

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
New Mexico	NM	2027	Original Submission

FORM STATUS: Unsubmitted

KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

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AMENDMENT LOG

NOTE: THE AMENDMENT LOG IS ONLY APPLICABLE WHEN SUBMITTING AN AMENDMENT TO A STATE PLAN

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.

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
AJC	American Job Centers
ASD	Administrative Services Division
ASPEN+	Automated System Program and Eligibility Network
CAP	Corrective Action Plan
CC	Case Comments
CCSC	Consolidated Customer Service Center
CFR	Code of Federal Regulations
CN	Career Navigator
CNM	Central New Mexico Community College
CTE	Career and Technical Education
DWS	Department of Workforce Solutions
E&T	Employment and Training
EBT Card	Electronic Benefit Transfer Card
ECECD	Early Child Care & Education Care Department
ECF	Electronic Case File
ELA	English Language Acquisition
EP	Employment Plan
EPC	Educational Program Code (Vocational)
EQUUS	EQUUS Workforce Solutions
EW	Eligibility Worker
FFY	Federal Fiscal Year
FNA	Food and Nutrition Administration
FNS	Food and Nutrition Service
FTE	Full Time Equivalent
FY	Fiscal Year

GA	General Assistance
GED	General Education Development
GI	General Information
GSA	General Service Agreement
HCA	Health Care Authority
HiSET	High School Equivalency Test
HSE	High School Equivalency
IEP	Individual Employment Plan
IPP	Interim Policies and Procedure
IR	Interim Report
ISD	Income Support Division
ITO	Indian Tribal Organization
JR	Job Retention
JST	Job Search Training
LFS	Lutheran Family Services
LOE	Level of Effort
ME	Management Evaluation
MIS	State Management Information System
MOS	Microsoft Office Suites
MOU	Memorandum of Understanding
NASWA	National Association of State Workforce Agencies
NCRC	National Career Readiness Certificate
NDNH	National Directory of New Hires
NM	New Mexico
NMAC	New Mexico Administrative Code
NMDWS	New Mexico Department of Workforce Solutions
NOA	Notice of Appointment
NOCA	Notice of Case Action
NOMI	Notice of Missed Appointment/Interview
OMB	Office of Management and Budget
O-NET	Occupational Information Network Survey
PR	Periodic Recertification
PR	Recertification

QKG	QuiKGuide
QWR	Quarterly Wage Records
RSDI	Retirement, Survivors, and Disability Insurance
SJS	Supervised Job Search
SNAP	Supplemental Nutrition Assistance Program
SNAP E&T	Supplemental Nutrition Assistance Program Employment and Training
SNAP EDG	Supplemental Nutrition Assistance Program Edge
SONM	State of New Mexico
SOW	Scope of Work
SSI	Supplemental Security Income
SWDB	State Workforce Development Board
TANF	Temporary Assistance for Needy Families
TSB	Training Support Bureau
USDA	United States Department of Agriculture
WBL	Work Based Learning
WEX	Work Experience
WFSB	Work and Family Support Bureau
WIOA	Workforce Innovation and Opportunity Act
WP	WorkPath

SUMMARY OF 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:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

This program helps SNAP recipients build job skills through training and work experience opportunities. Participation is available to individuals who volunteer, as well as those who are required to meet SNAP work requirements. The program supports participants in gaining skills, meeting required work activity hours, and improving their ability to obtain employment. Participants receive case management and supportive services to help them successfully complete program activities and achieve employment goals.

SNAP E&T services are provided through contracts with EQUUS and Central New Mexico College (CNM). EQUUS delivers statewide case management, training, and work experience services, with staff available virtually and for in-person meetings at Income Support Division (ISD) offices and American Job Centers (AJCs). CNM provides education and training services through its campus-based programs, the CNM staff are located at the main campus in Bernalillo County.

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

☒

State

☐

County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
Link to resource	8.139.41 New Mexico Administrative Code (NMAC)
Link to resource	7 CFR 273.7 Code of Federal Regulation (CFR) for SNAP E&T
Link to resource	DWS Co-Enrollment Appointment Request Hyperlink

PROGRAM CHANGES

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

The SNAP E&T Program serves as an important resource for ABAWDs by providing qualifying activities that support continued eligibility for SNAP benefits while helping participants develop skills necessary to obtain and retain employment. In anticipation of increased referrals resulting from ABAWD work requirement implementation, NMHCA has made several programmatic and system enhancements to strengthen service delivery and improve participant outcomes. One significant enhancement includes modifications to WorkPath, the case management system utilized by SNAP E&T service providers. These changes allow referrals to be automatically generated and participant hours to be tracked and credited toward ABAWD work requirement obligations. These improvements streamline referral processing and ensure accurate documentation of participation hours. To improve referral quality and participant eligibility screening, SNAP E&T developed and deployed a Quick Tip training video for ISD Eligibility Workers (EWs). This training was created in response to findings identified during a previous FNS Management Evaluation (ME), which determined that screening practices required improvement. The training provides additional guidance on proper SNAP E&T screening procedures and is intended to reduce inappropriate referrals while ensuring eligible individuals are connected to appropriate services. NMHCA is also exploring additional program enhancements to expand participant access to employment and training opportunities. These efforts include assessing the feasibility of contracting with additional education and training providers to supplement services currently offered through CNM and increase statewide access to educational programming. Additionally, NMHCA is exploring opportunities to strengthen partnerships with Tribal organizations and establish collaborative working relationships that support outreach, engagement, and service delivery to eligible Tribal SNAP participants while ensuring compliance with applicable data-sharing and confidentiality requirements.

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 E&T has added additional components to the program to assist with providing services to the increase of work registrants that can be seen in the 583 and annual outcomes data. NMCHA has seen an increase of 48,103 of work registrants from the first quarter to the second quarter of FY26.

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.

Did the State agency consult the State workforce development board?

☒ Yes

☐ No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
10/30/2025	SWDB	Various board members	SNAP E&T participated in several virtual meetings hosted by the State Workforce Development Board (SWDB). These meetings bring together leaders from businesses, industries, educational institutions, and training providers across the state to discuss workforce needs, emerging industries, and high-demand occupations in New Mexico. During the meeting on October 30, 2025, members shared valuable information about labor market trends and workforce

			priorities. The public meetings also provided employers, job seekers, and community partners with opportunities to learn more about workforce programs, training initiatives, and the state's goals for economic growth and career development. Information gathered from these meetings is used to strengthen SNAP E&T's partnership with Equus Workforce Solutions (EQUUS), the program's current service provider. This collaboration helps improve understanding of labor market trends and supports efforts to connect SNAP participants with employment and training opportunities that promote long-term success and self-sufficiency. Labor market information also helps participants explore careers in high-demand fields, including healthcare and information technology, while identifying the education, certifications, and training needed to enter those careers. As a result, individuals with varying levels of education and work experience can pursue opportunities that align with their skills, interests, and career goals.
12/18/2025	SWDB	Various Board Members	During the meeting on December 18, 2025, members shared valuable information about labor market trends and workforce priorities. The public meetings also provided employers, job seekers, and community partners with opportunities to learn more about workforce programs, training initiatives, and the state's goals for economic growth and career development.
01/28/2026	SWDB	Various Board Members	During the meeting on January 28, 2026, members shared valuable information about labor market trends and workforce priorities. The public meetings also provided employers, job seekers, and

			community partners with opportunities to learn more about workforce programs, training initiatives, and the state's goals for economic growth and career development.
02/26/2026	SWDB	Various Board Members	During the meeting on February 26, 2026, members shared valuable information about labor market trends and workforce priorities. The public meetings also provided employers, job seekers, and community partners with opportunities to learn more about workforce programs, training initiatives, and the state's goals for economic growth and career development.
04/10/2026	SWDB	Various Board Members	During the meeting on April 10, 2026, members shared valuable information about labor market trends and workforce priorities. The public meetings also provided employers, job seekers, and community partners with opportunities to learn more about workforce programs, training initiatives, and the state's goals for economic growth and career development.

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.

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 SNAP E&T Program is aligned with the Governor's Food Initiative, a statewide strategic effort focused on strengthening New Mexico's food system while creating sustainable economic and employment opportunities for residents. Through participation in discussions related to this initiative, SNAP E&T staff remain informed of emerging workforce needs, training opportunities, and partnerships that can support SNAP participants in achieving economic self-sufficiency. Additionally, SNAP E&T staff are coordinating a meeting with our designated local refugee resettlement agency, Lutheran Family Services (LFS), to discuss opportunities for collaboration between SNAP E&T and LFS Employment Services. The purpose of this coordination is to better understand available

employment supports, strengthen referral pathways, and identify opportunities to connect eligible SNAP participants with workforce services that complement those offered through SNAP E&T. These efforts support NMHCA's goal of expanding partnerships within the statewide workforce development system and improving access to employment and training resources for diverse participant populations.

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

SNAP E&T coordinates with the New Mexico SWDB. The SWDB helps ensure program growth aligns with Workforce Innovation and Opportunity Act (WIOA) programs while avoiding duplication of services. SNAP E&T continues to collaborate with other WIOA partners to strengthen coordination and improve service delivery. By participating in SWDB meetings, SNAP E&T is able to network with partner agencies, learn about their initiatives, and better align services for participants. Additionally, SNAP E&T and DWS hold bi-weekly meetings to discuss data sharing between SNAP and SNAP E&T programs. These meetings focus on the needs of each department and provide opportunities to coordinate efforts that help New Mexicans achieve their employment goals and earn a livable wage. Through meaningful discussions on co-enrollment strategies and coordinated service delivery, partners work together to avoid duplication of efforts and ensure SNAP participants are work-ready and successfully connected to the American Job Centers (AJCs) for meaningful employment opportunities.

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

☒ Yes

☐ No

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

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).

SNAP E&T is coordinating with DWS as they are a contracted state agency to provide services to our TANF participants as well as the entity that oversees the AJCs and the WIOA programs; we have engaged in discussions of programs and services offered by DWS to SNAP recipients.

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

- ☐ Yes
- ☐ Yes, but not all ITOs
- ☒ No
- ☐ There are no ITOs in my State

Explain why the State agency did not consult with ITOs in the State.

