

# Supplemental Nutrition Assistance Program (SNAP) Employment and Training State Plan FFY 2020

## Section A: Cover Page and Authorized Signatures

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**State:** Minnesota

**State Agencies:** Minnesota Department of Human Services (DHS) and the Minnesota Department of Employment and Economic Development (DEED)

**Federal FY:** 2020

**Primary Contact(s):**

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**Certified By:**

\_\_\_\_\_  
State Agency Director (or Commissioner)

\_\_\_\_\_  
Date

**Certified By:**

\_\_\_\_\_  
State Agency Fiscal Reviewer

\_\_\_\_\_  
Date

## Section B: Assurances

Table: Assurance Statements

*Check box at right to indicate you have read and understand each statement.*

Statements	Check boxes
1. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
2. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
3. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
4. 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.	<input checked="" type="checkbox"/>
5. 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.	<input checked="" type="checkbox"/>
6. 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.	<input checked="" type="checkbox"/>
7. Contracts are procured through competitive bid procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
8. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
9. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
11. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

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

## Section C: State E&T Program, Operations and Policy

**Table 1: State E&T Program, Operations and Policy Overview**

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<p><b>Summary of the SNAP E&amp;T Program</b></p>	<p>The Minnesota Department of Human Services (DHS) is an organization with a commitment to improving the lives of Minnesotans.</p> <p><b>Mission:</b> 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.</p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We focus on people</b>, not programs.</li> <li>• <b>We provide ladders up and safety nets</b> for the people we serve.</li> <li>• <b>We work in partnership with others</b>; we cannot do it alone.</li> <li>• <b>We are accountable for results</b> to the people we serve and all Minnesotans.</li> </ul> <p>DHS practices these shared values in an ethical environment where integrity, trustworthiness, responsibility, respect, diversity, justice, fairness and caring are of paramount importance.</p> <p>Through strong partnerships, the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&amp;T) mission is to help recipients fully utilize their SNAP benefits, gain essential skills needed for gainful employment, and successfully transition off public assistance.</p> <p>DHS manages the SNAP E&amp;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&amp;T program, exempting all work registrants, including Able-Bodied Adults Without Dependents (ABAWDs), from mandatory participation in SNAP E&amp;T.</p> <p>Minnesota’s SNAP E&amp;T program is county-administered. Minnesota law requires county agencies to submit annual SNAP E&amp;T Local Area Plans describing how SNAP E&amp;T</p>

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	<p>services will be delivered within the county, coordination with other employment programs, and client support systems. The <a href="#">SNAP E&amp;T Local Area Plan Template</a> 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 service provider (ESP), or their plans to market to other available services in their area. 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.</p> <p>Third party providers that are contracting directly with DHS for 50 percent reimbursement complete an annual partner agency Work Plan (Attachment A). Similar to the Local Area Plan, 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.</p> <p>These organizations communicate with 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&amp;T participants. Time-limited SNAP recipients are ABAWDs subject to the time-limit.</p> <p>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.</p> <p>Assessments are completed by ESPs and include active participant involvement. Individual participant service</p>

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	<p>strategies are determined by assessing employability and opportunities for skill development. Goals to achieve employment are outlined in individualized employment plans (EPs).</p> <p>The SNAP E&amp;T program includes Diversionary Work Program (DWP) participants. 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&amp;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.</p> <p>In June 2019, Minnesota posted labor force participation of 70% and an unemployment rate of 3.3%, 0.4% below the national average of 3.7%. 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.</p> <p>Minnesota has taken action to address its economic disparities. In 2016 (Laws 2016, Chapter 189), the Minnesota Legislature approved the “Equity Article,” a \$35 million package for strategic Investments. In 2017, the Legislature continued most of this funding and awarded an additional \$24.3 of equity-related programs. These programs, known as the “Equity 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</p>

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	<p>build the capacity of organizations to better serve participants. The legislature approved appropriations of nearly \$31,500,000 for State Fiscal Year 2018 (SFY 2018) and over \$30,000,000 for SFY 2019. In SFY 2019, appropriations were over \$27,000,000 for each of the next two state fiscal years.</p> <p>The percentage of CareerForce Program participants who are people of color has increased from 27% in 2014, the first year for which data are available, to 50% in 2019. It is likely that the Equity grants’ focus on improving economic opportunities for Minnesotans with barriers to employment is among factors contributing to this increase. Another likely contributing factor is the low unemployment rate. 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 Equity 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.</p> <p>The coalescence of available funding and a good economy provides a unique opportunity to bring the historically unemployed into the workforce and to raise the earning potential of groups who are historically over-represented in poorly paying jobs. Joining SNAP with employment and training programs (SNAP E&amp;T) is a critical tool in enabling nontraditional learners to engage in those programs.</p> <p>DEED-administered equity grants, including Pathways to Prosperity (P2P), Women’s Economic Security Act (WESA), Southeast Asian, and Support Services, and the direct appropriations provide a rich source from which to identify and recruit grantees to participate in the SNAP E&amp;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&amp;T program, and recruit</p>

