home.aspx>

**New Mexico Administrative Code (NMAC)**

[8.139.410 NMAC](#)

**Provider Guide – handbook for E&T providers**

The Provider Guide is currently being updated. The link will be provided later.

## II. Program Changes

*Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).*

- a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives,

such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

HCA will have three providers for SNAP E&T. The new E&T provider for FFY25 is DACC.

- 1- Equus who will oversee the Job search training, Education Program, and Job Retention.
- 2- CNM-will oversee the Education Program.
- 3- DACC-will oversee the Education Program.

HCA has updated forms, processes and training that will be utilized to ensure all providers are trained to conduct SNAP E&T case management and maintain operational guidelines per scope of work (SOW).

#### SNAP E&T Eligibility

SNAP Eligible recipients:

Those between the ages of 16 and 59: Age 16 or 17 must be head of household SNAP recipients that have not applied for or receive any of the following:

- (TANF)
- Unemployment Compensation Benefits
- General Assistance, Social Security Income, Retirement, Survivors, Disability Insurance, or any other disability benefits.

#### New Component

Job Retention: Equus Workforce Solutions will collaborate with participants that have secured employment but not enough to be a qualifying livable wage. Job coaching will be provided by the Career Navigators, and/or Business Services Consultant that includes the following:

- Scheduling conflict
- Asking for a promotion
- Conflict management
- Professional communication
- Advocating for oneself
- Securing a livable wage career

HCA and the Training Support Bureau (TSB) has Updated the SNAP E&T Training for field staff.

HCA is rolling out a three-part Quick tip video series to educate eligibility workers about the SNAP E&T program. These video series will help eligibility workers become more familiar with the SNAP E&T program, SNAP General Work Requirements, and Able-Bodied Adults Without Dependents (ABAWDS).

#### SNAP E&T:

- Q-Tip Video 1: SNAP E&T Providers and their Components, along with how they process reimbursements.
- Q-Tip Video 2: SNAP E&T Requirements
- Q-Tip Video 3: Creating a Correct SNAP E&T Referral.

#### SNAP General Requirements:

- Q-Tip Video 1: Eligibility: SNAP General Work Requirements and Federal Exemptions
- Q-Tip Video 2: Good Cause Vs Disqualification
- Q-Tip Video 3: Screening an individual for SNAP General Work Requirements.

#### ABAWD Work Requirements:

- Q-Tip Video 1: Eligibility: ABAWD Work Requirements and Federal Exemptions
- Q-Tip Video 2: Good Cause Vs Disqualification
- Q-Tip Video 3: Screening an individual for ABAWD Work Requirements.

The Q-tip series is under review and being recorded. The expected date of release is October 1, 2024.

#### **SNAP E&T Referral process**

##### HCA eligibility workers responsibilities.

- The HCA eligibility worker determines eligibility and screens the participant for SNAP E&T eligibility and determines if the participant wishes to volunteer.
- If the individual wishes to volunteer, the HCA eligibility worker creates the referral in ASPEN which generates a referral to be sent to Equus via WorkPath
- Once the referral is received by Equus, Equus completes the orientation, assessment, and employment plan. If the participant is placed in the education program, Equus will either continue to assist the participant or refer them to CNM or DACC.

##### Steps to refer a SNAP E&T participant to the Education Program

Equus schedules an orientation and completes the assessments and the employment plan. If Equus finds the E&T participant is suitable for the education program under CNM or DACC, they Complete and refer the participant to any of the two community colleges by completing the ET420 Refer a college Student Form. EQUUS will send the referral to CNM or DACC by uploading the form into the placing the form in the assigned folder in SharePoint for CNM or DACC to review.

A CNM or DACC representative is responsible for checking a shared folder in SharePoint to reviews the referral in WorkPath (WP) and assist the participant.

HCA monitors to ensure the process is effective by keeping spreadsheets for tracking purposes and forms in a SharePoint site

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

#### **Expansion**

HCA is continuing Tribal Outreach efforts in hopes to expand SNAP E&T Program. HCA is also actively completing cold calls and screening individuals to help increase SNAP E&T Participation. HCA plans to onboard another provider in FFY26.

HCA is contracting with two SNAP E&T providers who will offer case management services utilizing the one and done process by incorporating the Whole Family Approach Model. This expansion provides the opportunity to include additional components.

### **III. Consultation and Coordination with the Workforce Development System**

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

## Consultation

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

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

The WFSB Bureau Chief attends regular statewide and regional board meetings for NM Workforce Development Boards. HCA's participation ensures SNAP E&T program growth aligns with WIOA programs while reducing and eliminating duplicating services.

HCA has set up quarterly meetings with the Workforce Boards One Stop Operators in the Eastern and SW region of NM. HCA has only introductory meetings with Ben Silvers from the Eastern Region as well as with Giselle Palomares from the Southwest region. Meetings were held on May 7, 2024 and May 10, 2024. The meetings are focused on how to collaborate with the One Stop Operators in the future. We agree that utilizing data for employers and job seekers is important and would like to collaborate.

Additionally, it is necessary to develop and maintain an integrated collaborative case management structure as appropriate that informs customers' service throughout customers' interaction with SNAP E&T and the Workforce board's and minimizes the need for customers to duplicate their efforts when seeking services across collaborative programs.

We also touched on creating a process to discuss the economic overview and industry data provided insight on employment trends, unemployment rate, wage trends, cost of living, education levels, as well as industry or occupations information. This information was used to identify the needs of individuals and lead them to appropriate components then self-sufficiency.

Memorandum of Understandings (MOU) is currently being drafted. Once the language has been finalized and approved, the MOU will be executed. The purpose of the MOU is to build future partnerships throughout the state to not duplicate efforts.

Currently, SNAP E&T hosts quarterly virtual meetings with all One Stop Operators to maximize our participants' road to self-sufficiency and minimize duplication of efforts.

The SNAP E&T program collaborates with the State Local Workforce Board along with the Local Work Force Boards. The Local Workforce Board in New Mexico consist of the Central, Northern, Eastern, and the Southwestern Regions.

Currently, the SNAP E&T program hosts quarterly virtual meetings with. The purpose of the meetings is to collaborate with the One Stop Operators to maximize the services offered to assist our participants' path to self-sufficiency and to reduce the duplication efforts.

Along with the quarterly meetings, WFSB Bureau Chief represents the SNAP E&T Program in the monthly State Workforce Board Meetings.

Memorandum of Understandings (MOU) is currently being drafted. Once the language has been finalized and approved, the MOU will be executed. Currently, we are continuing efforts to collaborate with the Northern Region.

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

N/A

### Coordination

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

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

Currently, to address food insecurity to address hunger in New Mexico, Governor Michelle Lujan-Grisham is wanting to expand SNAP eligibility to college students. Part of the expansion is for the college students to be able to participate in the SNAP E&T Program. This expansion would allow SNAP E&T Program to provide services to this population HCA is collaborating with CNM and DACC, these colleges will provide



case management services, educational guidance, assistance with resources, and access to comprehensive support services.

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

SNAP E&T Coordinators attend statewide and regional board meetings for all regions of NM Workforce Development Boards, participating to ensure the program growth aligns with WIOA programs while not duplicating services. HCA continues to work alongside the other WIOA partners. By HCA participating in these meetings, we can network and learn about other agencies' initiatives, to better align services.

SNAP E&T is still collaborating in the case management alignment improvement process with the National Association of State Workforce Agencies (NASWA). The New Mexico Workforce Solutions has been approved technical assistance through NASWA to streamline the referral process between agencies and ensure a follow through process is in place. NASWA's goal is to help agencies deliver training, employment, career, business etc. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development that aligns with WIOA title I programs.

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

Yes

No

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

N/A

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

If SNAP E&T participants are not eligible for childcare assistance through ECECD, childcare is reimbursed through the SNAP E&T program. Currently HCA is not directly collaborating with ECECD. However, HCA is creating a unified portal that would assist all participants by streamlining the application process, making it easier for

participants to receive several benefits they are eligible for, ECECD being one of them. The Unified Portal will go live in July 2024.

The Childcare Assistance Program subsidizes the cost of childcare for families at or below 400% of the federal poverty level that are working, in school, or searching for employment.

To date, no other state has enacted a childcare support program that provides no-cost care to such a broad economic demographic.

#### IV. Consultation with Indian Tribal Organizations (ITOs)

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

a) Did the State agency consult with ITOs in the State?

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

b) Name the ITOs consulted.

The State of New Mexico has 24 federally recognized tribes. The State of New Mexico State Tribal Collaboration Act requires every state agency to designate a tribal liaison to serve as a contact person between the state agency and the tribes. The SNAP E&T program worked with the HCA's Tribal Liaisons to assist with notifying our Tribes, Pueblos, and Nations about the SNAP E&T State Plan and provide them with a 30-day period to be able to provide comments or request for a consultation. A letter along with the SNAP E&T State Plan was provided with directions of how to request a consultation. The ITO Letter was mailed to the Tribal Liaison on 7/12/24.