NMHCA SNAP E&T did not complete a formal Tribal Consultation during FFY 2026. Under New Mexico's Tribal Consultation framework, a formal consultation requires government-to-government engagement involving NMHCA leadership, including executive-level representatives and the Tribal Liaison, together with Tribal leadership or their authorized designees. Despite multiple outreach efforts and attempts to facilitate such meetings, SNAP E&T was unable to convene all required parties to conduct a formal consultation during the planning period. Although a formal Tribal Consultation was not achieved, SNAP E&T made substantial efforts to engage Tribal partners, share program information, and explore opportunities for collaboration. These efforts included: February 24, 2026: SNAP E&T met with Food and Nutrition Service (FNS) partners and was advised to request placement on a Tribal agenda to discuss the SNAP E&T Program. A request was submitted by the SNAP E&T Staff Manager and received by the appropriate Tribal representative. As of May 7, 2026, no additional updates had been received. February 27, 2026: SNAP E&T met with representatives from Santo Domingo Pueblo to learn about employment and training services offered by the Pueblo and discuss potential opportunities for partnership, including the SNAP E&T 75/25 reimbursement model. Additional information regarding non-federally funded programs was requested to assess potential collaboration opportunities. March 10, 2026: SNAP E&T attended the quarterly Tribal Collaboration Meeting hosted on Mescalero Apache Nation land. Holding the meeting on Tribal land was intended to encourage broader Tribal participation and create opportunities for discussion regarding SNAP E&T and potential consultation activities. While Tribal program staff attended, Tribal leadership representatives were not present. March 16, 2026: SNAP E&T presented program information at the Native American Technical Assistance Committee meeting at the invitation of the NMHCA Tribal Liaison. The presentation focused on SNAP E&T services, participant supports, and opportunities available through the 75/25 reimbursement model. Tribal decision-makers were not in attendance. May 2026: SNAP E&T provided program information for inclusion in materials presented at the State-Tribal Leaders Summit. Although SNAP E&T staff were unable to attend, program information was shared through NMHCA's Tribal Liaison to increase awareness of SNAP E&T services and partnership

opportunities. June 2026: SNAP E&T planned participation in the Pine Hill Health Fair at Ramah Navajo School to provide program outreach, answer questions regarding SNAP E&T services, and explore opportunities for future engagement with Tribal leadership and Tribal organizations. While a formal Tribal Consultation has not yet occurred, SNAP E&T remains committed to strengthening relationships with Tribal governments and Indian Tribal Organizations throughout New Mexico. The program will continue outreach efforts, participate in Tribal engagement opportunities, and seek to establish ongoing working relationships that support communication, transparency, and collaboration. During FFY 2027, NMHCA will continue pursuing opportunities to conduct formal Tribal Consultation and explore partnerships that may expand access to employment and training services for Tribal communities.

Specify any ITOs where E&T services are provided.

There are no ITOs where SNAP E&T services are provided.

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.

Does the State agency offer an E&T program statewide?

☒ Yes

☐ No

Indicate the type of E&T program the State agency operates.

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

Does the State agency serve the following populations? Select 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?

☐ 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)).

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

Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	76,388

State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
The State of New Mexico operates a voluntary SNAP E&T program and exempts all work registrants.	76,388

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	76,388
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	11,285
Anticipated number of ABAWDs in waived areas of the State	197
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	3,800
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	7,288

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	390
Total anticipated number of E&T participants	390
Anticipated number of ABAWDs to be served in E&T	100

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

- ☒ Annually
- ☐ Bi-annually
- ☐ Other

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.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The SNAP E&T Unit is organizationally separate from both the SNAP eligibility determination unit and the contracted service providers responsible for delivering SNAP E&T program components. SNAP eligibility intake and recertification functions are performed by ISD Eligibility Workers, who screen SNAP applicants and recipients during the application and recertification process to determine interest in participating in the SNAP E&T Program. When an individual expresses interest in SNAP E&T services, the EW completes the Employment Services screening within the ASPEN+ eligibility system, which initiates the referral process. The SNAP E&T Unit is responsible for overall program administration, including program oversight, contract management, performance monitoring, policy implementation, and coordination with service providers. The unit works closely with the NMHCA Finance Bureau to develop, manage, and monitor contracts with organizations that provide SNAP E&T services. New Mexico maintains a centralized SNAP E&T Unit that oversees program operations statewide. To ensure effective program administration and coordination, the SNAP E&T Unit regularly communicates with eligibility staff, contracted service providers, workforce partners, and other stakeholders through email, telephone conferences, virtual meetings, technical assistance sessions, and ongoing program monitoring activities. These communication channels support consistent program implementation, timely issue resolution, and continuous improvement of SNAP E&T services throughout the state.

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

The SNAP E&T Unit collaborates closely with SNAP Policy and Program staff to ensure program operations remain compliant with federal and state requirements and that policy changes are implemented consistently and effectively. SNAP E&T and SNAP Policy staff meet monthly, or as needed, to discuss program updates, review policy changes, address operational concerns, and coordinate the implementation of new initiatives. In addition to the monthly coordination meetings, program management from both units meets twice weekly to promote transparency, facilitate timely communication, and address emerging issues that may impact program administration. These ongoing communication efforts help ensure alignment between policy development and program operations, support consistent service delivery, and strengthen overall program integrity.

Describe the State's relationships and communication with intermediaries or E&T providers.

The SNAP E&T Program does not utilize intermediaries to administer services. Instead, NMHCA maintains direct oversight and communication with all contracted SNAP E&T service providers to ensure effective program administration, compliance with federal and state requirements, and consistent service delivery. SNAP E&T staff conduct biweekly service provider meetings with contracted providers using a structured agenda to review program performance, discuss operational updates, address challenges, provide technical assistance, and communicate policy or procedural changes. In addition, SNAP E&T management and EQUUS management meet biweekly to discuss program implementation, participant outcomes, contract performance, and emerging issues requiring attention. The educational and training provider, CNM, is also expected to participate in biweekly meetings with SNAP E&T staff to review program operations, participant engagement, training opportunities, and performance measures. Ongoing communication between SNAP E&T and service providers occurs primarily through virtual meetings, email correspondence, and telephone communication as needed. In addition to regular monitoring and technical assistance activities conducted throughout the year, SNAP E&T staff meet with providers in person during the annual Management Evaluation (ME) review. These reviews provide an opportunity to assess program compliance, evaluate service delivery, identify best practices, and develop corrective actions or improvement strategies when necessary. Through these ongoing communication and monitoring efforts, NMHCA maintains strong working relationships with its service providers and ensures the SNAP E&T Program operates effectively and in accordance with program requirements.

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

SNAP E&T service providers are informed of new policies, procedures, program requirements, and other pertinent program information through multiple communication channels. These include the SNAP E&T Provider Guide, email communications, virtual meetings, memorandums, policy clarifications, technical assistance, and formal training sessions. These tools help ensure providers receive timely and consistent information regarding program expectations and operational changes. The SNAP E&T Unit maintains ongoing communication with service providers to promote understanding and effective implementation of all program updates. During regular meetings and monitoring activities, SNAP E&T staff review policy and procedural changes, answer questions, and provide clarification as needed. When a provider requires additional guidance, the SNAP E&T team works directly with the provider through individualized technical assistance, follow-up discussions, and supplemental training to ensure requirements are fully understood and implemented correctly. This continuous communication and support process helps maintain program integrity, promotes consistent service delivery across providers, and ensures compliance with federal and state SNAP E&T requirements.

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

Participant data and information is shared among NMHCA, WFSB and Service Providers via MIS systems ASPEN + and WorkPath. Information is also shared through secure emails, and a secure SharePoint. The list below shows how communication is delivered from NMHCA to others:

ASPEN+:

SNAP recipient data is reflected that is used to determine if SNAP E&T eligibility criteria is met.

Work Path:

Providers and SNAP E&T staff have access to WP where case management is maintained for

participants such as:

- View the Initial Referral
- Access to participant sensitive information
- Complete Assessment
- Complete Employment Plan
- Participation Summary
- Enter Case Notes
- Schedule Appointments
- Disenroll Participants
- Request Reimbursements

Emails:

The SNAP E&T Unit maintains a dedicated program email inbox that serves as a secure communication channel for inquiries and case-related issues involving EWs, participants, and service providers. This inbox is used to receive secure communications regarding participant questions, referral issues, case troubleshooting, and other program-related matters requiring review or action by the SNAP E&T team. Contracted service providers utilize secure email communications to submit case-specific concerns, request technical assistance, and report issues that may affect participant services or program operations. The SNAP E&T team reviews and responds to these communications promptly, with a goal of addressing inquiries and resolving issues within 24 hours whenever possible. The SNAP E&T Unit also receives program performance and reporting data through secure electronic methods. Deloitte provides 583 Reports and Outcome Measures Reports through secure email notifications containing links to protected SharePoint sites. These reports contain participant and program data used for program oversight, performance monitoring, reporting, and quality assurance activities. These communication processes support timely issue resolution, effective program administration, and the secure exchange of participant information in accordance with applicable confidentiality and data security requirements.

SharePoint:

Providers will communicate with SNAP E&T staff by using a secure SharePoint site in Microsoft Teams.

This is where providers place:

- Financial Information for review
- Invoices
- Budget etc.
- Reverse Referral forms
- Disenrollment Logs
- Case Review forms

Microsoft Teams:

Microsoft Teams is utilized to complete virtual meetings or training between SNAP E&T and the service provider(s). It's also used as a way for the provider representative to meet with SNAP E&T participants virtually to complete orientation, assessment, employment plan and case management. During the scheduled meetings between SNAP E&T and the providers, at times cases are reviewed live and participant information is shared verbally as the case is being reviewed for accuracy. No other participant data is shared via Teams.

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

ASPEN+ and WorkPath are the primary systems used to administer SNAP and SNAP E&T services in New Mexico. ASPEN+ serves as the eligibility determination system and maintains household

information used to determine SNAP eligibility, including, but not limited to, household composition, income, expenses, citizenship status, and other eligibility-related data. WorkPath serves as the case management system for SNAP E&T and stores participant information necessary for program administration, including participant contact information, date of birth, assessments, case notes, component assignments, participation records, supportive service information, and other data related to SNAP E&T engagement and service delivery. The two systems are integrated to facilitate efficient program administration and communication between eligibility and employment and training functions. ASPEN+ transmits participant information to WorkPath, including, but not limited to, participant name, telephone number, email address, case number, and individual identification number. In turn, WorkPath transmits information back to ASPEN+, including case comments, participation hours, appointment status updates, and system-generated correspondence related to SNAP E&T activities. This data exchange supports timely referrals, participant tracking, work requirement reporting, and coordination between eligibility determination and SNAP E&T program operations while reducing duplicate data entry and improving program efficiency.

