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## A. Cover Page and Authorized Signatures

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

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

Federal FY: 2024 Click or tap here to enter text.

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
Anabel Mendoza	WFSB Deputy Bureau Chief	(505) 490-1088	<a href="mailto:Anabel.Mendoza@hsd.nm.gov">Anabel.Mendoza@hsd.nm.gov</a>
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**Certified By:**

Vida Tapia-Sanchez for Karmela Martinez  
**8/14/2023**

State Agency Director (or Commissioner)

Date

**Certified By:**

Carolee A. Graham

**8/15/2023**

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**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
ASD	Administrative Services Division
ASPEN	Automated System Program and Eligibility Network
CAP	Corrective Action Plan
Clovis CC	Clovis Community College
CNM	Central New Mexico Community College
DWS	Department of Workforce Solutions
EBT	Electronic Benefit Transfer
ECECD	Early Childcare Education & Care Department
ECF	Electronic Case File
E&T	Employment and Training
ELA	English Language Acquisition
EP	Employment Plan
FAA	Family Assistance Analyst
FY	Fiscal Year
FNS	Food and Nutrition Service
GI	General Information Memorandum
HSD	Human Services Department
ISD	Income Support Division
IPP	Interim Policies and Procedures Memorandum
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
WIOA	Workforce Innovation and Opportunity Act
WorkPath	Management Information System for E&T Integrated with ASPEN
WFSB	Work and Family Support Bureau

## 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"/>

**Table D.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

### Summary of E&T Program

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

The mission of HSD is to transform lives. Working with our partners, we design and deliver innovative high-quality health and human services that improve the security and promote independence for New Mexicans in their communities.

The goal of HSD is to relieve, minimize or eliminate poverty and to make available certain services for eligible low-income individuals and families through statewide employment and training services.

As a voluntary program, ISD promotes self-sufficiency and assists the citizens of New Mexico in gaining the skills to obtain employment that provides a living wage and promotes fulfilling the most needed workforce. By allowing a voluntary E&T program, ISD along with Equus, Central New Mexico Community College (CNM) and Clovis Community College (CC), promotes the benefits of the E&T program and focuses on those participants that choose to volunteer and find the program beneficial for their needs.

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

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

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

N/A

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

The E&T voluntary program operates statewide in collaboration with Equus. The two community colleges provide services in the following areas:

- Central New Mexico Community College (CNM) - Albuquerque, NM

- Clovis CC- Clovis, NM
- Equus- Statewide

Provide a list of the components offered.

The components that are offered virtually in person through E&T are:

1. Job Search Training Program
2. Work Experience
  - Work Activity
  - Work Based Learning – Apprenticeships,
  - Work Based Learning – Pre-Apprenticeships
  - Work Based Learning – Internships
  - Work Based Learning – On the Job Training
3. Educational Programs
  - English Language Acquisition
  - High School Equivalent Education Programs
  - Career and Technical Education

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

**QuiKGuide – the states resource to the NMHSD staff**

[https://nmgov.sharepoint.com/sites/HSD-isdcollab/fog/Shared%20Documents/NM\\_Proc\\_Guide\\_NetHelp/index.aspx#!Documents/snapemploymentandtrainingetprocess.htm](https://nmgov.sharepoint.com/sites/HSD-isdcollab/fog/Shared%20Documents/NM_Proc_Guide_NetHelp/index.aspx#!Documents/snapemploymentandtrainingetprocess.htm)

**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 at a later time.

## Program Changes

*Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY). Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the*

number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

ISD has three new providers for E&T.

- 1- Equus will oversee the Job search training and Work experience components.
- 2- CNM-will oversee the Education Component.
- 3- Clovis CC- will oversee the Education component.

Due to the onboarding of these new E&T providers, ISD has updated forms, processes and trainings that will be utilized to ensure all providers are trained to conduct E&T case management and maintain operational guidelines per scope of work (SOW).

### **Program changes**

#### E&T Eligibility

1. SNAP Eligible recipients.
  - a. Those between the ages of 16 and 59: Age 16 or 17 must be head of household.
  - b. Able Bodied Adults without Dependents (ABAWDS)
  - c. SNAP recipients that have not applied for or receive any of the following:
    - Temporary Assistance for Needy Families (TANF)
    - Unemployment Compensation Benefits
    - General Assistance, Social Security Income, Retirement, Survivors, or Disability Insurance, or any other disability benefits.

#### New Components

The [Job Search Training Program](#) is a program that requires an Orientation, Assessment and Employment Plan (EP). Job Search Training includes the following trainings:

- Resume Building,
- Interviewing Skills with a mock interview; and
- Job Skills Development training.

Every participant enrolled in this component must meet with their provider representative at least once a month. Hours will be manually tracked by Equus and placed in case notes through the completion of case management.

The [Work Experience](#) is a program that requires an Orientation, Assessment and Employment Plan (EP). Work Experience includes the following trainings:

- Resume Building,
- Interviewing Skills with a mock interview; and

- Job Skills Development training.

Every participant enrolled in this component must meet with their provider representative at least once a month. Hours will be manually tracked by Equus and placed in case notes through the completion of case management. Equus is required to have participants enrolled in any of the Work Experience programs below:

- Work Activity
- Work Based Learning – Apprenticeships
- Work Based Learning -Pre-Apprenticeships Work Based Learning –Unpaid Internships
- Work Based Learning – On the Job Training

The [Educational Programs](#) is a program that requires an Orientation, Assessment and Employment Plan (EP). Every participant enrolled in this component must meet with their provider representative at least once a month. Hours will be manually tracked by CNM and Clovis CC and placed in case notes through the completion of case management. CNM and Clovis CC are required to ensure the participants receive the correct resources and guidance to enroll in any of the following programs:

- English Language Acquisition
- High School Equivalent Education Programs
- Career and Technical Education

Allowable educational programs or activities under E&T may include, but are not limited to, courses or programs of study that are part of a program of career and technical education as defined in [Section 3 of the Carl D. Perkins Act of 2006](#).

Please see the responsibilities below:

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

#### ISD eligibility workers responsibilities:

- The ISD eligibility worker determines eligibility and screens the participant for E&T eligibility and determine if the participant wishes to volunteer.
- If the individual wishes to volunteer, the ISD eligibility worker creates the referral in ASPEN (HSDs eligibility system) which generates a referral to be sent to Equus via WorkPath (Provider's system used for tracking purposes and maintaining case management).
- Once the referral is received by Equus, Equus completes the orientation, assessment, employment plan and if the participant will be placed in the education component, the Provider completes the referral to the appropriate college.

Steps to refer an E&T participant to the Education component:

- Equus receives the referral from the ISD worker and contacts the participant.
- Equus schedules an orientation and complete the assessment and employment plan.
- If Equus finds the E&T participant qualifies for the education component under CNM or Clovis CC, they:
  - Refer the participant to the college by completing the ET420 *Refer a college Student Form* and placing the form in the assigned folder in SharePoint for CNM and Clovis CC to review.
  - A CNM or Clovis CC representative is responsible for checking a shared folder in SharePoint to review the referral in WorkPath (WP) and assist the participant.
- ISD monitors to ensure the process is effective by keeping spreadsheets for tracking purposes and forms in a SharePoint site.

### **One and Done Process**

The One and Done process includes completing the assessments, employment plan and placing the participant in an approved component during the same scheduled appointment. This ensures quicker engagement so that the participant may begin their E&T or career pathway journey to self-sufficiency. The one and done process should be completed within 20 business days from referral date.

### **Case Management**

A provider must clearly document all contact, activities and services provided to a participant in WP and ASPEN. In addition, records must also contain information about the assessment, release of information/consent form (if applicable), employment plan, participant engagement, and participant reimbursements. The provider must complete a minimum of one monthly contact with the participant and it must be case noted.

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

- Advocacy for participants.
- Guidance regarding life-coping skills.
- Continuous support to connect 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.

Case management is an ongoing activity that enhances the participants ability to participate and be successful in the E&T component(s) to which they are assigned by providing wrap around services. This is 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, 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 keeping the family's needs in mind as well. 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.