New Mexico has not consulted with any Tribes, Nations or Pueblos, but hopes to continue outreach efforts to strength our agencies tribal relationships. ]

**Pueblo of Acoma**

Governor Randall Vincent

**Pueblo of Cochiti** Governor Joel A. Arquero

**Pueblo of Isleta**

Governor Max Zuni

**Pueblo of Jemez**

Governor Peter Madalena

**Pueblo of Laguna**

Governor Wilfred Herrera Jr

**Pueblo of Nambe**

President Nathaniel Porter

**Ohkay Owingeh (San Juan Pueblo)**

Governor Larry Phillips Jr.

**Pueblo of Picuris**

Governor Craig Quanchello

**Pueblo of Pojoaque**

Governor Jenelle Roybal

**Pueblo of San Felipe**

Governor Anthony Ortiz

**Pueblo of San Ildefonso**

Governor Christopher Moquino

**Pueblo of Sandia**

Governor Felix L. Chavez

**Pueblo of Santa Ana**

Governor Myron Armijo

**Pueblo of Santa Clara**

Governor Michael Chavarria

**Pueblo of Santo Domingo**

Frank P. Nieto

**Pueblo of Taos**

Governor Fred L. Romero

**Pueblo of Tesuque**

Governor Milton Herrera

**Pueblo of Zia**

Governor Ben Shije

**Pueblo of Zuni**

Governor Arden Kucate

**Ysleta Del Sur**

Governor E. Michael Silvas

**Navajo Nation**

President Buu Nygren

**Jicarilla Apache Nation**

President Edward Velarde

**Mescalero Apache Tribe**

President Eddie Martinez

**Fort Sill Apache Tribe Oklahoma**

**Santo Domingo**

Anthony Yepa, Iris Reano Community Health Representatives Department

**Taos**

Ezra Bayles, Director Social Services

**Nambe Pueblo**

Monica Vigil

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

HCA is looking for innovative ways to expand the SNAP E&T Programs on tribal lands. Not only through the ITO consultations, the SNAP E&T Program meets with the HCA Tribal liaisons monthly to discuss any outreach information and provide updates to our Tribal Liaisons. As our relationship expands with our ITOs, SNAP E&T is proactively participating in their community events to promote the program.

The following are the outreach events that we have participated in:

- 10/17/23-Dulce
- 10/21/23-Mescalero
- 11/9/23-Native American Partnership Conference Exhibitor
- 12/6/23-San Ildefonso
- 3/7/24-Nambe Pueblo
- 3/17/24-Sandia Pueblo (Pueblo of Sandia)

SNAP E&T is collaborating with HCA's Tribal Liaison, Shelly Begay and Medical Assistance Division Tribal Liaison, Theresa Belanger, to provide services to Tribal communities and rural areas. Over the last year, SNAP E&T staff and Tribal liaisons have met three times to discuss and plan outreach in tribal communities.

On March 6, 2024, SNAP E&T attended the Native American Outreach and Education Contractor Training.

On March 18, 2024. SNAP E&T presented the SNAP E&T Program to Laguna Pueblo representative, Petra Solimon.

On April 2<sup>nd</sup>, SNAP E&T traveled to Laguna Pueblo and met in person with Laguna Pueblo representative and further discussed SNAP E&T and Laguna Pueblo partnership Petra Solimon.

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

Yes

No

## V. Utilization of State Options

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

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

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

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

Applicants per 7 CFR 273.7(e)(2)

Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

Categorically eligible households per 7 CFR 273.2(j)

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

Yes

No

## VI. Characteristics of Individuals Served by E&T

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

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

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

The State of New Mexico operates a voluntary SNAP E&T program and exempts all work registrants.

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

N/A

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Those between 16-59 years old: Age 16-17 must be head of household. Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.

## VII. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the unit's operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

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

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

The SNAP E&T Program is administered by the HCA ISD. The SNAP E&T Program is housed under the WFSB. The SNAP E&T program oversees the case management portion of the program. The employees under the SNAP E&T program are not eligibility workers.

The SNAP E&T staff maintain a working relationship with the eligibility workers to ensure they are trained and have the most up to date information.

The SNAP E&T team contracts with community-based agency providers for provision of services and relies upon Administrative Services Division (ASD) Contracts Management and Procurement Bureau for assistance with execution of contracts, payment of invoices, and financial oversight and auditing. The SNAP E&T team monitors providers to standards outlined in promulgated rules, contracts, and federal guideline

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

The SNAP E&T team meets regularly with the Training Support Bureau (TSB) to create training and guidance for HCA eligibility workers (certification unit) to ensure they have a clear and effective understanding of the E&T program.

The SNAP E&T program information is available to all HCA staff in QuiKGuide. The QuiKGuide is HCA'S share point site where all state HCA employees receive and access information and important updates. It is a centralized location to access that



we need to be efficient and effective to do our jobs. The SNAP E&T Team conducts annual Management Evaluations (ME) that include eligibility workers in regional offices who coordinate referrals and communicate E&T availability. These MEs are meant to identify strengths and weaknesses in a provider or HCA's performance to improve and meet program standards.

The SNAP E&T Team has a distribution email [HSD-SNAP.et@hsd.nm.gov](mailto:HSD-SNAP.et@hsd.nm.gov). This email is used to contact the SNAP E&T Team when there is clarification needed, any questions staff may have, or any other communication that is needed between the team and staff.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

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

Below are the system names and how HCA utilizes these systems to communicate with all providers.

#### **SharePoint**

Providers will communicate with HCA Staff by using a secure SharePoint site in Microsoft Teams. This is where providers place:

- Invoices, budget etc.
- Reverse referral forms
- Disenrollment logs
- Case Review Forms etc.

#### **Microsoft TEAMS**

Virtual meetings  
SharePoint Site  
Trainings

#### **WorkPath (WP)**

Providers and HCA Staff have access to WP. WP is where providers will maintain case management for SNAP E&T participants.

View Referral- Access participants sensitive confidential information

- Complete Assessments, EP
- Participation Summary
- Enter case notes
- Schedule appointments
- Disenroll participants

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

ASPEN is utilized by eligibility workers when determining eligibility for SNAP benefits. When a customer volunteers for the SNAP E&T program, the eligibility worker updates a question in ASPEN to yes and enters the date the customer volunteered. This triggers the alert in WorkPath for Equus to review the SNAP E&T referral. Once Equus receives the referral, they will begin to track compliance and case management services in the WP and ASPEN.

Providers and SNAP E&T have access to WP. WP is where providers will maintain case management for SNAP E&T participants. In WP providers and HCA have access participants sensitive confidential information, assessments, employment plans, case notes. Providers can also schedule appointments and disenroll participants.

Providers and HCA Staff also have access to ASPEN. ASPEN is where SNAP eligibility is determined by eligibility workers and case management is also maintained for SNAP E&T participants. Providers receive read-only access and have access to participants sensitive confidential information, SNAP eligibility, and case notes. In ASPEN providers may also view correspondence (Welcome Notice, NOA, NOMI and SNAP E&T Withdrawal Notice)-ASPEN automatically mails out all E&T notices created in WP. The (ECF) is also in ASPEN. This is where all participants documents are placed (receipts, applications, renewals, income etc.)

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

The SNAP E&T Team communicates all new policies, procedures, or other important information regarding SNAP E&T to eligibility workers and the providers by:

General Information Memo's (GI)

Interim Policies and Procedures

QuiKGuide Announcement

Trainings

Depending on the information that needs to be communicated the SNAP E&T will evaluate the appropriate communication that will be needed.

**Examples:**

If there is a policy change that needs to be communicated, SNAP E&T will evaluate and take the appropriate action to work with the Training Support Bureau to create training and timelines needed to be completed.

If a process is being updated, SNAP E&T will work on updating the QuiKGuide and an announcement will be sent to all staff to inform them of the changes.

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

**Audits****Contract Monitoring and Evaluation**

SNAP E&T completes a minimum, one annual onsite monitoring visit to all SNAP E&T providers.

Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual employment plan, participant progress, and participant reimbursements. In addition to the case reviews, monitoring will include a fiscal review of staff time sheets, expenditures of non-federal funds (if necessary) and supporting documentation of participant reimbursements.

In 60 days of the visit. If there are any findings that need to be addressed, a Corrective Action Plan (CAP) will be developed by the provider and submitted to HCA no later than 45 days after the written report issuance. HCA will provide appropriate and necessary training, technical assistance, and ongoing monitoring to assist with rectifying any issues.