Describe the State agency's process for monitoring E&T providers' 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.

SNAP E&T employs multiple oversight and monitoring strategies to ensure the fiscal integrity, program compliance, and overall effectiveness of its contracted service providers. Regular monitoring activities are designed to assess program performance, ensure compliance with federal and state requirements, and promote continuous program improvement. SNAP E&T staff meet regularly with Equus Workforce Solutions, the primary SNAP E&T service provider, to review program operations, participant engagement, fiscal matters, performance trends, and any emerging issues requiring attention. These meetings provide an opportunity to discuss program updates, address operational challenges, and ensure services are being delivered in accordance with contractual and program requirements. SNAP E&T also meets monthly with CNM the educational services provider, to review participant outcomes, program coordination, training activities, and compliance-related matters. The SNAP E&T Business Analyst is responsible for reviewing monthly invoices and reimbursement requests, reconciling expenditures against the approved budget, and verifying compliance with fiscal requirements. These reviews help ensure that expenditures are allowable, properly documented, and associated with eligible SNAP E&T participants and activities. To support program quality and integrity, SNAP E&T conducts monthly case reviews and collaborates with the Quality Control Unit to review findings, assess case management practices, and identify opportunities for improvement. These reviews help ensure participant records are accurate, services are appropriately documented, and program requirements are consistently applied. In addition, SNAP E&T conducts annual MEs of all contracted providers. These reviews assess compliance with federal and state SNAP E&T requirements, fiscal management practices, contract performance, participant service delivery, and overall program effectiveness. When findings or areas of concern are identified, providers receive written feedback and may be required to develop and implement corrective action plans. Providers are generally required to submit corrective action responses within 60 days, and SNAP E&T monitors implementation to ensure identified issues are resolved in a timely manner. Through these monitoring and oversight activities, NMHCA ensures accountability, maintains program integrity, and supports the effective delivery of SNAP E&T services statewide.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

Describe how the State agency evaluates the performance of providers 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).

SNAP E&T evaluates provider performance through a comprehensive monitoring framework that includes contractual performance measures, case reviews, fiscal oversight, management evaluations, and participant outcome reporting. These evaluation activities are designed to assess provider effectiveness, ensure compliance with program requirements, and verify that participants are receiving quality services that support their progression toward employment and self-sufficiency. Performance evaluations focus on the provider's ability to assist participants in obtaining the skills, education, training, work experience, and supportive services necessary to secure and retain employment. SNAP E&T reviews participant engagement, component completion, case management practices, service delivery, and employment-related outcomes to determine whether providers are meeting established program goals and contractual expectations. In addition to performance outcomes, SNAP E&T evaluates compliance with federal and state regulations through regular case reviews, fiscal monitoring, and annual MEs. These reviews assess documentation practices, participant eligibility verification, fiscal accountability, contract compliance, and adherence to SNAP E&T policies and procedures. Outcome reporting is used to monitor participant progress and measure program effectiveness, including indicators such as participation levels, completion of assigned activities, employment outcomes, and other performance measures. Findings from monitoring and evaluation activities are used to identify strengths, address areas needing improvement, provide technical assistance, and support continuous quality improvement efforts. Overall, the provider evaluation process emphasizes measurable employment outcomes, participant success, program compliance, fiscal integrity, and continuous improvement to ensure providers are effectively fulfilling the purpose and goals of the SNAP E&T Program.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

SCREENING FOR WORK REGISTRATION

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

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

EW use the process below to screen individuals for SNAP work requirements and determine if someone is a work registrant. EW screen SNAP applications through the interview process and upon having reviewed their application and completes the interactive interview and documents the findings in case comments. After the rights and responsibilities are reviewed, the SNAP General work requirements will be reviewed with the customer and at that point the EW will know if the customer is an ABAWD. If the customer is determined to be an ABAWD, then requirements will be reviewed. The EW will always review the SNAP General Work Requirements and then screen for ABAWD Work Requirements, then offer the SNAP E&T Volunteer program if the individual meets the criteria below:

- Between the ages of 16-64
- Age 16-17 years old must be head of household.
- Must be mentally and physically fit to work
- Have not applied for or receiving TANF
- Have not applied for or receiving Unemployment Compensation Benefits and or
- Have not applied for or receiving General Assistance, Supplemental Security Income (SSI), Retirement, Survivors, Disability Insurance (RSDI), Disability or other disability benefits.

How does the State agency work register non-exempt individuals?

All non-exempt individuals are work registered by signing the application for assistance. All SNAP participants are considered registered for work with the head of household's signature on an application or recertification.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- ☒ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- ☒ Point of Intake
- ☒ Point of Certification
- ☒ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide oral explanation

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).

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.

Screening an individual to SNAP E&T is completed by the EW. The screening process is an evaluation to determine whether the individual should or should not be referred to for participation in the program; it is based on certain criteria being met, like between the ages of 16-64, age 16-17 years old must be head of household, must be mentally and physically fit, have not applied for or receiving 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. All SNAP work registrants are screened during the interactive interview, by asking questions to collect the necessary data.

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

During the interactive interview if the individual wants to volunteer for the SNAP E&T program, the EW will update the required screens in ASPEN+ to trigger a referral to WorkPath, and the information that is provided to the SNAP recipient is an ASPEN+ generated form (ET001 welcome letter) explaining the program criteria and welcoming them to the E&T program, through the mail, as well as the criteria being verbally given during the interactive interview.

How does the State document that the information has been provided?

The EW documents case comments in ASPEN+ that an individual has volunteered for the SNAP E&T program, and an ET001 has been mailed to the participant. The ASPEN+ system keeps track of all correspondence that has been sent to every participant that reflects date document was sent.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- ☒ Reverse Referral
- ☒ Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- ☒ Initial Certification
- ☒ Recertification
- ☒ Reported change in the work registrant status of households
- ☐ Other

Describe the process for screening for direct referral to E&T, including the staff involved.

The direct referral begins with the EW; they determine if the individual is eligible to participate in SNAP E&T, by meeting the program eligibility criteria; the referral gets entered in ASPEN+ and sent to Work Path, where the E&T Service Provider will have it in the queue; the Service Provider has 5 business days to make initial contact and possibly complete the One-and-Done process.

When does the screening for a reverse referral request occur?

If an individual is interested in the program, the service provider will complete the Reverse Referral (ET009) form with all required information and inform SNAP E&T it has been placed into a designated location in the SharePoint site for review and determine if the individual is eligible to participate in the program. The SNAP E&T Senior Business Operations Analyst will review the completed form and determine if the individual is eligible to participate in the program. If there is an active case in ASPEN+ with SNAP benefits, the Management Analyst will update the employment services screen to "yes" and certify the case, triggering the Welcome Letter (ET001); if there is an active case without active SNAP benefits or no case at all in ASPEN+, the Management Analyst will attempt to contact the individual and recommend they apply for SNAP benefits as that is a requirement to participate in the program.

Describe the process for screening during the reverse referral request process, including the staff involved.

The process is as follows:

Service Provider:

- Will complete the ET009 Reverse Referral form on site and place it in their SharePoint folder no later than 24 hrs. from the event end date.
- Send an email to hca-snap.et@hca.nm.gov

The Educational Provider will:

- Educational Providers will complete the ET003 E&T College Reverse Referral form and hand it to the student to complete the referral process.

Note: Refer the Student to the Student Note Section of ET003.

SNAP E&T Management Analyst (when applicable):

- Will complete the ET009 Reverse Referral form on site and place it in their SharePoint folder no later than 24 hrs. from the event end date.

Once ET009 is received, SNAP E&T Management Analyst will:

- Review the form within 24 hrs. from the email receive date from the Service Provider.
- Review the information to determine if there is an active ASPEN+ case. If there is an active case, update the employment services screen in ASPEN+ and verify all correspondence is being sent out. If there is not an active case, SNAP E&T will contact and provide information on the next steps (i.e. apply for SNAP benefits, complete interview, etc.).
- Follow-up with the individual and review for SNAP E&T.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

☒ Yes

☐ No

How are participants informed about participant reimbursements?

EW inform participants about reimbursements at initial application interview and once the individual has volunteered for the program and the service provider discusses reimbursements during the SNAP E&T orientation that is presented to all volunteer participants.

REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- ☒ Information about accessing E&T services
- ☒ Case Management
- ☐ Dates
- ☒ Contact information
- ☐ Other

How is the referral communicated? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☐ Other

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

When a reverse referral is received from the Service Provider, the State will:

- SNAP E&T Management Analyst will review the form within 24 hrs. from the email receive date from the Service Provider.
- SNAP E&T Management Analyst will review the information to determine if the individual is eligible to participate in the program. If there is an active case in ASPEN+ with SNAP benefits, the Management Analyst will update the employment services screen to "yes" and certify the case, triggering the Welcome Letter (ET001); if there is an active case without active SNAP benefits or no case at all in ASPEN+, the Management Analyst will attempt to contact the individual and recommend they apply for SNAP benefits as that is a requirement to participate in the program.
- Contact the individual and inform of the status.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☐ Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☒ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☐ Other

How is information about the referral communicated to E&T providers, as applicable?

During the eligibility interview, the EW will ask if the participant wants to volunteer for the SNAP E&T program if the answer is yes, the EW will update the Employment Services details screen to "yes" in the ASPEN +, and once the SNAP benefit is certified a referral is triggered to Work Path (MIS) system. This will also generate a correspondences ET001 welcome letter to the participant notifying them that they have volunteered for the program.

How is information about the referral communicated within the State agency?

Once the Employment Services details screen is updated to "yes" in the ASPEN + and the SNAP benefit is certified, a referral is triggered to Work Path (MIS) system. This will also generate a correspondences ET001 welcome letter to the participant notifying them that they have volunteered for the program.

After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- ☒ Assessment
- ☒ Orientation
- ☒ Meet with case manager
- ☒ Other

Explain the participant's next step to access the program.

One and Done should be attempted at initial referral contact; One and done completes all actions (Orientation / Assessment / Employment Plan); if one and done is not completed, orientation will be scheduled.

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

- ☐ State Agency
- ☐ Intermediary
- ☒ E&T Provider
- ☐ County or Local Office

How is the orientation conducted? Select all that apply.