### **Reverse Referral Process**

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

E&T Provider:

- Reviews ASPEN to determine if the individual has an active SNAP case with HSD.
- If verified that the individual has an active SNAP case, the reverse referral form will be completed and placed in the SharePoint folder for ISD to review.

ISD will:

- Check the 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 <https://www.yes.state.nm.us/yesnm/home/index> and offer 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.

**E&T Disenrollment Process**

A participant can be disenrolled from E&T for the following reasons:

1. **Verbal Withdrawal**-Participant decides they do not wish to participate.
2. **Ineligible for SNAP**-No longer has an active SNAP case with HSD.
3. **Non-Participation**-Provider will disenroll the participant 10 business days after any contact has been attempted.
4. **Successfully Completed** Program-Participant completed the E&T program.
5. **Provider Determination**-ISD reviews the providers request for a provider determination and agrees with disenrollment reason (A provider determination is when the E&T provider determines the individual is not a good fit for the E&T component in which the individual is participating as defined at (A) 7 CFR 273.7(c)(18)).

The Disenrollment Process is as follows:

Provider:

1. The provider representative will:
  - a. Prior to disenrolling, review the participant's case/circumstance.
  - b. If appropriate, a provider determination will be requested and/or additional resources will be provided.
  - c. Finally, taking all circumstances into account, will determine if disenrollment is needed.
2. If disenrollment is appropriate, the provider representative updates case notes in WP and ASPEN and will request that a provider management staff member reviews the case and approve the disenrollment of the participant from E&T in WP.

3. Once the provider manager approves, the representative will update the disenrollment log in SharePoint for ISD to review.

ISD:

1. Once a week, review the disenrollment log located in SharePoint to review any new disenrollments.
2. Review the case for any exemptions.
3. Review the case for barriers, special accommodations, and if needed, contact the participant to offer additional resources.
4. If ISD determines the disenrollment request is correct, the participant will be disenrolled from E&T, by generating a notice in ASPEN (ET002) and case comment will be added. The participant will receive a Withdrawal from SNAP Employment & Training notice (ET 002). The ET 002 is generated in ASPEN and mailed to the participant within 10 business days. This notice explains the reasons why the participant was disenrolled and provides contact information for HSD. If the participant disagrees with the disenrollment, they have the right to request a fair hearing within policy time frames.

**Reimbursements**

Reimbursements are designed to assist E&T participants in overcoming barriers that prevent them from engaging in E&T components. Support services can include transportation assistance, safety clothing, personal hygiene, grooming, school supplies, and tools or equipment needed to secure employment.

To receive a reimbursement the participant must have E&T expenses that are directly related to an approved component. Costs must also be considered reasonable and necessary. A cost is reasonable if, in its nature and amount, does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur the cost.

Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting program operation, and do not duplicate existing efforts.

Documentation of participant reimbursement(s) receipts must be in their Electronic Case File (ECF) and documented in WP and ASPEN. If the rationale of the reimbursement is questionable, concisely case note why it was determined to be reasonable and necessary. Providers are encouraged to contact ISD to request review of unusual requests.

E&T funds cannot be used to pay participant reimbursements if the participant receives other funds identified to cover those costs. Examples of other sources of funding include but are not limited to: Federal Financial Aid, grants, scholarships, private payments, etc. There is no limit on the number of requests a provider can make for reimbursement reasons, provided the CAP amount is not exceeded.

How often can reimbursements be requested?

The provider can submit one reimbursement request per participant a month. The reimbursement request can include more than one expense, i.e., transportation assistance, uniforms and tools can all be submitted on the same request. Provider representatives must submit all reimbursement requests no later than the 5<sup>th</sup> day of the following month before 5pm MT time.

Providers request reimbursements through WP, following the process as outlined by ISD:

1. Any reimbursement request over one hundred dollars (\$100.00) must include receipts or travel logs for the requested expense.
2. Reimbursements over five hundred dollars (\$500.00) must be reviewed and approved by the providers management group prior to being submitted through WP to ISD.
3. ISD will approve the reimbursement if it is deemed reasonably necessary and directly related to E&T within 5 business days of reimbursement being received through WP.
4. ISD approves reimbursements in WP which generates payment to the participants EBT card as cash via ASPEN.

### Appointment Rescheduling Process

- There must be good cause for missing appointments. Good cause includes circumstances beyond the member's control but not limited to hospitalization, illness of self or family member, passing of family member, transportation, and the lack of adequate childcare for children who have reached age six but under age 12 as defined at 7 CFR 273.7(h)(1) and (2).
- After the discussion, a provider determination will be made, and participant will be disenrolled if applicable.

Note: If a participant is not actively participating in E&T, the representative will discuss with the participant whether E&T is a good fit for them also determining if there are other potential activities that the participant would benefit from.

### Quality Control Forms and Resources

- **Incident Report** -To be completed by E&T Providers to report any incidents related to E&T participants.
- **Fair Hearing Request Form** (ISD 215) -To be completed by E&T participant with the help of E&T Providers as needed to request a Fair Hearing if they disagree with the disenrollment from E&T.
- **Constituent Complaint Form** (ISD 416) -To be completed by E&T participants regarding a complaint against E&T Providers.
- **Orientation PowerPoint** -To be utilized by E&T Providers for all E&T participant orientations.
- **SNAP E&T Training** - PowerPoint to be utilized by E&T to train E&T Providers.
- **Case Review Tool Form** -To be utilized by E&T Providers and E&T for monthly audits.
- **Household Assessment Questionnaire** -To be utilized by E&T providers during the assessments, EP, and O-Net Survey appointment. It is a thorough assessment to assist with wrap around services by incorporating the Whole Family Approach.
- **Provider Determination Form** (ET 006) -To be utilized by E&T Providers for all provider determination disenrollments.
- **NM SNAP E&T Provider Guide** (ET 007) - Resource tool for E&T Providers.
- **Reverse Referral Form** - To be utilized by E&T Providers for reverse referrals.
- **Provider Case Comment Guide** (ET 0010) -To be utilized by E&T Providers to reference ISDs case comment requirements.
- **Guidance on Costs and Reimbursements** (ET 011) -To be utilized by E&T Providers as a reference for E&T approved reimbursements.
- **Reimbursement Tracking Log** -To be used to track participants reimbursements.
- **Withdrawal Log** (ET 012)-To be utilized by E&T Providers to list all withdrawals on a weekly basis.

- **Staff Mandatory Training Checklist (ET 013)**-To be utilized by E&T Providers to reference all mandatory trainings.
- **Refer a Student Form (ET 420)**- To be completed by E&T Provider and sent to appropriate college to enroll E&T participant in the educational component.

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

### **SNAP to Skills (S2S)**

ISD was selected to participate in the SNAP to Skills (S2S) SNAP E&T Technical Assistance (TA) Project. The S2S TA has the potential to enhance ongoing collaboration with Community Colleges and Tribal partners.

### **Expansion**

ISD has contracted three E&T providers who will offer case management services through the one and done process by incorporating the Whole Family Approach Model. This expansion provides the opportunity to include additional components.

### **Consolidated Notice and Oral Script**

HSD implemented the Consolidated Work Notice on May 15, 2023, as outlined in the Final Rule. ISD restructured the Oral Script in QuiKGuide for ISD eligibility workers to understand and convey the information provided to the citizens of New Mexico.

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

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

### **Consultation**

*Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they*

*consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.*

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

ISD's E&T Staff Manager and Bureau Chief attend regular statewide and regional board meetings for NM Workforce Development Boards. ISD's participation ensures E&T program growth aligns with WIOA programs while reducing and eliminating duplicating services.

The E&T team first met with the Workforce Boards on 2/21/23 and this is where they requested a Memorandum of Understanding (MOU). On 3/9/23 an email was received from Art Martinez the Workforce Administrator Director for the Central Region. The E&T team then spoke to FNS and clarified that an MOU was not necessary to initiate a collaboration, to work towards the design of the E&T program in New Mexico.

