

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
New Mexico	NM	2026	Amendment 1

**FORM STATUS:** Approved on 04/10/2026 10:08 AM EDT

## KEY PROGRAM STAFF

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

Name	E-mail
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# AMENDMENT LOG

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

Please use the log to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment change throughout the plan. To expedite the review process for amendment changes, please describe sections where text has been added or changed.

<b>Amendment Number</b>	<b>Brief description of changes or purpose for Amendment (If Amendment includes budget changes, include in description)</b>	<b>List specific sections of Plan changed</b>	<b>Date Submitted to FNS</b>	<b>Date Approved by FNS</b>
1	~ SNAP E&T is going to be serving the ABAWD population, marked appropriate fields. ~ Requesting the full allocation of 297,109 in 50/50 funds. ~ Update ages for criteria from 16-64. ~Requesting an additional 810,000 in 50/50 funding for our CR needed to support ABAWDs with HR1 changes, Added Contractor for IT. ~E&T is adding two (2) components for our provider EQUUS, which includes Work Experience (WEX) and Supervised Job Search (SJS), budget changes include transferring funds from Job Search training (JST) for 108,710 and Job retention (JR) for 19,237.94 to WEX and SJS. ~WEX Internship was changed from "subsidized" to "unsubsidized" for the	~(Summary of Program), added new components and supporting ABAWD information as well as removed Educational Program component names. ~(Program Changes & Consultation with Indian Tribal Organizations (ITOs) sections), Removed SNAP ED language and Theresa Belanger as acting Tribal Liaison. ~(Characteristics of Individuals Served by E&T) Marked ABAWDs check box. ~(Organizational Relationships) changed frequency for monitoring providers from weekly to (Other) monthly, quarterly and annually, due to invoices being tracked monthly, quarterly audits of cases, and annual MEs. ~ (Screening for Work Registration), updated SNAP E&T Volunteer	04/09/2026	

component. ~ Editing the level of effort hours per participant from 3 hours to 1 hour, due to the minimum requirement of one contact per month. ~Removed Theresa Belanger as Tribal Liaison. ~ Removed SNAP ED language. ~ Updated State Agency frequency for monitoring providers from weekly to other. ~ Removed In-Kind Federal Funding in Operating Budget

program if the individual meets the criteria below:  
 Between the ages of 16-64. ~(Components Overview), Marked boxes for SJS and Work-Based Learning (Internship) this is for WEX. Removed check boxes on Educational components. ~ (Non-Education, Non-Work Component: Job Retention) shows the reduction in funds, and is now 161,899.36. ~ (Non-Education, Non-Work Component: Job Search Training), Level of Effort (LOE) update from 3 hours to 1 hour minimum per monthly contact. This section shows the reduction in funds, and is now 1,086,561.55. ~ (Non-Education, Non-Work Component: Supervised Job Search), added new component information for SJS, funding amount is 108,656.15. ~ (Work Experience Component: Internship) added new component information for WEX, funding amount is 20,291.94. WEX Internship now reflects "unsubsidized" for the component correctly. ~ (Contractor IT) updated funding amount to request additional 50/50 funds totaling 810,000. ~ (Operating Budget) Removed In-kind amount for \$134,030.27, as it was calculating incorrectly in the federal section of the operating budget (It was duplicating the 50/50 amount). The

		CNM contract was already being accounted for in the budget correctly for 50/50.		
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## 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.

<b>Acronym</b>	<b>Definition</b>
ABAWD	Able-Bodied Adult without Dependents
AJC	American Job Centers
ASD	Administrative Services Division
ASPEN PLUS	Automated System Program and Eligibility Network
CAP	Corrective Action Plan
CCSC	Consolidated Customer Service Center
CNM	Central New Mexico University
E&T	Employment and Training
EBT	Electronic Benefit Transfer
ECECD	Early Childhood Care & Education Care Department
ECF	Electronic Case File
ELA	English Language Acquisition
EP	Employment Plan
EQUUS	EQUUS Workforce Solutions
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
GI	General Information Memorandum
HCA	Health Care Authority
IPP	Interim Policies and Procedure Memorandum
ISD	Income Support Division
ITO	Indian Tribal Organization
JR	Job Retention
JST	Job Search Training
ME	Management Evaluation
MOU	Memorandum Of Understanding

NASWA	National Association Of State Work Force Agencies
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 Interview
NOMI	Notice of Missed Appointment
OMB	Office of Management and budget
SNAP	Supplemental Nutrition Assistance Program
SNAP EDG	Supplemental Nutrition Assistance Program Edge
SOW	Scope of Work
TANF	Temporary Assistance for Needy Families
TSB	Training Support Bureau
USDA	United States Department of Agriculture
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

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

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

The New Mexico Health Care Authority (NMHCA) and Work and Family Supports Bureau (WFSB) administers the SNAP E&T program. This program assists SNAP participants and Able Bodied Adults Without Dependents ABAWD(s) complete trainings and work experience to gain skills and meet work requirement hours that will increase the individual's ability to obtain employment. Through the program, SNAP participants and ABAWDs have access to support services to help them meet the federal ABAWD work requirements, along with entering and moving up in the workforce. WFSB works in unison with local and state entities to help and prepare individuals for employment and help them further their careers and ensure that a skilled workforce exists to support local and state industries and economy over time. This voluntary SNAP E&T program is available statewide. The program is delivered by two providers EQUUS for case management and Central New Mexico Community College (CNM) for our educational component. EQUUS staff in Gallup and Alamogordo telework, where those based in Las Cruces and Albuquerque are located in the American Job Centers. As the designated case management provider for the SNAP E&T program, EQUUS has the flexibility to travel throughout NM to meet participants in local NMHCA offices when in person meetings are required. CNM is located in the central Albuquerque area.

Components offered through SNAP E&T are:

1. Job Search Training (JST)
2. Job Retention (JR)
3. Work Experience (WEX)
4. Supervised Job Search (SJS)
5. English Language Acquisition (ELA)
6. Career and Technical Education (CTE)
7. High School Equivalency (HSE)

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.

<b>URL</b>	<b>Resource Type</b>
<a href="#">Link to resource</a>	New Mexico Administrative Code(NMAC) 8.139.410NMAC

## 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.

NMHCA is working with DWS representatives to establish a collaboration to assist in co-enrolling our SNAP E&T participants. After a SNAP E&T participant has completed their component with NMHCA providers and are fully trained and work ready, they will be referred to DWS via website online. The NMHCA case manager will work with DWS/AJC WIOA Operations and Program Manager provides a range of employment and training services to help individuals find good jobs and support employers in meeting their workforce needs our primary focus is to work on WIOA Title III - Wagner Peyser - Labor exchange, Employment Service.

Our Eligibility Workers (EW) screen participants during intake to determine interest in the SNAP Employment & Training (E&T) program. If a participant expresses interest, the EW completes the Employment Services screen in the ASPEN system. Regardless of whether the participant is classified as an ABAWD (Able-Bodied Adult Without Dependents) or non-ABAWD, they may be referred to the E&T program. Once the referral is completed in ASPEN, it is transmitted to the WorkPath (WP) system, where it is received by EQUUS for follow-up and service coordination.

To streamline internal processes, SNAP E&T team has been given a new position (SNAP Work Program Management Analyst). This position will be funded with NMHCA funds not SNAP E&T. The SNAP Work Program Management Analyst position plays an important role in the successful administration of New Mexico's SNAP Work Program by ensuring that federal work requirements are being adhered to as mandated by the Food and Nutrition Services (FNS). This position's duties entail completing all SNAP E&T and ABAWD eligibility worker duties such as completing reverse referrals, provider determinations, ABAWD reports, running eligibility to mail out work program notices, etc. In the past SNAP E&T was taking care of the tasks mentioned above, however these tasks are not to be completed by any staff paid with SNAP E&T funds. The NMHCA field staff have reported numerous times that with their turnover rate and high workloads they can't prioritize these tasks. This position will allow us to train one person in work requirements and assist in meetings, training and more as the SME on behalf of the field.