All fiscal information is reviewed by both HCA and ASD Contracts Management and Procurement Bureau, monthly on invoices submitted to HCA. This is compared to contract budgets approved by the ASD Contracts Management and Procurement Bureau. All invoices are received and reviewed by the SNAP E&T Management Analyst, to ensure that all invoices meet State purchasing requirements.

In conjunction with the visits, a minimum of two case reviews per representative are completed by both the provider and SNAP E&T a month.

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

Performance and outcome measures are identified in contracts and are reviewed in the quarterly and annual performance reports submitted by providers. We currently have two performance measures we are working with EQUUS with they are.

1. Ensure that SNAP E&T notices are sent out in a timely manner per CFR, by both providers and SNAP E&T. SNAP E&T would use the two mandatory case reviews per Career Navigator per month per current process. SNAP E&T would have to demonstrate a 25% improvement every quarter from the 36 case reviews completed by SNAP E&T.

2. That 25% of Eligibility workers improve their SNAP E&T referrals, decreasing the number of invalid referrals SNAP E&T receives. Using the 2 mandatory case review per Career Navigator per month per current process. SNAP E&T would have to demonstrate a 25% improvement every quarter from the 36 case reviews completed by SNAP E&T.

## VIII. Screening for Work Registration

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

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

Eligibility workers conduct screenings to determine if an individual is a work registrant by gathering information from the participant to determine if they qualify for any federal exemption from the SNAP general work requirements. This information is gathered during data collection as part of the interactive interview for initial applications and recertifications as well as any time a change is reported that may change their status. Determining if an individual is a work registrant is a distinct process for screening for appropriateness for SNAP E&T. Once the eligibility worker determines an individual is a work registrant, they review the eligibility and appropriateness for referral to the voluntary SNAP E&T program.

The determination is also made as to whether the individual would be subject to the ABAWD work requirement, if not for the waiver. The eligibility worker explains to the individual what the ABAWD requirements are and how to comply once the waiver expires. The eligibility worker notifies the individual what the current components offered are and should the waiver for ABAWD be lifted which components will and will not meet the work requirement. A written notice is issued via mail to the SNAP recipients that clearly explains the SNAP General, E&T and ABAWD work requirements. This notice is federally compliant to include contact information, consequences for failure to comply, good cause, etc.

The State of New Mexico is operating under a waiver of the initial or recertification interview until September 30, 2024. The eligibility workers inform individuals about the

SNAP General Work Requirements, ABAWD and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the eligibility worker must review the general SNAP work requirements for each mandatory individual and the voluntary SNAP E&T program information to ensure each individual is referred/notified correctly.

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

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

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

The eligibility worker will review the SNAP General Work Requirement (SGWR) during initial and recertification interviews or anytime a change is reported that impacts their states for the SGWR. The EW has a script that must be followed, and it is outlined in the QuikGuide under the Important Benefits section.

During the interview, the EW will inform the customer that an FSP 003: Notice for SNAP Recipients will be mailed to them with the information that was discussed. The FSP 003 provides the customer with written information about the SGWR and their responsibilities. This notice will be mailed when the EW has certified the SNAP benefits for approval.

## IX. Screening for Referral to E&T

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

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

Screening for referral to SNAP E&T is completed by the eligibility worker. The screening process is an evaluation by the eligibility worker to determine whether the individual should or should not be referred for participation in the SNAP E&T program. All SNAP work registrants are screened during the interactive interview, by asking questions to collect the necessary data. Based on the information gathered, the eligibility worker will use the information to determine if the individual meets the criteria to volunteer and can be referred to the SNAP E&T program. Screening of the customer occurs during the initial application and recertification interview, as well as any time a change is reported

that impacts their status. The SNAP E&T program is voluntary, and it will be determined that an individual is appropriate if they are a work registrant who is:

- Are between the ages of 16-59 years old: Age 16-17 years old must be head of household.
- Have not applied for or received (TANF).
- Have not applied for or receiving Unemployment Compensation Benefits; and/or
- Have not applied for or receiving General Assistance, Social Security Income (SSI), Retirement, Survivors, Disability, Insurance (RSDI) Disability or other disability benefits.

If the eligibility worker determines the individual is appropriate to refer to SNAP E&T and would be able to work upon completion of the program, the eligibility worker explains the program and benefits to the customer so that they are able to make an informed decision about volunteering. During this discussion the eligibility worker explains the reimbursement, eligibility, and process. If the individual chooses to participate in SNAP E&T, the eligibility worker completes the referral process to send the referral to Equus. The eligibility worker documents the SNAP E&T referral in ASPEN case comments.

Screening and referral for SNAP E&T are part of the certification process and is considered complete once the individual is referred from the eligibility worker to the SNAP E&T provider. These activities are completed by the eligibility worker and E&T grant funds are not used to pay for these functions. As part of the referral process, eligibility workers explain the next steps for accessing SNAP E&T.

Currently the State of New Mexico is operating under a no interview waiver until September 20,2004. The eligibility workers are informing individuals about the SNAP General Work Requirements, ABAWD, and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the field worker must review the general SNAP work requirements for each mandatory individual and the Voluntary SNAP E&T program information to ensure each individual is referred/notified correctly.

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

During the initial and recertification interview, the eligibility worker screens the individual by gathering information through the interactive interview and asking questions. The eligibility worker utilizes ASPEN to complete interactive interviews to ensure the appropriate information is being gathered and an appropriate screening determination is being made. The screening occurs throughout the interview as information is being gathered about the household members and circumstances. If it is determined that the

individual(s) would be appropriate to refer, the eligibility worker provides an overview of the SNAP E&T program, including the types of components and opportunities available.

The eligibility worker clearly explains the expectations of participation, the benefits of the program, the reimbursement criteria and how to request reimbursement, and that SNAP E&T is a voluntary program and their participation in the program has no effect on their SNAP benefits. The eligibility worker asks the individual if any of these opportunities interest them and if they would like to be referred to SNAP E&T. When the individual is referred, the eligibility worker informs them of the next steps for accessing SNAP E&T services and informs them that they will be receiving information via mail. Eligibility workers register the participant as a volunteer in ASPEN for tracking purposes. The referral is received through WP in real time for Equus to review and act on next steps.

If the individual fits the SNAP E&T criteria and is determined eligible and appropriate, the eligibility worker will:

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

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

A referral is sent to the providers once the eligibility worker certifies the SNAP case.

The State of New Mexico is operating under a no interview waiver until December 31, 2024. The eligibility workers inform individuals about the SNAP General Work Requirements, ABAWD and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the field worker must review the general SNAP work requirements for each mandatory individual and the Voluntary SNAP E&T program information to ensure each individual is referred/notified correctly.

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

### **Reverse Referral Process**

A reverse referral is when a provider has identified an individual, they believe is eligible for SNAP E&T, however, has not yet been determined eligible or appropriate for SNAP E&T services.

#### **SNAP E&T Provider:**

- Reviews ASPEN to determine if the individual has an active SNAP case.
- Once verified whether the individual has an active SNAP case, the reverse referral form will be completed and placed in the SharePoint folder for SNAP E&T to review.

#### **SNAP E&T will:**

- Check SharePoint once a week to review any new reverse referral forms.
- Using the reverse referral form, will update the excel spreadsheet located in SharePoint for tracking purposes.
- Within 10 business days from the receipt of the referral, will contact the referred individual to provide the Consolidated Customer Service Center (CCSC) phone number 1-800-283-4465, YESNM website offer <https://www.yes.nm.gov/index> to have an application for benefits mailed to them.
- Update case comments in ASPEN if the referred individual already has a case number. If the individual does not have a case number, the information will be tracked on the excel spreadsheet located in SharePoint.
- SNAP E&T will screen for appropriateness when contact is made with the participant. The participant is not approved for benefits at time of reverse referral. It is the first step in the participant applying for SNAP and becoming SNAP E&T eligible.

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

Eligibility workers inform participants about reimbursements once the individual has been determined eligible and appropriate to participate in SNAP E&T. As part of the overview of SNAP E&T, the individual receives information about what is eligible for reimbursement, and how to request and contact information for HCA. Participants are notified verbally using the following language:



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

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

The State of New Mexico is operating under a no interview waiver until September 30, 2024. The eligibility workers inform individuals about the Snap General Work Requirements, ABAWD and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the field worker must review the general SNAP work requirements for each mandatory individual and the Voluntary SNAP E&T program information to ensure each individual is referred/notified correctly.

## X. Referral to E&T

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

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?
- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

HCA has an E&T Flyer that is available to SNAP recipients when they are interested or want further information related to SNAP E&T. The SNAP E&T flyer has contact information that includes a phone number, website, and QR code to apply for SNAP and if eligible they can be referred to E&T program

The participant is provided with more information during the initial contact, orientation and throughout the assessment and development of an Employment Plan by Equus.

