

### A. Cover Page and Authorized Signatures

State: Minnesota

State Agency Name: Minnesota Department of Human Services and Minnesota Department of Employment and Economic Development

Federal FY: 2022

Date Submitted to FNS (revise to reflect subsequent amendments): August 13, 2021

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

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**Certified By:**

  
\_\_\_\_\_

9/30/2021

State Agency Director (or Commissioner)

Date

**Certified By:**

  
\_\_\_\_\_

09/30/2021

State Agency Fiscal Reviewer

Date

## B. Amendment Log

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

Amendment Number	Brief description of changes or purpose for Amendment	Section of Plan Changed	Date submitted to FNS	Date approved by FNS

## C. Acronyms

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

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

Acronym	Acronym Definition
ABE	Adult Basic Education
ACP	Adult Career Pathways Program
DEED	Department of Employment and Economic Development
DHS	Department of Human Services
DWP	Diversionary Work Program
EP	Employment Plan
ESL	English as a Second Language
ESP	Employment Services Provider
GWDB	Governor's Workforce Development Board
MAWB	Minnesota Association of Workforce Boards
MAXIS	Minnesota Statewide Automated Eligibility System
MFIP	Minnesota Family Investment Program
WF1	Workforce One

## D. Assurances

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

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

<b>Check the box to indicate you have read and understand each statement.</b>	<b>Check Box</b>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

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

### I. Summary of E&T Program

- a) Briefly summarize the State E&T program, including its vision, mission, administrative structure, areas served, and services offered. For county-administered States, in addition to describing the above, include an explanation about how E&T is administered, how the program varies among counties, and what flexibilities counties have in developing their own programs. This should be a succinct overview; please include a more detailed description in the other appropriate plan sections. Please include references to your E&T State policy, such as handbooks or State administrative code, as appropriate.

The Minnesota Department of Human Services (DHS) is an organization with a commitment to improving the lives of Minnesotans.

Mission: The Minnesota Department of Human Services, working with many others, helps people meet their basic needs so they can live in dignity and achieve their highest potential.

Values:

- We focus on people, not programs.
- We provide ladders up and safety nets for the people we serve.
- We work in partnership with others; we cannot do it alone.
- We are accountable for results to the people we serve and all Minnesotans.

DHS practices these shared values in an ethical environment where integrity, trustworthiness, responsibility, respect, diversity, justice, fairness and caring are of paramount importance.

Through strong partnerships, the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) mission is to help recipients fully utilize their SNAP benefits, gain essential skills needed for gainful employment, and successfully transition off public assistance.

DHS manages the SNAP E&T program in close partnership with the Minnesota Department of Employment and Economic Development (DEED) via an interagency agreement. Minnesota operates an all-voluntary SNAP E&T program, exempting all work registrants, including Able-Bodied Adults Without Dependents (ABAWDs), from mandatory participation in SNAP E&T.

Minnesota's SNAP E&T program is county-administered. Minnesota law requires county agencies to submit annual SNAP E&T work plans describing how SNAP E&T services will be delivered within the county, coordination with other employment programs, and client support systems. The [SNAP E&T work plan template](#) is an online form which includes the

option for application of both 100 percent funds, as well as 50 percent reimbursement funds. Plan development consists of a joint effort between the county and their chosen Employment Services Provider (ESP), or their plans to market to other available services in their area. Counties may choose to submit their work plan as a single county, or as a consortium of counties with a single county acting as fiscal host. Referrals to all applicable programs such as the Workforce Innovation and Opportunity Act (WIOA), including WIOA Adult, Dislocated Worker, and Youth; Job Service; rehabilitation services; English as a Second Language (ESL); Adult Basic Education (ABE); and various education programs help ensure that participants receive the necessary services to enable them to work toward self-sufficiency.

Third party providers that are contracting directly with DHS for 50 percent reimbursement also complete an annual partner agency work plan via the same link. Work plans provide an estimate of the number of participants expected to be served, a list of activities and services to be delivered, and a detailed budget estimating the amount that will be spent on the program.

ESPs from these organizations communicate with eligibility workers and county-chosen ESPs when necessary, especially for time-limited SNAP recipients, and maintain the participant case record information in the State's web-based client management system, Workforce One (WF1), for all of their E&T participants. Time-limited SNAP recipients are ABAWDs subject to the time-limit.

Counties and third party providers are able to submit modifications to their plans throughout the year. DHS reviews these plans to determine if county agencies and ESPs are carrying out their respective roles and responsibilities according to program requirements, and performs monitoring visits on a scheduled basis where required. Corrective actions are issued to agencies where deficiencies are identified.

Employability assessments are completed by ESPs and include active participant involvement. Individual participant service strategies are determined by assessing employability and opportunities for skill development. Goals to achieve employment are outlined in individualized employment plans (EPs).

The SNAP E&T program may include Diversionary Work Program (DWP) participants who are also receiving SNAP. This program is for persons with children under age 18. Participants in DWP are not complying with Title IV-A TANF work requirements. This program is geared toward rapid placement in unsubsidized employment and is limited to four months of participation in a 12 month period. Participants who are not successful in achieving employment in this time period may transition to the state's TANF program – the Minnesota Family Investment Program (MFIP). Both DWP and Non-TANF MFIP participants are tracked in the SNAP E&T Program Activity Report, Form FNS-583, where appropriate. Non-TANF MFIP participants include two-parent households, those receiving a zero cash benefit, and

those receiving Family Stabilization Services (FSS) through MFIP. Neither of these groups are receiving TANF funds.

In June 2021, Minnesota posted labor force participation of 67.9% and an unemployment rate of 4.0%, 1.9% below the national average of 5.9%. The unemployment rate in Minnesota, and around the United States, has been impacted during this timeframe by the COVID-19 crisis.

Historically, Minnesota has long enjoyed a healthy economy relative to many other states. However, the benefits of this economy have not been shared equally. While Minnesota ranks among the very best for education, employment, and overall quality of life; and among the lowest for poverty and unemployment, Minnesota ranks among the very worst in racial and ethnic disparities as evidenced by income and employment gaps by race, racial equality, and black employment and home ownership.

Minnesota has taken action to address its economic disparities. In 2021 (Laws 2021, Chapter 10, Article 1, Sec. 2), the Minnesota Legislature approved the "Jobs Omnibus Grants," a \$22 million package for strategic investments for SFY22 and a \$22 million package for SFY23. The Jobs Omnibus Grants focused on people of color, women, youth, and people with disabilities, and provided funding for education, training and support services needed to overcome employment barriers, and to build the capacity of organizations to better serve participants through competitive grants and directly appropriated funds. Through partnering programs funded through the Jobs Omnibus Bill, SNAP E&T participants are able to take advantage of certified job trainings and navigation support as they begin their pathway to a new career, increasing wages, and decreasing the need of the SNAP program. When participants are co-enrolled, providers are able to dedicate additional staff time and resources to their success.

CareerForce centers provide job search and programming to participants who identify as people of color. It is likely that the Opportunity grants of SFY20-21 and the previous Jobs Grants' focus on improving economic opportunities for Minnesotans with barriers to employment is among factors contributing to the increase of training and job opportunities for individuals of color, women, youth, and people with disabilities. The CareerForce centers have been able to continue providing participants with an arena to maintain communication and engagement through the COVID-19 crisis. With the introduction of the Coursera Training platform in June 2020, participants were able to access various training programs while complying with the State's stay-at-home order. In rural Minnesota, benefit workers are often co-located within CareerForce centers which provide a direct connection to the benefits needed for their families. Participants are able to interact with county workers and utilize services, including Coursera trainings, within the centers. Families in these rural areas often have difficulties accessing internet services to appropriately search for jobs. CareerForce centers offer these services to participants free of charge and often include a support staff to assist with activities such as resume writing, job leads, and private areas for online interviews.

Historically, Minnesota's low unemployment rate found employers with more job openings than job seekers, training and education efforts must try harder to recruit prospective workers, including directing more efforts to groups that are harder to reach and have not responded to previous recruitment strategies. These groups substantially intersect many of the very populations at which the Jobs Omnibus grants are directed: racial or ethnic minorities; the homeless; or persons who lack stable housing, have a criminal record, lack a high school diploma or equivalent, have disabilities; have been unemployed for 26 or more consecutive weeks, have limited English or math proficiency, or are at or below 200% of the Federal Poverty Guideline.

The coalescence of available funding and a historically good economy provides a unique opportunity to bring the unemployed into the workforce and to raise the earning potential of groups who are over-represented in poorly paying jobs. Joining SNAP with employment and training programs (SNAP E&T) is a critical tool in enabling nontraditional learners to engage in those programs.

DEED-administered jobs omnibus grants, including Pathways to Prosperity (P2P), Women's Economic Security Act (WESA), Southeast Asian, African Immigrant Community, Getting to Work, Internationally Trained Professionals, and Adult Support Services, and the direct appropriations provide a rich source from which to identify and recruit grantees to participate in the SNAP E&T program. DEED's goal, in partnership with DHS, is to identify grantees with the organizational capacity and enrollment numbers to implement a SNAP E&T program, and recruit them to SNAP E&T. DEED has a program coordinator specifically assigned to SNAP E&T. She assists targeted grantees in designing their SNAP E&T plans, monitors progress on SNAP E&T monthly, and provides technical assistance as requested or as needed. Other DEED staff conduct formal monitoring of grantees, which includes an in-depth look at whether expenditures are reasonable and necessary and appropriately allocated.

Once a grantee/provider has developed and demonstrated the capacity to coordinate SNAP E&T with DEED programs, DHS may contract directly with that provider.

Minnesota only allows reimbursement for ABE/GED services provided to participants aged 21 or over. These services must be substantially differentiated from those already provided by existing education programs. If these services are provided to persons other than E&T participants, the costs charged to E&T must be the same.

- b) Describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Minnesota offers activities designed to help SNAP recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency. Providers are encouraged to offer trainings that meet the needs of the local workforce. Per Minnesota's FFY 2019 Annual Report, 56% of participants who completed an E&T component between April 1, 2018 and March 31, 2019 were employed at six months after completion and were earning a quarterly median wage of \$4,042.

Minnesota's strong partnerships with DEED and the MAWB allows SNAP E&T ESPs additional access to resources and knowledge about local workforce needs. Providers meet monthly through the coordination workgroup. This workgroup allows providers such as CareerForce providers to share important local information and best practices and allows state staff, including DEED staff, to provide support to providers in this area. Some examples are inviting a labor market analyst to present on local labor market data, inviting state CareerForce staff to provide training in job development and regularly updating providers with news from the workforce development system.

Minnesota offers a range of components in order to meet the needs of highly-barriered populations:

- Supervised Job Search
- Job Search Training
- Workfare
- Self-Employment Training
- Job Retention Services
- Educational Programs:
  - Basic Education and/or Foundational Skills Instruction
  - Career and/or Technical Education Programs or Other Vocational Training
  - English Language Acquisition
  - Integrated Education and Training (IET)/Bridge Programs
  - Work Readiness Training
- Work Experience:
  - Work Activity
  - Work-based learning, On-the-job Training
  - Work-based learning, Pre-apprenticeship/Apprenticeship
  - Work-based learning, Internship
  - Work based learning, Transitional Jobs

## II. 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. In addition, include any changes

the State agency is making to the E&T program based on the prior year's performance, taking into account outcomes and participation data.

1. Activity changes: To better align with the federal components, a new list of activities will be available under the SNAP E&T program in WF1 at the start of the new federal fiscal year. The updated SNAP E&T Components and Activities guide is included as Attachment A and will be posted to our [SNAP E&T website](#) later this year.
2. State statute changes: On June 29, 2021, Governor Tim Walz signed into law the omnibus health and human services bill. This bill included changes to Minnesota Statutes 2020, section 256D.051 encompassing SNAP E&T, which took effect August 1, 2021. The major changes included in this bill are: the elimination of the 15% cap on use of 100% fund allocations for administrative costs, the inclusion of tribes who administer SNAP in the State's formula allocation of SNAP E&T funds, the allowable use of additional 100% funds to be used for projects specifically designated by the United States Department of Agriculture (USDA), the elimination of the prioritization of job search services over all other types of training, and the support of the operation of a statewide SNAP E&T program. The complete legislative bill and the Statute Changes Memo are included as Attachment B1 and Attachment B2.
3. Minnesota is required to issue a Request for Proposals (RFP) every five years. Minnesota plans to issue an RFP in Spring of 2022. DEED and Hennepin County are also expected to bring on new providers in FFY 2022. DEED will be asking for applications from organizations who are selected for SFY 2021 adult career pathways grants. Hennepin County will be selecting providers through an RFP process.
4. Minnesota is currently engaged in a number of research and evaluation projects focused on participation and engagement, including two Rapid Cycle Evaluation (RCE) projects, the SNAP E&T Data and Technical Assistance (DATA) Grant, participation in the APSHA NCAP partnership project, and support for the Benefits for Success Academy. Work conducted in FFY 2022 will be primarily focused around referral, participation, and engagement.
5. Workforce One Connect will be launching in FFY 2022. The WF1 Connect application was created for customers of employment and economic support programs. The application is free for customers to download, and provides ease of access to their ESP as well as information about other resources such as food, housing and childcare in their area. The application addresses three main service gaps: the customer experience in communications and document delivery, staff access to information and collaboration, and information systems integration. Workforce One Connect costs will be charged in the same manner as WF1 costs, through an allocation formula based on the number of participants per program utilizing the service.
6. Provider determinations: SNAP E&T providers have the authority and responsibility to issue a provider determination if a participant is not a good fit for an E&T component. If a provider makes a determination, they must inform SNAP eligibility staff within 10 days the reason for the determination and suggested next step for the individual. Minnesota plans to take the option in SNAP regulations that allows the E&T provider to switch the individual to another component and inform eligibility staff of the new

component without the need for this staff to act further on the provider determination. Whether a provider has moved a participant to a different component outside of the existing employment plan or is issuing a provider determination, providers have 10 days to notify. Initially, provider notifications will be sent to State SNAP E&T staff who will communicate those to eligibility staff.