- ☒ In Person
- ☒ Virtually
- ☒ Online
- ☐ Self-Paced
- ☒ Other

Explain the other methods used for orientation.

The orientation is offered by telephone as well.

What happens during the orientation?

Service Provider schedules 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. A comprehensive orientation is conducted to explain the purpose of the SNAP E&T program, participants' rights and responsibilities, describe available services, and explain how the program can help meet work requirements, if applicable. During the orientation, the service provider reviews:

- Participation Criteria
- Expectations
- Available Components
- Reimbursements
- Simplified ISD Reporting Rules
- Next Steps to be taken

ASSESSMENT

Does the State require or provide an assessment?

☒ Yes

☐ No

Who conducts the assessment? Select all that apply.

☐ State Agency

☒ E&T Provider

☐ Self-Assessment

☐ Intermediary

☐ Local Office

☐ Other

When are participants assessed?

The assessment is not done until the participant has completed the orientation. Equus completes the assessment with the SNAP E&T participant during the one and done process or the appointment following the orientation. The assessments include a variety of questions related to barriers that follow the Whole Family Approach Model. The assessment is completed in WP. Results from assessments are shared in case notes. The provider assigns a representative for each SNAP E&T participant throughout the period of the SNAP E&T program which starts at the assessment and concludes at the successful completion of component(s) or withdrawal. The representative meets virtually or in person with the participant to begin case management services to complete the SNAP E&T approved comprehensive employability assessment and to begin developing an Employment Plan with appropriate activity tracks that are in line with their present circumstances. This assessment will guide the participants along their journey into the correct path for self-sufficiency.

Describe the assessment. List the tools used in the assessment.

The assessment is a tool utilized in the WorkPath system with emphasis on:

- The household
- Career interests / choices
- Critical thinking skills
- Applied academic skills
- Interpersonal skills
- Personal qualities
- Resource management

- Information use
- Communication skills
- System thinking
- Technology use
- Any other skills the service provider finds relevant for the assessment

Does the assessment result in the completion of an individual employment plan?

☒ Yes

☐ No

How are assessment results shared with State agency staff? Select all that apply.

☐ Orally

☐ Electronic Forms

☐ Physical Forms

☒ MIS System

☐ Email

☐ Other

☐ Assessment is not shared with State agency staff

How are assessment results shared with E&T providers? Select all that apply.

☐ Orally

☐ Electronic Forms

☐ Physical Forms

☒ MIS System

☐ Email

☐ Other

☐ Assessment is not shared with E&T providers

How are assessment results shared with E&T participants? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☐ Physical Forms
- ☐ Email
- ☐ Other
- ☐ Assessment is not shared with E&T participants

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

Participants are reassessed if and when there is a change in the participant's situation (i.e. but not limited to personal, environmental, social)

How are participants reassessed?

Participants must attend a scheduled appointment to complete required WorkPath processes in order to be reassessed

CONCILIATION PROCESS

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.

Does the State agency offer a conciliation process?

☐ Yes

☒ No

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.

What types of E&T case management services will be offered to the participant? Select all that apply.

- ☒ Comprehensive Intake Assessments
- ☒ Individualized Service Plans
- ☒ Progress Monitoring
- ☒ Coordination with Service Providers
- ☒ Reassessment
- ☐ Other

Who delivers the case management services in your State? Select all that apply.

- ☐ SNAP State agency
- ☐ Local Office(s)
- ☐ Intermediary
- ☒ E&T Providers

How are case management services delivered in your State? Select all that apply.

- ☒ Group Meeting (virtual)
- ☒ Group Meeting (in person)
- ☒ Individual (virtual)
- ☒ Individual (in person)
- ☒ Phone
- ☐ Text
- ☒ Email
- ☐ Other

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.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	SNAP E&T service provider case managers coordinate with Eligibility Workers (EWs) through several established communication channels to ensure effective participant referrals, case management, and program administration. Communication occurs through secure email correspondence using the dedicated SNAP E&T program inbox, which allows providers and EWs to address participant-specific questions, referral issues, and case-related concerns in a timely manner. SNAP E&T also utilizes QuikGuide announcements and other internal communication tools to distribute program updates, policy clarifications, procedural guidance, and training information that may impact eligibility staff and service providers. These communications help ensure consistent implementation of SNAP E&T requirements across the state. In addition, SNAP E&T schedules meetings with field leadership responsible for overseeing Eligibility Workers to discuss program operations, address concerns, review referral processes, and share information regarding program changes and initiatives. Field leadership plays an important role in communicating SNAP E&T requirements and expectations to frontline eligibility staff. The program also utilizes the Blue Folder Process, an internal review and approval process through which field leadership reviews proposed policies, procedures, guidance documents, training materials, and operational changes that may impact Eligibility Workers. This process helps ensure that program updates are accurate, clearly communicated, and operationally feasible before implementation. Furthermore, SNAP E&T collaborates with the Training Support Bureau and field leadership to develop, revise, and deliver training for Eligibility Workers. This collaboration helps ensure staff receive current information regarding SNAP E&T policies, referral procedures, participant screening requirements, and system processes, promoting consistent and accurate program administration statewide.

How do E&T case managers coordinate with: State E&T staff	SNAP E&T service provider case managers coordinate regularly with SNAP E&T staff through a variety of communication channels, including email, virtual meetings, in-person meetings, and a shared SharePoint site. These communication methods support ongoing collaboration, program oversight, and the effective delivery of services to SNAP E&T participants. SNAP E&T staff and service providers meet virtually on a weekly basis to discuss participant engagement, case management activities, program updates, operational challenges, and opportunities to improve service delivery. In addition to these routine meetings, service providers are invited to participate in in-person meetings and events where staff collaborate on strategies to strengthen program coordination and enhance participant outcomes. A shared SharePoint site is utilized to securely exchange information, reports, program resources, and other data necessary for program administration and performance monitoring. This platform facilitates timely access to information and supports communication between SNAP E&T staff and service providers. SNAP E&T staff and service providers also collaborate on community outreach efforts by participating in outreach events and informational sessions throughout the state. These events provide opportunities to educate community members about SNAP E&T services, increase program awareness, strengthen partnerships with local organizations, and connect eligible individuals with employment and training resources. Through these ongoing coordination efforts, SNAP E&T and its service providers maintain strong working relationships that support effective program administration and improve services for participants statewide.
How do E&T case managers coordinate with: Other E&T providers	SNAP E&T service providers coordinate with one another through email communications, the WorkPath case management system, and regularly scheduled virtual meetings. These coordination efforts help ensure participants are connected to appropriate services, referrals are processed efficiently, and service delivery remains seamless across providers. When participants are referred to the contracted educational services provider, the primary service provider transmits participant referral information through secure email communications, including referral spreadsheets containing necessary participant data. This additional communication process serves as a safeguard to ensure referrals are received, reviewed, and acted upon in a timely manner, helping to minimize delays in participant engagement. WorkPath also serves as a key coordination tool by allowing providers to share referral information, document participant progress, track component assignments, and facilitate transitions between service teams. The system supports communication and coordination while maintaining accurate participant records and program documentation. In addition, SNAP E&T facilitates biweekly meetings with service providers to discuss participant referrals, program operations, performance measures, policy updates, challenges, and opportunities for improvement. These meetings provide a forum for collaboration, problem-solving, and information sharing to ensure participants receive coordinated and effective employment and training services. Through these communication and coordination practices, SNAP E&T promotes efficient service delivery, timely participant engagement, and strong collaboration among providers participating in the SNAP E&T Program.

How do E&T case managers coordinate with: Community resources	SNAP E&T service provider case managers coordinate with community-based organizations and resource providers through telephone and email communications to help participants address barriers to employment and successfully engage in program activities. These partnerships support referrals for services such as housing assistance, transportation, childcare, education, healthcare, food resources, and other supportive services that may contribute to participant success. To facilitate referrals and resource navigation, service providers maintain a statewide community resource directory in the form of a shared spreadsheet. This directory serves as a living document that is continuously updated as staff identify new resources, establish community partnerships, and respond to emerging participant needs throughout New Mexico. The resource directory enables case managers to quickly connect participants with appropriate services based on their individual circumstances and barriers to employment. By maintaining and expanding this statewide network of community resources, SNAP E&T providers are better equipped to support participant engagement, improve access to supportive services, and promote successful employment and training outcomes. Through ongoing collaboration with community organizations, SNAP E&T providers help ensure participants receive comprehensive support that addresses both employment-related needs and barriers that may affect their ability to achieve economic self-sufficiency.
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How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

The State agency ensures that SNAP E&T participants receive high-quality targeted case management services through ongoing oversight, monitoring, training, and technical assistance provided to contracted service providers. SNAP E&T staff communicate program requirements and case management expectations through provider guidance documents, policy updates, announcements, memorandums, training sessions, and technical assistance activities. To monitor the quality and effectiveness of targeted case management services, SNAP E&T distributes participant satisfaction surveys and reviews survey results on a regular basis. Service providers are responsible for reviewing participant feedback and identifying trends, while SNAP E&T reviews any recurring concerns or unsatisfactory results to determine whether corrective actions, additional training, or process improvements are needed. SNAP E&T also conducts monthly case reviews to evaluate case management practices, participant engagement, documentation quality, and compliance with program requirements. Findings from these reviews are used to provide feedback, identify areas for improvement, and ensure participants receive appropriate assessments, referrals, supportive services, and ongoing case management. In addition, SNAP E&T provides refresher trainings and technical assistance to service providers to reinforce program requirements, strengthen case management practices, and address policy or procedural changes. SNAP E&T staff may also attend participant orientations, drop-in sessions, and scheduled participant appointments to observe service delivery, provide support, and ensure targeted case management services are being delivered effectively and consistently. Through these monitoring, training, and quality assurance activities, the State agency promotes continuous improvement and ensures participants receive individualized case management services that support engagement in SNAP E&T activities and progress toward employment and self-sufficiency.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