The eligibility worker staff inform individuals about the Snap General Work Requirements, ABAWD and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the field worker must review the general SNAP work requirements for

each mandatory individual and the Voluntary SNAP E&T program information to ensure each individual is referred/notified.

This information is communicated to the participants by the providers and during the enrollment process. An individual is not considered referred to SNAP E&T until they are approved for SNAP benefits. Once the individual is approved with SNAP benefits the eligibility worker will provide them with all the necessary SNAP E&T information verbally or via mail (Consolidated Notice FSP003 and E&T Welcome Letter ET001). HCA will then confirm the SNAP E&T enrollment and Equus will contact the participant through the referral process. During the orientation Equus will explain the programs requirements and reimbursement information.

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

### **Orientation**

After the referral is received, Equus schedules an orientation for the participants. An appointment notice is sent indicating the date and time of the appointment, how to attend the orientation, and the individual's rights and responsibilities. Recently EQUUS introduced a new process of completing orientation during initial outreach contact. Therefore, a Notice of appointment will not be generated for the appointment. Equus conducts a comprehensive orientation to explain the purpose of the SNAP E&T program, participants rights and responsibilities, describe available services, and explain how SNAP E&T can help meet work requirements, if applicable. The customer has a choice to participate in the orientation many ways:

Group Setting

Individually

In person

Virtually

Orientations may be provided either individually or in a group setting and may be provided in person or through audio-visual methods provided to participants. If a SNAP E&T participant is a no-show to their appointment, they are mailed a Notice of Missed Interview (NOMI) and provided with 10 business days to contact the Consolidated Customer Service Center (CCSC) to be rescheduled, by contacting the SNAP E&T email. If the participant fails to contact HCA or a provider, they are disenrolled from the SNAP E&T program and the withdrawal from SNAP Employment & Training notice (ET002) is mailed to them within 10 business days.

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

The eligibility worker will enter the data to issue the referral to Equus. Equus will complete the case management and data entry into the WorkPath.

Any time there is contact with the customer a case comment is entered to help outline what the customer may need or what contact was attempted. The case comments can be viewed by the EW or provider.

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

The eligibility worker will enter the referral in ASPEN. The referral will be sent via ASPEN to WP. The provider will receive the referral. The referral does include the customer's contact information such as mailing address, phone number and if provided email address.

## XI. Assessment

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

- a) Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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

### **Assessment**

Equus completes the assessments with the SNAP E&T participant during the one and done process or the appointment following the orientation. The assessments include a variety of questions related to barriers that follow the Whole Family Approach Model. There are two assessments, one in WP and the other in the form of a Word document (Household Assessment Questionnaire). Results from assessments are shared in case notes, however, HCA has created a change request (CR) to update the assessment in

WP, and to allow documentation to be tracked on the assessment screen in WP. This is expected to go live on September 30, 2024.

The other assessment utilized by SNAP E&T providers is the O-Net survey. It is a series of 60 questions that provides an interest profiler at the end of the questions. Results will be documented in case notes and shared with the client via email or hard copy.

The provider provides a representative for each SNAP E&T participant throughout the period of the SNAP E&T program which starts at the assessment and concludes at the successful completion of component(s) or withdrawal. The representative meets virtually or in person with the participant to begin case management services to complete the SNAP E&T approved comprehensive employability assessment and to begin developing an Employment Plan with appropriate activity tracks that are in line with their present circumstances. This assessment assesses the participant's literacy level and refers the participant to local literacy enhancement programs when appropriate.

## XII. Case Management Services

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

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

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

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

**Case Management**

Case management is an ongoing activity that enhances the participants ability to participate and be successful in the SNAP E&T component(s) to which they are assigned by providing wrap around services. This will be accomplished by incorporating. The Whole Family Approach case management model. Case management is tailored to fit the needs of the entire family, to empower the family, to strengthen relationships, establish stability, and achieve their full potential.

The Whole Family Approach includes effective case management, application of the One and Done principle as well as coaching and mentoring with the participant. When addressing barriers, these must be reviewed for the entire family. Barriers may require intervention in areas outside the expertise of the provider, or require other resources, the provider will make referrals to an appropriate agency. Some examples of referrals that can be made when incorporating the Whole Family Approach Model are housing, childcare, referrals to assist with children's clothing, shoes, uniforms, and mental and/or behavioral health, etc. SNAP E&T expects providers to build community collaborations and relationships to be able to assist SNAP E&T participants and their families.

Case Management services will be delivered in multiple ways depending on the participants' needs at the time of the meeting, for example in person, phone or virtual. Once the referral process and orientation are completed, case management begins. This leads HCA and E&T providers to the one and done process which includes an extensive assessment, employment plan, and completion of the O-NET survey and enrollment in an approved SNAP E&T component.

Once the participant is enrolled in SNAP E&T component, case management will include and require a minimum of one monthly contact with the SNAP E&T participant. All contact data must be documented in case notes in both ASPEN and WP. During the monthly scheduled contacts, the providers must provide referrals to other agencies, resources, and review reimbursements.

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

SNAP eligibility staff:	Eligibility workers can help communicate the program what the requirements are for SNAP E&T
State E&T staff:	<p>State SNAP E&amp;T Staff:</p> <p>Monitor, track, complete monthly or annual reviews of the program. communicate any changes in policy or procedures. They are the liaisons between the EW and Providers</p>
Other E&T providers:	<p><b>Equus, CNM and DACC</b></p> <p>Provider Determination process: If a provider believes a participant might be ill suited to participate in the SNAP E&amp;T program, they must follow the guidance outlined in the Provider Guide related to a provider determination process. If a provider believes there is a better suited component for a participant, the provider can change the participant components without HCA's permission per CFR. However, the Provider Determination Form must still be completed for the SNAP E&amp;T team to track and review for quality control purposes. The participant is informed of any changes via phone, online, or in person prior to the change being suggested or made.</p> <p>If the provider requests a disenrollment to be processed for a participant for any of the reasons below, the provider will request this by completing a Disenrollment Form and uploading it to the SharePoint site for the SNAP E&amp;T team to review.</p> <ol style="list-style-type: none"> <li>1. SNAP E&amp;T completion.</li> <li>2. Provider Determination</li> <li>3. Non-Participation</li> <li>4. Voluntary Withdrawal</li> <li>5. SNAP Closure</li> </ol>
Community resources:	Eligibility workers and provider representatives coordinate supportive services and provide external referrals via email, mail, telephone, or in-person, as needed. They also provide community resources that are available to participants by location.

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

In accordance with 7 CFR 273.7(c)(6)(ii) the SNAP E&T participants receive targeted case management services through an efficient administrative process through the SNAP E&T providers. Once a referral to SNAP E&T is received by a provider, they will complete an assessment, orientation, and EP to ensure that all needs of the participant

are met, to include reviewing for and addressing barriers. The provider clearly documents all activities and services provided to a participant in WP and ASPEN. In addition, records contain information about the assessment, release of information/consent form (if applicable), employment plan, participant engagement, and participant reimbursements. A minimum of once-a-month contact must be made, and case noted. Documentation must be kept under the case note section in WP and ASPEN and is reviewed as part of the annual monitoring visit.

Case Management is an ongoing activity throughout the time the participant is enrolled in SNAP E&T component, which can include, but is not limited to:

- Advocacy for participants.
- Guidance regarding life-coping skills.
- Continuous support to connect SNAP E&T participants to programs and activities that best meet their employment needs.
- Tracks and documents progress of the participant.
- Referrals to support services for barrier removal.

### **XIII. Conciliation Process (if applicable)**

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

a) Does the State agency offer a conciliation process?

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

No (*Skip to the next section.*)

b) Describe the conciliation process and include a reference to State agency policy or directives.

SNAP E&T is a voluntary program. There is no conciliation process however, the customer may be disenrolled at will with no adverse action or benefit impact.

c) What is the length of the conciliation period?

N/A

## XIV. Disqualification Policy for General Work Requirements

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

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

- a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?
- 30 days
- 60 days
- Other: Click or tap here to enter text.
- b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
- Yes
- No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
- Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
- Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency



- Time period greater than 6 months
- Permanently

f) The State agency will disqualify the:

- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

## XV. Good Cause

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

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

The eligibility worker gathers data to determine the participants SNAP General Work Requirement and ABAWD status as well as appropriateness for the SNAP E&T. Being that SNAP E&T is a voluntary program, no participant can be disqualified due to lack of participation. If it is determined that an individual is non-compliant with the SNAP general work requirements, the eligibility worker determines if their status (mandatory vs. exempt) has changed; if they are found mandatory, the eligibility worker determines if the individual has good cause for refusal or failure to comply.