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

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

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

On June 29, 2021, Minnesota Governor Tim Walz signed into law the omnibus health and human services bill, which included changes to the statute sections affecting SNAP E&T. See II(2) above for more information.

This bill also reinforced Minnesota's ongoing commitment to operating SNAP E&T as a joint venture between DHS and DEED. Though there are no special initiatives, SNAP E&T is fully integrated in our workforce system. The new statute clarifies that Minnesota DHS will operate the SNAP E&T program in coordination with DEED to ensure maximum access to SNAP E&T services and alignment with the state's workforce system.

SNAP E&T was not included in the formation of the state plan at the 2020 Economic Mobility Summit hosted by Administration for Children and Families (ACF), Department of Labor Employment and Training Administration (ETA), and USDA FNS. However, SNAP E&T has since been brought in on the follow-up and action items and will be included in the state planning process at the 2021 Economic Mobility Summit "Equity and Innovation Expanding Pathways to Success", October 19<sup>th</sup> through November 9<sup>th</sup>, alongside the state's TANF and WIOA programming.

- b) **Consultation:** Describe how the State agency consulted with the State workforce development board or private employers or employer organizations in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, it must document this consultation and explain the determination that doing so was more effective or efficient.

Each component of Minnesota's SNAP E&T program must be delivered through its statewide workforce development system, unless the component is not available locally through such a system (Federal Food and Nutrition Service Regulations (7 CFR 273.7(c)(5)); and Minnesota Statutes, Section 256D.051).

Minnesota's workforce development system is administered by DEED. The Governor's Workforce Development Board (GWDB) oversees the workforce development system and is responsible for recommending the WIOA State Plan to the governor. Minnesota DHS consults with and provides feedback to the state's workforce system through two primary means: our collaborative work with DEED, and our ongoing engagement with the GWDB, Minnesota Association of Workforce Boards (MAWB) and WIOA planning process.

Minnesota maintains two interagency agreements with DEED to ensure that SNAP E&T is fully integrated into new and existing state programming. A member of the DEED staff is permanently assigned to the SNAP E&T unit at DHS. In addition, DEED operates an on-ramp to partnership program that provides SNAP E&T programming bundled with state Pathways to Prosperity and Family Resiliency Partnership grants. This ensures that SNAP recipients receiving these grant programs have access to expanded opportunities for support.

DEED's Adult Career Pathways Program (ACP) contracts with DHS to operate a SNAP E&T 50 percent reimbursement program. Placement of SNAP E&T 50/50 within ACP is a strategic decision, aligning with the GWDB's 2021 report to the legislature and updated goals. The Office of Adult Career Pathways coordinates employment and training grants to provide adults who traditionally face multiple barriers to employment enhanced training, education, and supportive services to be successful in securing long-term family sustaining wages. Populations served include, inter alia, racial and ethnic groups.

In addition, SNAP E&T consults with the GWDB, meets regularly with the MAWB, and participates actively in the state's WIOA planning process. DHS staff attends monthly meetings of the MAWB as well as consulting with MAWB subcommittees on issues of mutual concern. The MAWB represents workforce boards from all 16 workforce development areas and is a key stakeholder in providing local and regional input to the GWDB and in the state's WIOA plan. Over the past year, support from the MAWB was key to the passage of new SNAP E&T legislation.

Minnesota SNAP E&T program planning is informed by and contributes to the state's WIOA plan. Minnesota has an approved combined state WIOA plan for PY 2020-2023. This plan continues Minnesota's two strategic priorities:

1. Reduce educational, skills training and employment disparities based on race, disability, gender, or disconnected youth.
2. Build employer-led industry sector partnerships that expand the talent pipeline to be inclusive of race, disability, gender, and age to meet industry demands for a skilled workforce.

Priority strategies in the 2020-2024 WIOA State Plan include apprenticeships, co-enrollment, navigator methods, and virtual training delivery.

Minnesota's workforce priorities place a strong emphasis on equity which is shared by SNAP E&T. Minnesota has identified four strategies to improve economic equity in Minnesota:

1. Increasing awareness of programs to reduce geographic and other targeted disparities.
2. Increasing the number of program participants served from under-represented communities.
3. Addressing achievement gaps for low-income and at-risk populations.
4. Improving relationship and partnership with Minnesota's 11 tribal nations.

These priorities are reflected in Minnesota's existing SNAP E&T vision, mission, and priorities and will be central to the development of our strategic plan, which will be revised in FFY 2022.

As Minnesota enters FFY 2022, DHS will be kicking off a year-long strategic planning process. As part of this process, Minnesota will be seeking specific input from the GWDB. This will begin on August 17, 2021 when DHS will consult directly with the GWDB. This consultation and continued input from the GWDB, MAWB, and DEED will inform strategic planning throughout the coming year.

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

Minnesota operates SNAP E&T in coordination with Title I of WIOA in two primary ways: through providers who offer both SNAP E&T and WIOA programming and through Pathways to Prosperity partnerships. Though providers do have the option of co-enrolling in SNAP E&T and WIOA, providers rarely do so, instead choosing to provide stand-alone WIOA services to these SNAP recipients.

Co-enrollment may occur upon enrollment into either program, and is tracked in WF1 by participant. Each person record shows which program(s) a person is enrolled in, even if the

participant is receiving services at two or more different locations. This helps to ensure that providers are not duplicating services. No WIOA programs will be funded with SNAP E&T funds. When participants are co-enrolled in both WIOA and SNAP E&T, providers must avoid offering duplicative services.

Many of Minnesota's SNAP E&T providers are also providers of state WIOA programming. Fifteen of Minnesota's DHS-contracted providers (or 63%) also offer WIOA Title 1 programming. WIOA providers are required to provide priority access to WIOA programming to public assistance recipients in accordance with their local workforce development plan. In addition, SNAP E&T providers who do not offer WIOA programming in-house, are regularly informed about WIOA updates through the SNAP E&T program and SNAP E&T provider selection includes evaluation of their engagement with local WIOA programming.

In addition, Minnesota's SNAP E&T program is closely tied to the State's Pathways to Prosperity programming. These grants are issued biannually and DEED allows providers to easily apply to enhance these grants with SNAP E&T partnership funding. The vast majority of SNAP E&T providers in Minnesota have received Pathways to Prosperity funding. Pathways to Prosperity is a state-funded program that serves as an on-ramp to more advanced training. It is designed as a way for individuals with high barriers or low employment skills to build basic and intermediate skills and move forward either into a career or into more advanced WIOA trainings.

SNAP E&T staff have participated in the development of the WIOA Combined State Plan. By aligning SNAP E&T, staff hope to identify more opportunities for SNAP recipients to benefit from the services WIOA has to offer.

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

Yes

No

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

Both Minnesota's SNAP E&T program and the Minnesota Family Investment Program (MFIP), Minnesota's Temporary Assistance for Needy Families (TANF) program, incentivize participation in activities such as work, job search, education, and social services with benefits, including food. Providing statewide access to SNAP E&T for recipients who are able to work or progress toward work advances the strategic vision of Minnesota's WIOA state plan: a healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family-sustaining wage, and employers are able to fill jobs in demand.

Minnesota's WIOA programs, TANF program, and SNAP E&T program staff meet monthly to consult.

The SNAP E&T program may include Diversionary Work Program (DWP) participants who are also receiving SNAP. This program is for persons with children under age 18. Participants in DWP are not complying with Title IV-A TANF work requirements. This program is geared toward rapid placement in unsubsidized employment and is limited to four months of participation in a 12 month period. Participants who are not successful in achieving employment in this time period may transition to the state's TANF program – the Minnesota Family Investment Program (MFIP). Both DWP and Non-TANF MFIP participants are tracked in the SNAP E&T Program Activity Report, Form FNS-583, where appropriate. Non-TANF MFIP participants include two-parent households, those receiving a zero cash benefit, and those receiving Family Stabilization Services (FSS) through MFIP. Neither of these groups are receiving TANF funds.

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

Due to limited funding for SNAP E&T, the potential for 50% reimbursement, and a greater emphasis on the Career Pathways model, Minnesota strongly encourages co-enrollment with other eligible programs, such as WIOA and Pathways to Prosperity. Pairing SNAP E&T with state-level investments adds incentive for co-enrollment and a greater return, ultimately increasing resources to SNAP E&T participants.

A career pathways approach to career services presents several opportunities for improving service to SNAP E&T participants. Minnesota follows The Six Key Elements of Career Pathways to help guide the state through the essential components necessary for developing a comprehensive career pathways system. These elements are carried through in all of the State's SNAP E&T resource and training materials, and are reinforced through the Coordination Work Group, monitoring, and at the annual provider meeting.

The Six Key Elements are:

- 1) Build cross-agency partnership and clarify roles
- 2) Identify industry sectors and engage employers
- 3) Design education and training programs
- 4) Identify funding needs and sources
- 5) Align policies and programs
- 6) Measure system change and performance

The biggest opportunity for change is the approach to serving job seekers. From helping individuals obtain their next job, to helping them understand their potential career pathway opportunities and the tools needed to become self-directed in pursuing the chosen pathway.

Multiple partners can engage in the components simultaneously, while not duplicating services, to carry out the mission of the career pathways system.

Minnesota will continue to expand its career pathways strategy for FFY 2022. Unemployed and marginally employed SNAP recipients lack skill-sets necessary to enter occupations which lead to self-sufficiency. Good jobs require additional education at entry levels.

Minnesota has aligned SNAP E&T with the WIOA Combined State Plan developed by DHS and DEED. By aligning SNAP E&T, staff hope to offer more opportunities for co-enrollment to take advantage of the services WIOA has to offer. Co-enrollment in WIOA is tracked in WF1 by participant. Some of the SNAP E&T providers are also WIOA and/or State Dislocated Worker program providers. Staff will continue to work with the Governor's Workforce Development Council to strengthen SNAP E&T's place in the WIOA frame work. No WIOA programs will be funded with SNAP E&T funds.

Minnesota's service providers that operate SNAP E&T often operate TANF programs as well. Anyone identified as a TANF recipient is not allowed to participate in SNAP E&T.

DEED's Economic Development Division works with the division of Workforce Development to provide assistance to businesses and workers alike. The Economic Development Division administers the Minnesota Job Skills Partnership program (MJSP) which provides businesses with matching funds to train or retrain current employees, or to add new employees to their labor force. This Division also administers the Low Income Worker Training Program, which serves many individuals with short-term industry tailored training to help them move up the career ladder to higher paying jobs and greater economic self-sufficiency. Minnesota is examining whether MJSP programs are a good fit for SNAP E&T participants.

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

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

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

Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

## b) Name the ITOs consulted.

Due to COVID-19, Minnesota was unable to hold our annual division consultation with Minnesota tribes. However, Minnesota has been actively engaged with several Tribes and Tribal colleges in 2021 on specific projects related to SNAP and SNAP E&T. Minnesota DHS has been meeting regularly (at least monthly) with White Earth Tribal and Community College. Minnesota DEED is currently contracted with Mille Lacs Band of Ojibwe. Minnesota has reached out to our two merit-certified tribes, White Earth Nation and Red Lake Nation who are now eligible to receive state 100% funding to determine if they would like to move forward with a SNAP E&T plan in FFY 2022. In addition, Minnesota DHS is directly contracted with two organizations providing American Indian culturally-specific programming, American Indian OIC and Northwest Indian CDC.

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

Consultation with American Indian Tribes and tribal-serving organizations has reinforced Minnesota's flexible program design and emphasis on wrap-around supports. Currently contracted providers report a strong need in their communities for culturally-specific services that may look different from the services provided at less specialized providers but that are necessary to support tribal employment. This is a strength of the Minnesota SNAP E&T program, but additional support is ongoing to provide tools to help translate the specific activities available using language from the tribes or American Indian programs to reflect the SNAP E&T program to draw a clear connection to employment, and to provide additional guidance and support for needs that fall outside of SNAP E&T (such as chemical dependency treatment).

In addition, consultation with tribes has enabled Minnesota to identify two significant barriers to offering SNAP E&T through Minnesota tribes. First, Minnesota tribal employment programming is primarily funded through federal funds and tribal 477 funding (which has been ruled an ineligible source of SNAP E&T match). This leaves tribes with little funding on which to seek reimbursement and, in many cases, makes it impossible for tribes to find a path forward to contracting. Second, the reimbursement structure of SNAP E&T poses significant fiscal and administrative hurdles that require resources to overcome. Minnesota is working to provide additional support to all providers in these areas through technical assistance, coordination workgroup support, and one-on-one consultation. Minnesota has set aside a portion of the federal allocation dollars for FFY 2022 to support merit-certified tribes in developing a SNAP E&T program.