The E&T team then attended a meeting on 4/17/23 with the NM Workforce Development Board members. On 5/9/23 a NM Workforce Development Board member provided the E&T team with the economic overview data as well as the industry data. 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 to lead them to appropriate components and then self-sufficiency.

On 5/17/23 a new point of contact for the Workforce Boards was provided, his name is Daniel Sanchez. Daniel is the Central New Mexico Operations Manager for the Central Region. A meeting was scheduled with him on 5/22/23, however due to him being new to his role he stated he would attempt to assist us as best as he could. The E&T team is making attempts to reconnect and schedule a recurring meeting to consult about our efforts to create programs that will lead participants to self-sufficiency without duplicating efforts.

ISD continues to utilize the data provided to build and strategically structure the E&T components. ISD continually seeks opportunities to develop and strengthen relationships with Workforce Innovation and Opportunity Act (WIOA) providers to increase opportunities for E&T participants. ISD continues to work with NM Workforce Development Boards and is working towards scheduling an ongoing quarterly meeting related to E&T goals.

**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.*

**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.

The E&T team is partnering with Equus, CNM and Clovis CC as workforce providers to align services to better serve E&T participants. The E&T team is hoping to expand this fiscal year and increase collaborations and partnerships with other entities. Currently, there is a collaboration with the Governor's office related to college students and food insecurity. E&T hopes that with the help of the two colleges as providers, HSD can expand student eligibility for SNAP through the education component.

### **The Food, Farm and Hunger Initiative**

The College Food Security Initiative under [The Food, Farm, and Hunger Initiative](#), provides grab-and-go healthy meals, low cost or free access to campus dining plans, campus food pantries, and/or innovations to food distribution systems to support 15,500 food insecure students.

**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).

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

Participants are referred to and assisted with enrolling in any available components to ensure that participants receive the necessary services to enable them to work toward self-sufficiency. Individual participant service strategies are determined by assessing a person's barriers to employment, and opportunities for skill development. Goals to achieve employment are outlined in the participant's individualized EP.

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

Yes

No

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

N/A

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

If E&T participants are not eligible for childcare assistance through ECECD, childcare is reimbursed through the E&T program. Currently the E&T team is not directly collaborating with ECECD. However, ISD 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 E&T team's initiative for FY24 includes expanding the program through collaborations.

**New Mexico Early Childhood Education and Care Department (ECECD)**

The Child Care 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.

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

Did the State agency consult with ITOs in the State?

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

Name the ITOs consulted.

The State of New Mexico has 23 Federally recognized tribes. ISD has two Tribal Liaisons who assist with tribal consultations to ensure engagement is timely, meaningful, and substantive with the official leadership of Tribes, or their designated representatives. Below are the names of all Tribal partners informed and provided a copy of the FY24 SNAP E&T State Plan.

Pueblo of Acoma	Governor Randall Vincent
Pueblo of Cochiti	Governor Everette P. Herrera
Pueblo of Isleta	Governor Max Zuni
Pueblo of Jemez	Governor Dominic Gachupin
Pueblo of Laguna	Governor Wilfred Herrera Jr
Pueblo of Nambe	Governor Nathaniel Porter
Ohkay Owingeh	Governor Larry Phillips Jr.
Pueblo of Picuris	Governor Craig Quanchello
Pueblo of Pojoaque	Governor Jenelle Roybal
Pueblo of San Felipe	Governor Carl Valencia
Pueblo of San Ildefonso	Governor Christopher Moquino

Pueblo of Sandia	Governor Stuart Paisano
Pueblo of Santa Ana	Governor Nathan Garcia
Pueblo of Santa Clara	Governor Michael Chavarria
Pueblo of Santo Domingo	Esquipula Tenorio
Pueblo of Taos	Governor Gary Lujan
Pueblo of Tesuque	Governor Milton Herrera
Pueblo of Zia	Governor Valentino Pino
Pueblo of Zuni	Governor Arden Kucate
Ysleta Del Sur	Governor Michael Silvas
Navajo Nation	President Buu Nygren
Jicarilla Apache Nation	President Edward Velarde
Mescalero Apache Tribe	President Eddie Martinez
Fort Sill Apache Tribe Oklahoma	Chairwoman Lori Gooday-Ware
Santo Domingo	Anthony Yepa, Iris Reano Community Health Representatives Department
Taos	Ezra Bayles, Director Social Services
Nambe Pueblo	Monica Vigil
<b>23 Federally Recognized Tribes</b>	

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

**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).

ISD informed Tribal organizations and provided a copy of the proposed FFY24 E&T State Plan for their review and comments on August 15, 2023. Tribal organizations had until September 15, 2023 to request a government-to-government consultation and to provide any comments and or feedback regarding the FFY24 E&T State Plan. ISD did not receive any comments or feedback regarding the FFY24 E&T State Plan.

ISD attended 3 outreach events one in Pinehill on June 23, 2023, another in Taos Pueblo on June 28, 2023 and Food and Nutrition Services (FNS) Visits to ITOs within New Mexico meeting on June 12, 2023 with [8 Northern Indian Pueblos Council Inc.](#) (Taos, Picuris, Santa Clara, Ohkay Owingeh (formerly San Juan), San Ildefonso, Nambé, Pojoaque, and Tesuque.), [Pueblo of Acoma](#) and [5 Sandoval Indian Pueblos](#) (Cochiti, Jemez, Sandia, Santa Ana, and Zia Pueblo's). ISD was able to discuss the E&T program at the Native American Technical Advisory Committee (NATAC) meeting on June 26, 2023, and will also be presenting to Navajo Nation's legislative council of Health and Human Services. Through outreach efforts ISD has identified two potential tribal partnerships. ISD along with the three new providers will implement the program in a manner that is responsive to the needs of the Native Americans on the reservation as determined by ongoing consultation with the tribal organizations in accordance with New Mexico's State Tribal Collaboration Act.

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

Yes

No

## Utilization of State Options

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

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

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

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

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

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

- Yes
- No

## Characteristics of Individuals Served by E&T

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

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

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

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

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

N/A

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)

- Underemployed
- Those that reside in rural areas
- Other: 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.

## Organizational Relationships

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

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

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

The E&T Program is administered by ISD SNAP E&T Team, under leadership of the E&T Staff Manager with the Work and Family Support Bureau. The E&T Team is separate from the certification unit and functions of the SNAP program. The E&T Team maintains close working relationship with the ISD field staff to ensure all staff have current E&T information. The 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 E&T team monitors providers to standards outlined in promulgated rules, contracts, and federal guidelines.

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

The E&T team meets regularly with the Training Support Bureau (TSB) to create trainings and guidance for ISD eligibility workers (certification unit) to ensure they have a clear and effective understanding of the E&T program. The E&T program information is available to all ISD staff in QuiKGuide. ISD conducts annual management evaluations (ME) that includes eligibility staff in regional offices who coordinate referrals and communicate E&T availability. These MEs are meant to identify strengths and weaknesses in a provider or ISD's performance to improve and meet program standards.

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

ISD and providers will have weekly recurring meetings through Microsoft TEAMS but may be more frequent if deemed necessary. All communication will occur via email or virtual calls. On site visits are also completed by ISD at least once a year. Both ISD and Providers will use WP and ASPEN to complete case management for E&T participants. The QuiKGuide will contain all the necessary tools, policy and guidance providers need to complete case management. The SharePoint site is where providers will place any financial information or other forms for ISD and providers to review.

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

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

**SharePoint**

Providers will communicate with HSD 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 HSD Staff have access to WP. WP is where providers will maintain case management for E&T participants.

- View Referral- Access participants sensitive confidential information
- Complete Assessments, EP
- Participation Summary
- Enter case notes
- Schedule appointments

- Disenroll participants

### **ASPEN**

Providers and HSD Staff also have access to ASPEN. ASPEN is where SNAP eligibility is determined by ISD eligibility workers and case management is also maintained for E&T participants. Providers receive read-only access.