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

- Under age 16, or 60 years of age or older
- Age 19 or 17 and not the head of household or enrolled in school or an Employment and Training program on at least a half-time basis.
- Unable to work because of physical or mental unfitness.
- Can be verified, if obvious by the FAA, through client statement.
- Only if questionable, verification may be needed to prove if the individual cannot work. This could be disability paperwork, or a note from a doctor or nurse.
- Already following the work requirements of another program, such as NM works.

- A parent or other household member taking care of a dependent child under 6
- Taking care of someone who cannot care for themselves and needs a caregiver.
- Applied for or are getting unemployment. They must be meeting the work requirements that are part of applying for unemployment.
- Taking part in a drug or alcohol treatment and rehabilitation program on a regular basis.
- Working at least 30 hours weekly. Or, earning weekly pay equal to or more than federal minimum wage times 30 hours.
- A student enrolled at least half-time in a school, training program, college, or university.
- Applying for Supplemental Security Income (SSI) and for SNAP through the Social Security Administration.

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

If it is determined that the individual is determined mandatory and is non-compliant with the General Work requirements, the eligibility worker reviews possible good cause with the participant prior to acting on the case; this occurs in many different methods, via phone, in person, contacting a collateral contact, for example the employer, reviewing available data sources, etc. The eligibility worker considers all facts and the circumstances received by the employer or the household themselves, to decide. Ultimately the eligibility worker is responsible to determine good cause but can use information received from a SNAP E&T Coordinator to assist in determining whether good cause exists. If it is determined that good cause exists or that their status has changed from mandatory to exempt, the eligibility worker updates ASPEN to correctly reflect this status. Any time an action is taken on the case, or a change is made regarding the status, the participant is notified.

b) What is the State agency's criteria for good cause?

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

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

Illness

- Illness of another household member
- Household Emergency
- Unavailability of transportation

- Lack of adequate Child Care for children who have reached age 6 but are under age 12

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

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

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

The State of New Mexico currently has a voluntary program.

## XVI. Provider Determinations

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

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

### **Provider Determination**

A SNAP E&T participant may receive a provider determination when the SNAP E&T provider determines the individual is not a good fit for the SNAP E&T component in which the individual is participating. The SNAP E&T provider informs HCA of the provider determination by completing the Provider Determination Form and placing it in SNAP E&T's SharePoint folder for review. HCA must take one of four actions in accordance with 7 CFR [273.7\(c\)\(18\)\(i\)\(B\)](#).

Only the SNAP E&T provider has the responsibility to make the provider determination. Since SNAP E&T providers know their programs best, providers have flexibility to use their own judgment to determine if an individual is not a good fit for their program. SNAP E&T providers must not discriminate against protected classes when making provider

determinations. HCA must review all provider determinations to ensure SNAP E&T providers are making reasonable decisions about which individuals are not a good fit for their programs. HCA must ensure SNAP E&T providers adhere to all Civil Rights laws. Please see [7 CFR 273.7 \(c\) \(18\) \(i\) \(A\)](#) for more guidance.

The provider is allowed to make the following determination without HCA consent. In the instance where the SNAP E&T provider determines the participant is no longer ill-suited for the component they're currently enrolled in; The provider may switch the participant to another component they may be suited for within SNAP E&T.

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

Once HCA determines that the provider determination is appropriate and no other components are available, the participant receives a **Withdrawal from SNAP Employment & Training** notice (ET 002). The ET 002 notice will be generated in ASPEN and mailed to the participant within 10 business days. This notice explains the reasons why the participant was disenrolled and includes contact information for HCA. If the participant disagrees with the disenrollment, they have the right to request a fair hearing within policy time frames. The ET002 notice includes the following disenrollment reasons and verbiage:

1. **Non-Participation:** Your Provider Representative has attempted to reach you but has not heard back from you within ten business days. At this time, you have been withdrawn from the SNAP E&T Program.
2. **Voluntary Withdrawal:** You have requested to withdraw from the SNAP E&T Program.
3. **SNAP Closure:** You are no longer receiving SNAP benefits. To receive services from the SNAP E&T program, you must be actively receiving SNAP benefits. If you would like assistance to reapply for SNAP benefits, please contact the CCSC at (800) 283-4465 or log on to YESNM at <https://www.yes.nm.gov/> or visit your local Income Support Division Field Office.
4. **SNAP E&T completion:** You have successfully completed your component with the SNAP E&T program. Congratulations on this accomplishment!
5. **SNAP E&T Provider Determination for Non-ABAWD:** After your Provider Representative met with you, your Provider Representative informed HCA that you will not benefit from any of the E&T components being offered. The HCA has reviewed the information received by your Provider Representative and has determined that there are no other activities to place you in at this time. You are being withdrawn from the E&T program due to this information provided by your Provider Representative.
6. **SNAP E&T and they are an ABAWD SUBJECT to the ABAWD time limit:** You have been identified as an Able-Bodied Adult Without Dependent (ABAWD). Because the SNAP E&T program is a voluntary program your SNAP benefits will not change as a result of being withdrawn from the SNAP E&T program. However, you are an ABAWD, and you must meet the ABAWD work

requirements unless you have good cause, live in a waived area, or are otherwise exempt.

Individuals subject to the ABAWD time limits who are withdrawn from SNAP E&T must find another way to fulfill the ABAWD work requirement. ABAWDs who do not meet the ABAWD work requirement will accrue countable months towards the three-month participation time limit. Unless they meet the ABAWD work requirement they will accrue countable months for any month the ABAWD receives a full month of SNAP benefits and doesn't meet the ABAWD work requirement.

If ABAWDs don't meet the ABAWD rules, they will lose your SNAP benefits after 3 months. To keep getting SNAP, you must:

**Work 20 hours per week or 80 hours total per month.** Work can be for pay, in trade for something other than money, or as a volunteer; or

- **Participate and comply with a work-program 20 hours per week or 80 hours total per month.** A work program could be the SNAP Employment and Training (E&T) if there are available ABAWD work activities or other educational or training activities; or
- **Any combination of work and work-program hours** for a total of 20 hours per week or 80 hours total per month, or
- **If available, participate in a workfare program** for the number of hours assigned to you each month (the number of hours will depend on the amount that you get in your SNAP benefit.)

## XVII. Participant Reimbursements

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

**Table E. I. Estimates of Participant Reimbursements**

<p>I. Estimated number of E&amp;T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel</i></p>	<p>367</p>
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Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.	
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	33
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$392,400
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$32,700
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$1,167.86

### Participant Reimbursement Details

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

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

**Table E. II. Participant Reimbursement Details**

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

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Transportation (If reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.  If provider paying N/A	State and Provider	Reimbursement issued as cash distributed on EBT.  Disbursement is made in advance for the actual amount by check, or gift card In some cases items are given directly to the participant
Tools and Equipment (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.  If provider paying N/A	State and Provider	Reimbursement issued as cash distributed on EBT.  Disbursement is made in advance for the actual amount by check, or gift card In some cases items are given directly to the participant
Test and Lab fees (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.  If provider paying N/A	State and Provider	Reimbursement issued as cash distributed on EBT.  Disbursement is made in advance for the actual amount by check, or gift

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			card In some cases items are given directly to the participant
Books (If reasonably necessary and directly related expense to the component)	<p>\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.</p> <p>If provider paying N/A</p>	State and Provider	<p>Reimbursement issued as cash distributed on EBT.</p> <p>Disbursement is made in advance for the actual amount by check, or gift card In some cases items are given directly to the participant</p>
Clothing/Uniforms (if reasonably necessary and directly related expense to the component)	<p>\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.</p> <p>If provider paying N/A</p>	State and Provider	<p>Reimbursement issued as cash distributed on EBT.</p> <p>Disbursement is made in advance for the actual amount by check, or gift card In some cases items are given directly to the participant</p>
All other Reasonably Necessary and Directly Related Expenses to the component)	<p>\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.</p> <p>If provider paying N/A</p>	State and Provider	<p>Reimbursement issued as cash distributed on EBT.</p> <p>Disbursement is made in advance for the actual amount by check, or gift card In some cases items are</p>



Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			given directly to the participant

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

N/A

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

The provider refers participants to ECECD to apply for childcare assistance.

## XVIII. Work Registrant Data

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

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

HCA 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 ISD under the HCA. ASPEN is the system currently being utilized to generate FNS-583 report, of new work registrants that is available quarterly; it is used to obtain the initial count of work registrants at the beginning of each new FFY.

During the interviews, the eligibility worker gathers all information from the applicant and reviews all possible federal exemptions to determine work registration status. As the eligibility worker processes the case through ASPEN and enters all information, the

applicant will be determined as either mandatory or exempt from SNAP general work requirements. If SNAP participants are not otherwise exempt from the SNAP general work requirements in accordance with 7 CFR 273.7(b)(1), they will be included in the count to determine the number of work registrants in the state.