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

Yes No

## V. Utilization of State Options

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

a) The State agency operates the following type of E&T program:

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

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

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

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

 Yes; see [CM 0011.24 – Able-Bodied Adults Without Dependents](#) No

## VI. 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 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.*

- a) Provide an overview of the intra-agency and inter-agency coordination within the SNAP E&T program, explaining the processes that link certification functions to the operation of the E&T program both within the State agency and external to the State agency.

There are two ways that a SNAP recipient could participate in the SNAP E&T program. One, the recipient may receive a direct referral to a SNAP E&T provider from eligibility staff. This may be done electronically via the MAXIS eligibility system, verbally, or in writing. Two, the recipient may learn about the program through a service provider who would then verify their SNAP eligibility. ESPs have read-only access to the MAXIS eligibility system.

Providers are considered to be part of the “welfare system” for the purpose of serving SNAP recipients in SNAP E&T. Participant information based on business need can be shared between counties, tribes, and all SNAP E&T providers without a separate release of information. Coordination between providers is essential, especially for time-limited participants.

- b) Describe the hand-off of SNAP applicants and/or recipients between eligibility staff and E&T program staff.

Eligibility staff are encouraged to provide a direct referral to WF1 for any SNAP recipient who requests or expresses a need or interest in gaining employment. Eligibility staff explains the program and what the expectations may be, and lets them know that the ESP will reach out to them to schedule an orientation. Having a voluntary program, no SNAP recipients are required to participate; however, Minnesota encourages SNAP E&T participation for any SNAP recipient who feels that they are willing and able to work.

Likewise, ESPs are able to verify SNAP eligibility via read-only access to the MAXIS eligibility system and may help with a SNAP application. Minnesota is working with the Regional Office to improve this process.

- c) If the State agency partners with intermediaries or E&T providers:
- Provide an overview of how communication occurs between the State agency and its partners, as well as between partners. Please include the mode of communications (shared database, etc.) and the types of information that is shared (e.g. referrals, noncompliance with program requirements, provider determinations, etc.).

Minnesota uses the MAXIS eligibility system to send information and referrals to WF1, however, WF1 is unable to communicate back to MAXIS. As a result, providers must communicate with eligibility workers via another method, such as phone or email. Providers must relay to the County Agency or Tribal Nation point of contact information that may affect a participant’s program eligibility or

benefit amount, such as employment status changes, or when a time-limited participant meets their minimum work requirement. If the County Agency, Tribal Nation, or provider become aware of circumstances that indicate a participant's exemption status has changed, they must inform the other of the change. The eligibility worker will then review the participant's exemption status. The participant may choose to continue to engage in SNAP E&T.

Provider determinations will be shared initially with State SNAP E&T staff, who will then communicate with the appropriate eligibility staff. This will help the State track and record the number of provider determinations that are occurring. The SNAP E&T Handbook will be updated with this requirement by the start of the federal fiscal year.

- Describe how new policies, procedures, or other information is shared with the intermediary or other partners.

The State Agency communicates regularly with counties, tribes, and providers. DHS holds a monthly Coordination Work Group that includes providers from across the state. The topics of this group consist of program updates, trainings and refreshers on systems and policy, networking, or other relevant topics. DHS hosts a Steering Committee meeting that takes place every other month and includes a smaller, more focused group of community stakeholders. DHS also maintains a presence at the quarterly Employment Services Network (ESNET) meetings and the Minnesota Association of Workforce Boards (MAWB) meetings. Emails and phone calls providing updates, program information, and technical assistance are also exchanged, and Minnesota's [SNAP E&T website](#) is maintained.

- Describe below how the State agency monitors partners. Include the State agency's plan for monitoring E&T program and fiscal operations.

SNAP E&T providers receiving 50% reimbursement are monitored at least annually. The level of monitoring is based on an annual risk assessment, but always includes at a minimum, a fiscal review including a one month in-depth review, a monitoring visit, and a monitoring questionnaire.

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

Minnesota includes a performance evaluation with each monitoring visit and receives quarterly reports from providers. Annual work plans are also completed as part of the contracting process.

Minnesota revises the monitoring evaluation tool and quarterly reports yearly to reflect program priorities and changes. Examples of questions included in these tools include:

- Participants served and case notes missed quarterly
- Best practices developed and delays or concerns encountered
- Requests for success stories
- How are you communicating and coordinating with counties and tribes?
- What is your process for communicating with fiscal staff within your organization?
- How has your agency implemented Supervised Job Search?

## VII. Screening for Work Registration

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

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

The eligibility worker reviews details of the persons in the SNAP unit, whether on the application, renewal forms, when a change is reported/known or information in the case file. They are looking for indicators of possible work registration exemptions. Indicators include but are not limited to; homelessness without access to work related necessities, disabilities or illnesses, ages of the people in the SNAP unit and current work related activities. Once the review has been completed, the worker contacts the client either during application interview, or another appropriate time to ask additional questions about potential work registration exemptions and any other needed details using the [Work Registration Notice \(DHS-7635\)](#) and [Facts on Voluntarily Quitting Your Job If You Are on the Supplemental Nutrition Assistance Program \(SNAP\) \(DHS-2707\)](#).

If the potential work registration exemption must be verified the worker sends out a DHS-2919 verification form allowing the client a minimum of 10 days to send back verification. If the verification request is during the processing of an initial application, the client is allowed the full application timeframe to submit verifications. Full policy can be found in the Minnesota Combined Manual sections listed below:

- [0028.06.12 - WHO IS EXEMPT FROM SNAP WORK REGISTRATION](#)
- [0028.06.10 - WHO IS EXEMPT FROM SNAP E&T](#)
- [0010.18.02 - MANDATORY VERIFICATIONS - SNAP](#)

## VIII. Screening for Referral to E&T

*The State agency must screen each work registrant to determine if it is appropriate to refer them to the E&T program and, if appropriate, refer them to an E&T component and case management, per 7 CFR 273.7 (c)(2).*

a) At what point is an individual screened for referral to E&T? *Select all that apply.*

Application

Approval

Recertification

Other: When changes to household composition and changes to work registration exemptions or work activities occur.

b) Which individuals are screened for referral to E&T? *Select all that apply.*

SNAP applicants

SNAP participants

Work registrants (including ABAWDs)

ABAWDs

Other: Students attending higher education at least half time.

c) If there is a target population for referral to E&T, select the population below? *Select all that apply. Note that this question is not asking about exemptions from mandatory E&T. Exemptions from Mandatory E&T must be provided in Section H – Estimated Participation Levels.*

ABAWDs

Homeless

Veterans

Students

Single parents

Returning citizens (aka: ex-offenders)

Underemployed

Those that reside in rural areas

Other: Though Minnesota as a whole does not target a specific group, there are providers in the State that target specific populations such as, returning citizens, students, homeless, and those that reside in rural areas.

d) Who does the screening on behalf of the State agency?

State eligibility merit staff

County eligibility merit staff

e) How are people screened for E&T? *Select all that apply.*

Orally via a script

Orally without a script

Written screening tool

Other: [Click or tap here to enter text.](#)

f) How does the State agency's screening process and screening criteria ensure the appropriateness of referrals to E&T? For example, how are the State agency's screening process and criteria geared to ensure only individuals appropriate for the State's E&T program are referred to E&T? (Note: this question applies to both voluntary and mandatory E&T programs.)

SNAP eligibility workers screen participants for SNAP eligibility, and refer only approved SNAP recipients who express a desire to participate to SNAP E&T, except for self-initiated students for whom referral prior to approval is required. An ESP may assess for possible SNAP eligibility based on income level and help with a SNAP application or refer to a SNAP outreach provider, but eligibility determination is done only by eligibility workers.

Eligibility workers must determine which SNAP recipients must be registered for work and which are exempt from work registration, as well as determine which SNAP recipients have time-limited benefits. A participant's work registration exemption status must be re-determined at least annually, and must be coded on the MAXIS system.

Minnesota accepts any qualifying SNAP recipient who expresses a desire to participate in employment and training services for referral to SNAP E&T. Counties have a designated ESP who accepts direct referrals, engages the participant in employment services, conducts assessments, and ensures the participant is matched is appropriate services whether SNAP E&T, WIOA programming, or other locally available employment and training supports. SNAP

recipients may also request a referral to any another SNAP E&T provider based on their interests, location, or for any other reason.

Minnesota operates the SNAP E&T program as one piece of the statewide employment and training system. As such, ESPs will match a participant with appropriate programming and services based on a participant's motivation, abilities, and available employment and training programming at the time of referral. ESPs will inform county eligibility staff if they do not have any available employment and training supports appropriate to SNAP recipients in general or to a referee specifically.

Minnesota is currently working with regional office staff to bring the screening and referral process into compliance with federal regulations. This process is expected to take two years. In FFY 2022, Minnesota will conduct participant-focus research as part of the SNAP DATA grant to better understand 1) why individuals choose to participate or do not choose to participate in SNAP E&T 2) how individuals learn about SNAP E&T and how information about SNAP E&T can be provided more accessibly and 3) what SNAP recipients need from the SNAP E&T program in order to be successful. In addition, Minnesota will begin to identify potential technology solutions that could be used during the implementation phase.

In FFY 2023, Minnesota will use data collected through this project to design and implement a new screening and referral process that both meets federal requirements and provides strong customer service to ensure that employment and training supports easily accessed and appropriately matched to the participant.

The ESP screens the participant again during assessment to determine if the participant is work-ready, and will continue to do so for the duration of their participation in the program.

- [0028.06.12 - WHO IS EXEMPT FROM SNAP WORK REGISTRATION](#)
- [0028.06.10 - WHO IS EXEMPT FROM SNAP E&T](#)
- [0028.03.01 - COUNTY AGENCY SNAP E&T RESPONSIBILITIES](#)
- [0028.03.02 - ES PROVIDER RESPONSIBILITIES - SNAP E&T](#)

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

Eligibility workers may inform SNAP recipients of the availability of participant reimbursements at any time during the application interview, during a recertification, or upon referral to a SNAP E&T provider. The ESP informs participants upon enrollment in SNAP E&T, and as part of the ongoing case management process.

## IX. Referral

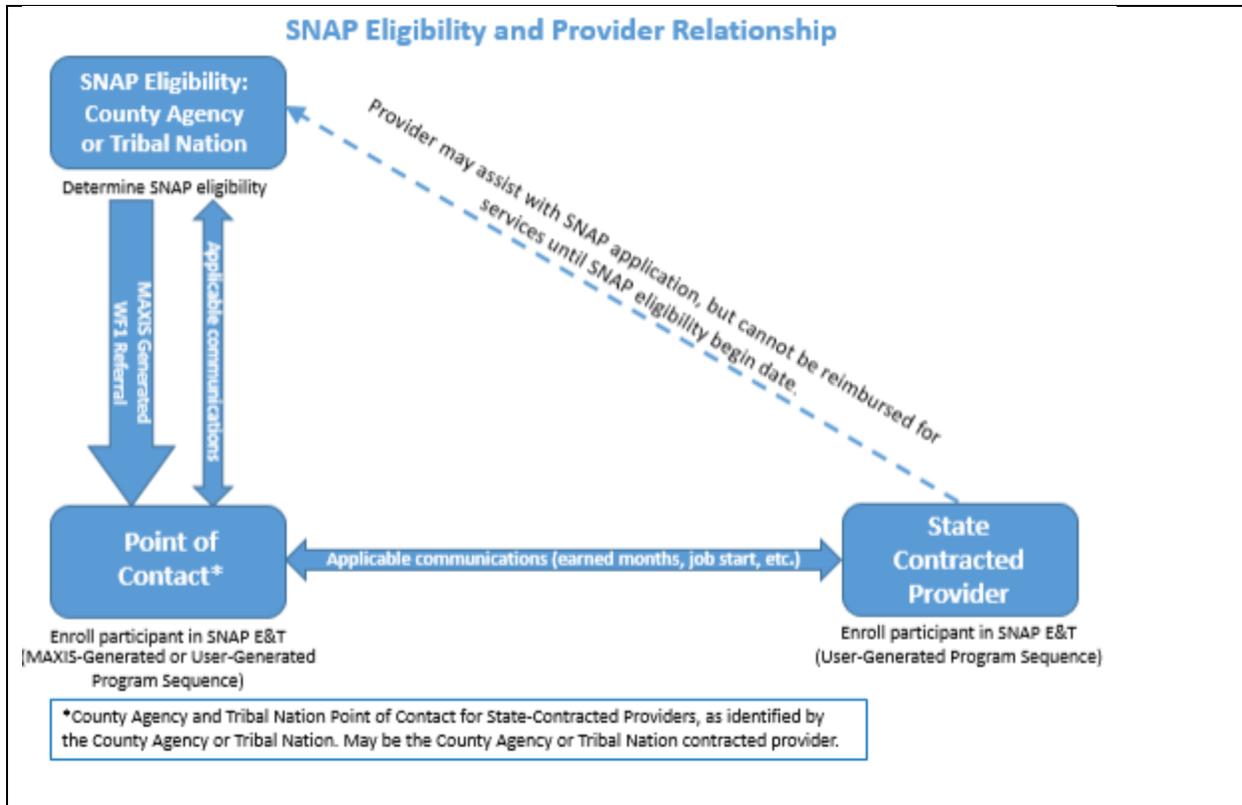
*In accordance with 7 CFR 273.7(c)(2), a SNAP applicant or recipient becomes an E&T participant when they are referred to E&T.*

- a) Describe the State agency's referral process step-by-step.