- Access participants sensitive confidential information
- Review SNAP eligibility
- Enter case notes
- View Correspondence (Welcome Notice, NOA, Notice of Missed Interview (NOMI) and SNAP E&T Withdrawal Notice)-ASPEN automatically mails out all E&T notices created in WP.
- Electronic Case File (ECF)- All participants documents are placed here (receipts, income etc.)

### **Perceptive Content**

Providers and HSD Staff use Perceptive Content to ensure all the participants documents are scanned in ASPEN ECF.

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

ASPEN is utilized by ISD eligibility workers when determining eligibility for SNAP benefits. When a customer volunteers for the E&T program, the ISD eligibility worker updates a question in ASPEN to yes and enters the date the customer volunteered. This triggers the alert in WP for Equus to review the 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 ISD Staff have access to WP. WP is where providers will maintain case management for E&T participants. In WP providers and ISD have access participants sensitive confidential information, assessments, employment plans, case notes. Providers can also schedule appointments and disenrollment participants.

Providers and ISD Staff also have access to ASPEN. ASPEN is where SNAP eligibility is determined by ISD eligibility workers and case management is also maintained for 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 Electronic Case File (ECF) is also in ASPEN. This is where all participants documents are placed (receipts, applications, renewals, income etc.)

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

ISD maintains and provides providers with access to a SharePoint site in TEAMS as well as the QuiKGuide. All ISD staff receive any change in policy or procedures regarding E&T through General Information Memorandum (GI), Interim Policies and Procedures Memorandum (IPP), announcement in QuiKGuide or through a training. Providers have access to all this information and will have their own section in QuiKGuide, which will contain all their tools and trainings.

Meeting notes are kept in a shared OneNote for the E&T team to ensure accurate and consistent information is relayed. Meeting notes are also delivered to the team after every meeting via email. New policies or procedures are discussed and shared during the weekly meetings. It may require an email or GI/IPP memo or if more complex may require some sort of training to be developed and delivered to ISD eligibility workers. If E&T staff determine that ISD eligibility workers need training for any error trends, this would be discussed, and the plan of action determined.

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

### **Audits**

#### **Contract Monitoring and Evaluation**

ISD completes a minimum, one annual onsite monitoring visit to all E&T providers. In conjunction with the visits, a minimum of two case reviews per representative are completed by both the provider and ISD a month. 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. 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 ISD no later than 45 days after the written report issuance. ISD will provide appropriate and necessary training, technical assistance, and ongoing monitoring to assist with rectifying any issues.

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

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

Performance and outcome measures are identified in contracts and are reviewed in the quarterly and annual performance reports submitted by providers.

## Screening for Work Registration

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

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

ISD 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 E&T. Once the ISD eligibility worker determines an individual is a work registrant, they review the eligibility and appropriateness for referral to the voluntary E&T program. The determination is also made as to whether the individual would be subject to the ABAWD work requirement, if not for the waiver. The ISD eligibility worker explains to the individual what the ABAWD requirements are and how to comply once the waiver expires. The ISD 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.

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD field staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 ISD eligibility worker must review the general SNAP work requirements for each mandatory individual and the voluntary E&T program information to ensure each individual is referred/notified correctly.

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

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

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

The ISD eligibility worker notifies all eligible household members about the applicable SNAP work Requirements verbally during the initial and recertification interviews or anytime there is a change reported that affects their status. The oral notification takes place at different points of the interview as part of the interactive interview while collecting information and is also done at the end of the interview while reviewing the rights and responsibilities with the customer, also known as the review of the Important Benefit Information. The FSP 003 Notice for SNAP Recipients (Consolidated Notice) is the written form that provides the explanation of the applicable work requirements that is mailed to the applicant at initial application, and every time there is a change reported that impacts their status and at renewal. Once the ISD eligibility worker certifies the case the FSP 003 is mailed.

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

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD field staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 E&T program information to ensure each individual is referred/notified correctly.

## Screening for Referral to E&T

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

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

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

- Are between the ages of 16-59 years old: Age 16-17 years old must be head of household.
- Have not applied for or receiving Temporary Assistance for Needy Families (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 ISD eligibility worker determines the individual is appropriate to refer to E&T and would be able to work upon completion of E&T, the ISD 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 ISD eligibility worker explains the reimbursement eligibility and process. If the individual chooses to participate in E&T, the ISD eligibility worker completes the referral process to send the referral to Equus. The ISD eligibility worker documents the E&T referral in ASPEN case comments.

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

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD field staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 E&T program information to ensure each individual is referred/notified correctly.

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

During the initial and recertification interview, the ISD eligibility worker screens the individual by gathering information through the interactive interview and asking questions. The ISD 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 ISD eligibility worker provides an overview of the E&T program, including the types of components and opportunities available. The ISD eligibility worker clearly explains the expectations of participation, the benefits of the program, the reimbursement criteria and how to request reimbursement, and that E&T is a voluntary program and their participation in the program has no effect on their SNAP benefits. The ISD eligibility worker asks the individual if any of these opportunities interest them and if they would like to be referred to E&T. When the individual is referred, the ISD eligibility worker, informs them of the next steps for accessing E&T services and informs them that they will be receiving information via mail. ISD 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 E&T criteria and is determined eligible and appropriate, the ISD 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 expense that are reasonably necessary and directly related to participating in the E&T program, the reimbursement amount, and how to request the reimbursement.

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

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

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD eligibility worker are informing individuals about the Snap General Work Requirements, ABAWD and 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 E&T program information to ensure each individual is referred/notified correctly.

III. (If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved

in the screening, how the staff conduct the screening, and when the screening occurs.

### **Reverse Referral Process**

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

#### E&T Provider:

- Reviews ASPEN to determine if the individual has an active SNAP case with HSD.
- Once verified whether or not the individual has an active SNAP case, the reverse referral form will be completed and placed in the SharePoint folder for ISD to review.

#### ISD will:

- Check the 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 <https://www.yes.state.nm.us/yesnm/home/index> and offer 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.
- ISD will screen for appropriateness when ISD contacts 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 E&T eligible.

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

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

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

In addition to receiving information verbally, participants are informed by mail. When they are referred to the E&T program a Welcome to SNAP Employment & Training (ET 001) notice is mailed welcoming them to 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 this information during the orientation.

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD field staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 E&T program information to ensure each individual is referred/notified correctly.

## Referral to E&T

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

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

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

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

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD eligibility worker staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 E&T program information to ensure each individual is referred/notified correctly.

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

This information is communicated to the participants by the providers and during the enrollment process. An individual is not considered referred to E&T until they are approved for SNAP benefits. Once the individual is approved with SNAP benefits the ISD eligibility worker will provide them with all the necessary E&T information verbally or via mail (Consolidated Notice FSP003 and E&T Welcome Letter ET001). HSD will then confirm the 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.

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

### **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. Equus conducts a comprehensive orientation to explain the purpose of the E&T program, participants rights and responsibilities, describe available services, and explain how E&T can help meet work requirements, if applicable. Orientations may be provided either individually or in a group setting and may be provided in person or through audio-visual methods provided participants have the opportunity for interaction with program staff to ask questions.

If an E&T participant is a no-show to their appointment, they are mailed a Notice of Missed Interview (NOMI) notice and provided with 10 business days to contact the ISD Consolidated Customer Service Center (CCSC) to be rescheduled. If the participant fails to contact ISD or a provider, they are disenrolled from the E&T program and the Withdrawal from SNAP Employment & Training notice (ET002) is mailed to them within 10 days.

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

The providers enter all information about the referral, orientation, assessments, employment plan, reimbursements etc. in the WP case comments as well as in ASPEN case comments section, which is reviewed by HSD.

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

Once ASPEN is updated to reflect that the individual is an E&T volunteer, the referral is received in real-time in WP for Equus. WP receives the participants' contact information (email and phone number). HSD and the provider will have access to ASPEN as well as WP to ensure thorough and comprehensive services are provided to the volunteers.

## Assessment

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

I. Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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

### Assessment

E&T providers conduct assessments with the E&T participant 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 is in Word form (Household Assessment Questionnaire). Results from assessments are shared in case notes, however, ISD 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.