The State of New Mexico is operating under a no interview waiver. The eligibility workers are informing individuals about the SNAP General Work Requirements, ABAWD and SNAP E&T via mail using the Consolidated Notice (FSP003) if no contact is made. When contact is made with the household during the renewal process, the field worker must review the general SNAP work requirements for each mandatory individual and the Voluntary SNAP E&T program information to ensure each individual is referred/notified correctly.

The number of work registrants receiving SNAP on October 1 of the new FFY will be generated on the FNS-583 report. This count is produced for the 1st quarter report only and will remain the same for the current FFY. This count is unduplicated; once an individual is captured on the report, they will not be counted again for that FFY. ASPEN utilizes social security numbers to determine if an individual has been counted in Line 1 or Line 2 of the report for the FFY, and once counted, the individual will not be included in the report again for that FFY. (The report is pulled the day after quarter ends (10/1) to include the last day of the quarter.)

b) Describe measures taken to prevent duplicate counting.

This count is unduplicated; once an individual is captured on the FNS-583 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 FNS-583 report for the FFY, and once counted, the individual will not be included in the report again for that FFY.

The method for ensuring that the count is unduplicated is:

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

1. As of October 1st, the total number of unduplicated individuals who are actively receiving SNAP benefits. (SNAP, DSNAP, TFS for the month of October will be counted)
2. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption.
3. The age criterion (16-59 years old) is calculated at the end of the reporting month.
4. The FNS-583 report displays the count for Line 1 for all the runs of the report to show the baseline count. The Line 1 count is reported in Quarter 1.

Line 2: Number of New Work Registrants:

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

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

5. This count shall be unduplicated for the FFY, i.e., an individual can only be reported only once in Line 2 during all four quarters of the report.

## XIX. Outcome Reporting Measures

### National Reporting Measures

Table E.

#### III. National Reporting Measures

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

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

ASPEN and Work Path is the data source that NMHCA uses to collect the data needed for reporting measures.,

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

N/A

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

NMHCA is working to build the National Outcome Measures Report into WorkPath to include the use of QWR. NMHCA will leverage the existing data sharing agreement between themselves and NM Department of Workforce Solutions to allow accessibility for QWR. This will be completed to include all information for the FFY24 National Outcome Measures Report.

NMHCA is currently using data pulled by the contractor Deloitte. Deloitte gathers the required data through ASPEN & WorkPath.

### State Component Reporting Measures

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

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

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

ASPEN and Work Path is the data source that NMHCA uses to collect the data needed for reporting measures.

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

N/A

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

N/A

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

N/A

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

**Table E.**

**IV. Component Outcome Measures**

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
Job Search Training	Number and percentage of participants who obtain employment after successfully completing this component.	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of October 1,2024- September 30, 2025.</p> <p>Denominator will include the total number of participants in this component during the period of October 1,2024- September 30, 2025.</p>
Job Retention	Number and Percentage of participants who obtain employment after successfully completing this component.	Numerator will include the number of participants who obtain employment after successfully completing this component during

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		<p>the period of October 1,2024- September 30, 2025.</p> <p>Denominator will include the total number of participants in this component during the period of October 1,2024- September 30, 2025.</p>
<p>Education Programs- ELA</p>	<p>Number and percentage of participants to obtain achieving a proficiency level at or greater than 80% based on test score upon completing the component</p>	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of October 1,2024- September 30, 2025.</p> <p>Denominator will include the total number of participants in this component during the period of October 1,2024- September 30, 2025.</p>
<p>Education Programs- High School Equivalent Education Program</p>	<p>Number and percentage of participants to obtain their GED upon completing the component.</p>	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2024 to 9-30-2025</p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
Education Programs- Career and Technical Education	Number and percentage of participants who obtain a certification after successfully completing this component.	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2024 to 9-30-2025</p>

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

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

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

- a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?
  - Yes (Complete the rest of this section.)
  - No (Skip to Section G: Component Detail.)

### Table F

#### I. Pledge Assurances

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



b) Where will the State agency offer qualifying activities?

Statewide

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

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

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

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

N/A

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

N/A

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

N/A

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

N/A

*The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I program, programs under Section 236*

*of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).*

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

N/A

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

N/A

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

N/A

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

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

Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

**Table F.III. Available Qualifying Activities**

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

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

**Table F. IV. Estimated cost to fulfill the pledge**

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

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

N/A
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## G. Component Detail

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

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

### I. Non-Education, Non-Work Components

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

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
  - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less than 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.

- **Criteria for participation.** What skills, knowledge, or experience are necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

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

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

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

Details	Job Search Training (JST)
Description of the component	<p><b><u>The Job Search Training (JST) Program</u></b> administered by EQUUS</p> <p>Preparing participants for active job search. One-hour modules will be provided and available one on one with a Career Navigator. Modules will be part of the Employment Plan. Career Navigator’s will collaborate with the participants in the following areas:</p> <ol style="list-style-type: none"> <li>1. Resume Preparation</li> </ol>

	<ul style="list-style-type: none"> <li>• Work history</li> <li>• Styles of resumes</li> <li>• Interview preparation</li> </ul> <p>2. One on One Interviews</p> <ul style="list-style-type: none"> <li>• Panel interviews</li> <li>• How you show up</li> <li>• Interview clothing</li> </ul> <p>3. Career Assessments</p> <ul style="list-style-type: none"> <li>• WorkPath</li> <li>• Work Keys (NCRC)</li> <li>• O-Net</li> <li>• Livable wage</li> <li>• Barrier removal</li> <li>• Online job search</li> <li>• Filling out applications</li> <li>• Budgeting</li> <li>• Time management</li> </ul> <p>4. Reentering the workforce</p> <ol style="list-style-type: none"> <li>a. Labor Market research</li> <li>b. Childcare and having a backup plan</li> <li>c. Creating a schedule</li> <li>d. Solution based problem solving</li> </ol> <p>5. Building Relationships</p> <ul style="list-style-type: none"> <li>• Coworkers</li> <li>• Leadership</li> </ul>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old: Age 16-17 must be head of household.</li> </ul>

	<ul style="list-style-type: none"> <li>Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>
Criteria for participation	<p>To be able to work on skills that are essential to the successful completion of the JST the participant must be able to have basic computer literacy, basics of email, and be able to navigate web-based programs. Must complete a minimum of 3 hours per month in training.</p> <ul style="list-style-type: none"> <li>Basic reading skills (greater than 6th grade),</li> <li>Basic writing skills (greater than 6th grade),</li> <li>Basic mathematics ability (greater than 6th grade)</li> <li>Basic computer skills</li> </ul>
Geographic area	Statewide
E&T providers	EQUUS
Projected annual participation	210
Estimated annual component costs	\$1,195,271.70

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

Details	Job Retention (JR)
Description of the component	<p><b><u>JOB RETENTION</u></b></p> <p>Equus Workforce Solutions will collaborate with Participants that have secured employment but not enough to be a qualifying livable wage. Job coaching will be provided with the Career Navigators, and/or Business Services Consultant that includes the following.</p> <ul style="list-style-type: none"> <li>Scheduling conflict</li> <li>Asking for a promotion</li> <li>Conflict management</li> <li>Professional communication</li> <li>Advocating for oneself</li> <li>Securing a livable wage career</li> </ul>

Target population	<p>Successful completion of the JST component and have secured employment that keeps them under the livable wage guidelines.</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old: Age 16-17 must be head of household.</li> <li>• Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>
Criteria for participation	<p>Participants will need to have completed JST that builds on interviewing skills, techniques, mock interviews, Completed Assessment, and an updated Employment Plan that outlines the goals of the retention plan.</p> <p>Have secured employment that keeps them under the livable wage guidelines. Minimum 1 hour of meeting monthly</p>
Geographic area	Statewide
E&T providers	EQUUS
Projected annual participation	20
Estimated annual component costs	\$113,835.40

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

Details	Self-Employment Training (SET)
Description of the component	
A Target population	
Criteria for participation	
Geographic area	



E&T providers	
Projected annual participation	
Estimated annual component costs	

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

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

## II. Educational Programs

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience are necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p><b>EPB- High School Eq:</b></p> <p>Designed to offer academic instruction and education services below the postsecondary level that increase an individual’s ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency.</p> <p>EPB students in the SNAP E&amp;T program at CNM have access to all the Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There is no limit of hours or academic terms a student can access the Wellness CNM program.</p>