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.

NMHCA has officially established Quarterly Tribal Charter meetings. The meetings include other NMHCA programs SNAP, SNAP Outreach, and Disaster SNAP. All Tribal meetings are led by NMHCAs interim Tribal liaison. Our goal is to be transparent, educate and inform Tribal partners of all SNAP related changes or updates that may impact Nations, Pueblos and Tribes. With this effort we would like to improve communication and create a Tribal partnership soon.

# 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
05/19/2025	SWDB & Workforce committee/ AJC-NM	WIOA Operations Manager	SNAP E&T Reinforced the design of the SNAP Employment and Training (E&T) program for FFY 2025 and 2026, the State agency consulted with the State Workforce Development Board (SWDB) and its Workforce and Education Committee, in accordance with 7 CFR 273. 7(c5). The State agency met with the SWDB on two occasions 8 May 19, 2025, and May 23, 2025. Prior to these meetings, the agency collaborated with WIOA

			<p>Operations and Program Manager and shared a list of SNAP E&amp;T counties and the components active in each. During the May 19 meeting, the agency presented an overview of the SNAP E&amp;T program, including its structure, core components (Job Search Training and Job Retention), and participant demographics. Due to time constraints, a follow-up meeting was held on May 23, 2025.</p>
<p>06/02/2025</p>	<p>SWDB &amp; Workforce committee/ AJC-NM</p>	<p>Economic Research and Analysis</p>	<p>At the second meeting, the agency presented labor market research prepared by the New Mexico Department of Workforce Solutions (DWS), Economic Research and Analysis (ER&amp;A) unit. The presentation, delivered by Senior Economist at DWS provided data on local labor markets, unemployment rates, and industry trends across the 15 counties with SNAP E&amp;T participants.</p> <p>Key Findings Include</p> <p>A total of 49 SNAP E&amp;T participants statewide (45 in Job Search Training 4 in Job Retention).</p> <ul style="list-style-type: none"> <li>• Bernalillo County had the highest number of participants (15), while Sierra County had the highest unemployment rate (6.4%), suggesting a more challenging job Market.</li> <li>• Major employing industries varied by county. Health care and social assistance was predominant in most counties, while mining, oil, and gas were dominant in Eddy and Lea Counties.</li> <li>• The SWDB identified key workforce challenges, including labor shortages, skills mismatches, and population decline in certain areas.</li> <li>• The Board emphasized the need to align SNAP E&amp;T services with long-term (10-year) labor market trends, rather than shorter-term projections. As a result of this</li> </ul>

		<p>consultation, SNAP E&amp;T is taking steps to Align training opportunities with in-demand occupations and regional workforce needs.</p> <ul style="list-style-type: none"> <li>• Increase collaboration with pre-apprenticeship programs, industry-recognized certification providers, and secondary education institutions.</li> <li>• Use labor market data to prioritize training and job placement efforts in counties with weaker labor markets.</li> </ul> <p>This ongoing collaboration with the SWDB ensures the SNAP E&amp;T program is strategically aligned with the States Board workforce development goals and effectively prepares participants for sustainable employment. NMHCA plans to continue to meet with both Equus and DWS monthly, once the co-enrollment process is rolled out to ensure participants are being served. This information/data will be kept within NMHCA to determine the success of the SNAP E&amp;T components. However, NMHCA will not conduct any further training, orientations or meetings with participants once they are referred to DWs unless they are still part of the SNAP E&amp;T program. It will be the responsibility of DWS to contact the participants and continue the assistance and guidance like they would with any other person that walks into their American Job Centers. The only difference is that the SNAP E&amp;T referrals will be tracked, prioritized and followed up on to determine the individual's success.</p>
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**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.

NMHCA SNAP E&T is connected to the Governors Food Initiative which is a strategic plan to cultivate a new food system and economic pathways, however there are no initiatives or coordination happening at this time.

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

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

SNAP E&T is still collaborating in the case management alignment improvement process with the National Association of State Workforce Agencies (NASWA). The New Mexico Workforce Solutions has been approved technical assistance through NASWA to streamline the referral process between agencies and ensure a follow through process is in place. NASWA's goal is to help agencies deliver training, employment, career, business etc. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development that aligns with WIOA title I [programs.CA](#) met with DWS on 7/1/25 to discuss co-enrollment and review of the State Plan for FFY 2026. Both parties agreed to meet again in August to continue talking about the co-enrollment process and what it would look like on both sides, who would be involved, who need what access, how soon do we want to begin. SNAP E&T met with DWS again on 8/1 to attempt to finalize some details on the co-enrollment side, DWS/AJC would receive the referral from the Provider/NMHCA and would forward to a staff member in the field to work the case. They in turn, would contact the participant to begin the co-enrollment process, with the Employment Services Operations Division Director and the SHCA SNAP E&T coordinator. Both state agencies to have them ready for presentation at the next meeting on 9/2. We also established quarterly meeting beginning October 7th (1st Tuesday of the 1st month of the quarter)

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).

The bureau in which E&T is housed has several contractual agreements with other programs and services. Refugee Resettlement is one program that is administered by our bureau. E&T program staff have reached out to Refugee Resettlement staff and will coordinate a meeting with our local resettlement agency, Lutheran Family Services (LFS) to engage in conversation about how the LFS Employment Services team can be coupled with the services offered under E&T

## 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.

The State of New Mexico did not conduct a formal Tribal Consultation regarding SNAP Employment & Training (E&T) due to the current structure of the Income Support Division (ISD), which includes SNAP E&T, lacking a designated Tribal Liaison however an interim liaison Theresa Belanger was appointed to that position and has since left the position. Per the definition of Tribal Consultation, such engagement must occur on a government-to-government basis. At this time, the SNAP E&T team is not authorized to make program decisions independently, as that authority rests with upper leadership. Snap E&T did do outreach at four events this year, On 3.27.25 Alamo Health Fair New Mexico SNAP E&T attended the Health Fair in Alamo, NM. The outreach that was conducted were questions being answered by the E&T Team Representatives (Jimmy Rodriguez and Danica Aguilar) regarding what the E&T Program is, but there were no reverse referrals made at that time. There were multiple health initiative-based organizations present. The Health Fair had not taken place in Alamo since the COVID-19 pandemic, and this was the kickoff for the event, and it is going to be held annually as stated by the event organizers. Navajo Nation leadership was not in attendance; On 6.20.25 Pine Hill New Mexico SNAP E&T along with a representative from the contracted E&T service provider EQUUS, attended the event. The outreach that was conducted was answering questions on what the E&T program offers. SNAP E&T was represented by Jimmy Rodriguez, and Karen Griffin; EQUUS was represented by Brigadier Brown. There were multiple visitors to the outreach table, but there were no reverse referrals made. The one contact made was with Matthew Shepherd, who was the event organizer and the Benefits Coordinator for Pine Hill; Navajo Nation leadership or any authorized representative was not in attendance. SNAP E&T Team hopes to be invited back and hopefully make contact if Navajo Nation leadership or authorized representative is in attendance. On 7.31.25 Tao-Picuris (Pre-School Roundup) New Mexico SNAP E&T along with a representative from the contracted E&T service provider, EQUUS, attended the event that was held at the Taos-Picuris Indian Health Services building. The outreach that was conducted was answering questions on what the E&T programs offers, which was mainly completed by the EQUUS representative, and flyers from both SNAP E&T and EQUUS were distributed. SNAP E&T was represented by Jimmy Rodriguez, Diego