The other assessment utilized by 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 E&T participant throughout the period of the 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 E&T approved comprehensive employability assessment and to begin developing an employment plan (EP) 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.

## Case Management Services

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

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

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe:

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

### **Case Management**

Case management is an ongoing activity that enhances the participants ability to participate and be successful in the E&T component(s) to which they are assigned 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. E&T expects providers to build community collaborations and relationships to be able to assist 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 E&T 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 E&T component. Once the participant is enrolled in an E&T component, case management will include and require a minimum of one monthly contact with the 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.

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

Communication/Coordination with:

<p>SNAP eligibility staff:</p>	<p>ISD eligibility workers determine SNAP eligibility in ASPEN and make E&amp;T referrals. When a participant is disenrolled in WP, the ISD eligibility workers will receive a task in the processing queue that they must review and mark complete. Once the eligibility workers review the case and confirm the E&amp;T disenrollment, they must run eligibility in ASPEN to trigger the SNAP E&amp;T Withdrawal Notice to be mailed. The withdrawal notice must be mailed to E&amp;T participants no later than 10 days after the disenrollment has been completed.</p>
<p>State E&amp;T staff:</p>	<p>E&amp;T Coordinators utilize ASPEN, WP, forms, and shared spreadsheets to track and review all participant disenrollments, to ensure this is completed correctly and in a timely manner. E&amp;T Coordinators will receive disenrollment requests every week through the SharePoint site and will complete all disenrollments until providers are fully trained. Once providers are trained, they will disenroll their own participants and E&amp;T coordinators will review cases monthly.</p>
<p>Other E&amp;T providers:</p>	<p>Equus, CNM and Clovis CC</p> <p>Provider Determination process: If a provider believes a participant might be ill suited to participate in the E&amp;T program, they must follow the guidance outlined in the Provider Guide related to a provider determination process.</p> <p>If a provider believes there is a better suited component for a participant, the provider can change the participant components without HSD’s permission per CFR. However, the Provider Determination Form must still be completed for the 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 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> <li>6. ABAWDS- If the participant is an ABAWD this trigger will allow for the participant to be informed about their responsibility and work requirements.</li> </ol>
<p>Community resources:</p>	<p>ISD 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.</p>

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

In accordance with 7 CFR 273.7(c)(6)(ii) the E&T participants receive targeted case management services through an efficient administrative process through the E&T providers. Once a referral to 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 one monthly 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 an E&T component, which can include, but is not limited to:

- Advocacy for participants.
- Guidance regarding life-coping skills.
- Continuous support to connect 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.

## Conciliation Process (if applicable)

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

- I. Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

E&T is a voluntary program, so there is no conciliation process required since participants may disenroll at will with no adverse action or benefit impact.

What is the length of the conciliation period?

N/A

## Disqualification Policy for General Work Requirements

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

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

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

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

## Good Cause

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

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

When a SNAP participant is completing their initial interview, renewal or reporting a change the ISD eligibility worker gathers data to determine the participants SNAP General Work Requirement and ABAWD status as well as appropriateness for the E&T. Being that E&T is a voluntary program, no participant can be disqualified due to lack of participation. If it is determined that an individual is non-compliant with the SNAP general work requirements, the 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 a 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 an E&T Coordinator to assist in determining whether good cause exists. If it is determined that good cause exists or that their status has changed from mandatory to exempt, the 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.

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

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

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

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

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

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

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

The State of New Mexico currently has a voluntary program.

## Provider Determinations

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

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

### Provider Determination

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

Only the E&T provider has the responsibility to make the provider determination. Since 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. E&T providers must not discriminate against protected classes when making provider determinations. ISD must review all provider determinations to ensure E&T providers are making reasonable decisions about which individuals are not a good fit for their programs. ISD must ensure 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 ISD consent. In the instance where the 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 E&T.

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

Once ISD 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 HSD. 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 Career Navigator 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 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 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.state.nm.us/> or visit your local Income Support Division Field Office.

4. **SNAP E&T completion:** You have successfully completed your component with the E&T program. Congratulations on this accomplishment!

5. **SNAP E&T Provider Determination for Non-ABAWD:** After your Career Navigator met with you, your Career Navigator informed ISD that you will not benefit from any of the E&T components being offered. The ISD has reviewed the information received by your Career Navigator 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 Career Navigator.

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 E&T program is a voluntary program your SNAP benefits will not change as a result of being withdrawn from the 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 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.)

## 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 Workbook, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>1,134</p>
<p>II. Estimated number of E&amp;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.</p>	<p>95</p>
<p>III. Estimated budget for E&amp;T participant reimbursements in upcoming FY.</p>	<p>\$1,360,800.00</p>
<p>IV. Estimated budget for E&amp;T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$113,400.00</p>
<p>V. Estimated amount of participant reimbursements per E&amp;T participant per month. (Row IV/Row II)</p>	<p>\$1,193.68</p>

### Participant Reimbursement Details

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

**Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test

fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.

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

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

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

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

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

<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.	Requests are made through provider representatives who will send to HSD to review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card.
Tools and Equipment (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY.	Requests are made through provider representatives who will send to HSD to review and approve the reimbursement.	Reimbursement issued as cash distributed on EBT card.

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

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

N/A

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

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

## Work Registrant Data

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

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

ISD 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. 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 ISD eligibility worker gathers all information from the applicant and reviews all possible federal exemptions to determine work registration status. As the ISD 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.

Note: Currently the State of New Mexico is operating under a no interview waiver until March 31<sup>st</sup>, 2024. The ISD field staff are informing individuals about the Snap General Work Requirements, ABAWD and 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 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.)

1. 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 1<sup>st</sup>, the total number of unduplicated individuals who are actively receiving SNAP benefits. (SNAP, DSNAP, and TFS) for the month of October will be counted.
2. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption.
3. The age criterion (16-59 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 in the month they are approved and not for the reporting month. For example, if an applicant applies in December but is approved in January they will be counted in January.
3. Quarter 2 report in Line 2-Month 1 (January).
4. This count (for all four quarters) shall not include individuals who were counted in Line 1. ASPEN utilizes social security numbers to determine if an individual has been counted.
5. This count shall be unduplicated for the FFY, i.e., an individual can only be reported only once in Line 2 during all four quarters of the report.

## Outcome Reporting Measures

### National Reporting Measures

**Table E.III. National Reporting Measures**

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

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

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

N/A

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

ISD is working to build the National Outcome Measures Report into WorkPath to include the use of QWR. ISD 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 FFY23 National Outcome Measures Report.

ISD is currently using data pulled by the contractor Deloitte. Deloitte gathered the required data through ASPEN and Workpath.

## State Component Reporting Measures

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

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)

- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

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

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

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

N/A

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

N/A

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

N/A

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

**Table E.IV. Component Outcome Measures**

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example:</i> <i>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>
<b>Job Search Training</b>	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 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Work Experience-Work Activity</b>	The number and percentage of participants who obtain and maintain 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 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Work based learning-Apprenticeships</b>	Number and percentage of participants who obtain employment after	Numerator will include the number of participants who obtain employment after

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
	successfully completing this component.	<p>successfully completing this component during the period of 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Work based learning- Pre-Apprenticeships</b>	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 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Work based learning- Internship</b>	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 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Work based learning- On the Job Training</b>	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 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		total number of participants in this component during the period of 10-1-2023 to 9-30-2024.
<b>Education Programs- ELA</b>	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>Numerator will include the number of participants who achieve the proficiency level of 80% after successfully completing this component during the period of 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Education Programs- High School Equivalent Education Program</b>	Number and percentage of participants to obtain their GED upon completing the component.	<p>Numerator will include the number of participants who obtain their GED after successfully completing component during the period of 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</p>
<b>Education Programs- Career and Technical Education</b>	Number and percentage of participants who obtain a certification after successfully completing this component.	<p>Numerator will include the number of participants who obtain a certification after successfully completing this component. during the period of 10-1-2023 to 9-30-2024.</p> <p>Denominator will include the total number of participants in this component during the period of 10-1-2023 to 9-30-2024.</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.*

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

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

**Table F.I. Pledge Assurances**

<b>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).</b>	<b>Check Box</b>
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"/>

Where will the State agency offer qualifying activities?