	<p>We also have a second provider, Equus Workforce Solutions. They will offer Participants the opportunity to enroll into an online GED program that will help prepare the individual to be able to obtain their GED. One on one tutoring will be available to the Participants that are needing the extra help. Once the Participants takes all the practice test and the participant is ready for the final GED test then Equus will make the necessary connections for the participant to take the GED test. GED program is available in English and Spanish. Once GED has been acquired Career Navigator will collaborate with the Participant and update the Employment Plan to work towards the next steps in gaining employment.</p> <p><b>DACC Adult Education HSE Program</b></p> <p>High School Equivalency (HSE). Those 16 years of age or older who want to improve or gain academic skills may attend classes that teach math, reading, and writing. These classes focus on Language Arts and Math, with supplemental instruction provided in Social Studies, and Science. Classes prepare adult learners to take a high school equivalency test such as the General Educational Development GED® test or the High School Equivalency Test HiSET®. Courses are offered in person and online.</p>
<p>Target population</p>	<p>Targeted resume towards career or educational goal. Reliable transportation. Have specific professional and carer goals relating to the internship.</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old: Age 16-17 must be head of household.</li> <li>• Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>
<p>Criteria for participation</p>	<p>JST Meeting with the Business Servies Consultant to review employment plan, resume and mock interview.</p>

		Resume targeted to the specific Internship with an employer. Childcare and transportation plan in place. Minimum of 3 hours per month.
Geographic area		Statewide
E&T providers		CNM Equus DACC
Projected participation	annual	CNM: 20 Equus: 8 DACC:6 Total: 34
Estimated component costs	annual	CNM: \$88,177.60 Equus: \$45,534.82 DACC: \$16,430.00 Total: \$150,142.42
Not supplanting		SNAP E&T will not reimburse providers for tuition for any courses where otherwise available at no cost to the participant.  SNAP E&T providers are required to use all other grants and scholarships available to the participant first.  HCA monitors all contracts and funding at three different levels. The SNAP E&T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by HCA's management team and ASD before it is approved and paid out. HCA completes annual State Management Evaluations to ensure funds are not supplanted.
Cost parity		All expenses included in the SNAP E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

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

<b>Details</b>	<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>
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<p>Description of the component</p>	<p><b>EPC – Vocational:</b></p> <p>Designed to offer academic instruction and education services below the postsecondary level that increase an individual’s skills in one or more career-focused areas and/or other activities necessary for the attainment of a credit-bearing degree or certificate; transition to four-year and beyond education and training; and obtain employment. Such programs include Associate of Science degrees, Associate of Arts degrees, Associate of Applied Science degrees, and numerous certificate programs, with an emphasis on Career Technical Education and other fields with great demand and pay upon entrance.</p> <p>EPC students in the SNAP E&amp;T program at CNM have access to all Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There is no limit of hours or academic terms a student can access the Wellness CNM program.</p> <p>DACC offers short training programs, including commercial driver’s license training, forklift certification, healthcare careers (EMT, CNA, Pharmacy Tech), and computer literacy courses. Our training programs result in an industry-recognized credential and are between 7 and 15 weeks. We offer flexible scheduling, tutoring, and career coaching for our participants.</p>
<p>Target population</p>	<p>Targeted resume towards career or educational goal. Reliable transportation. Have specific professional and carer goals relating to the internship.</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old: Age 16-17 must be head of household.</li> </ul>

	<ul style="list-style-type: none"> <li>Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>
Criteria for participation	JST Meeting with the Business Services Consultant to review employment plan, resume and mock interview. Resume targeted to the specific Internship with an employer. Childcare and transportation plan in place. Minimum of 3 hours per month.
Geographic area	Statewide
E&T providers	CNM DACC
Projected participation annual	CNM: 40 DACC:30 Total: 72
Estimated annual component costs	CNM: \$176,355.20 DACC: \$187,164.00 Total: \$363,519.2
Not supplanting	<p>SNAP E&amp;T will not reimburse providers for tuition for any courses where otherwise available at no cost to the participant.</p> <p>SNAP E&amp;T providers are required to use all other grants and scholarships available to the participant first.</p> <p>HCA monitors all contracts and funding at three different levels. The SNAP E&amp;T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by HCA's management team and ASD before it is approved and paid out. HSD completes annual State Management Evaluations to ensure funds are not supplanted.</p>
Cost parity	All expenses included in the SNAP E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

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

<b>Details</b>	<b>English Language Acquisition (EPEL)</b>
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<p>Description of the component</p>	<p><b>ELA: English Language</b></p> <p><b><u>EDUCATION CNM</u></b>          Designed to offer academic instruction and education services below the postsecondary level that increase an individual’s ability to read, write, and speak in English; transition to postsecondary education and training; and obtain employment. Such programs include English for Speakers of Other Language credit-bearing courses, as well as English as a Second Language non-credit courses.</p> <p>ELA students in the SNAP E&amp;T program at CNM have access to all of the Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There is no limit of hours or academic terms a student can access the Wellness CNM program.</p> <p><b><u>EDUCATION EQUUS</u></b>          Equus Workforce Solutions will offer Participants the opportunity to enroll into an online GED program that will help prepare the individual to be able to obtain their GED. One on one tutoring will be available to the Participants that are needing the extra help.</p> <p>Once the Participants takes all the practice test and the Participant is ready for the final GED test then Equus will make the necessary connections for the participant to take the GED test. GED program is available in English and Spanish. Once GED has been acquired Career Navigator will collaborate with the Participant and update the Employment Plan to work towards the next steps in gaining employment.</p> <p><b>DACC Adult Education ESL Program</b>          DACC ESL Program helps improve English language skills for non-native English speakers. Adult learners acquire academic English skills (reading, writing, and grammar), build their vocabulary, and increase conversation fluency</p>
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		and listening comprehension. English Language Learners who are ready to exit the program and transition to college are assisted with the process to help them experience success.
Target population		<p>Targeted resume towards career or educational goal. Reliable transportation. Have specific professional and carer goals relating to the internship.</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old: Age 16-17 must be head of household.</li> <li>• Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>
Criteria for participation		<p>JST Meeting with the Business Servies Consultant to review employment plan, resume and mock interview.</p> <p>Resume targeted to the specific Internship with an employer. Childcare and transportation plan in place. Minimum of 3 hours per month.</p>
Geographic area		Statewide
E&T providers		<p>CNM</p> <p>Equus</p> <p>DACC</p>
Projected participation	annual	<p>CNM: 25</p> <p>Equus: 4</p> <p>DACC:10</p> <p>Total: 37</p>
Estimated component costs	annual	<p>CNM: \$110,222.20</p> <p>Equus: \$22,767.08</p> <p>DACC: \$27,810.00</p> <p>Total: \$160,799.28</p>



<p>Not supplanting</p>	<p>SNAP E&amp;T will not reimburse providers for tuition for any courses where otherwise available at no cost to the participant.</p> <p>SNAP E&amp;T providers are required to use all other grants and scholarships available to the participant first.</p> <p>HCA monitors all contracts and funding at three different levels. The SNAP E&amp;T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by HCA’s management team and ASD before it is approved and paid out. HCA completes annual State Management Evaluations to ensure funds are not supplanted.</p>
<p>Cost parity</p>	<p>All expenses included in the SNAP E&amp;T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.</p>

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

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

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

<p><b>Details</b></p>	<p><b>Work Readiness Training (EPWRT)</b></p>
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Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

**Table G. XI. Educational Program Details: Other**

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

### III. Work Experience (WE)

*Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of*

*WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.*

## **Work Activity and Unsubsidized WBL Components**

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience are necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

**Table G.XII. Work Experience: Work Activity**

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

**Table G. XIII. Work Experience: Internship**

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

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

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

Estimated annual component costs	
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**Table G. XV. Work Experience: Apprenticeship**

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

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

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

**Table G. XVII. Work Experience: Transitional Jobs**

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	

E&T providers	
Projected annual participation	
Estimated annual component costs	

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

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

**Subsidized WBL Components**

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

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

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

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

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
  - **Criteria for participation.** What skills, knowledge, or experience are necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
  - **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
  - **E&T providers.** Identify all entities that will provide the service.
  - **Projected annual participation.** Project the number of unduplicated individuals.
  - **Estimated annual component costs.** Project only administrative costs.
  - **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicate if there is variation in how many hours will be offered to participants.
  - **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.
- Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

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

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

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

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

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

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

<b>Details</b>	<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	



E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

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

## H. Estimated Participant Levels

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

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

## I. Contracts/Partnerships

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

**Table I.I. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	Equus Workforce Solutions
<b>Service Overview:</b>	Equus contracts with HCA to contact referents, provide a comprehensive approach, conduct assessments, create employment plans, provide case management, and place participant in a suitable component. If the representatives find the SNAP E&T participant qualifies for the educational component, they will either refer the participant to CNM or Equus may maintain case management in house if appropriate. Equus will report outcomes to HCA.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Job Search Training,
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	\$100.00 a month or actuals, not to exceed \$1,200.00 per Federal Fiscal Year
<b>Location:</b>	Statewide
<b>Target Population:</b>	The target population are those that: <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single Parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old. Age 16-17 must be head of household</li> <li>• Those who have not applied for or receive TANF, Unemployment</li> </ul>