Romero, and EQUUS was represented by Gio Chimento. There were additional contacts made, and they are: Theresa Romero (Benefits Coordinator, acting Presumptive Eligibility worker), and Mary (last name was not received), who is also a Benefits Coordinator, both who are with Indian Health Services. An additional contact (Marina Rough, Program Manager at the Lillian Romero Senior Center), that stated an additional event may be planned and will reach out to the team with the information. There was no Pueblo leadership or any authorized representative in attendance for both Taos and Picuris. SNAP E&T Team hopes to be invited back and hopefully make contact if Navajo Nation leadership or authorized representative is in attendance. On 8.21.2025 Santo Domingo New Mexico SNAP E&T along with a representative from the contracted E&T service provider, EQUUS, attended the event that was held on the Santo Domingo Pueblo, and organized by Virginia Tenorio (ICWA Worker – Santo Domingo Family Services). The outreach that was conducted was answering questions on what the E&T program offers, and flyers from both SNAP E&T and EQUUS were distributed. SNAP E&T was represented by Jimmy Rodriguez, Diego Romero, and EQUUS was represented by Gio Chimento. There were additional contacts made, and they are: Patricia Baca, RN and Valda Arguello, RN, both with the Santo Domingo Health Center, who are clinical case managers; Cindy Wentworth (HR w/Kewa Pueblo Health Corporation), and Rosemary Reano (WIOA Program Director). There was no Pueblo leadership or any authorized representative in attendance. SNAP E&T Team hopes to be invited back and hopefully make contact if Pueblo leadership or authorized representative is in attendance, in addition The SNAP E&T Team hopes to be continuously invited to attend and hopefully make contact with Tribal organizations On May 30, 2025, the FFY 2026 SNAP E&T State Plan draft was sent electronically by the interim Tribal Liaison Theresa Belanger (no longer acting), and a physical letter was sent to all 23 federal recognized Tribal Organizations reminding them of the draft being sent and any feedback would need to be received by August 14, 2025; As of date no feedback has been received.

NM SNAP E&T has joined a newly established Tribal Charter, which will convene its first meeting on June 10, 2025, and continue with quarterly sessions. These meetings are designed to foster informal dialogue across various programs. Looking ahead, the SNAP E&T team intends to engage more directly with Tribal communities by visiting institutions such as the Southwest Indian Polytechnic Institute (SIPI), the Native Professional Advancement Center, and the All-Pueblo Council of Governors. The purpose of these visits will be to deliver high-level informational presentations about SNAP E&T and share the current State Plan. To move toward a formal Tribal Consultation, the team is working to identify which pueblos have the highest number of members actively receiving SNAP benefits. This targeted approach aims to determine which tribal organization has the most members on snap benefits, those tribal organizations will be the areas targeted for a possible consultation we are working with our SNAP Team to get us this data our target date we are looking into will be March 1,2026.

Specify any ITOs where E&T services are provided.

N/A

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	153,722

### 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	153,722

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	153,722
Percent of all work registrants exempt from E&T	100.00%

**ABAWDs**

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	20,500
Anticipated number of ABAWDs in waived areas of the State	547
Anticipated number of ABAWDs to be exempted under the State’s ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	19,953

**E&T Participants**

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	375
Total anticipated number of E&T participants	375
Anticipated number of ABAWDs to be served in E&T	5,000

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.

NMHCA is authorized to administer the SNAP Program. The Income Support Division (ISD) Oversees the SNAP Policy and Work Requirements. The SNAP Policy is overseen by the Policy and Program Development Bureau (PPDB), where the SNAP E&T Program is under The Work and Family Support Bureau (WFSB).

The SNAP E&T Team works closely with SNAP PPDB to ensure program policies are followed and any changes are implemented. The team also collaborates with field operations, where SNAP eligibility is determined, to maintain accurate communication, provide ongoing training, and share up to date program information.

The SNAP E&T team contracts with the community-based organizations to deliver services and coordinates with the Administrative Services Division (ASD) Contracts Managements and Procurement Bureau for contractual executions, invoice processing, financial oversight, and audit compliance.

SNAP E&T providers are monitored by the SNAP E&T Program Manager under WFSB to ensure compliance with federal regulations, state rules, and contract requirements, supporting high quality service delivery and program integrity. The SNAP E&T team conducts one Management Evolution (ME) to ensure that eligibility workers and providers are administering the program based on the policy and guidance they have been trained on.

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

The SNAP E&T Team works closely with SNAP PPDB to ensure program policies are followed and any changes are implemented. The team also collaborates with field operations, where SNAP eligibility is determined, to maintain accurate communication, provide ongoing training, and share up to date program information. This information is delivered through teams' meetings, emails, internal SharePoint sites. daily weekly and monthly

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

The SNAP E&T team contracts with the community-based organizations to deliver services and coordinates with the Administrative Services Division (ASD) Contracts Managements and Procurement Bureau for contractual executions, invoice processing, financial oversight, and audit compliance.

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

SNAP E&T providers are monitored by the SNAP E&T Program Manager under WFSB to ensure compliance with federal regulations, state rules, and contract requirements, supporting high quality service delivery and program integrity. The SNAP E&T team conducts one Management Evolution (ME) to ensure that eligibility workers and providers are administering the program based on the policy and guidance they have been trained on. We share this information through our internal state resource Quikguide, emails, and SharePoint pages in order, for information to go out timely and accurately to the state agency

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.

Below are the system names and how NMHCA utilizes these systems to communicate with all providers, we share this information through our internal state resource Quikguide, emails, and SharePoint pages in order, for information to go out timely and accurately to the state agency. The list below shows how communication is delivered from the state agency to other internal or external departments.

#### SharePoint

Providers will communicate with NMHCA staff by using a secure SharePoint site in Microsoft Teams.

This is where providers place:

- Financial Information for review
  - o Invoices
  - o Budget etc.

- Reverse Referral forms
- Disenrollment Logs
- Case Review forms

#### Microsoft Teams

Microsoft Teams is utilized to complete virtual meetings or training between NMHCA and the providers. 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 weekly meetings between NMHCA and the providers there's time when 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.

#### Emails

NMHCA has a SNAP E&T email address where the team receives secured emails related to interactions between eligibility workers and SNAP E&T participants that call or come in with questions related to the program. The provider will also provider case trouble shooting information or case related issues via secured emails. The SNAP E&T team then addresses all emails within 24 hours.

The Deloitte team also provides all 583 reports or Outcome Measures Report data via email that include secured links to a SharePoint site. This is another form of communication used that contains participant information or data.

#### Work Path (WP)

Providers and NMHCA staff have access to WP. WP is where providers will maintain case management for SNAP E&T 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

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.

APSEN Plus is NMHCA eligibility System that is used to determine SNAP benefits. During the application process, the eligibility worker screens for SNAP Work Requirements and explains the SNAP E&T Program. If the customer volunteers for the SNAP E&T program, the eligibility worker will update the logical unit of work with the ASPEN Plus. This will trigger a referral to WP for the SNAP E&T provider to start the case management. THE MIS system Work Path tracks and stores the following participation engagement, track, monitor for compliance, reimbursements and reports relating to SNAP E&T participants.

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 has weekly meetings with all SNAP E&T providers to ensure training, cases and tools are up to date based on previous lessons learned and trends. Agendas are created ahead of time and all topics of discussion along with action items are listed to maintain accountability. These agendas are kept in a shared SharePoint site for tracking purposes along with the meeting notes.

Both SNAP E&T and providers must complete monthly case reviews for accuracy. This data is tracked on a Case Review form and placed in a shared SharePoint. When a trend is discovered, the provider creates refresher training with staff during their power hour meetings on Mondays.

Once a month by the 15th of every month the provider finance POC will provide the SNAP E&T Management Analyst with all invoices for the prior month via secured email. The SNAP E&T Management Analyst will then review the information, request clarification or send up the invoice, purchase order and transmittal for payment.