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

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

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

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

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

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

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

*The next set of questions is intended to establish the State agency’s overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training*

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

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

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

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

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

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

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 is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

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

--

## G. Component Detail

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

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

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

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

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

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

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

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

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

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

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

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

**Projected annual participation.** Project the number of unduplicated individuals.

**Estimated annual component costs.** Project only administrative costs

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

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

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

Details	Job Search Training (JST)
Description of the component	<p>The <a href="#">Job Search Training Program</a> is a program that requires an Orientation, Assessment and Employment Plan. E&amp;T provides Job Search Training with the goal of developing job readiness and accelerating achievement of employment and self-sufficiency for NM’s SNAP population. Job Search Training includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training.</p> <p>The Provider will provide Job Search Training to all component eligible participants to help prepare them for the job or career they are training for. Necessary Job Search Training services are identified during assessments and provided to participants, and may include interview workshops, resume writing, and applying for jobs online. Job Search Training may provide a wide continuum of job readiness activities depending on the individual needs of the participant. The range may include soft skills training to help participants become job ready to brief support with job applications and/or resume development.</p> <p>Every participant enrolled in this component is expected to participate a minimum of 10 hours per week. This will include a</p>

	<p>meeting with their provider representative monthly. There is no set timeframe as to how long a participant has to complete this component. Providers must take into consideration that participants may have unexpected circumstances or family matters (Barriers) that need to be addressed during the monthly case management meeting to ensure successful program completion. Hours will be manually tracked in case notes for quality control purposes only.</p> <p>NM has opted not to include a time limit for participation in this program due to many rural areas, Tribes, Nations, and Reservations having a high unemployment rate. Some participants may take longer to become employed, and E&amp;T does not want to set limits as it may discourage participation in the E&amp;T program.</p>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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>	<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>
<p>Geographic area</p>	<p>Statewide</p>
<p>E&amp;T providers</p>	<p>Equus</p>
<p>Projected annual participation</p>	<p>360</p>
<p>Estimated annual component costs</p>	<p>\$800,031.08</p>

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

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

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

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

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

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

## II. Educational Programs

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

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

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

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

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

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

**Projected annual participation.** Project the number of unduplicated individuals.

**Estimated annual component costs.** Project only administrative costs.

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

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

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>The <a href="#">Educational Program</a> is a program that requires an Orientation, Assessment and Employment Plan. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. Under the educational component participants must successfully complete the ELA or High school Equivalent Programs they are enrolled in. There is no set timeframe as to how long this can take since every program is different. Providers must take into consideration that students will be completing their classes, homework, and may be part of study groups all while taking care of their family. Hours will be manually tracked in case notes for quality control purposes only.</p> <p>E&amp;T providers are required to ensure the participants receive the correct resources and guidance to enroll in any of the following programs:</p> <ul style="list-style-type: none"> <li>• English Language Acquisition</li> <li>• High School Equivalent Education Programs</li> </ul> <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>
Target population	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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	<ul style="list-style-type: none"> <li>• Basic reading skills (greater than 6th grade)</li> </ul>

	<ul style="list-style-type: none"> <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	Central New Mexico Community College (CNM) Clovis Community College Equus
Projected annual participation	CNM- 50 Clovis CC- 30 Equus- 15 Total: 95
Estimated annual component costs	CNM- \$43,575 Clovis CC- \$6,131.70 Equus -\$1,800.00 Total: \$51,506.70
Not supplanting	<p>E&amp;T will not reimburse providers for tuition for any of these courses where otherwise available at no cost to the participant.</p> <p>E&amp;T providers are required to use all other grants and scholarships available to the participant first.</p> <p>HSD is monitoring all contracts and funding at three different levels. The E&amp;T Management Analyst reviews all budget, invoices and financial information and keeps it organized in a live spreadsheet. This information is then reviewed by HSD's management team and ASD before it is paid out or approved. HSD is also completing annual State Management Evaluations to ensure funds are not supplanted.</p>
Cost parity	All expenses included in the 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**

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	The <a href="#">Educational Programs</a> is a program that requires an Orientation, Assessment and Employment Plan. Every

	<p>participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. NM has opted not to include a time limit for participation in this program due to each participant taking a different amount of credit hours which can increase or decrease the amount of time they are in the component. E&amp;T does not want to set limits as it may discourage participation in the E&amp;T program. Providers must take into consideration that students will be completing their classes, homework, and may be part of study groups all while taking care of their family. Hours will be manually tracked in case notes for quality control purposes only. E&amp;T providers are required to ensure the participants receive the correct resources and guidance to enroll in the following program:</p> <ul style="list-style-type: none"> <li>• Career and Technical Education</li> </ul> <p>Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.</p> <p>Allowable educational programs or activities under E&amp;T may include, but are not limited to, courses or programs of study that are part of a program of career and technical education as defined in <a href="#">Section 3 of the Carl D. Perkins Act of 2006</a>. There is not a specific list of certificates available in this component as each community college has different certificate programs. However, some examples are plumbing, mechanical, commercial driver’s license (CDL), accounting, computer technology, nursing, medical assistant, carpentry, and baking.</p>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. Those who have not applied for or receive</li> </ul>

	TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.
Criteria for participation	<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	Central New Mexico Community College (CNM) and Clovis CC
Projected annual participation	CNM- 320 Clovis- 30 Total: 350
Estimated annual component costs	CNM- \$278,880 Clovis- \$214,779.95 Total: \$493,659.96
Not supplanting	<p>E&amp;T will not reimburse providers for tuition for any of these courses where otherwise available at no cost to the participant.</p> <p>E&amp;T providers are required to use all other grants and scholarships available to the participant first.</p> <p>HSD is monitoring all contracts and funding at three different levels. The E&amp;T Management Analyst reviews all budget, invoices and financial information and keeps it organized in a live spreadsheet. This information is then reviewed by HSD's management team and ASD before it is paid out or approved. HSD is also completing annual State Management Evaluations to ensure funds are not supplanted.</p>
Cost parity	All expenses included in the 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**

Details	
Description of the component	Under the educational component participants must successfully complete the ELA program they are enrolled in. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. There is no set timeframe as to how long this can take since every program

	<p>is different. Providers must take into consideration that students will be completing their classes, homework, and may be part of study groups all while taking care of their family. Hours will be manually tracked in case notes for quality control purposes only. English Language Acquisition (ELA) is a program of instruction that:</p> <ul style="list-style-type: none"> <li>• Is designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.</li> <li>• Leads to attainment of a secondary school diploma or its recognized equivalent; and transition to post-secondary education and training; or employment.</li> </ul> <p>Examples of ELA include but are not limited to: English as a second language (ESL), English language learner (ELL) and Vocational English as a second language (VESL).</p>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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>	<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>
<p>Geographic area</p>	<p>Statewide</p>
<p>E&amp;T providers</p>	<p>Central New Mexico Community College (CNM) and Clovis CC</p>
<p>Projected annual participation</p>	<p>CNM- 60                  Clovis- 10                  Total: 70</p>
<p>Estimated annual component costs</p>	<p>CNM- \$52,300                  Clovis- \$2,043.90</p>

	Total: \$54,343.90
Not supplanting	<p>E&amp;T will not reimburse providers for tuition for any of these courses where otherwise available at no cost to the participant.</p> <p>E&amp;T providers are required to use all other grants and scholarships available to the participant first.</p> <p>HSD is monitoring all contracts and funding at three different levels. The E&amp;T Management Analyst reviews all budget, invoices and financial information and keeps it organized in a live spreadsheet. This information is then reviewed by HSD's management team and ASD before it is paid out or approved. HSD is also completing annual State Management Evaluations to ensure funds are not supplanted</p>
Cost parity	All expenses included in the E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