Should a SNAP recipient be subject to the time limit, they are referred automatically to SNAP E&T via a MAXIS generated referral to WF1. Time-limited SNAP recipients are told that they are being referred, are explained their rights and responsibilities, and that they may receive participant reimbursements during their participation in SNAP E&T. Time-limited SNAP recipients cannot be sanctioned for failure to participate. Eligibility is also encouraged to refer any SNAP recipient who expresses an interest in seeking employment or training.

More often, a person may begin their journey to employment at the provider agency. A provider may assist a person with their SNAP application, but may not enroll the person in SNAP E&T until SNAP eligibility is approved. Providers are able to communicate with eligibility and have read-only access to the MAXIS eligibility system to verify SNAP approval and to review relevant case information.

There are two options for enrolling a participant in SNAP E&T in WF1. The MAXIS Generated Program Sequence is a result of a MAXIS generated referral from a county or tribal eligibility worker, where the provider is part of the county or tribe, or is a county or tribal contracted provider. A User Generated Program Sequence is completed without a referral from MAXIS and is most often utilized by providers. For both sequence types, and prior to enrollment, a series of pre-enrollment questions must be answered and information must be entered into WF1. See the diagram below.



- b) How is the referral communicated to participants and what information about E&T are E&T participants given when they are referred? (e.g. information about accessing E&T services, case management, dates, contact information)?

A person may receive a written or a verbal referral, which may include office hours, location, and contact information, and information about training opportunities and availability of participant reimbursements. Flyers created by a provider may also be given.

- c) What type of services are E&T participants referred to (i.e. orientation, case management, a component)?

All E&T participants are referred to E&T for case management, orientation, and assessment. The provider works with the participant to determine the appropriate component.

- d) How is information about the referral communicated within the State agency and to E&T providers, as applicable?

MAXIS communicates with WF1 if a MAXIS generated referral is created. Eligibility staff and SNAP E&T providers are expected to communicate as necessary to ensure proper service delivery.

- e) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available? (*Note: information about participant reimbursements may also be shared when an individual is screened for referral to E&T*).

Eligibility workers may inform SNAP recipients of the availability of participant reimbursements at any time during the application interview, during a recertification, or upon referral to a SNAP E&T provider. The ESP informs participants upon enrollment in SNAP E&T, and as part of the ongoing case management process.

- f) How does the State agency’s referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.

All E&T participants are referred to E&T for case management, orientation, and assessment. ESPs have read-only access to the MAXIS eligibility system and review coding input by eligibility staff. Through a thorough employability assessment, the provider works with the participant to determine the appropriate component. Each participant receives case management, orientation, and an employability assessment. This is done by all SNAP E&T providers, whether county-contracted or state-contracted. Minnesota is engaged with the Regional Office on the State’s screening and referral process.

- g) Other information about the referral process.

## X. Assessment

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

Describe the processes in the State, if any, to provide E&T participants with an assessment. Include, as applicable:

- a) Who conducts the assessment?

Employment Services Providers conduct the assessment, which can be a county-contracted provider or a state-contracted provider.

- b) When are participants assessed?

A participant must be assessed prior to placement in a SNAP E&T component. An employability assessment should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment. This may take place any time there is a change to the participant's situation, or at the beginning or the end of a component placement, or any other time the ESP feels necessary.

- c) How are assessments conducted (e.g. electronically on a computer, orally with a staff person, paper questionnaire, etc.)?

Employability assessments are holistic. The purpose of an assessment is to collect and evaluate information to identify a participant's employment goals, barriers, and support service needs. It should be individualized and completed in an interactive face-to-face meeting with the participant when possible. The information collected from this assessment is the basis for the employment plan. The State does not require that a particular form be used for recording the results of the assessment. Providers may develop and utilize their own forms for this purpose or may record relevant information in a standard location in the case record.

- d) How is information from assessments communicated or shared within the SNAP agency, with E&T providers, and the participant, as appropriate?

Via phone or email as appropriate.

## XI. Case Management Services

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

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

Comprehensive intake assessments

Individualized Service Plans

Progress monitoring

Coordination with service providers

Reassessment

Other. Please briefly describe: Click or tap here to enter text.

- b) Describe how participants will be referred to case management services and how participants' cases will be managed.

Minnesota requires that all SNAP E&T participants receive case management as part of their participation in SNAP E&T. SNAP recipients are referred to SNAP E&T for case management, or this can be accomplished through a reverse-referral. Employment Services Providers (ESPs) are responsible for ensuring that participants receive case management services including at least one of the following: employability and intake assessments, employment plans, barrier identification, progress monitoring, coordination with service providers, referral facilitation, and service application assistance. Providers are strongly encouraged to build and maintain relationships with a wide range of employment and social service providers in their area, and to offer referrals to those organizations if the need cannot be met from within. The ESP is still able to provide case management to assist participants in connecting to those referrals and managing their path to employment.

Minnesota's case management system, Workforce One (WF1), allows SNAP E&T providers to view necessary record details for participants who are enrolled at other locations, avoiding duplicative services. ESPs communicate via email, phone, or Status Update form when needed. ESPs are responsible for a minimum of one monthly contact with each participant, and documentation of this must be recorded in case notes.

- c) What entity (or entities) will be responsible for providing case management services?

Employment Services Providers

- d) Describe how the case manager will coordinate with E&T providers and other community resources.

Participants can be served by more than one provider. For example, one provider can work with another to help the same participant achieve their individual employment plan goals, while each delivering a different service. It is the provider's responsibility to coordinate services for co-enrolled participants to prevent duplication of service. Duplication of service means an individual receives the same service from more than one provider at the same time. It is best practice for both providers to retain a written co-enrollment plan in the participant's file, or in WF1.

DHS encourages SNAP E&T providers to collaborate and make referrals for services that they do not have available. For example, when a participant nears the end of their vocational training goals, the provider may refer the participant to another provider to offer job search if the current provider does not have adequate job search assistance available. Each partner serving that participant can receive reimbursement for allowable expenditures that are not duplicative.

- e) Describe how E&T participants will receive targeted case management services through an efficient administrative process.

The Employment Plan (EP) is a written plan specifying in detail the services to be provided to a participant, the requirements with which the participant must comply; and the possible consequence of not complying, such as exit from the program, inability to earn additional months of food benefits, or lack of support from the ESP. An EP must be developed within 30 days of the person being referred to SNAP E&T and must be based on the assessment conducted for the participant. The participant must sign and receive a copy of the EP. Participants who refuse to cooperate with development of the plan or to sign the plan are considered non-compliant with SNAP E&T and may be exited from the program, which would not affect their food benefit unless they were time-limited and ran out of months. Development of an EP is required only once in any 12 consecutive months, but must accurately reflect the activities of the participant at any given time.

**XII. Conciliation Process (if applicable)**

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

- a) Does the State agency offer a conciliation process?

Yes. (Complete the remainder of this section.)

No (Skip to the next section.)

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

- c) What is the length of the conciliation period?

**XIII. Disqualification Policy for General Work Requirements**

*This section must be completed even if the State agency operates a voluntary E&T program, as all work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at*

*7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).*

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1):

30 days

60 days

Other: Click or tap here to enter text.

b) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

1 month

Up to 3 months

c) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

3 months

Up to 6 months

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

Date the individual complies, as determined by the State agency

6 months

A date determined by the State agency

Permanently

e) The State agency will disqualify the:

Ineligible individual only

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

**XIV. 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.*

**Estimates of Participant Reimbursements**

A) Estimated number of E&T participants to receive participant reimbursements. <i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Section H – Estimated Participant Levels, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	<b>3,292</b>
B) Estimated budget for E&T participant reimbursements in upcoming FY.	<b>\$1,609,847</b>
C) Estimated amount of participant reimbursements per E&T participant per month. [(Row B/Row A)/12]	<b>\$40.75</b>

**Participant Reimbursement Details**

Complete the table below with information on each participant reimbursement offered by the State agency. A description of each category is included below.

- Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- Participant Reimbursement Caps (optional).** Indicate any caps on the amount the State agency will provide for the participant reimbursement.



sufficiency. The Minnesota basic sliding fee childcare program is funded through an allocation to the county. This funding is not eligible for SNAP E&T reimbursement in Minnesota. Some Minnesota providers offer childcare funding to individuals who are unable to access sliding fee childcare through their county or whose childcare needs exceed the capacity of the sliding fee childcare program. When childcare reimbursement is requested, providers must document that basic sliding fee childcare was either unavailable or unable to meet the participant's needs.

## XV. Work Registrant Data

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

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

Work registrant data is gathered from the DHS Data Warehouse using Structured Query Language (SQL) based on guidance provided by FNS regional and national staff. County eligibility workers use work registration codes when approving SNAP eligibility in MAXIS on the STAT/WREG panel, and ESPs use WF1 to record participant level data and activities. The MAXIS codes meet federal exemption code definitions in 7 CFR 273.7.

- b) Describe measures taken to prevent duplicate counting.

This is best described by FNS-583 Reporting:

**Line 1:** Count of all work registrants whose case was active on September 30th at midnight. This number provides an accurate count of those on board on October 1st. It does not include new applications processed on this date.

**Line 2:** New distinct (unduplicated) work registrants are pulled each month beginning with October. The data pull qualifies on participants not being a work registrant yet for the whole fiscal year.

## XVI. Outcome Reporting Measures

### National Reporting Measures

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

Source	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Workforce One – DEED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

Minnesota uses MAXIS, state’s administrative data and eligibility system.

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

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

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

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

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

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

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

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

**Component Outcome Measures**

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data.

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<b>Employability Assessment and Orientation</b>	Number and percentage of participants who upon completion of an employability assessment or/and orientation activity enroll into to a federal component activity.	<p>Numerator: Number of participants who completed an assessment/orientation activity and enroll in a federal component activity within 90 days of beginning assessment/orientation during FFY 2022. Federal component activities include: SJS, JST, W, SET, JR, EPB, EPC, EPEL, EPIE, EPWRT, WA, WBLOJT, WBLPA, WBLI and WBLTJ.</p> <p>Denominator: Number of participants who complete an assessment or orientation activity.</p> <p>Note: Participants who remain active/open in an assessment or orientation activity for over 90 days without further action will included in the denominator.</p> <p>Time frame: Annual data collected during FFY 2022 will be reported in the annual report (Jan 1, 2023).</p>
<b>Employability Assessment</b>	Number and percentage of participants who participate in employability assessment/orientation upon a referral generated from MAXIS to WF1.	<p>Numerator: Number of participants referred to SNAP E&amp;T from MAXIS to WF1 in FFY 2022 who subsequently started an assessment or orientation activity within 90 days.</p> <p>Denominator: Number of participants referred to SNAP E&amp;T through the automatic referral system, from MAXIS to WF1.</p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		Time frame: Annual data collected during FFY 2022 will be reported in the annual report (Jan 1, 2023).
<b>Supervised Job Search (SJS)</b>	Number and percentage of participants who engaged in SJS who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in SJS in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in SJS in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>Job Search Training (JST)</b>	Number and percentage of participants who engaged in JST who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in JST in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in JST in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>Job Retention (JR)</b>	Number and percentage of participants who engaged in JR who are employed in the 2 <sup>nd</sup> quarter from exit.	<p>Numerator: Number of participants in JR in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in JR in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>Basic Education and/or Foundational Skills Instruction (EPB)</b>	Number and percentage of participants who engaged in EPB who are employed in the 2nd quarter from exit.	Numerator: Number of participants in EPB in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		Denominator: Number of participants in EPB in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.
<b>Career and/or Technical Education Programs or Other Vocational Training (EPC)</b>	Number and percentage of participants who engaged in EPC who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in EPC in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in EPC in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>English Language Acquisition (EPEL)</b>	Number and percentage of participants who engaged in EPEL who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in EPEL in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in EPEL in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>Integrated Education and Training (IET)/Bridge Programs (EPIE)</b>	Number and percentage of participants who engaged in EPIE who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in EPIE in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in EPIE in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.</p>
<b>Work Readiness Training (EPWRT)</b>	Number and percentage of participants who engaged in EPWRT who are employed in the 2nd quarter from exit.	Numerator: Number of participants in EPWRT in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022 who are employed in the 2nd quarter from exit.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator: Number of participants in EPWRT in Q3 and Q4 of FFY 2021 and Q1 and Q2 of FFY 2022.

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

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

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

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

#### Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>

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

b) Where will the State agency offer qualifying activities?

Statewide

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

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

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

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

e) How does the State agency identify at-risk ABAWDs? At-risk ABAWDs are individuals in their third month of eligibility who are not otherwise exempt.

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

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

- h) What services and activities will be provided outside of SNAP E&T? (List the services and activities.)

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

**Information about the size of the ABAWD population**

Question	Number
A) How many ABAWDs did you serve in E&T in the previous FY?	
B) How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once.	

Question	Number
C) How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once.	
D) Number of at-risk ABAWDs averaged monthly? This should be annual total from line (C) divided by 12.	