Case management support is provided during every participant contact and is guided by the Whole Family Approach model, which recognizes that a participant's employment goals and outcomes may be influenced by the needs and circumstances of the entire household. Through this approach, case managers assess participant strengths, identify barriers to employment and training participation, and work collaboratively with participants to develop individualized strategies that support long-term success. During ongoing case management interactions, service providers discuss participant goals, progress, and any changes in circumstances that may affect participation in SNAP E&T activities. Case managers regularly review employment and training plans to ensure participant goals remain relevant and that participants are on track to achieve their identified objectives. When barriers are identified, service providers connect participants with available resources and supportive services to address those challenges. To support these efforts, service providers utilize the NMHCA resource directory and other community resource networks to provide referrals for services such as transportation, housing assistance, childcare, healthcare, education, food assistance, and other supports that may help participants successfully engage in program activities. Resource information is made available to participants upon request and as needs are identified. Through regular appointments and ongoing participant engagement, case managers provide individualized guidance, monitor participant progress, assist with problem-solving, and adjust service strategies as needed to support successful participation in SNAP E&T and progress toward employment and self-sufficiency.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

SNAP E&T ensures that targeted case management services support, rather than impede, successful participant engagement in the program. The State agency works closely with service providers to develop and refine case management expectations, taking into consideration provider experience, participant feedback, operational realities, and best practices for participant engagement. This collaborative approach helps ensure that case management requirements are meaningful, participant-centered, and designed to promote successful outcomes. Prior to implementing new procedures, policy changes, or case management requirements, SNAP E&T reviews applicable federal regulations and guidance with service providers to ensure compliance and determine whether additional clarification from federal partners is needed. This process helps ensure that program expectations are both effective and consistent with SNAP E&T requirements. SNAP E&T is committed to a participant-centered service model that prioritizes removing barriers and supporting participant success. Case managers work with participants to identify challenges that may affect their ability to engage in employment and training activities and connect them with appropriate supportive services and community resources. The program strives to avoid creating unnecessary administrative burdens that could discourage participation or create additional barriers to success. At a minimum, participants receive ongoing case management contact on a monthly basis, with additional follow-up provided as needed based on individual circumstances. During these contacts, case managers review participant progress, discuss goals, assess changes in circumstances, address barriers, and identify any additional supports that may be needed. These regular interactions help ensure participants remain engaged in appropriate activities and provide opportunities to evaluate both participant progress and overall program effectiveness.

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.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☒ Text Message
- ☒ Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- ☐ Phone Call
- ☐ Email
- ☐ Text Message
- ☐ Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- ☐ Phone Call
- ☐ Email
- ☐ Text Message
- ☐ Physical Form
- ☐ MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- ☐ One
- ☒ Two
- ☐ Three
- ☐ More than three

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

The New Mexico SNAP E&T Program is a voluntary program; therefore, participants may choose to discontinue participation at any time without affecting their SNAP eligibility or benefits. Because participation is voluntary, the program does not utilize a formal conciliation process. SNAP E&T follows the good cause provisions outlined in 7 CFR 273.7(i) and the provider determination requirements outlined in 7 CFR 273.7(c)(18) when evaluating participant circumstances that may affect engagement in employment and training activities. Service providers work closely with participants to identify barriers, assess individual needs, and determine whether available program components are appropriate based on the participant's circumstances and employment goals. When a suitable SNAP E&T component is not available or is determined to be inappropriate for a participant, the provider determination process described in the SNAP E&T Provider Guide is used to document the decision and identify alternative resources or services that may better meet the participant's needs. Similarly, if program capacity limitations or component enrollment restrictions prevent a participant from accessing a desired activity, the provider documents the situation in the participant's case record and provides information regarding other employment, training, or workforce development resources available within the participant's community. This approach ensures that participants are not disadvantaged when appropriate services are unavailable and supports the program's commitment to providing participant-centered services that promote engagement, address barriers, and connect individuals with meaningful employment and training opportunities.

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 New Mexico SNAP E&T Program is a voluntary program. Participants may choose to discontinue participation at any time without penalty or impact to their SNAP eligibility or benefits. As a result, the program does not utilize a formal conciliation process. SNAP E&T follows the good cause provisions outlined in 7 CFR 273.7(i) and the provider determination requirements described in 7 CFR 273.7(c)(18). Service providers evaluate participant circumstances to determine whether available program components are appropriate based on the participant's needs, barriers, abilities, and employment goals. When an appropriate SNAP E&T component is not available for a participant, the provider determination process outlined in the SNAP E&T Provider Guide is used to document the circumstances and determine the most suitable course of action. Providers work with participants to identify alternative services, resources, or employment-related opportunities that may better address their needs. In situations where program capacity limitations prevent participant enrollment in a SNAP E&T component, providers document the circumstances in the participant's case record and provide referrals to other employment and training programs, workforce services, or community resources available in the participant's area. These actions ensure participants continue to have access to employment-related services even when SNAP E&T program openings are unavailable. This approach

supports participant choice, minimizes barriers to service access, and ensures participants are connected to appropriate employment and training opportunities while maintaining compliance with applicable federal requirements. If an individual is screened or determined by an EW to be an ABAWD, and they are disenrolled from the SNAP E&T program, a notice is sent to them informing they are disenrolled from the program and reminds them, that hours for SNAP eligibility are required.

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.

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

The process for a Provider Determination is as follows and the Service Provider will:

- Determine if there is another component available that is best suited for the individual.
- Provide any Workforce Related Resources.
- Will identify case on the Disenrollment Log with a Yes/No.
- Complete Provider Determination Form and discuss with SNAP E&T.
- Place completed / approved form into ECF.
- SNAP E&T Management Analyst will DE in real-time once reviewed with the Service Provider.

Describe how the State agency notifies clients of a provider determination.

When a provider determination concludes that no appropriate SNAP E&T component is available for a participant and all available program options have been evaluated, the participant is withdrawn from the SNAP E&T Program. Because SNAP E&T is a voluntary program, this withdrawal does not affect the participant's SNAP eligibility or benefits. Upon withdrawal, the participant receives the Withdrawal from SNAP Employment & Training Notice (ET002). The notice informs the participant that a review of their circumstances was conducted by the Career Navigator and that it was determined the participant would not benefit from any of the SNAP E&T components currently available. The notice further explains that the determination was reviewed and verified and that no alternative SNAP E&T activities were available at that time. As a result, the participant is withdrawn from the program based on the information obtained during the assessment and provider determination process. The issuance of the ET002 notice ensures participants receive written notification of the provider determination decision and documents that the participant was withdrawn due to the lack of an appropriate available component rather than for failure to participate. When appropriate, participants may also be provided with information regarding other employment, training, workforce development, or community resources that may assist them in achieving their employment goals.

What is the timeframe for contacting clients after receiving a provider determination?

- ☐ 1-3 Days
- ☒ 4-7 Days
- ☐ 8-10 Days

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(2), (3), and (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).

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

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

☒ Yes

☐ No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2), 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

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

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- ☒ 6 months or until the individual complies, as determined by the State agency
- ☐ A date determined by the State agency
- ☐ Permanently

The State agency will disqualify the:

- ☒ Individual
- ☐ The entire household if the head of household is an ineligible individual

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.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	100
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	0
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	100
Percentage of participants expected to receive reimbursements	25.64%
Estimated budget for E&T participant reimbursements in upcoming FY	\$40,000.00
Estimated budget per participant in fiscal year	\$400.00
Estimated number of E&T participants to receive participant reimbursements per month	10
Estimated budget of participant reimbursements per E&T participant per month	\$333.33

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. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **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, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Automobile Repairs (if reasonably necessary and directly related expense to the component) Vehicle must be owned and registered by the participant	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	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. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Drug Test & Finger Printing is reasonably necessary and directly related expense to the	\$100.00 a month or actuals, with receipts, not to exceed	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card

component) Only if required for a job.	\$1,200.00 total per FFY. If provider paying N/A			
Housing, Utility assistance and emergency rental assistance, allowed only once per FFY	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Legal Services reasonably necessary and directly related expense to the component	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Permits and Fees (union dues, test fees, Licensing and bonding fees, background checks etc.)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Personal Computers, tablets, software. Personal computers & Tablets are available to those in rural areas and enrolled/actively participating in an educational component	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	*FOR EDUCATIONAL COMPONENT PARTICIPANTS ONLY* Reimbursement issued as cash distributed on EBT card or reimbursed to the Educational Component Service Provider
Personal Hygiene	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Test and Lab fees (if	\$100.00 a month	SNAP State	State's Electronic	Reimbursement

reasonably necessary and directly related expense to the component)	or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	Agency	Benefit Transfer (EBT)	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. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card *may be provided by the education component provider and disbursement will be directly to the provider, not the participant
Transportation expenses, (public transportation fare, gasoline mileage, bike or scooter purchase, (Uber & Lyft must be necessary to complete E&T training sessions/educational course work	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card
Travel/Lodging Expenses (For individuals who need to travel outside their area for interviews, financial assistance may be necessary to cover transportation/mileage or (overnight lodging that is reasonable and necessary to the individuals component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT card

Is dependent care provided? Select yes even if E&T funds are not being used.

☐ Yes

☒ No

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

This is determined through assessment completion, addressing any barriers that may hinder SNAP E&T participation, and continuous case management.

WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal 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 (FNS-583).

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).

SNAP E&T utilizes ASPEN+ , an on-line interactive system, in determining eligibility and providing benefits and assistance payments for SNAP and for all other programs administered by ISD under the NMHCA. ASPEN+ is the system currently being utilized to generate FNS-583 report and identify work registrants. This report is available quarterly and obtains the initial count of work registrants at the beginning of each new FFY. The method for ensuring that the count is unduplicated is:

Line 1 Number of work registrants receiving SNAP on October 1 of the new FFY. As of October 1st, the total number of unduplicated individuals who are actively receiving SNAP benefits for the month of October will be counted. The population should only include individuals who are approved for SNAP and do not qualify for a federal exemption. The age criterion (16-59 years old) is calculated at the end of the reporting month. 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.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

For Line 2 of the FNS-583 report, work registrants are included using the same criteria as Line 1. A work registrant is counted in the month in which they are approved, not the month in which they applied. For example, if an individual applies in December but is approved in January, the individual will be counted in Quarter 2, Line 2, Month 1 (January). The count for all four quarters will not include individuals who were previously counted on Line 1. ASPEN + uses Social Security numbers to determine whether an individual has already been counted. This count is duplicated across the Federal Fiscal Year (FFY), and an individual may only be reported once on Line 2 during all four quarters of the report. On-U.S. citizens who are eligible because of their immigration status (for example, Lawful Permanent Residents (LPRs)) and are required to meet general work requirements have always been included in the 583 reports. New Mexico does include all SNAP recipients who are subject to the general SNAP Work requirements on the FNS-583, including eligible non-US citizens who are required to meet those requirements. Based on your review of the ASPEN system, the issue you identified where the work requirement status appeared as "mandatory" has been resolved. The system enhancement, CR ASPEN-175473 ABAWD Undocumented Immigrant/Disqualified Individuals, was implemented and correctly coded in ASPEN effective 2/7/2026. undocumented or otherwise disqualified individuals have never been included in the FNS-583 reporting population, as these individuals are considered ineligible for reporting purposes.