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

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

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

Details	

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

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

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

### III. Work Experience (WE)

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

#### Work Activity and Unsubsidized WBL Components

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

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

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

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

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

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

**Projected annual participation.** Project the number of unduplicated individuals.

**Estimated annual component costs.** Project only administrative costs.

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

Details	Work Activity (WA)
Description of the component	<p>The <a href="#">Work Experience</a> is a program that requires an Orientation, Assessment and Employment Plan. Work Experience Includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. There is no set timeframe as to how long a participant has to complete this component. Providers must take into consideration that participants may have unexpected circumstances or family matters (Barriers) that need to be addressed during the monthly case management meeting to ensure successful program completion. Hours will be manually tracked in case notes for quality control purposes only. E&amp;T providers are required to have their participants enrolled in the Work Experience program below:</p> <ul style="list-style-type: none"> <li>• Work Activity</li> </ul> <p>E&amp;T will implement formal Work Activity programs overseen by The Provider E&amp;T will require providers to meet any federal standards in the E&amp;T Toolkit in offering this component. Some examples are nursing, medical assistant, mechanical, and welding.</p>
Target population	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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	<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> </ul>

	<ul style="list-style-type: none"> <li>• Basic computer skills</li> </ul> <p>TBD by employers working with Equus</p> <p>The New Mexico Workforce Connection provided ISD with the top 10 industry sectors. This information gathered through our collaboration with the NM Workforce Connection will assist our providers identify the types of employers they can work with.</p> <ol style="list-style-type: none"> <li>1. Health Care and Social Assistance</li> <li>2. Retail Trade</li> <li>3. Accommodation and Food Services</li> <li>4. Professional, Scientific and Technical Services</li> <li>5. Educational Services</li> <li>6. Administrative and Support and Waste Management and Remediation Services</li> <li>7. Construction</li> <li>8. Public Administration</li> <li>9. Transportation and Warehousing</li> <li>10. Manufacturing</li> </ol>
Geographic area	Statewide
E&T providers	Equus
Projected annual participation	216
Estimated annual component costs	\$480,018.65

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

Details	Internship (WBLI)
Description of the component	<p>The <a href="#">Work Experience</a> is a program that requires an Orientation, Assessment and Employment Plan. Work Experience Includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. Some skills participants can learn include how to put knowledge and skills learned in to practice, the benefits of networking, communication, the benefits of taking feedback and more. E&amp;T providers are required to have their participants enrolled the Work Experience program below:</p>

	<ul style="list-style-type: none"> <li>• Work Based Learning –Internships</li> </ul> <p>An internship is a professional learning experience that offers meaningful and practical work related to an individual’s field of study or career interest. An internship gives the participant the opportunity for career exploration and development, and to learn new skills. Some skills participants can learn include how to put knowledge and skills learned into practice, the benefits of networking, communication, the benefits of taking feedback and more. Some examples of internships are nursing, medical assistant, mechanical, and welding.</p>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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>	<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> <p>TBD by employers working with Equus.</p> <p>The New Mexico Workforce Connection provided ISD with the top 10 industry sectors. This information gathered through our collaboration with the NM Workforce Connection will assist our providers identify the types of employers they can work with.</p> <ol style="list-style-type: none"> <li>1. Health Care and Social Assistance</li> <li>2. Retail Trade</li> <li>3. Accommodation and Food Services</li> <li>4. Professional, Scientific and Technical Services</li> <li>5. Educational Services</li> </ol>

	<ul style="list-style-type: none"> <li>6. Administrative and Support and Waste Management and Remediation Services</li> <li>7. Construction</li> <li>8. Public Administration</li> <li>9. Transportation and Warehousing</li> <li>10. Manufacturing</li> </ul>
Geographic area	Statewide
E&T providers	Equus
Projected annual participation	10
Estimated annual component costs	\$22,223.09

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

Details	Pre-Apprenticeship (WBLPA)
Description of the component	<p>The <a href="#">Work Experience</a> is a program that requires an Orientation, Assessment and Employment Plan. Work Experience Includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. There is no set timeframe as to how long a participant has to complete this component. Providers must take into consideration that participants may have unexpected circumstances or family matters (Barriers) that need to be addressed during the monthly case management meeting to ensure successful program completion. Hours will be manually tracked in case notes for quality control purposes only. E&amp;T Providers are required to have their participants enrolled in the Work Experience program below:</p> <ul style="list-style-type: none"> <li>• Work Based Learning –Pre-Apprenticeships</li> </ul> <p>E&amp;T will implement formal pre-apprenticeship programs overseen by Equus in this fiscal year. Pre-apprenticeships will include any apprenticeship programs offered by employers. This component includes hands on learning. It can help participants improve Literacy, math skills and develop essential work-related skills. Some examples of pre-apprenticeship are nursing, medical assistant, mechanical, and welding.</p>
Target population	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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	<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> </ul>

	<ul style="list-style-type: none"> <li>• Basic computer skills</li> </ul> <p>TBD by employers working with Equus.</p> <p>The New Mexico Workforce Connection provided ISD with the top 10 industry sectors. This information gathered through our collaboration with the NM Workforce Connection will assist our providers identify the types of employers they can work with.</p> <ol style="list-style-type: none"> <li>1. Health Care and Social Assistance</li> <li>2. Retail Trade</li> <li>3. Accommodation and Food Services</li> <li>4. Professional, Scientific and Technical Services</li> <li>5. Educational Services</li> <li>6. Administrative and Support and Waste Management and Remediation Services</li> <li>7. Construction</li> <li>8. Public Administration</li> <li>9. Transportation and Warehousing</li> <li>10. Manufacturing</li> </ol>
Geographic area	Statewide
E&T providers	Equus
Projected annual participation	10
Estimated annual component costs	\$22,223.09

**Table G.XV. Work Experience: Apprenticeship**

Details	Apprenticeship (WBLA)
Description of the component	<p>The <a href="#">Work Experience</a> is a program that requires an Orientation, Assessment and Employment Plan. Work Experience Includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. NM has opted not to include a time limit for participation in this program due to apprenticeship programs varying in timeframes. Some participants may take longer to become employed, and E&amp;T does not want to set limits as it may discourage participation in the E&amp;T program.</p>

	<p>This component can help participants improve Literacy, math skills, communication skills, organization skills, problem solving skills, teamwork and develop essential work-related skills. E&amp;T providers are required to have their participants enrolled in the Work Experience program below:</p> <ul style="list-style-type: none"> <li>• Work Based Learning –Apprenticeships</li> </ul> <p>Apprenticeships, as defined by the United States Department of Labor (DOL) are industry-driven, high quality career pathways where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally recognized credential. Some examples recognized credentials are nursing, medical assistant, and commercial driver’s license.</p> <p>This component can help participants improve Literacy, math skills, communication skills, organization skills, problem solving skills, teamwork and develop essential work-related skills.</p>
<p>Target population</p>	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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>	<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> <p>TBD by employers working with Equus</p> <p>The New Mexico Workforce Connection provided ISD with the top 10 industry sectors. This information gathered through our collaboration with the NM Workforce Connection will assist our providers identify the types of employers they can work with.</p>

	<ol style="list-style-type: none"> <li>1. Health Care and Social Assistance</li> <li>2. Retail Trade</li> <li>3. Accommodation and Food Services</li> <li>4. Professional, Scientific and Technical Services</li> <li>5. Educational Services</li> <li>6. Administrative and Support and Waste Management and Remediation Services</li> <li>7. Construction</li> <li>8. Public Administration</li> <li>9. Transportation and Warehousing</li> <li>10. Manufacturing</li> </ol>
Geographic area	Statewide
E&T providers	Equus
Projected annual participation	5
Estimated annual component costs	\$11,111.54