<b>Contract or Partner Name:</b>	Equus Workforce Solutions
	benefits, and/or GA, SSI, RSDI, Disability or other Disability benefits.
<b>Monitoring of contractor:</b>	HCA completes, at minimum, one annual onsite monitoring visit to all SNAP E&T providers. In conjunction with the visits, a minimum of two case reviews per representative will be completed by both the provider and HCA monthly. Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual employment plan, participant progress, and participant reimbursements. In addition to the case reviews, monitoring will include a fiscal review of staff timesheets, expenditures of non-federal funds (if necessary) and supporting documentation of participants reimbursements. Upon completion of the monitoring visit a Management Evaluation (ME) Report will be sent to the provider within 60 days of the visit. If there are any findings that need to be addressed, a Corrective Action Plan (CAP) will be developed by the provider and submitted to HCA no later than 45 days after the written report issuance. HCA will provide appropriate and necessary training, technical assistance, and ongoing monitoring to assist with rectifying any issues.
<b>Ongoing communication with contractor:</b>	Ongoing communication will include annual onsite visits, meetings in person or via video conferencing, and periodic contact via telephone, written or email correspondence.
<b>Total Cost of Agreement:</b>	\$1,377,409.00
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I. II. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Central New Mexico Community College</b>
<b>Service Overview:</b>	CNM will contract with HCA to contact referents that have been referred from

<b>Contract or Partner Name:</b>	<b>Central New Mexico Community College</b>
	Equus, provide case management once a month, and complete an educational plan with the participant. If CNM has a student interested in the SNAP E&T program and is not receiving SNAP benefits they will complete a Reverse Referral.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Educational Program
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	\$100.00 a month or actuals, not to exceed \$1,200.00 per Federal Fiscal Year
<b>Location:</b>	Albuquerque, NM
<b>Target Population:</b>	<p>The target population are those that:</p> <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single Parents</li> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old. Age 16-17 must be head of household</li> <li>• Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI, Disability or other Disability benefits.</li> </ul>
<b>Monitoring of contractor:</b>	HCA completes, at minimum, one annual onsite monitoring visit to all SNAP E&T providers. In conjunction with the visits, a minimum of two case reviews per representative will be completed by both the provider and HCA monthly. Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual employment plan, participant progress, and participant reimbursements. In addition to the case reviews, monitoring will include a fiscal review of staff timesheets, expenditures of non-federal funds (if necessary) and supporting documentation of participants reimbursements. Upon completion of the

<b>Contract or Partner Name:</b>	<b>Central New Mexico Community College</b>
	monitoring visit a Management Evaluation (ME) Report will be sent to the provider within 60 days of the visit. If there are any findings that need to be addressed, a Corrective Action Plan (CAP) will be developed by the provider and submitted to HCA no later than 45 days after the written report issuance. HCA will provide appropriate and necessary training, technical assistance, and ongoing monitoring to assist with rectifying any issues.
<b>Ongoing communication with contractor:</b>	Ongoing communication will include annual onsite visits, meetings in person or via video conferencing, and periodic contact via telephone, written or email correspondence.
<b>Total Cost of Agreement:</b>	\$374,755.00
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.III. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Dona Ana Community College (DACC)</b>
<b>Service Overview:</b>	DACC will contract with HCA to contact referents that have been referred from Equus, provide case management once a month, and complete an educational plan with the participant. If DACC has a student interested in the SNAP E&T program and is not receiving SNAP benefits they will complete a Reverse Referral.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Education Program
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	\$100.00 a month or actuals, not to exceed \$1,200.00 per Federal Fiscal Year
<b>Location:</b>	Las Cruces, New Mexico
<b>Target Population:</b>	The target population are those that: <ul style="list-style-type: none"> <li>• Homeless</li> <li>• Veterans</li> <li>• Students</li> <li>• Single Parents</li> </ul>

<b>Contract or Partner Name:</b>	<b>Dona Ana Community College (DACC)</b>
	<ul style="list-style-type: none"> <li>• Underemployed</li> <li>• Those that reside in rural areas</li> <li>• Those between 16-59 years old. Age 16-17 must be head of household</li> </ul> <p>Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI, Disability or other Disability benefits.</p>
<b>Monitoring of contractor:</b>	<p>HCA completes, at minimum, one annual onsite monitoring visit to all SNAP E&amp;T providers. In conjunction with the visits, a minimum of two case reviews per representative will be completed by both the provider and HCA monthly. Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual employment plan, participant progress, and participant reimbursements. In addition to the case reviews, monitoring will include a fiscal review of staff timesheets, expenditures of non-federal funds (if necessary) and supporting documentation of participants reimbursements. Upon completion of the monitoring visit a Management Evaluation (ME) Report will be sent to the provider within 60 days of the visit. If there are any findings that need to be addressed, a Corrective Action Plan (CAP) will be developed by the provider and submitted to HCA no later than 45 days after the written report issuance. HCA will provide appropriate and necessary training, technical assistance, and ongoing monitoring to assist with rectifying any issues.</p>
<b>Ongoing communication with contractor:</b>	<p>Ongoing communication will include annual onsite visits, meetings in person or via video conferencing, and periodic contact via telephone, written or email correspondence.</p>
<b>Total Cost of Agreement:</b>	\$231,404.20
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

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

## **J. Budget Narrative and Justification**

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

**Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.                  Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000                  5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p><u>SNAP E&amp;T Coordinator</u>  <b>1. \$71,860.82</b>  <b>2. \$66,506.79</b></p> <p><u>Management Analyst Advanced</u>  <b>\$67,238.28</b></p> <p>FTE will spend 100% of their time on SNAP E&amp;T activities to include providing support and policy guidance on changes to ASPEN and WorkPath for the SNAP E&amp;T program as well as promoting the program through working with outside entities to establish partnerships for the SNAP E&amp;T program. FTEs will focus on expanding the components of the SNAP E&amp;T program. To ensure that the SNAP E&amp;T program is federally compliant and effectively serving our customers, FTEs will establish monitoring activities of the SNAP E&amp;T program and will be SNAP E&amp;T liaisons for HCA’s central office, field office and SNAP E&amp;T providers.</p>
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>This is in addition to the salaries requested above. NM state employees</p>



	<p>require fringe benefits. The approved fringe benefit rate used is 40%</p>
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p>Equus Workforce Solutions will administer the SNAP E&amp;T program in coordination with HCA. Once participants are referred to Equus they will be provided with an orientation, and then be scheduled to begin case management services. These will include completing an Employability Assessment with provider representatives, completion of an Employability Plan, referral to needed SNAP E&amp;T components and assistance in barrier removal to ensure successful completion of SNAP E&amp;T. Case management appointments will occur at least once a month.</p> <p>Equus will offer:</p> <ul style="list-style-type: none"> <li>• Job Search Training</li> <li>• Job Retention</li> <li>• English Language Acquisition</li> <li>• High School Equivalent Education Programs</li> </ul> <p>CNM will offer the Education Component which will cover:</p>

	<ul style="list-style-type: none"> <li>• English Language Acquisition</li> <li>• High School Equivalent Education Programs</li> <li>• Career and Technical Education</li> </ul> <p>DACC will offer the Education Component which will cover:</p> <ul style="list-style-type: none"> <li>• English Language Acquisition</li> <li>• High School Equivalent Education Programs</li> <li>• Career and Technical Education</li> </ul> <p>The contractor Deloitte will be making updates to WorkPath, which will require maintenance and operations costs to help onboard the three providers.</p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	<p>This amount is to cover supplies for the requested FTE. Paper, pens, and other general supplies as they may need to do their daily tasks. This amount also covers the cost of licenses for HCA use of WorkPath for SNAP E&amp;T and the cost of Survey Monkey for participant feedback.</p>

<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	<p>This amount will cover outreach materials including but limited to brochures, resource guides, and promotional items.</p>
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&amp;T grant.</p>	<p>This amount will cover all travel expenses for training, outreach events, meetings and conferences associated with SNAP E&amp;T. If not utilized, this amount will be reverted to FNS</p>
<p><b>Building/Space:</b> If charging building space to the E&amp;T program, describe the method used to calculate space value.</p>	
<p><b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&amp;T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>Laptops and phone lines</p>

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

N/A

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

SNAP E&T participants are eligible for reimbursement of reasonably necessary and directly related out-of-pocket expenses up to \$100.00 a month, or actuals with receipts, not to exceed \$1,200.00 for FFY 25. HCA is anticipating 327 participants in FFY25 to receive reimbursements for the total annual reimbursement of \$392,400.00. HCA will provide 50% of the cost reimbursement while the rest is funded through 50% federal funds.