Once a year NMHCA will schedule an ME with a selected field office and all SNAP E&T providers. Every entity receives a 30-day notice prior to the ME being held via a letter. The letter contains specific information and requests information from the entities such as cases to review, staff information for interviews, recorded calls and financial information. Along with the letter an agenda is provided. Once the 30 days are up, SNAP E&T conducts a hybrid ME. All interviews are typically conducted virtually; however, in person site visits are completed. After the team has completed their review, they provide all entities with a written report with findings and observations. Typically, a 60-day timeframe is provided for them to respond with solutions on how they will address or fix anything found to be negatively impacting participants or program outcomes.

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

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

Explain the frequency at which the State agency monitors E&T providers' program and fiscal operations.

Invoices are monitored monthly, Case reviews are monitored quarterly and monthly (this is due to random cases being pulled monthly for review and the entire case load being reviewed quarterly), and Management Evaluations (MEs) are completed annually.

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).

The state agency through the HCA SNAP E&T team, utilizes both direct and indirect monitoring methods to ensure program integrity, fiscal accountability, and compliance with federal, state, and contractual requirements, for example the SNAP E&T coordinators, review 16 cases per month are reviewed to ensure program integrity is maintained.

Direct Monitoring

The SNAP E&T team conducts at least one on-site monitoring visit annually for each contracted E&T provider.

During the visit, program and case file reviews are completed to verify:

Participant assessments

Signed consent/release forms (if applicable)

SNAP eligibility verification

Individual Employment Plans (IEPs)

Participant progress and case notes

Reimbursements to participants

Fiscal monitoring includes review of:

Staff time sheets

Use and tracking of non-federal funds (if applicable)

Documentation supporting participant reimbursements

If issues are identified, a written monitoring report is issued within 60 days, and providers must submit a Corrective Action Plan (CAP) within 45 days. The SNAP E&T team provides technical assistance and ongoing follow-up until all issues are resolved. Indirect Monitoring

A minimum of two case reviews per provider representative per month are conducted jointly by the provider and E&T staff. Results are documented and reviewed during weekly E&T coordinator meetings to track trends and promote continuous improvement.

Monthly financial invoices from providers are submitted and reviewed through SharePoint for accuracy and compliance.

Additional fiscal and program performance data are provided by Deloitte, which supports reporting on the FNS-583 Quarterly Report and Outcome Measures Fiscal Report.

These processes ensure consistent oversight, data integrity, and alignment with SNAP E&T program goals. The SNAP E&T program evaluates provider performance based on outcome measures outlined in each provider's Scope of Work (SOW). Providers submit quarterly and annual performance reports, which are reviewed by E&T staff. Feedback and technical assistance are provided as needed.

In addition, SNAP E&T staff conduct two monthly case reviews per Career Navigator to ensure quality, compliance, and progress toward participant goals.

Key performance benchmarks include:

For General E&T Providers:

80% of referred participants complete orientation, assessment, and an employment plan on time

80% reimbursement accuracy for participant reimbursements

65% of participants who complete a component gain employment

50% successful completion of an approved component (e.g., credential, certification, or skill gained)

For Educational Providers:

35% of students are on track to complete their educational program on time

35% component or level completion rate

50% of reverse referrals enroll in the 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.

Eligibility workers use the process below to screen individuals for SNAP work requirements and determine if someone is a work registrant.

During the interactive interview with an individual the eligibility worker will have multiple documents and websites open. Some of those documents will be the customer's application, any supporting documents, income, utility bills, birth certificates, Identification, Social Security card etc. The sites that the eligibility workers will have open are QuikGuide, Work Number, Unemployment Data, Social Security, Child Support Data etc. All mandatory income or benefit screening tools will be utilized like the paris match to determine out of state benefits received or the prison match to determine when an individual was released from jail or prison. The eligibility worker is responsible for completely screening the individual, identifying the household, identifying barriers, confirming information from the application and determining if there's any source of income earned or unearned being received that is countable towards SNAP. Once all this information has been reviewed, entered in ASPEN and the customer is found to be eligible for SNAP the eligibility worker will review the rights and responsibilities via the QuikGuide site. After the rights and responsibilities are reviewed the SNAP General work requirements will be reviewed with the customer and at that point the eligibility worker will know if the customer is an ABAWD. If the customer is determined to be an ABAWD, then the ABAWD work requirements will be reviewed. The eligibility worker 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
- Have not applied for or received TANF
- Have not applied for or received Unemployment Compensation Benefits and or
- Have not applied for or received General Assistance, Social 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 for SNAP participation.

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 by the EW to determine whether the individual should or should not be referred to for participation in the SNAP E&T program. All SNAP work registrants are screened during the interactive interview, by asking questions to collect the necessary data. Based on the information gathered, the EW will use the information to determine if the individual, the EW will enter a yes in the employee details screens in ASPEN +, this will trigger a referral to work path where the provider EQUUS will take over and schedule an appt with the individual.

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 E&T program, the EW will review the program details by using the QKG content, and they will receive an ET001 welcome letter, that is a system generated form through ASPEN and is mailed to the participant, explaining the program criteria and welcoming them to the E&T program.

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 E&T program, and an ET001 has been mailed to the participant.

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 E&T, by meeting the program requirements; the referral gets triggered 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?

A reverse referral is when a provider has identified an individual, they believe is eligible for SNAP E&T, however, has not yet been determined eligible or appropriate for SNAP E&T services, This usually occurs at any outreach event the E&T Service Provider attends, and the program is introduced to any individuals that interact with the Provider. When this happens, the provider will complete the ET009 and upload it into a shar-point document for E&T, once received, the snap team will review the reverse referral form and submit it to the HCA filed office leadership where it is then reviewed and screened properly, if deemed eligible for services the participant would be notified that they are eligible for E&T services, and will get a welcome letter ET001 mailed to them.

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

Reverse Referral Process is where a reverse referral is when a provider has identified an individual, they believe is eligible for SNAP E&T, however, has not yet been determined eligible or appropriate for SNAP E&T services. SNAP E&T Provider: The provider will complete the ET009 Reverse Referral form and place it in their SharePoint folder for review no later than 24 hours after contact, The SNAP E&T team will receive the uploaded form and review the reverse referral form and submit it to the NMHCA filed office leadership where it is then reviewed and screened properly, if deemed eligible for services the participant would be notified that they are eligible for E&T services, and will get a welcome letter ET001 mailed to them. NMHCA EW Responsibilities: Review the form to ensure all areas are completed, including the name and title of the college representative that completed the form. Determine if the student has an active SNAP case or pending application in ASPEN + process this form; if a SNAP case is not found, provide the individual with an application.

If an interview is needed, please follow the QuiKGuide guidance, and update the necessary screens, such as Employment Services, and Education screens to correctly reflect student eligibility.

Once the interview is completed and the case is fully processed, review the SNAP EDG to ensure the student exemption is correct.

Once SNAP is certified, review pending correspondence to ensure correct Notice of Case Action (NOCA) is generated along with the E&T Welcome Letter (ET001).

Inform the student that an E&T referral will be automatically generated, and the E&T Service Provider will attempt contact within 5 business days.

If successful contact cannot be made with the participant, the participant will be disenrolled from the E&T program and the referral will be closed out.

## College Reverse Referral Process

### Education Service Providers Responsibilities:

Complete the ET003 (E&T College Reverse Referral form) and give it to the student.

### NMHCA Eligibility Worker Responsibilities:

Review the form to ensure all areas are completed, including the name and title of the college representative that completed the form.

Determine if the student has an active SNAP case or pending application in ASPEN + to process this form; if a SNAP case is not found, provide the individual with an application.

If an interview is needed, please follow the QuiKGuide guidance, and update the necessary screens, such as Employment Services, and Education screens to correctly reflect student eligibility.

Once the interview is completed and the case is fully processed, review the SNAP EDG to ensure the student exemption is correct.

Once SNAP is certified, review pending correspondence to ensure correct Notice of Case Action (NOCA) is generated along with the E&T Welcome Letter (ET001).