How are work registrants identified in the eligibility system?

Work Registrant are identified in the eligibility system ASPEN+ , once the eligibility worker completes the SNAP interactive interview and enters all data on household composition, barriers, address etc. Both the EW and ASPEN+ will recognize the individual as a work registrant if they are not exempt from the SNAP General Work Requirements. The data point in ASPEN+ that identifies an individual as a work registrant are:

- Age
- Employment
- E&T
- Disability
- Child in the home under 6 or an incapacitated person
- Education

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

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

OUTCOME REPORTING MEASURES

Indicate the data source used for the national reporting measures. Select all that apply.

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	☒	☐	☐
National Directory of New Hires (NDNH)	☐	☐	☐
State Management Information System (MIS)	☒	☒	☒
Manual Follow-up with SNAP E&T Participants	☐	☐	☐
Random Sample	☐	☐	☐
Other	☐	☐	☐

Indicate the data source used for the State-specific component measures. Select all that apply.

- ☒ Quarterly Wage Records (QWR)
- ☐ National Directory of New Hires (NDNH)
- ☒ State Management Information System (MIS)
- ☐ Manual Follow-up with SNAP E&T Participants
- ☐ Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

ASPEN+ and Work Path is the data source that SNAP E&T uses to collect the data needed for reporting measures.

COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- ☒ Job Retention
- ☒ Job Search Training
- ☐ Self-Employment Training
- ☒ Supervised Job Search
- ☐ Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☐ Other Educational Program
- ☐ Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- ☐ Work Activity
- ☒ Work-Based Learning

Which type of Work-Based Learning components are offered?

- ☐ Apprenticeship
- ☐ Customized Training
- ☐ Incumbent Worker Training
- ☒ Internship
- ☐ On-the-job Training
- ☐ Pre-Apprenticeship
- ☐ Transitional Jobs

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

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

JR services are offered to participants for 90 days following the securement of employment. To qualify, the participant must have gained employment while being active in a component. Providers can initiate this 90-day retention period upon receiving verification of a job offer or a confirmed start date. Support services for JR are accessible in-person, by phone, or virtually with a CN. Participants must stay actively engaged and meet at minimum once a month. Participant responsibilities are disclosed during their Orientation, Assessment, and EP. A participant enrolled in the Job Retention Component will receive coaching and support in the following ways:

- Scheduling conflict
- Asking for a promotion
- Conflict management
- Professional communication
- Advocating for oneself
- Securing gainful employment

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

The skills, knowledge, experience developed through JST, SJS, and WEX Internship will enable the participant to achieve gainful employment with the assistance of the service provider. Participants become eligible for JR services by gaining employment while being actively engaged in any component. The criteria for participation also includes needing at least a 6th grade literacy and numeracy level. The criteria for participating in Job Retention are as follows:

- Basic to moderate computer literacy
- Basic email knowledge
- Basic to moderate knowledge on web-based programs.
- Basic reading skills
- Basic writing skills
- Basic mathematics ability

Will this component be offered statewide?

☒ Yes

☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

45

Estimated Annual Component Administrative Cost

\$161,899.36

NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

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

JST services are offered to participants. Service Provider goals are to ensure participants receive case management around job readiness to prepare SNAP recipients for the workforce. In order for a participant to be placed in the JST component, an Orientation, Assessment and Employment Plan must be completed/created with a CN; During this initial process, there is a proactive approach available to be used called “One and Done”, this process ensures the participant is able to complete all three (3) pre-qualifications in one contact for better time management. CNs provide one-on-one, one-hour modules as an activity that teaches the participant job-seeking techniques to increase their job search abilities, which enables the participants motivation and confidence to remain intact throughout the process. For the participant to be considered actively participating in the JST component, one monthly one-hour case management contact must be made at minimum. Service Provider ensures these services are accessible in-person, by phone, or virtually. The LOE for JST is no more than 12 hours per month for 12 months, with a minimum of 1 hour per month, per contact. Career Navigator’s will collaborate with the participants in the following areas:

Resume Preparation:

- Work history
- Styles of resumes
- Interview preparation

One on One Interviews:

- Panel interviews
- How you show up
- Interview clothing

Career Assessments:

- WorkPath
- Work Keys (NCRC)
- Gainful Employment
- Barrier removal
- Online job search
- Filling out applications
- Budgeting
- Time management

Reentering the workforce:

- Labor Market research
- Childcare and having a backup plan
- Creating a schedule
- Solution based problem solving

Building Relationships:

- Coworkers
- Leadership

Once the participant has completed the JST component the Service Provider will assist in the job

placement of the participant, which may be assisted by the Department of Workforce Solutions (DWS). This co-enrollment process with DWS may allow participants to find employment sooner.

Co-enrollment Process:

The CN will document and proceed with the process accordingly:

- Complete the referral form using the DWS provided hyperlink.
 - The CN will need to complete all of the “Request an Appointment” prompts located under the Location Information of all AJC offices in NM.
 - The CN will then send an email to a designated supervisor on the EQUUS side indicating a referral has been completed. This will be logged on a tracking sheet.
 - A follow up will be made with the participant at their next appointment, unless otherwise notified sooner that assistance is needed and gather feedback.
 - Once the co-enrollment has occurred, the CN will maintain regular contact with participants to capture the activities they are doing with AJC and include any applicable job-related activities into their LOE in Case Comments and Activity Tracker with in WorkPath. Participants will still need to meet all Level of Effort (LOE) requirements to be considered actively participating in the SNAP E&T program, but they can meet those requirements while participating in any program in an AJC office on a concurrent basis.
- *ABAWD individuals needing to complete their required hours can utilize up to 39 JST hours.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

In order for the participant to be successful in the JST component they will need to have a willingness to engage in job search activities, gain experience, training, and skills to build a career. The criteria for participation also includes needing at least a 6th grade literacy and numeracy level. The criteria for participating in Job Search Training are as follows:

- Basic computer literacy
- Basic email knowledge
- Basic knowledge on web-based programs.

- Basic reading skills
- Basic writing skills
- Basic mathematics ability

Will this component be offered statewide?

☒ Yes

☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

300

Estimated Annual Component Administrative Cost

\$1,086,616.07

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
The JST outcome is the number and percentage of those who become employed after participating in the Job Search Training component.	Numerator includes the number of participants who obtain employment after successfully completing this component during the period of October 1, 2026 - September 30, 2027. The denominator represents the total number of participants who are referred to JST during the reporting period of October 1, 2026 - September 30, 2027. This includes all individuals who received a formal referral to JST.

NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

Provide a summary of the State guidelines implementing supervised job search.

SJS is a component that provides the opportunity for the participant to gain professional development skills that will increase the likelihood of employment. The Service Provider will oversee, document, and track structured in-person or virtual meetings to ensure the participant has a meaningful experience. SJS in-person appointments will occur at State-approved locations at which the participant activities are directly supervised, this ensures the participant has access to the necessary technology to advance in this component. The goal for this component focuses on actively searching for and securing jobs with direct supervision to facilitate quick entry into the workforce. Through clear expectations, structured follow up, and required documentation, the Service Provider will be able to hold the participant accountable. The LOE for SJS component requires a minimum of one (1) contact per month, for one (1) hour to be considered actively participating. To meet the regulatory requirement that SJS occur at State approved locations where participants have access to necessary tools, EQUUS will implement a flexible, multiformat model that includes:

- In-person appointments taking place at AJC centers and other State-approved locations statewide
- Virtual appointments taking place using approved platforms (Teams and Zoom)
- Hybrid options are available to support participants with transportation, technology, or scheduling barriers
- Clear understanding of SNAP E&T participant pathways
- Monitoring Participation
- Engage in coaching, high quality support, and consistent oversight

Career Navigator's will collaborate with the participants in the following areas:

- Identifying in demand job opportunities through the Workforce Labor Market
- Application of effective job techniques
- Barrier removal
- Enhance digital literacy
- Demonstrate interview readiness
- Document all job search, interviews, application, and outreach efforts
- Compliance with SNAP E&T requirements for oversight and documentation
- A structured alternative for participants who are not yet Title III ready but still need direct supervision during job search

DWS Co-Enrollments for ABAWDs and Veterans:

In accordance with section 6(o)(1)(C) of the Food and Nutrition Act of 2008 and § 273.24, a supervised job search program is not a qualifying SNAP E&T activity relating to the participation requirements necessary to maintain SNAP eligibility for ABAWDs. However, a job search program, supervised or otherwise, when operated under title I of the Workforce Innovation and Opportunity Act (WIOA), under section 236 of the Trade Act, or a program of employment and training for veterans operated by the Department of Labor or the Department of Veterans Affairs, is considered a qualifying activity relating to the participation requirements necessary to maintain SNAP eligibility for ABAWDs.

*ABAWD individuals needing to complete their required hours can utilize up to 39 SJS hours.

Describe the direct path to employment.

With documentation from each job search action recorded with employer details, application status, coaching provided, and timelines. Consistent with the federal definition, supervision will be provided by trained Career Navigators who can deliver meaningful guidance. Staff will ensure participants are searching for jobs that match their needs and interests, receiving one-on-one assistance, and engaging in activities that directly increase employment opportunities (i.e. attend job fairs, mock interviews, follow up calls etc.). WEX Unpaid Internship is an available part-time opportunity after SJS is completed and the participant needs additional experience before entering in the workforce full-time.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

The participant must be able to, conduct an active job search, including searching for jobs, submitting resumes, and attending interviews. The criteria for participation includes needing at least a 6th grade literacy and numeracy level and are as follows:

- Basic to moderate computer literacy
- Basic email knowledge
- Basic to moderate knowledge on web-based programs
- Basic reading skills
- Basic writing skills
- Basic mathematics ability
- Basic to moderate job seeking skills
- Basic to moderate communications skills

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

40

Estimated Annual Component Administrative Cost

\$108,656.15

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

The Educational Program was 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 High School Equivalency (HSE) and basic literacy. HSE students in the program at CNM have access to all the Wellness benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, and healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There are no limit of hours or academic terms a student can access the Wellness program. In New Mexico, there are no minimum instructional hour requirements to earn a High School Equivalency (HSE) credential like the GED or HiSET; instead, you must pass four separate subject tests (Language Arts, Science, Social Studies, and Math) and score at least 145 on each to earn the credential. The focus is on mastering the content through studying, not on accumulating a certain number of hours a participant must actively participate in the component to avoid being disenrolled. They must comply with all the institution's program rules including meeting with provider representatives at a minimum once a month to ensure they are attending class and receiving support services for tutoring, financial assistance to pay for classes, transportation services and anything else the participant may need that's approved under 7 CFR 273.7(d)(4).