**Available Qualifying Components**

	<b>Expected average monthly slots available to at-risk ABAWDs:</b> <i>(Should align with projected participation in Section G: Component Detail)</i>	<b>Expected average monthly slots offered to at-risk ABAWDs</b>	<b>Expected monthly at-risk ABAWD participation for plan year</b>
SNAP E&T			
Workfare programs (outside of SNAP E&T)			
WIOA title I programs (outside of SNAP E&T)			
A program under section 236 of the Trade Act of 1974 (outside of SNAP E&T)			
Veterans employment and training programs offered by the Department of Veterans Affairs or the			

	<b>Expected average monthly slots available to at-risk ABAWDs:</b> <i>(Should align with projected participation in Section G: Component Detail)</i>	<b>Expected average monthly slots offered to at-risk ABAWDs</b>	<b>Expected monthly at-risk ABAWD participation for plan year</b>
Department of Labor (outside of SNAP E&T)			
Workforce Partnerships in accordance with 7 CFR 273.7(n)			
Total slots across all qualifying activities			

**Estimated cost to fulfill the pledge**

	<b>Value</b>
A) What is the projected total cost to fulfill the pledge?	
B) Of the total in (A), what is the total projected administrative costs?	
C) Of the total in (A), what is the total projected costs for participant reimbursements?	

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

k) If the cost to fulfill the pledge exceeds the level of pledge funds received, how will the State agency ensure it commits sufficient funds to fulfill the obligation of the pledge? Include the level of funding the State agency is committing to fulfill the pledge above and beyond the Federal SNAP E&T 100 percent funds and pledge funds. Provide the share of these extra funds that will be covered by 50/50 funds and other State funds.

## G. Component Detail

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

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

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

Supervised Job Search (SJS)	Answer the question in the space below
<p><b>Summary of the State guidelines implementing supervised job search.</b> This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.</p>	<p>A component in which the participant is primarily engaged in actively applying for work, building connections with prospective employers, and/or attending hiring events and other networking opportunities. Supervised job search activities must have a direct link to increasing the employment opportunities of individuals engaged in the activity. Participants may conduct these activities at any location appropriate to the activity, including, but not limited to their home, job sites, public facilities, or their SNAP E&amp;T provider locations. Providers may restrict allowable job search locations if they discover that a participant’s preferred location is not conducive to successful participation. However, participants must report activities and hours through sign-in sheets, e-mail records, phone, mobile app, or another state-approved method at least once per week. Providers must retain a record of dates and hours of job search activity as well as a summary of job search activities performed (including the date, time, activity type, positions applied for (if any), and any application barriers that may have arisen). Providers must establish, in consultation with the participant, individual goals for the number of</p>

Supervised Job Search (SJS)	Answer the question in the space below
	<p>applications or contacts made each month. This standard should take into account the participant’s location and barriers. Providers must demonstrate through case notes that they have engaged in regular meaningful communication with the participant about their job search.</p> <p>Supervised Job Search focuses on searching for and applying for jobs with direct supervision, and is not intended to be a long-term activity.</p> <p>SJS criteria is reviewed during monitoring visits.</p>
<p><b>Direct link.</b> Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS have the skills to be successful in SJS and how the SJS program is tailored to employment opportunities in the community).</p>	<p>As a voluntary program, individuals are only referred to SJS based on their own motivations and goals. Participants participate in SJS when they believe they have the skills and interest in moving directly to employment.</p> <p>Providers were asked in their annual work plan to explain how SJS activities will have a direct link to increasing the employment opportunities of individuals. Minnesota monitors providers annually, which includes a thorough review of cases to ensure program rules are followed.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Individuals who want to move directly to employment.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>Participant has an existing work history and is motivated to begin work right away. The individual’s assessment results will also be used to determine appropriateness for this component.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD</p>	<p>Statewide.</p>

<b>Supervised Job Search (SJS)</b>	<b>Answer the question in the space below</b>
waivers, areas covered by American Job Centers, etc.)	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	2,040
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Job Search Training (JST)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a brief description of the activities and services.	<p>A component that strives to enhance the job search skills of participants by providing instruction and mentoring in job seeking techniques, increasing motivation and self-confidence for work, and understanding employer needs. Job search training activities are approvable if they directly enhance the employability of the participants. A direct link between the job search training activities and job-readiness must be established. The component may consist of employability assessments, job placement services, one-on-one case management to reduce employment barriers, application assistance, and training in aspects of the job search process including resume writing, interviewing, appropriate dress, social skills, and using job search technology. Job Search Training is not intended to be a long-term activity.</p>

<b>Job Search Training (JST)</b>	<b>Answer the question in the space below</b>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Job seekers who do not want to increase their education or training in a specific field but who need assistance with job search skills.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>Participant has an existing work history and is motivated to begin work right away. Participant has significant employment barriers other than education or training. The individual’s assessment results will also be used to determine appropriateness for this component.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.)</p>	<p>Statewide.</p>
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	<p>Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.</p>
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	<p>1,625</p>
<p><b>Estimated Annual Component Costs.</b> Project only administrative costs.</p>	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.</p>	<p>Services provided to SNAP E&amp;T participants who have secured employment after participating in another E&amp;T component; only individuals who have received other employment and/or training services under the E&amp;T program are eligible for job retention services. Individuals must have received SNAP benefits in the month of or the month prior to starting job retention services. This component is meant to help participants who have secured employment achieve satisfactory performance, retain employment, or to increase earnings over time. Such services and reimbursable participant costs may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Life skill classes</li> <li>• Referrals to other services</li> <li>• Dependent care assistance</li> <li>• Transportation assistance</li> <li>• Clothing required for the job</li> <li>• Equipment or tools required for the job</li> <li>• Test fees</li> <li>• Union dues</li> <li>• Licensing and bonding fees.</li> </ul> <p>Individual circumstances may warrant job retention services that begin at various times, such as on the day a job offer is accepted, the day the individual reports the information to their E&amp;T case manager, the first day of the job, or other time based on the availability and type of services. Retention services must be provided for a minimum of 30 days, but not more than 90 days. The provider may identify when the 90 days of job retention services start, however, the household must have been receiving SNAP in the month of or the month prior to beginning job retention services.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Participants who have recently secured employment or improved employment through participation in SNAP E&amp;T.</p>

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>SNAP E&amp;T participants who have secured employment or improved employment after participating in another E&amp;T component. Only individuals who have received other employment and/or training services under the E&amp;T program are eligible for job retention services. The individual’s assessment results will also be used to determine appropriateness for this component.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).</p>	<p>Statewide.</p>
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	<p>Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.</p>
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	<p>1,288</p>
<p><b>Estimated Annual Component Costs.</b> Project only administrative costs.</p>	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>A component that improves the employability of participants by providing training in setting up and operating a small business or other self–employment venture. Participants receive technical assistance in developing business plans and in creating financial marketing plans, and also learn how to access small business grants and other business support services.</p>

<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Individuals who are interested in setting up and operating a small business or other self-employment venture.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Individual’s goals are to set up a small business or other self-employment venture. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	29
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>E&amp;T Workfare (W)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services</p>	<p>A component in which SNAP recipients perform work in a private or public non-profit agency as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household’s monthly benefit allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The maximum number of hours of work each month is determined by dividing the household’s SNAP benefit allotment by the federal or state minimum wage, whichever is higher (in Minnesota, the higher state minimum wage of large employers must be used). The county agency or Employment Services Provider (ESP) must round the number of hours arrived at through this computation down to the next full hour. For time-limited participants, the work requirement is considered to be met when the maximum number of hours are obtained. This component requires the provider to enter into a worksite agreement which specifies days/hours of work and responsibilities of the participant and supervisor.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Individuals with limited or no work history.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>Participant already has the skills and abilities needed to succeed in the particular workfare placement available. The individual’s assessment results will also be used to determine appropriateness for this component.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD</p>	<p>Statewide.</p>

<b>E&amp;T Workfare (W)</b>	<b>Answer the question in the space below</b>
waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	8
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

**XVIII. Educational Programs**

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services	<p>Programs that offer academic instruction and education services below the post-secondary level that increase an individual’s ability to read, write, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED). Minnesota only allows reimbursement for ABE/GED services provided to participants aged 21 or over. These services must be substantially differentiated from those already provided by existing education programs currently being offered at no cost to the general public. If</p>

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
	these services are provided to persons other than E&T participants, the costs charged to E&T must be the same.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Individuals over 21 determined during assessment to benefit from earning their high school equivalency or increase in basic or foundational skills; since MN only allows individuals over the age of 21 to participate in this component, the age limit should also be listed under the target population column.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Individuals must be over age 21, and lack a high school diploma or equivalent OR have been tested and found to lack the basic skills needed to enter a vocational skills training program. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	315
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&T the same costs as they would any other participant.  E&T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
	Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023's plan.
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Minnesota has consulted with the Minnesota Department of Education and Adult Basic Education programs. They have advised that for individuals under age 21 there is a state obligation to provide high school equivalency and other basic foundational skills instruction. Minnesota does not allow individuals under age 21 to participate in EPB.  Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	Minnesota requires providers to include in their work plan how they are ensuring cost parity. This is reviewed during annual monitoring.

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services	Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials. Post-secondary training is limited to a 2-year associate degree level or lesser. Programs must also be Perkins V eligible or otherwise designated by Minnesota State College and Universities,

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
	DEED, or Office of Higher Education as likely to result in employment.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Individuals already enrolled at career and technical colleges.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Have attained the needed secondary education credentials to enter the career/technical education program. Does not have a criminal history that would bar employment in their selected program. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	1,049
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<p><b>Not supplanting.</b> Federal E&amp;T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&amp;T program are not supplanting funds used for other existing education programs.</p>	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&amp;T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring. Minnesota provides guidance to college partners to ensure that all other sources of potential funding have been exhausted. Minnesota also hosts a college provider working group in which providers can share information about additional sources of support that may be applicable before SNAP E&amp;T reimbursement.</p>
<p><b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</p>	<p>Minnesota requires providers to include in their work plan how they are ensuring cost parity. This is reviewed during annual monitoring.</p>

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>Designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.</p>
<p><b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Job seekers whose first language is not English.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>First language other than English, assessed by E&amp;T staff to require additional spoken or written English skills in order to be successful in sustainable employment. The individual’s assessment results will also be used to determine appropriateness for this component.</p>

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	205
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged	Minnesota requires providers to include in their work plan how they are ensuring cost parity. This is reviewed during annual monitoring.

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	

<b>Integrated Education and Training/Bridge Programs (EPIE)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Individuals exiting or entering another SNAP E&T or workforce training activity.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Completion of any required prerequisite classroom or experiential training. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	227
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only

<b>Integrated Education and Training/Bridge Programs (EPIE)</b>	<b>Answer the question in the space below</b>
	<p>charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>
<p><b>Not supplanting.</b> Federal E&amp;T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&amp;T program are not supplanting funds used for other existing education programs.</p>	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&amp;T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p>
<p><b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</p>	<p>Minnesota requires providers to include in their work plan how they are ensuring cost parity. This is reviewed during annual monitoring.</p>

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual’s interactions, job performance,</p>

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
	and career prospects such as adaptability, integrity, cooperation, and workplace discipline.
<b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Job seekers with work history and specific industry skills but who lack foundational skills to be successful long-term.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Have been tested or otherwise evaluated and found to lack the basic skills needed to enter a vocation. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	726
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<p><b>Not supplanting.</b> Federal E&amp;T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&amp;T program are not supplanting funds used for other existing education programs.</p>	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&amp;T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p>
<p><b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</p>	<p>Minnesota requires providers to include in their work plan how they are ensuring cost parity. This is reviewed during annual monitoring.</p>

<b>Other (EPO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>NA</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available</p>	

<b>Other (EPO): State agency must provide description</b>	<b>Answer the question in the space below</b>
(statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	

**XIX. Work Experience (WE)**

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – one table for activities not

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

<b>Work Activity (WA)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>A component that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment in exchange for SNAP benefits. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full time employment. A work activity can be arranged within the private for-profit sector, the non-profit sector, or the public sector whereas workfare must take place at a public or private non-profit institution. Work activity is a training program and should have, for example, things like a curriculum, clearly articulated outcome goals, intentional day-to-day activities that are designed to improve someone’s skills and employability, and a planned start date and end date.</p> <p>Households that include work activity participants may not work more hours monthly than the total obtained by dividing the household’s monthly SNAP allotment by the higher of the applicable Federal or State minimum wage (in Minnesota, the higher state minimum wage of large employers must be used). The county agency or ESP must round the number of hours arrived at through this computation down to the next full hour. Unlike workfare, participating in this component for the maximum amount of hours may not meet the work requirement for time-limited participants; these individuals may need to do additional activities in order to meet the 80 hour per month requirement.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Individuals seeking to move directly to work, but whose work history or workplace skills makes competitive employment extremely challenging to secure without additional work history and training.</p>

<b>Work Activity (WA)</b>	<b>Answer the question in the space below</b>
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Low level of basic workplace skills or very poor work history but a high degree of motivation to work. The individual’s assessment results will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	27
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Internship (WBLI)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	<p>A planned, structured learning experience that takes place in a workplace for a limited period of time. An internship must be a learning experience that applies knowledge gained in the classroom, and teaches skills or knowledge that can be transferred to other employment settings. An internship has a defined beginning and end, and a job description with desired qualifications.</p> <p>Internships and may be paid or unpaid, as appropriate</p>

Internship (WBLI)	Answer the question in the space below
	and consistent with other laws, such as the Fair Labor Standards Act (FLSA). An internship may be arranged within the private for profit sector, the non-profit sector, or the public sector.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	SNAP E&T participants previously, concurrently or subsequently planning to be participants in another educational activity.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Providers may set their own criteria which may be based on the specific program being offered and/or the source of reimbursement funding being used. The individual’s assessment results, and skills and interests will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	27
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>Internship – Subsidized by E&amp;T (WBLI - SUB)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.</p>	NA
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).</p>	
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	
<p><b>Estimated Annual Component Costs.</b> Project only administrative costs.</p>	

<b>Pre-Apprenticeship/ Apprenticeship (WBLPA)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services to be offered.</p>	<p>A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation that provides the industry-specific knowledge needed to perform highly skilled work. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Pre-Apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>Job seekers whose skills and work history allow them to qualify for an industry-certified pre-apprenticeship or apprenticeship program.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>SNAP E&amp;T participants whose basic or foundational skills are acceptable and who seek to enter the skilled trades. The individual's assessment results, and skills and interests will also be used to determine appropriateness for this component.</p>
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).</p>	<p>Statewide.</p>
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	<p>Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.</p>
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	<p>27</p>
<p><b>Estimated Annual Component Costs.</b> Project only administrative costs.</p>	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may</p>

Pre-Apprenticeship/ Apprenticeship (WBLPA)	Answer the question in the space below
	<p>only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

Pre-Apprenticeship/ Apprenticeship – Subsidized by E&T (WBLPA- SUB)	Answer the question in the space below
<p><b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.</p>	NA
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD</p>	

<b>Pre-Apprenticeship/ Apprenticeship – Subsidized by E&amp;T (WBLPA- SUB)</b>	<b>Answer the question in the space below</b>
waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the on-the-job training (OJT) contract, occupational training is provided for the participant in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Wages are reimbursed at a set percentage by the organization to the employer for the length of the contract. OJT also carries the expectation that the participant will be hired by the employer in a permanent position when the contract ends.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens,	Job seekers with adequate basic workplace skills who is wanting to gain experience in the profession for which an OJT opportunity is available.