Inform the student that an E&T referral will be automatically generated, and the E&T Service Provider will attempt contact within 5 business days.

If successful contact cannot be made with the participant, the participant will be disenrolled from the E&T program and the referral will be closed out

SNAP E&T has created an MR-25-04. This manual revision reflects the guidance on how to process the ET003

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 once the individual has volunteered for the program in SNAP E&T. As part of the overview of SNAP E&T, the individual receives information about what is eligible for reimbursement, and how to request and contact information for NMHCA. Participants are notified verbally using the following language: As part of the interview process, during the screening of

SNAP General Work Requirements and the information about SNAP E&T program. The participant explained what the program is components, and at this time informed them about the reimbursements for participating in SNAP E&T program. The participant can only receive up to 1,200.00 a year Federal Fiscal Year (FFY) from October 1, 2025 to September 30, 2026.

## 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?

Snap E&T will:

- Review the information provided with the Reverse Referral within 48 hours from the date received.
- Then update the data from the form to an excel spreadsheet located in SharePoint for tracking purposes.
- Create an alert for the SNAP Work Program Management Analyst to act.
- Monitor alert queue to ensure timeframes and timeliness are being met.

SNAP Work Program Management Analyst will:

- Review the Employee Alert Queue (ET) in ASPEN and will and contact the participants within 72 hours from the alert reflection date in ASPEN.
- Contact referred individual(s) to attempt the One and Done process by referring the participant to the application registration CCSC line or provide CCSC phone number 1-800-283-4465, YESNM website <https://www.yes.nm.gov> or offer to have an application mailed to them to apply for SNAP.
- Update case notes in ASPEN regarding any action taken if the referred individual already has a case number.
- Dispose of Alert.

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

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

The state agency will be notified that a participant has volunteered for the E&T program for two reasons one they have updated the employment service details screen to yes and secondly they will have checked correspondences and made sure an ET001(welcome letter) has been generated in ASPEN + notifying the state agency ,that the participant has volunteered for the E&T 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

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

What happens during the orientation?

Prior to orientation the eligibility worker screens and refers the participant to E&T. Equus then schedules an orientation for the participants. An appointment notice is sent indicating the date and time of the appointment, how to attend the orientation, and the individual's rights and responsibilities. Recently EQUUS introduced a new process of completing orientation during initial outreach contact. Therefore, a Notice of appointment will not be generated for the appointment. Equus conducts a comprehensive orientation to explain the purpose of the SNAP E&T program, participants' rights and responsibilities, describe available services, and explain how SNAP E&T can help meet work

requirements, if applicable. The customer has a choice to participate in the orientation many ways:

Group Setting

Individually

In person

Virtually

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

# 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?

Assessment

Prior to the assessment an orientation is done with the participant the assessment is not done until the participant is screened and referred, by an eligibility worker. 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. There are two assessments, one in WP and the other in the form of a Word document (Household Assessment Questionnaire). Results from assessments are shared in case notes. The other optional assessment utilized by SNAP E&T providers is the O-Net survey. It is a series of 60 questions that provides an Interest profiler at the end of the questions. Results will be documented in case notes and shared with the client via email or hard copy. The provider 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 other assessment utilized by SNAP E&T providers is the O-Net survey. It is a series of 60 questions that provides an interest profiler at the end of the questions. Results will be documented in case notes and shared with the client via email or hard copy.

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

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

## 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	E&T case managers coordinate with eligibility workers several ways such as Via email- using the SNAP E&T email address or through QuikGuide announcements. Schedule meetings with field leadership who oversee eligibility workers. Blue Folder Process- internal review process SNAP E&T has, that allows filed leadership to review all processes, guidance, trainings etc. that impact eligibility workers. Through Training Support Bureau- Field leadership assists in updating or creating trainings provided to eligibility workers.
How do E&T case managers coordinate with: State E&T staff	E&T case managers coordinate with E&T staff via email, virtual or in person meetings and through a shared SharePoint site. We meet on a weekly basis virtually and get invited to in-person gatherings where we have conversations about coordinating efforts to better serve participants. We utilize the SharePoint site to share information and data. We also attend outreach events together to provide more information to our community about the services we offer.
How do E&T case managers coordinate with: Other E&T providers	E&T case managers coordinate with other E&T providers via email, Work Path and virtual meetings. Equus is emailing CNM a spreadsheet with participant data every time they have referrals for the Educational Program component as an added layer of security to ensure participants are assisted in a timely manner. Work Path is also a way that providers coordinate as they refer participants from one team to another. Lastly NMHCA leads biweekly meetings with both providers to address trends, processes, questions etc.
How do E&T case managers coordinate with: Community resources	E&T case managers coordinate with community resources by phone or email. Our providers have an excel spreadsheet with community resources statewide. This is a living document that continues to grow as barriers are addressed with participants statewide.

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 E&T participants receive targeted case management services by ensuring all tools, resources, announcements, training, memos etc. are current per CFR. It all begins when eligibility workers conduct their interactive interview and go over the Rights and Responsibilities, SNAP General Work Requirements, ABAWD Work Requirements and SNAP E&T Work Requirements. The eligibility Worker will use the tools provided to them via the QuikGuide to provide participants the information they need to know about the program which includes case management topics such as Orientations, Assessment, Employment Plan, Reimbursements etc. This is the first step that eligibility workers take towards providing case management services information. Once the verbal communication is delivered, the referral to E&T is made and the written notice is mailed. Equus will then make initial contact attempt a one and done and complete an orientation to go over specifics on what case management will look like. NMHCA understands every participant is different and not everyone will receive the same case management approach as they will

all have different barriers. Using the Whole Family Approach Model helps determine if any community resources are needed to assist the entire family.

With these strategies in place NMHCA ensures that through monthly case reviews and annual ME's, case managers are delivering case management services as expected.

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?

We offer case management services support participants in E&T by providing clear and concise program expectations during the orientation and addressing current barriers as well as future barriers. This is determined and completed through the E&T assessment. During the completion of the employment plan, the participant will establish short- and long-term goals. It is the case managers' responsibility to ensure that while they are having these interactions, they are providing resources and supporting activities that are achievable and approved of the state plan. It is essential that case managers create a trusting relationship with participants and show a sincere interest in assisting them achieve their goals. NMHCA reviews case notes to determine whether providers are meeting this expectation.

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

NMHCA ensures that case management services offered are not an impediment to the successful participation in E&T by meeting with providers and taking their experience into consideration when creating case management expectations for case managers. We also review CFR with providers and determine if federal clarification is required to move forward with implementing new procedures or changes. NMHCA believes in putting the participant first and avoiding any additional barriers. This is why we meet with participants when they can at a minimum once a month and conduct follow ups to ensure barriers are being addressed to determine program and participant success.

## 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?

SNAP E&T is a voluntary program. There is no conciliation process, however, the customer may be disenrolled at will with no benefit penalty. NMHCA follows both 7 CFR 273.7(i) good cause policy and 7 CFR 273.7(c)(18) provider determination policy. In the scenario where there's not an appropriate component available for the participant, good cause will be evaluated through the provider determination process outlined on the provider guide. In the scenario where there's no openings for E&T participants to participate in the program, good cause will be determined by stating this information in case comments and providing resources to participants to other employment programs operating near them.

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

Illness

Illness of another household member

Household Emergency

Unavailability of transportation

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

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

Discrimination by employer

Unreasonable work demands or conditions

Accepted another job

Enrolled in school

Accepted a job or enrolled in school and household has to move

Resignation of job recognized as retirement

Employment became unsuitable

Employment did not equal bona fide job offer requirement

Employment in which workers frequently move from one job to another

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

E&T is a voluntary program. There is no conciliation process, however, the customer may be disenrolled at will with no benefit penalty. NMHCA follows both 7 CFR 273.7(i) good cause policy and 7 CFR 273.7(c)(18) provider determination policy. In the scenario where there's not an appropriate component available for the participant, good cause will be evaluated through the provider determination process outlined on the provider guide. In the scenario where there's no openings for E&T participants to participate in the program, good cause will be determined by stating this information in case comments and providing resources to participants to other employment programs operating near them.