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	<p>The <a href="#">Work Experience</a> is a program that requires an Orientation, Assessment and Employment Plan. Work Experience Includes the following trainings Resume Building, Interviewing Skills with a mock interview and finally Job Skill Development training. Every participant enrolled in this component is expected to participate a minimum of 5 hours per week. This will include a meeting with their provider representative monthly. There is no set timeframe as to how long a participant has to complete this component. Providers must take into consideration that participants may have unexpected circumstances or family matters (Barriers) that need to be addressed during the monthly case management meeting to ensure successful program completion . Hours will be manually tracked in case notes for quality control purposes only. E&amp;T providers are required to have their participants enrolled in the Work Experience program below:</p> <ul style="list-style-type: none"> <li>• Work Based Learning –On the Job Training</li> </ul> <p>The purpose of OJT is to encourage public, private nonprofit, or private employers to hire an individual or upgrade an eligible employed worker who would not otherwise qualify for the job, and to teach the skills required to perform the job. By employers providing participants with the skills necessary to complete their work duties and teaching them their rules and policies they are more likely to be successful and retain employment. Participants will learn the employer’s expectations, Industry knowledge, Customer service, project management and more. Some examples are nursing, managerial, call centers, retail, and computer technology.</p>
Target population	<p>The target population for participation in this component are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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	<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> <p>TBD by employers working with Equus</p> <p>The New Mexico Workforce Connection provided ISD with the top 10 industry sectors. This information gathered through our collaboration with the NM Workforce Connection will assist our providers identify the types of employers they can work with.</p> <ol style="list-style-type: none"> <li>1. Health Care and Social Assistance</li> <li>2. Retail Trade</li> <li>3. Accommodation and Food Services</li> <li>4. Professional, Scientific and Technical Services</li> <li>5. Educational Services</li> <li>6. Administrative and Support and Waste Management and Remediation Services</li> <li>7. Construction</li> <li>8. Public Administration</li> <li>9. Transportation and Warehousing</li> <li>10. Manufacturing</li> </ol>
Geographic area	Statewide
E&T providers	Equus
Projected annual participation	18
Estimated annual component costs	\$40,001.55

**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**

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

## Subsidized WBL Components

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

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

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

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

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

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

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

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

**Projected annual participation.** Project the number of unduplicated individuals.

**Estimated annual component costs.** Project only administrative costs.

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

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

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

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

<b>Details</b>	<b>Internship – Subsidized by E&amp;T (WBLI - 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.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T**

<b>Details</b>	<b>Pre-Apprenticeship– Subsidized by E&amp;T (WBLPA-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.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**

<b>Details</b>	<b>Work-based learning - Other -Subsidized by E&amp;T (WBLO - SUB): State agency must provide description)</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	

## H. Estimated Participant Levels

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

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


## I. Contracts/Partnerships

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

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

<b>Contract or Partner Name:</b>	Equus Workforce Solutions
<b>Service Overview:</b>	Equus contracts with HSD to contact referents, provide a comprehensive orientation, conduct assessments, create employment plans, provide case management, and place participant in appropriate components. If the representatives find the E&T participant qualifies for the educational component under a college, they will refer the participant to the colleges. Equus will report outcomes to HSD.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Job Search Training, Work Experience
<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>	<p>The target population are those that:</p> <ul style="list-style-type: none"> <li>• ABAWDS</li> <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. Those who have not applied for or receive TANF, Unemployment benefits, and/or GA, SSI, RSDI Disability or other Disability benefits.</li> </ul>

<b>Contract or Partner Name:</b>	Equus Workforce Solutions
<b>Monitoring of contractor:</b>	ISD completes, at a minimum, one annual onsite monitoring visit to all E&T providers. In conjunction with the visits, a minimum of two case reviews per representative will be completed by both the provider and ISD a month. 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. 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 ISD no later than 45 days after the written report issuance. ISD 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 on-site 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 checked="" type="checkbox"/> Yes <input 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 HSD to contact referents that have been referred over from Equus conduct assessments, provide case management once a month, and complete an educational plan with the participant. If CNM has a student interested in the program that does not receive SNAP benefits and meet the student eligibility requirements or are currently in a program that is part of the 2006 Perkin’s act they will complete a Reverse Referral.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Educational
<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>• ABAWDS</li> <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. 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>	ISD completes at a minimum, one annual onsite monitoring visit to all E&T providers. In conjunction with the visits, a minimum of two case reviews per representative will be completed by both the provider and ISD a month. Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual educational 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)

<b>Contract or Partner Name:</b>	<b>Central New Mexico Community College</b>
	and supporting documentation of participant 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 ISD no later than 45 days after the written report issuance. ISD 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 on-site visits, meetings in person or via video conferencing, and periodic contact via telephone, written or email correspondence.
<b>Total Cost of Agreement:</b>	\$187,378.00
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Clovis Community College</b>
<b>Service Overview:</b>	Clovis Community College (Clovis CC) will contract with HSD to contact referents that have been referred over from Equus, conduct assessments, provide case management once a month, and complete an educational plan with the participant. If Clovis CC has a student interested in the program that does not receive SNAP benefits and meet the student eligibility requirements or are currently in a program that is part of the 2006 Perkin’s act they will complete a Reverse Referral
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Education
<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>	Clovis, NM
<b>Target Population:</b>	The target population are those that:

<b>Contract or Partner Name:</b>	<b>Clovis Community College</b>
	<ul style="list-style-type: none"> <li>• ABAWDS</li> <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. 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>	<p>ISD completes at a minimum one annual onsite monitoring visit to all 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 ISD a month. Case reviewers will look for the assessment, release of information/consent form (if applicable), eligibility verification of SNAP benefits, individual educational 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. 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 ISD no later than 45 days after the written report issuance. ISD provides 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 on-site visits, meetings in person or via video conferencing, and periodic contact via telephone, written or email correspondence.</p>
<b>Total Cost of Agreement:</b>	\$111,478.00
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name:</b>	<b>Clovis Community College</b>
<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><b><u>E&amp;T Coordinator</u></b></p> <ol style="list-style-type: none"> <li>1. \$69,495.30</li> <li>2. \$64,424.26</li> </ol> <p><b><u>Management Analyst Advanced</u></b>                  \$65,019.55</p> <p>FTEs will spend 100% of their time on E&amp;T activities to include providing support and policy guidance on changes to ASPEN and WorkPath for the E&amp;T program as well as promoting the program through working with outside entities to establish partnerships for the E&amp;T program. FTEs will focus on expanding the components of the E&amp;T program. To ensure that the E&amp;T program is federally compliant and effectively serving our customers, FTEs will establish monitoring activities of the E&amp;T program and will be E&amp;T liaisons for HSD's central office, field office and E&amp;T providers.</p>
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<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 require fringe benefits. The approved Fringe Benefit Rate Used is 39%.</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><b>Equus</b> will administer the E&amp;T program in coordination with HSD. Once participants are referred to <b>Equus</b> they will be provided with an orientation, and then scheduled to begin case management services. These will include completing an Employability Assessment with provider representatives, completion of an Employability Plan, referral to needed E&amp;T components and assistance in barrier removal to ensure successful completion of E&amp;T. Case management appointments will occur at least once a month.</p> <p><b>Equus</b> will offer:</p> <ul style="list-style-type: none"> <li>• Job Search Training</li> <li>• Work Experience</li> </ul> <p>CNM and Clovis CC will offer the Educational 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>

	The contractor Deloitte will be making updates to WorkPath, which will require maintenance and operations costs to help onboard the three new provider(s) identified.
<b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&T funds.	This amount is to cover supplies for the requested FTE. Paper, pens, and other general supplies they may need to do their daily tasks. This amount also covers the cost of licenses for HSD use of WorkPath for E&T and the cost of Survey Monkey for participant feedback.
<b>Materials:</b> Describe materials to be purchased with E&T funds.	This amount is to cover outreach materials including but not limited to brochures, resource guides, and promotional items.
<b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	This amount will cover all travel expenses for training, outreach events, meetings and conferences associated with E&T. If not utilized, this amount will revert to FNS.
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	
<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&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	Laptops and phone lines

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

N/A

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

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 per FFY24. HSD is anticipating 1,134 participants in FFY24 to receive reimbursements for a total annual reimbursement amount of \$1,360,800. HSD will provide 50% of the cost of reimbursement while the rest is funded through 50% Federal reimbursement.