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Job seekers with adequate basic workplace skills or work history in a field other than the one for which there is an OJT opportunity. The individual’s assessment results, and skills and interests will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	45
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p> <p>Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023’s plan.</p>

<b>On-the-Job-Training – Subsidized by E&amp;T (WBLOTJ - SUB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include	NA

<b>On-the-Job-Training – Subsidized by E&amp;T (WBL0TJ - SUB)</b>	<b>Answer the question in the space below</b>
the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Transitional Jobs (WBLTJ)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	A transitional job is one that provides a work experience for a limited period of time, that is wage-paid and subsidized, and is in the public, private, or non-profit

Transitional Jobs (WBLTJ)	Answer the question in the space below
	sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Individuals who either have never been employed or who are chronically unemployed.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Inconsistent work history, minimal basic workplace skills. The individual’s assessment results, and skills and interests will also be used to determine appropriateness for this component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Statewide.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans and Operating Budget Tab E for more information.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	55
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	<p>Providers do not charge by component. Providers charge based on the cost of services as restricted by their source of funding, which may vary. Providers may only charge SNAP E&amp;T the same costs as they would any other participant.</p> <p>E&amp;T services are not offered at no cost, but administrative costs are determined based on the provider’s cost allocation plan or federal indirect rate.</p>

Transitional Jobs (WBLTJ)	Answer the question in the space below
	Minnesota will be considering ways in which to isolate these specific cost estimates prior to FFY 2023's plan.

Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)	Answer the question in the space below
<p><b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.</p>	NA
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).</p>	
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	

<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>	<b>Answer the question in the space below</b>
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	NA
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<p><b>Work-based learning - Other - Subsidized by E&amp;T (WBLO - SUB): State agency must provide description</b></p>	<p><b>Answer the question in the space below</b></p>
<p><b>Description of the component.</b> If subsidized by E&amp;T, provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.</p>	<p>NA</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).</p>	
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	
<p><b>Estimated Annual Component Costs.</b> Project only administrative costs.</p>	

## H. Estimated Participant Levels

Complete the tables below projecting participation in E&T for the upcoming Federal FY. 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 FY.

### SNAP E&T Projected Participation

A) Anticipated number of work registrants in the State during the Federal FY. This is an unduplicated count. Take into consideration the expected number of work registrants in the State on October 1 <sup>st</sup> as well as the number of new work registrants expected throughout the Federal Fiscal Year.	114,000
B) List State exemptions from E&T and the number of work registrants expected to be exempted under each category. A State operating a voluntary program would show that all work registrants are exempt. Alternatively, a State may exempt only certain populations from SNAP E&T participation, such as individuals experiencing homelessness.	Minnesota administers a voluntary E&T program thus, all work registrants are exempt.  All work registrants) are voluntary.
C) Total estimated number of work registrants exempt from mandatory E&T (sum of State exemptions in B above).	114,000 (all)
D) Percent of all work registrants exempt from E&T (line C /line A * 100).	100%
E) Anticipated number of ABAWDs in the State during the FY.	49,700 (including ABAWDs in waived areas).
F) Anticipated number of ABAWDs in waived areas of the State.	49,700
G) Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance.	0
H) Number of potential at-risk ABAWDs expected in the State during the FY (line E – (lines F +G)).	NA

### Mandatory, Voluntary, and ABAWD Projected Participation

A) How many total mandatory participants do you expect to serve in E&T during the FY?	0
B) How many total voluntary participants do you expect to serve in E&T during the FY?	3,292

C) How many ABAWDs do you expect to serve in E&T during the FY?	1,097
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### I. Contracts/Partnerships

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

<b>Contract or Partner Name:</b> Hennepin County
<b>Service Overview:</b> Hennepin County subcontracts with four providers to offer SNAP E&T services funded with 50% funding.
<b>Intermediary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b> SJS, JST, JR, EPC, EPWRT, WBLOJT, WBLI, WBLTJ
<b>Credentials Offered:</b> OSHA-10, Bloodborne Pathogens, Career Connections- Residential Construction, Forestry, Carpentry Certificate, Electrician Certificate, Medical Administrative Assistant, Service Desk Technician, Application Development, Cybersecurity, Commercial Driving, Nursing Assistant, Basic Life Support, Forklift Operation, Digital Literacy
<b>Participant Reimbursements Offered:</b> transportation, rent, training costs, uniforms, personal protective equipment for participants, training materials, curriculum, course fees, driver license fees, tools. Additional support services may be available according to the state Guidance on Costs sheet.
<b>Location:</b> Network for Better Futures, 813 5 <sup>th</sup> St. N. Minneapolis. Hennepin County Dept. of Community Corrections, 3000 N. 2 <sup>nd</sup> St. Minneapolis. EMERGE Community Development, 1834 Emerson Ave N. Minneapolis. Summit Academy OIC, 935 Olson Memorial Highway, Minneapolis.
<b>Target Population:</b> All interested based on individual assessment results.
<b>Monitoring and communication with contractor:</b> Minnesota DHS communicates regularly with Hennepin County to consult on the operation of the program. Hennepin County participates in the bi-monthly SNAP E&T Steering Committee and monthly SNAP E&T Coordination Workgroup. Minnesota does not currently monitor county providers but does support counties in federal SNAP E&T Management Evaluations.
<b>Type of Agreement:</b> None, Relationship is governed by state law
<b>Total Cost of Agreement:</b> \$1,627,781
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name:</b> Hired
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<b>Service Overview:</b> Hired provides job search support and training through a range of workforce programs, including SNAP E&T. Hired is one of the state's longest-running providers of SNAP E&T services. Hired supports people building sustainable careers that support not only participants, but their families, employers and communities as well.
<b>Intermediary:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b> SJS, JST, JR, EPC, EPWRT
<b>Credentials Offered:</b> Medical Call Center, Office Administration/Public Sector, Certified Nursing Assistant, Northstar Digital Literacy, Project Management, CDL, Business Management, Leadership, Marketing, etc.
<b>Participant Reimbursements Offered:</b> Any needed and allowable based on Guidance on Costs sheet
<b>Location:</b> 217 5 <sup>th</sup> Ave N
<b>Target Population:</b> All interested based on individual assessment results.
<b>Monitoring and communication with contractor:</b> Hired participates in the monthly coordination workgroup and sits on the bi-monthly SNAP E&T steering committee. In addition, DHS conducts a fiscal and program monitoring visit with Hired annually.
<b>Type of Agreement:</b> Grant contract
<b>Total Cost of Agreement:</b> \$1,034,288
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name:</b> Goodwill Industries, Inc
<b>Service Overview:</b> Goodwill offers industry-specific job training programs as well as job placement, retention and advancement services. Goodwill offers a variety of credentialed and non-credentialed training at multiple locations in the Twin Cities and central Minnesota.
<b>Intermediary:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b> SJS, JST, JR, EPB, EPC, EPIE, EPWRT, WBLPA, WBLI, WBLTJ
<b>Credentials Offered:</b> Automotive Technician, Business Professionals, Construction, OSHA-10, Information Technology, Google IT Support Professional, CompTIA A+, Certified Nursing Assistant, Career Prep
<b>Participant Reimbursements Offered:</b> Any needed and allowable based on Guidance on Costs sheet.
<b>Location:</b> multiple locations in the 7-county Twin Cities metro area, Benton, Sherburne, and Stearns counties
<b>Target Population:</b> Individuals who are low-income, are disconnected youth, and/or have disabilities
<b>Monitoring and communication with contractor:</b> Goodwill participates in the monthly coordination workgroup and sits on the bi-monthly SNAP E&T steering committee. In addition, DHS conducts a fiscal and program monitoring visit with Goodwill annually.
<b>Type of Agreement:</b> Grant Contract
<b>Total Cost of Agreement:</b> \$934,590

<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Contract or Partner Name:</b> DEED 50% Intermediary
<b>Service Overview:</b> Through an interagency agreement, Minnesota offers SNAP E&T directly through DEED Adult Career Pathways grantees. This enables Minnesota to support more providers across the state and offers new providers an on-ramp to partnership in which they work with only one source of match funding through a more streamlined process administered by DEED. Currently DEED SNAP E&T programs match Pathways to Prosperity and Family Resilience Partnership grants.
<b>Intermediary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b> SJS, JST, JR, EPB, EPC, EPIE, EPWRT, EPEL, WBLOJT
<b>Credentials Offered:</b> Certified Nursing Assistant, CDL, Medical Office, Paraprofessional, Computer Technician, Home Health Aid/PCA, Automotive Technical, Manufacturing Foundation, Child Development Associate.
<b>Participant Reimbursements Offered:</b> Any needed and allowable based on Guidance on Costs sheet.
<b>Location:</b> Multiple locations statewide, see Operating Budget Tab A-1
<b>Target Population:</b> Individuals who are low-income, and based on individual assessment results.
<b>Monitoring and communication with contractor:</b> Minnesota DHS and DEED work collaboratively to support a SNAP E&T program in Minnesota through two interagency agreements. SNAP E&T staff at DEED and DHS meet at least monthly to review program goals, coordinate service delivery, and plan future growth and enhancements to programming. DEED is part of the SNAP E&T steering committee and DEED providers attend the monthly coordination workgroup. DEED monitors providers annually and these monitoring reports are reviewed by DHS.
<b>Type of Agreement:</b> Interagency Agreement
<b>Total Cost of Agreement:</b> \$797,424
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Contract or Partner Name:</b> Ramsey County Workforce Services
<b>Service Overview:</b> Ramsey County offers in-county direct services to SNAP E&T participants. Services include, supervised job search, job search training, and supporting participants in completing adult basic education, English language acquisition and self-selected employment training opportunities. Many of these substantive services are also offered through a direct connection with Ramsey County, but participants may be supported in pursuing other opportunities outside the county. Ramsey county also offers robust marketing and referral to SNAP E&T programs (both Ramsey County Workforce Services, and SNAP E&T providers contracted through DHS, DEED, or Hennepin County as appropriate)
<b>Intermediary:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b> SJS, JST, JR, EPB, EPC, EPEL

<b>Credentials Offered:</b> None specific to E&T, however co-enrollment with WIOA programming is a central focus of SNAP E&T services
<b>Participant Reimbursements Offered:</b> Any needed and allowable based on Guidance on Costs sheet.
<b>Location:</b> Careerforce in North St. Paul, Careerforce in St. Paul, Ramsey County Government Center East
<b>Target Population:</b> All interested individuals based on assessment results.
<b>Monitoring and communication with contractor:</b> Ramsey County participates in the bi-monthly SNAP E&T Steering Committee and monthly SNAP E&T Coordination Workgroup. Minnesota does not currently monitor county providers but does support counties in federal SNAP E&T Management Evaluations.
<b>Type of Agreement:</b> None, Relationship is governed by state law
<b>Total Cost of Agreement:</b> 50% funding, \$40,000. 100% funding will be allocated in September based on a formula.
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b> No
<b>New Partner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## J. Budget Narrative and Justification

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

### Direct Costs:

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.  <i>Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000</i>  <i>5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</i></p>	<p>E&amp;T Supervisor - \$75,350 x 1 FTE = \$75,350                      E&amp;T Grant Manager - \$90,911 x 1 FTE = \$90,911                      E&amp;T Program Specialist - \$87,422 x 1 FTE = \$87,422                      E&amp;T Program Specialist - \$73,864 x 1 FTE = \$73,864</p>
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<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>Minnesota DHS Fringe: 39.2%</p>
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<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p>DEED Staff Only: By interagency agreement, one DEED staff person is detailed to DHS for purposes of coordinating DHS and DEED efforts on SNAP E&amp;T, including support and coordination for WF1.</p> <p>DEED Program: By interagency agreement, DHS provides 50% funds to allow DEED to contract for SNAP E&amp;T services with Adult Career Pathways Grant recipients. These funds are used for staffing at DEED to provide and monitor SNAP E&amp;T services for their providers, and are passed through DEED to the contracted agencies described in Budget Tab A-1.</p> <p>All other providers listed in Budget Tab A are directly contracted with DHS to provide direct SNAP E&amp;T program services. Providers supply workplans in</p>
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	advance of each contract year. These workplans are reviewed and approved by state staff and rolled up into the state plan.
<b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&T funds.	SNAP E&T contributes to the operating budget for the state’s workforce development software, WF1. Contribution to WF1 is allocated by the number of SNAP E&T participants relative to all participants in all programs that utilize WF1.
<b>Materials:</b> Describe materials to be purchased with E&T funds.	Funds may be used to purchase office supplies that are needed by state SNAP E&T program staff but that exceed those included in the state’s indirect costs.
<b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	Depending on pandemic-related restrictions, staff typically travel in-state to support providers with training, attend regional and statewide meetings of workforce providers, attend professional development trainings, and other on-site provider support.
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	NA
<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	NA

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

Minnesota DHS charges all federal programs a 10% de minimus indirect rate.
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**Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).**

Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

Support Service costs are participant reimbursements that must directly relate to an approved SNAP E&T program component and be reasonable and necessary. The state's allowable participant reimbursements are included as an attachment to this document. Providers who identify a participant need that is not covered by this document, must reach out to state staff before offering the support service. State staff will consult with regional FNS staff to determine the eligibility of that service.