## 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.

When a Provider Determination is suggested by the E&T provider the participant information is shared with the SNAP Work Program Analyst III via email and or SharePoint. The analyst will then review the four options a state agency has per 7 CFR 273.7(c)(18)(i)(B). These options are as follows:

- Refer the individual to an appropriate E&T program component in accordance with paragraph (e)(2) of this section. Before making this referral, the State agency must screen the individual for participation in the E&T program in accordance with paragraph (c)(2) of this section, and determine that it is appropriate to refer the individual to an E&T component, considering the suitability of the individual for any available E&T components. In accordance with paragraph (e)(1) of this section, all E&T participants must receive case management services along with at least one E&T component;
- Refer the individual to an appropriate workforce partnership as defined in paragraph (n) of this section, if available. Before making this referral, the State agency must provide information about workforce partnerships to assist the individual in making an informed decision about whether to voluntarily participate in the workforce partnership, in accordance with paragraph (n)(10) of this section;
- Reassess the physical and mental fitness of the individual. If the individual is not found to be physically or mentally fit, the individual is exempt from the work requirement in accordance with paragraph (b)(1)(ii) of this section. If the individual is found to be physically or mentally fit, and the State agency determines the individual is not otherwise exempt from the general work requirements the State agency must consider if one of the other available actions in paragraph (c)(18)(i)(B) of this section would be appropriate for the individual. If the State agency determines the individual should not be required to participate in E&T, the State agency must exempt the individual from mandatory E&T; or
- Coordinate, to the maximum extent practicable, with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual. If the State agency chooses this option, the State agency must not require the individual to participate in E&T.

A participant may receive a provider determination when the E&T provider determines the individual is not a good fit for the SNAP E&T component in which the individual is participating.

The provider is allowed to make the following decision without NMHCA consent. However, the provider must complete the Provider Determination Form and place it on a shared SharePoint for tracking purposes. In instance where the SNAP E&T provider determines the participant is no longer ill-suited for the component, they' re currently enrolled in the provider may switch the participant to another component they may be suited for within SNAP E&T. Providers have flexibility to use their own judgment to determine if an individual is not a good fit for their program. E&T providers must not discriminate against protected classes when making provider determinations.

The SNAP Work Program Analyst III must review all provider determinations to ensure E&T providers are making reasonable decisions about which individuals are not a good fit for their programs. NMHCA must ensure SNAP E&T providers adhere to all Civil Rights laws. Please see 7 CFR 273 . 7 (c) ( 1 8 ) (i) (A) for more guidance.

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

Once NMHCA determines that a provider determination is appropriate and no other components are available, the participant receives a Withdrawal from SNAP Employment & Training notice (ET002).

The ET002 notice will be generated in ASPEN Plus and mailed to the participants within 10 business days. This notice explains the reasons why the participant was disenrolled and includes contact information for NMHCA. If the participant disagrees with the disenrollment, they have the right to request a fair hearing within policy timeframes. The ET002 notice includes the following language related to Provider Determinations:

SNAP E&T Provider Determination for Non-ABAWD: After your Provider Representative met with you, your Provider Representative informed HCA that you will not benefit from any of the E&T components being offered. The HCA has reviewed the information received by your Provider Representative and has determined that there are no other activities to place you in at this time. You are being withdrawn from the E&T program due to this information provided by your Provider Representative.

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	72
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	72
Percentage of participants expected to receive reimbursements	19.20%
Estimated budget for E&T participant reimbursements in upcoming FY	\$20,000.00
Estimated budget per participant in fiscal year	\$277.78
Estimated number of E&T participants to receive participant reimbursements per month	6
Estimated budget of participant reimbursements per E&T participant per month	\$277.78

## 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
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
Drug Test & Finger Printing is reasonably necessary and directly related expense to the	\$100 a month or actuals, with receipts, not to exceed \$1,200	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT.

component) Only if required for a job.	annually 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
Legal Services reasonably necessary and directly related expense to the component)	\$100 a month or actuals, with receipts, not to exceed \$1,200 annually If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT.
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
Personal Computers, tablets, software	\$100 a month or actuals, with receipts, not to exceed \$1,200 annually If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT.
Personal Hygiene	\$100 a month or actuals, with receipts, not to exceed \$1,200 annually If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT.
Test and Lab fees (if reasonably necessary and directly related expense to the component)	\$100.00 a month or actuals, with receipts, not to exceed \$1,200.00 total per FFY. If provider paying N/A	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	Reimbursement issued as cash distributed on EBT
Tools and Equipment	\$100.00 a month	SNAP State Agency	State's Electronic	Reimbursement

(if 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		Benefit Transfer (EBT)	issued as cash distributed on EBT
Transportation expenses , ( public transportation fare , gasoline mileage , bike or scooter purchase , (Uber ,Lyft must be necessary to complete E&t training session/ 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
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

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?

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

## WORK REGISTRANT DATA

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

NMHCA utilizes ASPEN Plus, 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 Plus 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.

- To determine Line 2 individuals are included following the same criteria as Line 1.
- Retro-Approvals 1 An individual will be counted on in the month they are approved and not for the reporting month. For example, if an applicant applies in December but is approved in January they will be counted in January.
- Quarter 2 report on Line 2-Month 1 (January).
- This count (for all four quarters) shall not include individuals who were counted in Line 1. ASPEN Plus utilizes social security numbers to determine if an individual has been counted.
- This count shall be unduplicated for the FFY, IE: an individual can only be reported only once in Line 2 during all four quarters of the report.

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 eligibility worker 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:

1. Age
2. Employment

3. E&T
4. Disability
5. Child in the home under 6 or an incapacitated person
6. 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 FNS-583 report, they will not be counted again for that FFY. ASPEN Plus utilizes social security numbers to determine if an individual has been counted in Line 1 or Line 2 of the FNS-583 report for the FFY, and once counted, the individual will not be included in the report again for that FFY.

# 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 NMHCA 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.

Job Retention is a component administered by EQUUS workforce solutions and available to participants in person, phone or virtual. This component is only offered for 90 days, once the participant has secured employment while actively participating in any other SNAP E&T component. An E&T provider may place a participant in Job Retention as soon as a start date is received and verification of employment or job offer is provided. A participant enrolled in the Job Retentions Component will receive coaching and support in the following ways:

Scheduling conflict

Asking for a promotion

Conflict management

Professional communication

Advocating for oneself

Securing a livable Wage career

During the Orientation participants are made aware of their responsibilities as E&T participants, which includes actively participating. This means participants must communicate with their representatives and meet with them at least once a month to receive the coaching sessions mentioned above.

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 criteria for participating in Job Retention are as follows:

- Basic computer literacy
- Basics Email Knowledge
- Basica Knowledge on web-based programs.
- Basic Reading Skills

- Basic Writing Skills
- Basic Mathematics Ability

These are skills that participants can gain while participating in the Job Search Training component. A participant only needs to become employed while actively participating in E&T to be eligible for Job Retention services.

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.

The Job Search Training (JST) component is provided by EQUUS workforce solutions and requires the provider to complete an Orientation, Assessment and Employment Plan. At a minimum one monthly case management contact must be made with the participant to be considered actively participating. The contact must include component modules. All component modules must be completed with the participant to consider them to have successfully completed the component. This component teaches participants job-seeking techniques to increase their job search motivation and boost confidence. Our goal is to ensure participants receive case management around job readiness to prepare them for the workforce.