- Classes are offered in-person (Bernalillo campus) and online (Statewide)
- Both in-person and online classes are for five weeks. There are two, five-week sessions in each term.
- There are no scheduled meeting days or times for online classes. This means participants can work on the material when their schedule allows as long as they meet deadlines and required learning hours.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Criteria for participation would be to complete an orientation, assessment, employment plan, and register for the class with CNM prior to the Service Provider referring the participant. Experience is not necessary; however, participants must have a 6th grade literacy and numeracy level at minimum to participate in the component. This would be the same criteria requirement for reverse referrals from CNM to the Service Provider aside from the student needing to be eligible for SNAP benefits as well (which would be completed by an EW).

Will this component be offered statewide?

☒ Yes

☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

20

Estimated Annual Component Administrative Cost

\$25,000.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T will not reimburse providers for support services for any courses where otherwise available at no cost to the participant. SNAP E&T providers are required to use all the other grants and scholarships available to the participant first. SNAP E&T monitors all contracts and funding at three different levels. The SNAP E&T Analyst reviews all budgets, invoices, receipts/supporting documentation, and overall financial information. The information is then reviewed for correct supporting documentation showing the initial monies used by the educational provider is not federal monies, it is then reviewed by the SNAP E&T management team, and NMHCA ASD finance team before it is approved and paid out.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Budgets and Contracts are created for tracking purposes and will be maintained by both SNAP E&T and the Education Service Provider. All expenses included in the project are equal with standard salary

and benefit rates comparable with regular departmental expenses. This is also enforced through contract monitoring, review of invoices, and cost allocation of shared services. Currently SNAP E&T does not use multiple funding sources or shared services for the educational program, only 50/50.

EDUCATIONAL COMPONENT: CAREER / TECHNICAL EDUCATION PROGRAMS OR OTHER VOCATIONAL TRAINING

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

Vocational/CTE is designed to offer academic instruction and education services below the postsecondary level that increase an individual's skills in one or more career-focused areas and/or other activities necessary for the attainment of a credit-bearing degree or certificate; transition to four-year and beyond education and training; and obtain employment. Such programs include Associate of Science degrees, Associate of Arts degrees, Associate of Applied Science degrees, and numerous certificate programs, with an emphasis on Career Technical Education and other fields with great demand and pay upon entrance. CTE students in the SNAP E&T program at CNM have access to all Wellness benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There are no limits of hours or academic terms a student can access the Wellness program. They must comply with all the institution's program rules including meeting with provider representatives at a minimum once a month to ensure they are attending class and receiving support services for tutoring, financial assistance to pay for classes, transportation services and anything else the participant may need that's approved under 7 CFR 273.7(d)(4).

- Classes are offered in-person (Bernalillo campus) and online (Statewide)
- Both in-person and online classes are for five weeks. There are two, five-week sessions in each term.
- There are no scheduled meeting days or times for online classes. This means participants can work on the material when their schedule allows as long as they meet deadlines and required learning hours.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Criteria for participation would be to complete an orientation, assessment, employment plan, and register for the class with CNM prior to the Service Provider referring the participant. Experience is not necessary; however, participants must have a 6th grade literacy and numeracy level at minimum to participate in the component. This would be the same criteria requirement for reverse referrals from CNM to the Service Provider aside from the student needing to be eligible for SNAP benefits as well (which would be completed by an EW).

Will this component be offered statewide?

☒ Yes

☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

20

Estimated Annual Component Administrative Cost

\$25,000.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T will not reimburse providers for support services for any courses where otherwise available at no cost to the participant and Service Providers are required to use all other grants and scholarships available to the participant first. SNAP E&T monitors all contracts and funding at three different levels. The SNAP E&T Analyst reviews all budgets, invoices, receipts/supporting documentation, and overall financial information. The information is then reviewed for correct supporting documentation showing the initial monies used by the educational provider is not federal monies, it is then reviewed by the SNAP E&T management team, and NMHCA ASD finance team before it is approved and paid out.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Budgets, Contracts, and Invoices are created for tracking purposes and will be maintained by both SNAP E&T and CNM. All expenses included in the project are equal with standard salary and benefit rates comparable with regular departmental expenses. This is also enforced through contract

monitoring, review of invoices, and cost allocation of shared services. Currently SNAP E&T does not use multiple funding sources or shared services for the educational program, only 50/50.

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

ELA is designed to offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English; transition to postsecondary education and training; and obtain employment. Such programs include English for Speakers of Other Language credit-bearing courses, as well as English Language Acquisition (ELA) non-credit courses. ELA students in the program at CNM have access to all of the Wellness benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There are no limit of hours or academic terms a student can access the Wellness program. They must comply with all the institution's program rules including meeting with provider representatives at a minimum once a month to ensure they are attending class and receiving support services for tutoring, financial assistance to pay for classes, transportation services and anything else the participant may need that's approved under 7 CFR 273.7(d)(4).

- Classes are offered in-person (Bernalillo campus) and online (Statewide)
- Both in-person and online classes are for five weeks. There are two, five-week sessions in each term.
- There are no scheduled meeting days or times for online classes. This means participants can work on the material when their schedule allows as long as they meet deadlines and required learning hours.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Criteria for participation would be to complete an orientation, assessment, employment plan, and register for the class with CNM prior to the Service Provider referring the participant to CNM. Experience is not necessary; however, participants must have a 6th grade literacy and numeracy level at

minimum to participate in the component. This would be the same criteria requirement for reverse referrals from CNM to the Service Provider aside from the student needing to be eligible for SNAP benefits as well (which would be completed by an EW).

Will this component be offered statewide?

☒ Yes

☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

20

Estimated Annual Component Administrative Cost

\$25,000.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

SNAP E&T will not reimburse providers for support services for any courses where otherwise available at no cost to the participant. SNAP E&T providers are required to use all other grants and scholarships available to the participant first. NMHCA monitors all contracts and funding at three different levels. The SNAP E&T Analyst reviews all budgets, invoices, receipts/supporting documentation, and overall financial information. The information is then reviewed for correct supporting documentation showing the initial monies used by the educational provider is not federal monies, it is then reviewed by the SNAP E&T management team, and NMHCA ASD finance team before it is approved and paid out.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Budgets, Contracts, and Invoices are created for tracking purposes and will be maintained by both SNAP E&T and CNM. All expenses included in the project are equal with standard salary and benefit rates comparable with regular departmental expenses. This is also enforced through contract monitoring, review of invoices, and cost allocation of shared services. Currently SNAP E&T does not use multiple funding sources or shared services for the educational program, only 50/50.

WORK EXPERIENCE COMPONENT: INTERNSHIP

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

WEX Unpaid Internship will be offered through our Service Provider, this component complements SJS by offering hands-on clerical experience in a professional setting to build transferable skills and workplace readiness. This Internship provides hands-on experience in a structured office environment for participants needing skill-building before entering the workforce. This unsubsidized Internship will take place at a State Government establishment with the Service Provider at a designated AJC office in Las Cruces (Dona Ana County). This Internship position is for a Clerical Support Intern cannot exceed component hours calculate by the participants monthly SNAP benefit amount, divided by the current NM minimum wage, the participant cannot exceed 6 months in the component. The purpose of the calculation is to ensure the participants do not exceed their allowable hours. This internship is designed to meet the skilled workforce needs of the employer at AJC and will receive the same benefits and working conditions as a Non-E&T participant doing comparable work. Although the participant will not receive certificates for the Microsoft Office Suites (MOS) referred below, they will gain experience and tools to become proficient in each software. This important information will be coached by EQUUS to add on each participants resume. The program will include offering references, the participant to gain experience, and knowledge in office tasks. This will also include that the Service Provider running the program at the designated AJC office to assist with future employment once the participant completes their internship in Dona Ana County. *ABAWD participation cannot exceed the number of hours reflected below:

HH Size [1], Calculated Hours (Benefit÷12) [24.83], Rounded Down Hours [24], ABAWD Cap Applied [No], and Final Monthly Work Requirement [24hrs./month].

HH Size [2], Calculated Hours (Benefit÷12) [45.50], Rounded Down Hours [45], ABAWD Cap Applied [No], and Final Monthly Work Requirement [45hrs./month].

HH Size [3], Calculated Hours (Benefit÷12) [65.41], Rounded Down Hours [65], ABAWD Cap Applied [No], and Final Monthly Work Requirement [65hrs./month].

HH Size [4], Calculated Hours (Benefit÷12) [82.83], Rounded Down Hours [82], ABAWD Cap Applied [Yes], and Final Monthly Work Requirement [80hrs./month].

HH Size [5], Calculated Hours (Benefit÷12) [98.58], Rounded Down Hours [98], ABAWD Cap Applied [Yes], and Final Monthly Work Requirement [80hrs./month].

HH Size [6], Calculated Hours (Benefit÷12) [118.41], Rounded Down Hours [118], ABAWD Cap Applied [Yes], and Final Monthly Work Requirement [80hrs./month].

HH Size [7], Calculated Hours (Benefit÷12) [130.91], Rounded Down Hours [130], ABAWD Cap Applied [Yes], and Final Monthly Work Requirement [80hrs./month].

HH Size [8], Calculated Hours (Benefit÷12) [149.08], Rounded Down Hours [149], ABAWD Cap Applied [Yes], and Final Monthly Work Requirement [80hrs./month].