## Optional State Request for Additional 100 Percent Funds

Use the following questions to request reallocated 100 percent Federal funds. This template should be submitted with the E&T State plan.

- a) Provide the specific amount of additional funds requested.

Minnesota is requesting funds for county operations, and four projects.  
 Project 1: Funding for counties to provide SNAP E&T services statewide, \$700,000  
 Project 2: Anoka County CSEP for job seekers over 50, \$20,610  
 Project 3: Stearns County/Too Much Talent Partnership \$38,180  
 Project 4: Tribal partnership building \$25,000  
 Project 5: Fiscal resources and training \$25,000

- b) Indicate which of the following prioritized categories the reallocated funds will be used for:

To conduct E&T programs and activities authorized as part of the requesting State's 2014 Farm Bill pilot (priority A).

To target a highly-barriered population and state the targeted population including any specific characteristic of the individuals to be targeted, such as disabled veterans (priority B).

To conduct other E&T programs and activities that would meet the requirements of priority C.

- c) Provide a detailed plan for the use of the additional funds:

- Describe the new or existing services or initiatives the funds will support. If applying under priority A, describe the 2014 E&T pilot activity that will be continued using the re-allocated funds.

Project 1, County and Tribal Services: These funds will be used to enable counties and tribes who administer SNAP to provide SNAP E&T services, marketing and outreach, and to administer 50% funding through county-contracted or tribal-contracted providers. Funds will go to those counties or tribes with a demonstrated need for additional funding beyond their initial allocation based on a funding formula as defined by state law. Funds would be used for program staffing and administration, including providing orientation and assessment, improving marketing and referral strategies, and building and supporting additional 50% providers to ensure robust services in areas with a

high concentration of poverty. Counties and tribes provide a vital link in the web of SNAP E&T services in Minnesota and both urban and rural providers offer unique tailored services for their communities.

The vast majority of Minnesota counties, and all tribes who administer SNAP, serve entirely or significantly rural populations (according to a 2017 state report only 13 of Minnesota's 87 counties are largely or entirely urban). In these rural areas, county-allocated 100% funding is crucial in maintaining SNAP E&T services as these areas face significant barriers in building 50% programs. The majority of Minnesota rural providers are also contracted with the state for 50% funding, but due to a lack of non-federal funding are unable to offer SNAP E&T based on 50% funds alone.

Rural participants face significant barriers to both employment and participation. One of those barriers is a lack of availability of robust SNAP E&T programming. This additional funding will allow rural providers to continue to provide adequate SNAP E&T coverage while they continue to engage in important work to enhance this coverage in the coming years.

Rural providers in Minnesota are actively engaged in enhancing services, additional funding would enable them to continue that important work. The vast majority of rural county SNAP E&T providers also offer an array of other employment programming including WIOA Title 1 programs. These providers routinely screen rural participants for other WIOA programming and co-enroll as able. Minnesota's rural providers are also currently participating with the state in a Mathematica/FNS RCE project to develop improvements in referral and engagement. In addition, rural providers are actively working to identify more sustainable 50% funding; however, rural provider report that the lack of significant philanthropic investment in rural communities is a significant barrier to implementing this funding.

These funds will also be used to support Minnesota's urban counties, in particular the 7-county Twin Cities metro area. These counties currently serve the state's largest number of SNAP recipients, and largest number of SNAP E&T participants. A mix of existing in-house and county-contracted providers would be supported through these funds. These providers serve a disproportionate share of the state's racial and ethnic minority communities. In addition, these counties are actively engaged in enhancing their program services, expanding 50% funding opportunities, and collaboration and innovation efforts. Additional funding would allow them to sustain these activities and adequately support more participants.

The Twin Cities metro area is home to some of the most racially and ethnically diverse communities in the state. Twin Cities metro-area providers serve a

population that is disproportionately African American and Asian American. In FFY 2020, participants from the metro counties made up 74% Asian American participants and 74% of African American participants. In this same period 48.9% of participants served in the 7-county metro area were African American.

In addition to providing direct services, these funds would support larger work conducted by the counties to improve service delivery and ensure equity. These counties are active participants in the SNAP E&T Equitable Access Workgroup, seek out opportunities and sources of funds to build 50% funding programs, and Hennepin County is actively working as part of the Mathematica/FNS RCE project to identify and implement new referral and engagement strategies.

Project 2, Anoka County SCSEP: Anoka County Job Training Center currently operates both a state and nationally sponsored Senior Community Service Employment Program (SCSEP). At any point in time, up to 70% of the case load reports a disability and/or major health condition. Operational funds for the program largely focus on payroll dollars for work experience and admin/staffing costs. Since the program serves adults 55 years of age or older living at or below 130% of poverty, many participants also receive SNAP benefits. We are requesting additional dollars to provide enhanced job placement support for SCSEP participants.

Project 3, Too Much Talent: Too Much Talent works to provide services and build relationships to underserved communities, families and individuals living in the St. Cloud area who are facing racial disparities. The primary population served are low-income African American residents. These relationships with the community and its members helps clients feel more comfortable and allow Too Much Talent to better serve the needs of the community.

This additional funding would help the community liaison staff to continue to work with the community to promote SNAP E&T programming and assist with employment and training related activities.

In FFY 2021, Minnesota was granted additional seed funding to enable Too Much Talent to begin operating a SNAP E&T program. Too Much Talent has worked with many participants on employment and training related activities, job coaching, and training activities. To date, Too Much Talent has had 11 participants complete their Personal Care Assistance (PCA) certification. These participants are now working to either gain employment with their new skills or working to earn a Community First Services and Supports (CFSS) certification to continue to build on their employability.

Too Much Talent has a relationship with a number of businesses in the area where they can refer participants for employment opportunities. These are great opportunities to provide job coaching to these individuals as may have never had a job before and need to build soft skills to succeed in the workforce.

A Stearns County Case Aide Connector will work closely with staff at Too Much Talent to confirm eligibility and to advance the enrollment process.

Project 4, Tribal Partnerships: As mentioned in the SNAP E&T state plan, Minnesota recently made a change to state statute to allow tribes who administer SNAP to obtain a portion of the state's SNAP E&T allocation and reallocated funds. These funds are distributed based on a formula allocation. Minnesota is requesting additional funds be set aside specifically to support Minnesota tribes who administer SNAP in exploring SNAP E&T as a potentially beneficial program to their members and residents. In recognition of tribal sovereignty, Minnesota tribes who administer SNAP/receive the SNAP E&T funding will determine the best specific use of these funds and Minnesota DHS will work with eligible tribes to ensure use of the use funds is allowable. Potential uses for these funds may include marketing and referral to a preferred SNAP E&T program, funding for meetings, travel, trainings or other resources to enable tribes to learn more about SNAP E&T and how it may be integrated into existing or future services, and funding for initial investments in a tribal SNAP E&T program such as the provision of equipment, initial staff costs, and other costs necessary to implementation of a program.

Project 5, Fiscal Resources: These funds will be used to support providers in better understanding and utilizing SNAP E&T 50% funding in ways that are allowable, compliant, and likely to increase the sustainability of their programs. This will be achieved through group or one-on-one training, monitoring consultation, and/or preparation of program-wide materials.

- Detail the cost of these services. Clearly demonstrate how the State agency determined the costs.

Project 1, County and Tribal Services: Minnesota requires all counties to submit workplans ahead of the state planning process. These workplans include detailed information about the partners supported with the funding, components to be offered, outcomes expected, and support services to be made available. In addition, counties use these workplans to identify the cost of planned services. These costs are broken down by administrative, program, and support service costs, and are assessed for reasonableness by state staff. In addition, workplans include assurances that costs are reasonable and

necessary, tied to SNAP E&T participants only, do not supplant existing educational funding, and that records are appropriately maintained and available for review by state or federal staff. Minnesota state staff evaluates these workplans for reasonableness and compliance. The total county ask has also been adjusted based on previous year's fund usage and the state's anticipated planning for the coming federal fiscal year.

Project 2, Anoka County SCSEP: Of the total \$20,610 in funding, Anoka county would use \$1,859 on administrative costs and \$18,751 on program staffing costs. Anoka county administers an internal accounting system that tracks and/or matches program dollars to participants enrolled in a specific program thru WF1. Although SCSEP data is tracked in a national data base system, SPARQ, the Anoka County Job Training Center also enters SCSEP participant data in WF1 for the purposes of monitoring caseload counts, issuance of support services, and for case noting capability not provided by SPARQ.

State staff solicited proposals from counties for use of reallocated funds for targeted projects. Anoka submitted this proposal and it has been reviewed by state staff for reasonableness and alignment with the state's strategic priorities.

Project 3, Too Much Talent: Stearns County Human Services will pass-through funds for Too Much Talent to hire 2 staff at \$15.00 an hour (\$31,200) from the period of approximately 4/1/22 – 9/30/22. Stearns county is requesting \$2,000 for marketing and \$4,980 (%15) in administrative costs. The total request is \$38,180.

State staff solicited proposals from counties for use of reallocated funds for targeted projects. Stearns submitted this proposal and it has been reviewed by state staff for reasonableness and alignment with the state's strategic priorities.

Project 4, Tribal Partnerships: Minnesota has estimated a cost based on past experience offering similar start-up funding to tribal workforce centers. Minnesota is still in conversation with tribes who administer SNAP about the specific needs so an estimate was all that was available at this time. In recognition of tribal sovereignty and self-determination, eligible tribes will determine the specific use of these funds (within SNAP E&T allowable costs).

Project 5, Fiscal Resources: In FFY 2021, Minnesota was able to provide a brief fiscal training for SNAP E&T providers at the state's annual meeting. Estimated costs for expanded resources in FFY 2022 are based on pricing for the consultant used in FFY 2021 and factor in the realities of the contracting process and contract timing in Minnesota.

- Describe the partners involved.

Project 1, County and Tribal Services: Funding for this project will be passed to the counties and tribes who indicated that they would offer a SNAP E&T program in FFY 2022, and who have requested, or request additional funding beyond their original allocation. This year, Minnesota will also be able to offer these additional funds to White Earth Nation, and Red Lake Nation. The amount of funding for each county or tribe will be based on both funding formula allocation and request.

Minnesota's rural counties primarily pass funding through to a county-contracted provider. Of these counties, only about half have a nonfederal match that would allow them to access 50% funding. Though half do have access to 50% funds, all rely on 100% funding due to a lack of available match funds in rural communities. All of these providers are also key partners in the state's workforce system, able to screen for WIOA and other programming, and provide strong connections between MFIP and SNAP E&T.

In addition, these funds may be used to provide 100% funding to White Earth Nation and Red Lake Nation. Minnesota's recent legislative changes made it possible for these tribal nations to access Minnesota's 100% funding allocation. Though we are still in conversation with these tribes about opportunities through SNAP E&T, we are hopeful that we will be able to pass some of these funds through to help tribes establish SNAP E&T programming. Six of the seven urban counties in Minnesota provide in-house job search and job training services through the county's existing workforce development unit. The seventh (Hennepin County) provides services through its 50% contracted providers, Better Futures, EMERGE, Hennepin County Community Corrections, and Summit Academy. All seven provide strong connections for participants to a variety of other training opportunities, including WIOA programming, ABE and ELL programs, and other county-administered supports. In addition, all seven have a direct connection to the county's eligibility unit to facilitate referrals and increase opportunities for participants exiting MFIP to connect with SNAP E&T services.

Project 2, Anoka County SCSEP:

Senior Community Service Employment Program- SCSEP is a community service and work-based job training program for older Americans operated under a U.S. Department of Labor grant. This program helps people age 55 and older who meet eligibility guidelines get the on-the-job training and current work experience they need through paid community service

assignments. Workers earn state or federal minimum wage, whichever is higher, and work 20 hours per week.

Anoka County Community Action Program (ACCAP)- Anoka County CAP's vision is to create a caring community where basic needs are provided so that all residents can achieve and enjoy economic self-sufficiency. Every year, ACCAP serves thousands of residents in Anoka County, Minnesota through a wide range of programs. ACCAP is committed to helping disadvantaged individuals out of poverty and into the community as productive citizens. The agency offers educational opportunities, information and referral, and direct services, such as Head Start, Affordable Housing, and Child Care Aware of MN, Metro. These programs and services help residents achieve their goal of self-sufficiency.