The Level of Effort (LOE) for JST is no more than 12 hours per month for 12 months, with a minimum of 1 hour per month, per contact. One-hour modules will be provided and available one on one with a Career Navigator or business services consultant. Career Navigator's will collaborate with the participants in the following areas:

### 1. Resume Preparation

- Work history
- Styles of resumes
- Interview preparation

### 2. One on One Interviews

- Panel interviews
- How you show up
- Interview clothing

### 3. Career Assessments

- WorkPath
- Work Keys (NCRC)
- O-Net

### 4. Reentering the workforce

- Livable wage
  - Barrier removal
  - Online job search
  - Filling out applications
  - Budgeting
  - Time management
- a. Labor Market research
  - b. Childcare and having a backup plan
  - c. Creating a schedule
  - d. Solution based problem solving

### 5. Building Relationships

- Coworkers
- Leadership

Once the participant has completed the JST component they will be referred over to the Department of Workforce Solutions (DWS) to assist them in finding jobs. This co-enrollment process will allow participants to find employment sooner.

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.

To be able to work on skills that are essential to the successful completion of the JST the participant must be able to have basic computer literacy, basics of email, and be able to navigate web-based programs. Must complete a minimum of 3 hours per month in training.

- Basic reading skills (greater than 6th grade),
- Basic writing skills (greater than 6th grade),
- Basic mathematics ability (greater than 6th grade)
- Basic computer skills

Will this component be offered statewide?

- Yes
- No

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

220

Estimated Annual Component Administrative Cost

\$1,086,561.55

<p><b>Outcome Measure</b></p>	<p><b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b></p>
<p>These particular individuals who become employed after participating in the Job Search Training component. The number and percentage of those who are employed of those who were in a component.</p>	<p>Numerator will include the number of participants who obtain employment after successfully completing this component during the period of October 1, 2025- September 30, 2026. The denominator represents the total number of participants who were referred to Job Search Training (JST) during the reporting period of October 1, 2025, through September 30, 2026. This includes all individuals who received a formal referral to JST.</p>

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

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

Supervised Job Search (SJS) will occur at State-approved locations at which participant activities are directly supervised, and the timing and activities of participants are tracked. We hold participants accountable through clear expectations, structured follow up, and required documentation. To meet the regulatory requirement that SJS occur at Stateapproved locations where participants have access to necessary tools, we will implement a flexible, multiformat model that includes:

- Inperson supervised job search at our designated sites
- Virtual supervised job search using approved platforms, including State job portals, video meeting tools, and secure case management systems
- Hybrid options to support participants with transportation, technology, or scheduling barriers

SJS Components outline:

- Identifying in Demand Job Opportunities
- Application of Effective Job Techniques
- Enhance Digital Literacy
- Demonstrate Interview Readiness
- Document Job Search Activities
- Engage in Coaching and Continuous Improvement

SJS ensures participants receive consistent oversight, meaningful engagement, and high-quality support during active job search activities. This includes monitoring participation, documenting job search efforts, providing coaching and barrier-removal assistance, and leveraging data systems for accuracy and accountability. By delivering SJS internally through EQUUS staff and systems, they ensure:

- Clear separation of SNAP E&T participant pathways
- Compliance with SNAP E&T requirements for oversight and documentation
- A structured alternative for participants who are not yet Title I ready but still need direct supervision during job search

A log tacking system will allow us to monitor participation, track activities, and document job search efforts in accordance with SNAP E&T expectations.

Describe the direct path to employment.

The objective is to support participants during the active job search phase with supervision, documentation, and coaching to improve job placement outcomes. This is delivered through EQUUS-operated offices, virtual platforms (Teams, RingCentral), and phone-based sessions. 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 1:1 assistance, and engaging in activities that directly increase employment opportunities (i.e. attend job fair).

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.

This includes a work-ready resume, basic computer literacy, interview skills, and pursuing employment in an in-demand career.

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), basic literacy, and high school equivalency. HSE students in the E&T program at CNM have access to all the Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, 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 CNM 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 online and in-person at multiple CNM campuses.
- 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.

The criteria for participating in the Education Program component are as follows:

- Basic computer literacy
- Basics Email Knowledge
- Basic Knowledge on web-based programs.
- Basic Reading Skills
- Basic Writing Skills
- Basic Mathematics Ability

Experience is not necessary. Participants must have a 6th grade reading level at a minimum to participate in the component. However, participants can gain these skills while participating in the Job Search Training component.

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.

20

Estimated Annual Component Administrative Cost

\$69,908.00

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 tuition 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.  
NMHCA monitors all contracts and funding at three different levels. The SNAP E&T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by NMHCA's management team and ASD before it is approved and paid out. NMHCA completes annual State Management Evaluations to ensure funds are not supplanted.

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.

All expenses included in the SNAP E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

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

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

EPC – Vocational:

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.

EPC students in the SNAP E&T program at CNM have access to all Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There are no limits of hours or academic terms a student can access the Wellness CNM program.

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.

Meeting with the Business Services Consultant to review employment plan, resume and mock interview. Resume targeted to the specific Internship with an employer. Childcare and transportation plans are in place. Minimum of 3 hours per month.

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.

40

Estimated Annual Component Administrative Cost

\$139,816.00

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 tuition 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 participants first.

NMHCA monitors all contracts and funding at three different levels. The SNAP E&T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by HCA's management team and ASD before it is approved and paid out. NMHCA completes annual State Management Evaluations to ensure funds are not supplanted.

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.

All expenses included in the SNAP E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

## EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

### EDUCATION CNM

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 SNAP E&T program at CNM have access to all of the Wellness CNM benefits, including access to food pantries and cabinets on 5 CNM campuses, free clinical counseling, community navigation, healthcare support. It also includes direct basic needs, such as clothing, food, baby supplies, housing goods, and emergency and transitional housing. There are no limit of hours or academic terms a student can access the Wellness CNM program.

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.

Meeting with the Business Services Consultant to review employment plan, resume and mock interview. Resume targeted to the specific Internship with an employer. Childcare and transportation plans are in place. Minimum of 3 hours per month.

Will this component be offered statewide?

- Yes
- No

Indicate the geographic areas where this component is offered.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>County Name</b>           | <input type="checkbox"/> <b>County Name</b> | <input type="checkbox"/> <b>County Name</b> |
| <input checked="" type="checkbox"/> Bernalillo County | <input type="checkbox"/> Harding County     | <input type="checkbox"/> Roosevelt County   |
| <input type="checkbox"/> Catron County                | <input type="checkbox"/> Hidalgo County     | <input type="checkbox"/> San Juan County    |
| <input type="checkbox"/> Chaves County                | <input type="checkbox"/> Lea County         | <input type="checkbox"/> San Miguel County  |
| <input type="checkbox"/> Cibola County                | <input type="checkbox"/> Lincoln County     | <input type="checkbox"/> Sandoval County    |
| <input type="checkbox"/> Colfax County                | <input type="checkbox"/> Los Alamos County  | <input type="checkbox"/> Santa Fe County    |
| <input type="checkbox"/> Curry County                 | <input type="checkbox"/> Luna County        | <input type="checkbox"/> Sierra County      |
| <input type="checkbox"/> De Baca County               | <input type="checkbox"/> McKinley County    | <input type="checkbox"/> Socorro County     |
| <input type="checkbox"/> Doña Ana County              | <input type="checkbox"/> Mora County        | <input type="checkbox"/> Taos County        |
| <input type="checkbox"/> Eddy County                  | <input type="checkbox"/> Otero County       | <input type="checkbox"/> Torrance County    |
| <input type="checkbox"/> Grant County                 | <input type="checkbox"/> Quay County        | <input type="checkbox"/> Union County       |
| <input type="checkbox"/> Guadalupe County             | <input type="checkbox"/> Rio Arriba County  | <input type="checkbox"/> Valencia County    |

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

25

Estimated Annual Component Administrative Cost

\$87,385.00

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 tuition 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 participants first.