Learning Objectives:

- Proficiency in office tasks (filing, data entry, document prep)
- Use of office software (Microsoft Office Suite, email systems)
- Workplace professionalism (communication, time management)
- Understanding workforce development processes

Support & Evaluation:

- Daily supervision by site supervisor
- Weekly check-ins with CNs for feedback

- Midpoint and final reviews to assess skill development

Readiness Requirements:

- Job readiness workshop completion
- Background check/drug screening (if required)
- Signed confidentiality agreement
- Orientation to workplace policies

SJS focuses on active job search support—real-time coaching, documentation, and accountability for participants ready to seek employment.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

Clerical Support Intern requires real-world clerical experience to develop transferable skills and workplace professionalism. Including however not limited to, proficiency in office tasks (filing, data entry, document prep), use of office software (Microsoft Office Suite, email systems), workplace professionalism (communication, time management) and understanding workforce development processes. The criteria for participation includes needing at least and 6th grade literacy and numeracy level and are as follows:

- Basic to moderate computer literacy

- Basic email knowledge
- Basic to moderate knowledge on web-based programs
- Basic reading skills
- Basic writing skills
- Basic mathematics ability
- Basic to moderate job seeking skills
- Basic to moderate communications skills

Will this component be offered statewide?

☐ Yes

☒ No

Indicate the geographic areas where this component is offered.

- | | | |
|---|---|---|
| ☐ County Name | ☐ County Name | ☐ County Name |
| ☐ Bernalillo County | ☐ Harding County | ☐ Roosevelt County |
| ☐ Catron County | ☐ Hidalgo County | ☐ San Juan County |
| ☐ Chaves County | ☐ Lea County | ☐ San Miguel County |
| ☐ Cibola County | ☐ Lincoln County | ☐ Sandoval County |
| ☐ Colfax County | ☐ Los Alamos County | ☐ Santa Fe County |
| ☐ Curry County | ☐ Luna County | ☐ Sierra County |
| ☐ De Baca County | ☐ McKinley County | ☐ Socorro County |
| ☒ Doña Ana County | ☐ Mora County | ☐ Taos County |
| ☐ Eddy County | ☐ Otero County | ☐ Torrance County |
| ☐ Grant County | ☐ Quay County | ☐ Union County |
| ☐ Guadalupe County | ☐ Rio Arriba County | ☐ Valencia County |

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

5

Estimated Annual Component Administrative Cost

\$20,237.42

CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs for Contracts	Total Budget
2	450	\$1,452,409.00	\$0.00	\$1,452,409.00

CONTRACTOR: CENTRAL NEW MEXICO UNIVERSITY COMMUNITY COLLEGE (CNM)

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☒ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☐ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☒ No

Is this provider a non-profit organization?

- ☐ Yes
- ☒ No

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

☐ Yes

☒ No

Indicate the counties where the service is offered by this contractor.

☐ **County Name**

☒ Bernalillo County

☐ Catron County

☐ Chaves County

☐ Cibola County

☐ Colfax County

☐ Curry County

☐ De Baca County

☐ Doña Ana County

☐ Eddy County

☐ Grant County

☐ Guadalupe County

☐ **County Name**

☐ Harding County

☐ Hidalgo County

☐ Lea County

☐ Lincoln County

☐ Los Alamos County

☐ Luna County

☐ McKinley County

☐ Mora County

☐ Otero County

☐ Quay County

☐ Rio Arriba County

☐ **County Name**

☐ Roosevelt County

☐ San Juan County

☐ San Miguel County

☐ Sandoval County

☐ Santa Fe County

☐ Sierra County

☐ Socorro County

☐ Taos County

☐ Torrance County

☐ Union County

☐ Valencia County

Which components are offered by this contractor?

☒ Basic / Foundational Skills Instruction

☒ Career / Technical Education Programs or other Vocational Training

☒ English Language Acquisition

☐ Job Retention

☐ Job Search Training

☐ Supervised Job Search

☐ WBL - Internship

☐ None

Which case management services are offered by this contractor?

- ☐ Comprehensive Intake Assessments
- ☒ Coordination with Service Providers
- ☐ Individualized Service Plans
- ☒ Progress Monitoring
- ☐ Reassessment
- ☐ None

Annual Number of SNAP E&T Participants to be Served

60

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$0.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$75,000.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

CONTRACTOR: EQUUS WORKFORCE SOLUTIONS

Select the provider type that is most applicable for this contract.

- ☐ Community-Based Organization
- ☐ Community College or other Institution of Higher Education
- ☐ Workforce Center / American Job Center / Workforce Board
- ☒ Employer / Industry Partner
- ☐ Tribal Organization
- ☐ State or Local Agency

Is this provider a faith-based organization?

- ☐ Yes
- ☒ No

Is this provider a non-profit organization?

- ☐ Yes
- ☒ No

Is this Contractor an Intermediary with subcontractors?

- ☐ Yes
- ☒ No

Indicate the service type

- ☐ Consulting
- ☒ E&T Services
- ☐ Automation/IT
- ☐ Marketing
- ☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which components are offered by this contractor?

☐ Basic / Foundational Skills Instruction

☐ Career / Technical Education Programs or other Vocational Training

☐ English Language Acquisition

☒ Job Retention

☒ Job Search Training

☒ Supervised Job Search

☒ WBL - Internship

☐ None

Which case management services are offered by this contractor?

☒ Comprehensive Intake Assessments

☒ Coordination with Service Providers

☒ Individualized Service Plans

☒ Progress Monitoring

☐ Reassessment

☐ None

Annual Number of SNAP E&T Participants to be Served

390

Are participant reimbursements provided by the Contractor?

☒ Yes

☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

\$0.00

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$1,377,409.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$0.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☒ Yes

☐ No

WBL PROGRAMS OVERVIEW

State agencies must report on each provider that plans to offer a Work-Based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

WBL ACTIVITY: EQUUS WORKFORCE SOLUTIONS

PROVIDER: EQUUS WORKFORCE SOLUTIONS

COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

- ☐ 1 month
- ☐ 2 months
- ☐ 3 months
- ☐ 4 months
- ☐ 5 months
- ☒ 6 months
- ☐ Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- ☐ Construction
- ☐ Education
- ☐ Foodservice
- ☐ Healthcare service
- ☐ Landscape and Horticultural
- ☐ Leisure and Hospitality
- ☐ Manufacturing
- ☐ Retail services
- ☐ Transportation and Warehousing
- ☒ Other

Describe the "Other" industry field of the activity.

Office Environment/Clerical

What is the projected annual number of participants to participate?

5

What are the training objectives for the activity?

- ☐ Attainment of a Credential or Certificate
- ☒ Basic skill gains
- ☐ Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

☐ Yes

☒ No

Were employers or industry sector representatives consulted in the design and training curriculum?

☒ Yes

☐ No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

☒ Yes

☐ No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

☒ Yes

☐ No

Are the training objectives provided to the participant?

☒ Yes, by the Provider

☐ Yes, by Employer of Record

☐ No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

☒ Yes

☐ No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The Service Provider focuses on real-time coaching, documentation, and accountability for participants ready to seek employment. This Unpaid Internship provides hands-on experience in a structured office environment for participants needing skill-building before entering the workforce.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

☐ Yes

☐ No

☒ N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

☒ Yes

☐ No

OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$217,562.99	\$217,562.99

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 * .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 * 1.00 FTEs * 5 = \$125,000.

SNAP E&T Coordinator(s)

1. \$76,117.40

2. \$75,256.53

Sr. Business Operations Analyst

3. \$66,189.05

FTE will spend 100% of their time on SNAP E&T activities to include providing support and policy guidance on changes to ASPEN + and WorkPath for the SNAP E&T program as well as promoting the program through working with outside entities to establish partnerships for the SNAP E&T program. FTEs will focus on expanding the components of the SNAP E&T program. To ensure that the SNAP E&T program is federally compliant and effectively serving our customers, FTEs will establish monitoring activities of the SNAP E&T program and will be SNAP E&T liaisons for HCA's central office, field office and SNAP E&T providers. This total includes 1 percent and 4 percent raises, includes annual longevity pay, and excludes fringe.

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$86,163.56	\$86,163.56

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

This is in addition to the salaries requested above. NM state employees require fringe benefits. The approved fringe benefit rate used is 40% of the total estimated salary amount.

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

Describe non-capital equipment and supplies to be purchased with E&T funds.

N/A

	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	Non-Federal Share	Federal Share	Total
Travel	\$0.00	\$8,000.00	\$8,000.00

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

Staff travel charged to the SNAP E&T program is primarily for conducting program-related activities, such as attending training sessions, professional development, and monitoring provider operations.

	Non-Federal Share	Federal Share	Total
Building Space	\$0.00	\$0.00	\$0.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

N/A

	Non-Federal Share	Federal Share	Total
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to E&T funds. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)

N/A

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$0.00	\$311,726.55	\$311,726.55
Contractual Costs	\$37,500.00	\$1,414,909.00	\$1,452,409.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$37,500.00	\$1,726,635.55	\$1,764,135.55

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$0.00	\$0.00	\$0.00

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 contingent agency, upload the approval letter.

Indirect Costs - Using Federally Approved Cost Allocation Plan

	Non-Federal Share	Federal Share	Total
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$0.00	\$0.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$0.00	\$0.00	\$0.00

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$37,500.00	\$1,726,635.55	\$1,764,135.55

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$20,000.00	\$20,000.00	\$40,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$20,000.00	\$20,000.00	\$40,000.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$57,500.00	\$1,746,635.55	\$1,804,135.55

FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$1,453,888.00	\$1,453,888.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$415,000.00	\$235,247.55	(\$179,752.45)	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$1,868,888.00	\$1,689,135.55	(\$179,752.45)	-
Federal	50 Percent Administrative	-	\$37,500.00	-	-
Non-Federal	50 Percent Administrative	-	\$37,500.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$20,000.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$20,000.00	-	-
Federal	Total 50 Percent Federal Target	\$165,481.00	\$57,500.00	(\$107,981.00)	-
Total	All Sources	\$2,034,369.00	\$1,804,135.55	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$1,689,135.55	\$1,689,135.55
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$37,500.00	\$37,500.00	\$75,000.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$20,000.00	\$20,000.00	-
50 Percent Total Participant Reimbursements	\$20,000.00	\$20,000.00	\$40,000.00
Total 50 Percent Funds	\$57,500.00	\$57,500.00	\$115,000.00
Total	\$57,500.00	\$1,746,635.55	\$1,804,135.55

PLEDGE TO SERVE ALL ABAWDs

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).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

☐ Yes

☒ No