Metro North Learning Lab- Metro North Learning Lab is part of the Metro North Adult Basic Education Program. The vision of Metro North ABE is to provide programs that effectively develop the skills needed by individuals to achieve their goals. Adults can take classes taught by licensed teachers and supported by trained volunteers who work with students to meet their educational goals. A student may start class at any time throughout the year and classes are offered year-round during the day and evening.

Project 3, Too Much Talent: Too Much Talent works with several community partners. Stearns County will be a primary partner to help coordinate referrals and provide any resources and support throughout the project. Too Much Talent has also coordinated with DHS to implement WorkForce One (WF1).

Promise Neighborhood is another community-based organization that serves underserved communities, families and individuals living in the St. Cloud area who are facing racial disparities. They often partner to provide wrap around services and collaborate to provide additional services and resources.

Too Much Talent also partners with local food shelves, homeless shelters, rehabilitation facilities, and safe havens for those experiencing domestic violence. Some of these community-based organizations include Homeless Helping Homeless, Place of Hope, Anna Marie's Alliance, Dream Center, and the Salvation Army.

Too Much Talent works with area employers including CentraCare, one of the area's largest employers. As Too Much Talent has had many participants complete their PCA certification, this partnership will continue to provide employment opportunities to participants. Other community employers include Taco Bell, Hilton, Comfort Inn & Suites, and Ellora Beauty Supply. Along with these employers Too Much Talent has a partnership with Career Solutions, the Career Force center in St. Cloud to build on new and existing

programs. They also work closely with 160 Driving Academy to help those pursuing their CDL.

Project 4, Tribal Partnerships: These funds will be made available to tribes who are merit certified and administer SNAP. Currently Minnesota has two tribes who are merit certified and can receive 100% funding through our county and tribal allocation, White Earth Nation and Red Lake Nation. These tribes will determine the best use for these funds, but that use may include provision of services or training for tribal workforce centers, tribal colleges, or other tribal-serving organizations.

Project 5, Fiscal Resources: Minnesota will fill a contract for these funds through either a competitive bidding process or the state's equity select vendor selection process.

- Describe the location where the services will be provided.

Project 1, County and Tribal Services: Services will be provided through each county's workforce provider. These providers routinely offer services at multiple locations to allow participants opportunities as close to home as possible. Most county providers are located in the same building as, or at least same town as, the county's eligibility unit. Where distance to a location makes participation difficult, rural county providers offer appropriate transportation options and, in some cases, remote or virtual services. Hennepin County services will be provided through their 50% contracted service sites, Better Futures, Summit Academy, EMERGE, and the Dept. of Community Corrections.

Project 2, Anoka County SCSEP: Though participants may be at varied worksites, this funding will be used to provide additional job placement services. These services will occur at the Anoka County Job Training Center. The Anoka County Job Training Center is located inside the Blaine Human Services Center at 1201 89th Ave NE, Blaine, MN 55434.

Project 3, Too Much Talent: Although Too Much Talent provides the majority of their services at their location at 203 Cooper Ave N address in St. Cloud, they provide many services outside of their physical location. Too Much Talent often meets participants where it best serves the individual's needs. This could be at a homeless shelter, training facility, or a workplace. Beyond meeting in these locations, they often provide some transportation to help participants show up on time for appointments or work.

Project 4, Tribal Partnerships: In recognition of tribal sovereignty, specific use of these funds will be determined by the eligible tribes.

Project 5, Fiscal Resources: Services may be provided on providers' locations, at DHS/DEED, or virtually.

- Describe the specific components or activities that will be provided and the estimated number of participants to be served in each component.

Project 1, County and Tribal Services: See Operating Budget Tabs A-1 and E. The participation numbers and components and activities outlined in the SNAP E&T state plan budget reflect county planning for FFY 2022. Because counties typically do not know their initial, or additional allocation when they plan for the coming fiscal year, component and participant counts are based on similar funding to the previous year, which includes additional funds received through reallocation. Without reallocated funds, component and participant numbers would likely be far lower.

Project 2, Anoka County SCSEP: Enhanced Job placement assistance including but not limited to:

- Referrals to Northstar Literacy to increase digital literacy levels.
- Assistance with navigating a virtual job search process including obtaining job leads, completing online job applications, resume development, interview practice (SJS, or JST).
- Providing support services for job search and/or work clothing and transportation.

Estimated # of clients to serve: 12

Project 3, Too Much Talent: Too Much Talent plans to serve 75 participants over the project time-frame of this special project. The focus will be on activities to include Job Searching (SJS), Job Coaching (Case Management and JTS), and On-Site Training (EPC or EPIC). Within each of these activities there will be a number of services that Too Much Talent will provide.

Job Searching services will begin with the job searching process, applying for a position, and interviewing basics. Activities within this service will focus on job searching/marketing, application/resume writing, mock interviews, and connection with those employers that are hiring. Job Coaching services will focus on the employment aspect to include soft skills, job training, basic workers' rights, and employment retention. On Site Training services will be catered around an individual's needs. Too Much Talent will help the individual navigate the best training avenue available. This will be done with assessments, help from local providers, on-line certification programs, and the use of on hand training materials.

Project 4, Tribal Partnerships: The components and activities offered will be determined by eligible tribes. These funds may also be used for marketing/referral, staff training, and other uses that are not directly translated to specific participants or activities.

Project 5, Fiscal Resources: None, these funds will be used for overall 50% program support.

- Describe how the proposed plan enhances existing services or builds new opportunities for participants to gain access to employment and training services.

Project 1, County and Tribal Services: The proposed plan enhances the services that would otherwise be possible by enabling the continuation of SNAP E&T services in the majority of Minnesota counties, supporting the continuation of a 50% program in Hennepin County, and enabling counties to participate in Minnesota's efforts to build a more appealing, more effective, program.

Despite significant progress in Minnesota in expanding the reach of our 50% funded programs, much of Minnesota continues to rely on additional 100% funding. Minnesota's efforts to move towards a 50% funding model have been effective, but more work remains to be done as a funding gap still exists. This funding gap is currently being filled by 100% reallocated funds. It will take additional time for Minnesota to reach a full 50% statewide program; additional funds play an important role in bridging state services while the expansion of 50% programs continues. Minnesota plans another RFP to bring on additional 50% providers in Spring 2022.

These funds also enhance the state's existing 50% program by supporting the provision of a 50% contracting program through Hennepin County. Hennepin County utilizes reallocated 100% funding to administer their 50% contracted providers. These four providers offer innovative services that target high-barrier participants. Summit Academy and EMERGE offer high-quality trainings to residents of Minneapolis' highest poverty neighborhoods. Better Futures provides training and wrap-around support to participants immediately exiting the prison system. Hennepin County Department of Community Corrections provides on-the-job training opportunities in carpentry to individuals who are currently on probation or parole.

In addition, counties are important stakeholder in Minnesota's efforts to establish continuous improvement practices and build data-driven programming. Both urban and rural counties are active partners in

Minnesota's SNAP E&T steering committee and Equitable Access Workgroup. Minnesota's rural county providers are working as part of the Mathematica/FNS RCE project to identify best practices for connecting rural participants to services and Hennepin county is engaged in a second Mathematica/FNS RCE project targeting improved referral systems in the county. Participation and data from counties and county-contracted providers will be important components of the state's DATA grant work targeting participation and improving outcomes measures. Reallocated funding will allow counties to continue this important work and these important partnerships.

**Project 2, Anoka County SCSEP:**

The majority of participants served through SCSEP are low income with health issues, low job prospects and lack digital literacy skills. They require an enormous amount of hand holding to successfully transition from a subsidized work experience to regular employment. The current program funding is not adequate to provide the required level of service. Additional funding will enable Anoka County to provide more robust support for transitioning to unsubsidized employment.

**Project 3, Too Much Talent:** Too Much Talent will work in the community to ensure that SNAP recipients get help finding employment while maintaining their SNAP benefits until they can achieve a livable wage. Too Much Talent is a new provider of SNAP E&T services and offers a community-led employment and training program that is specifically tailored to the needs of racial minorities in the St. Cloud area.

In the past few months, Too Much Talent has made several community connections to create ongoing partnerships with training facilities and employers. This gives the community additional resources to become successful. This success has brought more participants through the doors as they see that a friend or family member has completed a training or started a promising job. The word or mouth advertising of services is vital to inform the community that Too Much Talent is not a one size fits all provider, rather they meet people where they are in ability, location, level of experience, or education. Staff will sit with them to develop a plan to create an attainable employment plan and work with them step-by-step.

**Project 4, Tribal Partnerships:** Over the past two years, Minnesota has been working hard to include more tribes in SNAP E&T. An important aspect of Minnesota's relationship with tribes is the recognition that tribes are self-governing and that tribes are the authority in determining what services and modes of service will work best for their members. Minnesota is home to 11 federally-recognized tribes, and residents of tribal land face some of the

highest rates of unemployment and poverty in the state. SNAP E&T funding and administration by the tribe could be a vital part of providing resources to address these disparities. The State of Minnesota will work with eligible tribes to determine how SNAP E&T may fit with their workforce planning.

Project 5, Fiscal Resources: Minnesota's 50% providers consistently report struggles understanding and implementing the 50% reimbursement funding model. Providing direct, specific, fiscal training and expertise to providers will enable them to make better use of these funds and create more sustainable programs over the long-term.

- Provide any information the State agency has on how the use of additional funds will support E&T programs and activities that have a demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance.

Project 1, County and Tribal Services: In FFY 2020, approximately 50% of SNAP E&T participants utilized services through a county or county-contracted provider who received 100% funding. Outcomes for participants at these providers were equivalent to those exiting from providers who were not supported through a county. Indeed, county-funded providers saw exits to employment that were 2% higher than those of the state's program in general. The most significant variation between county-funded providers and the state's exit reasons in general was in exits due to a failure to make contact with the participant. County-funded providers reported 10% less exits to loss of contact than the state program overall.

In addition, reallocated funds are used to support Hennepin County's 50% program. In FFY 2020, this program reported improved earnings outcomes for those that exited to employment. In FFY 2020, Hennepin-contracted provider participants exited with an average self-reported wage of \$15.23. This was 58 cents higher than the average self-reported wage for all SNAP E&T providers statewide. Though these numbers rely on data reported to Workforce One (and so may not be fully reflected in the state's federal outcome measures), they reflect the strong emphasis on training and education provided by Hennepin county-contracted providers.

Project 2, Anoka County SCSEP: Additional funds will improve employment programming for the SCSEP population. Though, due to age and health issues or a disability, many of the participants will continue to need wrap around supports. As wages increase, their reliance on public food support or SNAP benefits is anticipated to decrease.

In FFY 2021, Minnesota explored collaborative work with the AARP Foundation. As part of this work, the state has identified senior employment support as a critical area for future support. Over the past 5 years Minnesota has seen an increase in senior job seekers and increased earnings in the final stage of an individual's career can have an outsized impact on poverty in retirement. This project is also aligned with the state's WIOA goals which identify senior employment as an area of focus.

Project 3, Too Much Talent: The use of additional funds would go to the capacity building effort for ongoing and future employment and training related services to build an increased online and social media presence and continue SNAP E&T programming. The people that work and participate in this program and others like it will have a unique connection to help those who want to participate.

One successful program is the job coaching program that Too Much Talent currently provides. They have been able to not only teach employability skills but also work with employers and employees to mitigate any issues or employment questions. This helps these individuals develop job retention skills which not only leads to better job laddering opportunities but more income which increase their household income. This is one part of delivering services as a pathway out of poverty.

Project 4, Tribal Partnerships: Minnesota is currently contracted with two tribal-serving organizations and one tribe to deliver SNAP E&T services. Through these contracts, Minnesota has observed significant gains in engagement and enrollment with American Indians. In FFY 2020, American Indians made up 14% of the overall SNAP E&T caseload, the vast majority participated with our American Indian-serving organizations.

In addition, Minnesota tribes can provide important connections to employment opportunities. Minnesota's American Indian Workforce Development Initiative has identified several tribal career paths to middle-income in-demand tribal jobs. Minnesota tribes are among the state's 20 largest employers.

Project 5, Fiscal Resources: Minnesota has struggled with maintaining participation and engagement in SNAP E&T. Consistency of providers and expanding the state's 50% program are key to marketing the SNAP E&T program and ensuring equitable access. These funds will be used to create more sustainable providers and services, enabling new and existing providers to establish a reputation and brand in their communities and thus attract more participants.

- Include any other useful details to better explain the proposed plan for the use of the additional funds.

Project 1, County and Tribal Services: None

Project 2, Anoka County SCSEP: SNAP E&T funds alone will not meet the need of most hard to serve clients. However, in combination with other program dollars it could truly have a positive impact in meeting the employment needs on low-income seniors.

Project 3, Too Much Talent: This provider received a small amount of initial seed money in FFY 2021 to explore the development of a new program. Initial indications are that this program can be a successful E&T provider serving an important community. If funded, SNAP E&T staff will assist this provider in applying for additional nonfederal funding with an aim of transitioning this provider to a 50% funding contract.

Project 4, Tribal partnerships: Though these funds will be used at the discretion of Minnesota tribes who administer SNAP, DHS will consult with tribes to ensure that the use of these funds is allowable. Should multiple eligible tribes wish to pursue utilizing this funding, funds will provided on a formula basis based on SNAP work registrant numbers.

Project 5, Fiscal Resources: None