NMHCA monitors all contracts and funding at three different levels. The SNAP E&T Management Analyst reviews all budgets, invoices and financial information and keeps it all organized in a live spreadsheet. The information is then reviewed by HCA's management team and ASD before it is approved and paid out. NMHCA completes annual State Management Evaluations to ensure funds are not supplanted.

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.

All expenses included in the SNAP E&T project are commensurate with standard salary and benefit rates comparable with regular departmental expenses.

## WORK EXPERIENCE COMPONENT: INTERNSHIP

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

Work Experience (WEX) Internship will be offered through our provider EQUUS, this component complements SJS by offering hands-on clerical experience in a professional setting to build transferable skills and workplace readiness. 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 EQUUS workforce solutions at American Job Centers (AJC) office in Las Cruces (Dona Ana County), this relationship was established by our provider EQUUS. This Internship position is for a Clerical Support Intern, up to 6 months, 20hrs per week. 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), they will gain experience and the tools to become proficient in each software. The program will include offering references and the participant to gain experience and knowledge in office tasks. This will also include the EQUUS workforce solutions at the AJC office to assist with future employment once they complete their internship in Dona Ana County.

### 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 Career Navigator 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.

Will this component be offered statewide?

- Yes
- No

Indicate the geographic areas where this component is offered.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>County Name</b>         | <input type="checkbox"/> <b>County Name</b> | <input type="checkbox"/> <b>County Name</b> |
| <input type="checkbox"/> Bernalillo County          | <input type="checkbox"/> Harding County     | <input type="checkbox"/> Roosevelt County   |
| <input type="checkbox"/> Catron County              | <input type="checkbox"/> Hidalgo County     | <input type="checkbox"/> San Juan County    |
| <input type="checkbox"/> Chaves County              | <input type="checkbox"/> Lea County         | <input type="checkbox"/> San Miguel County  |
| <input type="checkbox"/> Cibola County              | <input type="checkbox"/> Lincoln County     | <input type="checkbox"/> Sandoval County    |
| <input type="checkbox"/> Colfax County              | <input type="checkbox"/> Los Alamos County  | <input type="checkbox"/> Santa Fe County    |
| <input type="checkbox"/> Curry County               | <input type="checkbox"/> Luna County        | <input type="checkbox"/> Sierra County      |
| <input type="checkbox"/> De Baca County             | <input type="checkbox"/> McKinley County    | <input type="checkbox"/> Socorro County     |
| <input checked="" type="checkbox"/> Doña Ana County | <input type="checkbox"/> Mora County        | <input type="checkbox"/> Taos County        |
| <input type="checkbox"/> Eddy County                | <input type="checkbox"/> Otero County       | <input type="checkbox"/> Torrance County    |
| <input type="checkbox"/> Grant County               | <input type="checkbox"/> Quay County        | <input type="checkbox"/> Union County       |
| <input type="checkbox"/> Guadalupe County           | <input type="checkbox"/> Rio Arriba County  | <input type="checkbox"/> Valencia County    |

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

5
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Estimated Annual Component Administrative Cost

\$20,291.94
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## 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.

<b>Total Number of Contracts + Subcontracts</b>	<b>Total Participants to be Served by Contracts</b>	<b>Total Admin Costs</b>	<b>Total Participant Reimbursement Costs for Contracts</b>	<b>Total Budget</b>
3	405	\$3,265,469.54	\$0.00	\$3,265,469.54

# 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.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>County Name</b>           | <input type="checkbox"/> <b>County Name</b> | <input type="checkbox"/> <b>County Name</b> |
| <input checked="" type="checkbox"/> Bernalillo County | <input type="checkbox"/> Harding County     | <input type="checkbox"/> Roosevelt County   |
| <input type="checkbox"/> Catron County                | <input type="checkbox"/> Hidalgo County     | <input type="checkbox"/> San Juan County    |
| <input type="checkbox"/> Chaves County                | <input type="checkbox"/> Lea County         | <input type="checkbox"/> San Miguel County  |
| <input type="checkbox"/> Cibola County                | <input type="checkbox"/> Lincoln County     | <input type="checkbox"/> Sandoval County    |
| <input type="checkbox"/> Colfax County                | <input type="checkbox"/> Los Alamos County  | <input type="checkbox"/> Santa Fe County    |
| <input type="checkbox"/> Curry County                 | <input type="checkbox"/> Luna County        | <input type="checkbox"/> Sierra County      |
| <input type="checkbox"/> De Baca County               | <input type="checkbox"/> McKinley County    | <input type="checkbox"/> Socorro County     |
| <input type="checkbox"/> Doña Ana County              | <input type="checkbox"/> Mora County        | <input type="checkbox"/> Taos County        |
| <input type="checkbox"/> Eddy County                  | <input type="checkbox"/> Otero County       | <input type="checkbox"/> Torrance County    |
| <input type="checkbox"/> Grant County                 | <input type="checkbox"/> Quay County        | <input type="checkbox"/> Union County       |
| <input type="checkbox"/> Guadalupe County             | <input type="checkbox"/> Rio Arriba County  | <input type="checkbox"/> 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
- None

Annual Number of SNAP E&T Participants to be Served

85
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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)

\$268,060.54
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Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

Yes

No

**CONTRACTOR: DELOITTE**

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

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)

\$1,620,000.00

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
- None

Annual Number of SNAP E&T Participants to be Served

320
-----

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: WORK EXPERIENCE**

**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 provider focuses on. Real-time coaching, documentation, and accountability for participants ready to seek employment. 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	\$213,116.80	\$213,116.80

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. \$ 75,046.40 2. \$ 71,760.00 Sr. Business Operations Analyst \$ 66,310.40  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.			
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	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$94,128.25	\$94,128.25

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%			
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	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

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
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.

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
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

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
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

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$315,245.05	\$315,245.05
Contractual Costs	\$944,030.27	\$2,321,439.27	\$3,265,469.54
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$944,030.27	\$2,636,684.32	\$3,580,714.59

### **Indirect Costs - Using Indirect Cost Rate**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
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**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
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**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$944,030.27	\$2,636,684.32	\$3,580,714.59

**Participant Reimbursements**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$10,000.00	\$10,000.00	\$20,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$10,000.00	\$10,000.00	\$20,000.00

**Total Costs**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$954,030.27	\$2,646,684.32	\$3,600,714.59

## 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**

<b>Source Type</b>	<b>Funding Sources</b>	<b>Allocation or Target</b>	<b>Distribution of Planned Expenses</b>	<b>Over/Under Allocation/Target or Over/Under Planned Expenses</b>	<b>Percent of Allocation Planned Use</b>
Federal	100 Percent Federal Grant	\$1,547,276.00	\$1,547,276.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds		\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$1,547,276.00	\$1,547,276.00	\$145,378.05	-
Federal	50 Percent Administrative	-	\$1,016,719.30	-	-
Non-Federal	50 Percent Administrative	-	\$1,016,719.30	-	-
Federal	50 Percent Participant Reimbursements	-	\$10,000.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$10,000.00	-	-
Federal	Total 50 Percent Federal Target	\$297,109.00	\$1,026,719.30	\$729,610.30	-
<b>Total</b>	All Sources	\$1,844,385.00	\$3,600,714.59	-	-

**Total Fiscal Year Plan Funding**

<b>Funding Sources</b>	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
100 Percent Federal Grant	-	\$1,547,276.00	\$1,547,276.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$1,016,719.30	\$1,016,719.30	\$2,033,438.59
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$10,000.00	\$10,000.00	-
50 Percent Total Participant Reimbursements	\$10,000.00	\$10,000.00	\$20,000.00
Total 50 Percent Funds	\$1,026,719.30	\$1,026,719.30	\$2,053,438.59
<b>Total</b>	\$1,026,719.30	\$2,573,995.30	\$3,600,714.59

## **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