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	<p>them to SNAP E&amp;T. DEED has a program coordinator specifically assigned to SNAP E&amp;T. She assists targeted grantees in designing their SNAP E&amp;T plans, monitors progress on SNAP E&amp;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.</p> <p>Once a grantee/provider has developed and demonstrated the capacity to coordinate SNAP E&amp;T with DEED programs, DHS may contract directly with that provider.</p> <p>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&amp;T participants, the costs charged to E&amp;T must be the same.</p>
<p><b>Program Changes</b></p>	<p>Minnesota will be offering Supervised Job Search instead of Job Search in FFY 2020. We will also be clarifying the activities that make up Job Search Training and relabeling that activity Supervised Job Search Training to assist providers in placing participants in the correct component.</p> <p>DHS has consulted with our State Steering Committee in the formulation of a new definition for Supervised Job Search. The committee was concerned that the Supervised Job Search guidance not place “an undue burden on folks in rural areas.” In Minnesota, 47% of working-age SNAP recipients live in rural and small urban communities. Though SNAP E&amp;T can assist with public transportation or gas costs, for those without an operational vehicle, conducting a job search at a centralized location is prohibitively difficult.</p> <p>However, we share FNS’s concern with ensuring that participants are offered a high level of support and engagement once they are ready to focus on job applications and job development. Our plan for Supervised Job Search, combined with our clarification about the role of Supervised Job Search Training, balances the need to</p>

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	<p>provide support and assistance with the need to accommodate rural participants.</p> <p>We plan to define Supervised Job Search as: 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. 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. 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).</p> <p>Providers must establish, in consultation with the participant, individual goals for the number of applications or contacts made each month. This standard should take into account the participant’s location and barriers. Providers must demonstrate through case notes or other means that they have engaged in regular meaningful communication with the participant about their job search.</p> <p>In an effort to clarify this new definition of Supervised Job Search we are also refining our definition of Job Search Training to become Supervised Job Search Training. This component will be defined as: A component that strives to enhance the job search skills of participants by providing instruction and high-touch mentoring in job seeking techniques, increasing motivation and self-confidence for work, and understanding employer needs. The component may consist of employability assessments, job placement services, one-on-one case management to reduce employment barriers, high-touch application assistance, and training in aspects of the job search process including resume writing, interviewing, appropriate dress, social skills, and using job search technology.</p>

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	<p>Minnesota will also offer Subsidized Employment in FFY 2020. This will take the place of the current Paid Work Experience Activity. SNAP E&amp;T funds will not be used to reimburse participant wages. Often, participant wages are paid with county funds. See Attachment B, SNAP E&amp;T Components and Activities, for a complete definition of Subsidized Employment.</p>
<p><b>Workforce Development System</b></p>	<p>Each component of the State’s SNAP E&amp;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).</p> <p>Minnesota’s workforce development system is administered by DEED.</p> <p>DEED’s Division of Workforce Development includes Employment and Training Programs, the Governor’s Workforce Development Board, Unemployment Insurance, State Services for the Blind, Vocational Rehabilitation Services, Workforce System Coordination, and Disability Determination Services. Both Minnesota’s Federal Bonding Program, which helps businesses hire individuals considered high-risk by providing the cost of bonding for up to six months, and the Work Opportunity Credit Program (WOTC) are administered through Workforce Development.</p> <p>The Governor’s Workforce Development Board (GWDB) includes leaders from across the state. The majority of members represent in-demand industry sectors. DHS has two representatives on the Board, a delegate of the Commissioner of DHS and a liaison from the Refugee Resettlement Office. Workforce Innovation and Opportunity Act (WIOA) core partner agencies, education, labor, legislators, and community organizations are also represented. The Board’s specific goals are to:</p> <ul style="list-style-type: none"> <li>• Reduce educational, skills training and employment disparities based on race, disability, disconnected youth or gender.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Build employer-led industry sector partnerships that expand the talent pipeline to be inclusive of gender, race and disability to meet industry demands for a skilled workforce.</li> </ul> <p>The Board relies on committees to accomplish much of its work. Committee work directly aligns with Minnesota’s Combined State Plan, which is the GWDB’s state plan.</p> <p>SNAP E&amp;T components consist of non-education/non-work activities, education activities, and work activities. SNAP E&amp;T is a multi-activity program. Activities within SNAP E&amp;T are sequenced to meet the training needs of participants. ESPs may work with participants to engage in multiple activities at any given time based on findings of employability assessments, and the compatibility of those activities along with the need to engage in countable activities. Each activity is detailed in Attachment B, SNAP E&amp;T Components and Activities.</p> <p>Minnesota does not reimburse ESPs by activity, but instead provides county agencies/local areas with an annual 100 percent federal funding allocation, which is formula-based. Support services provided to participants are also derived from state funds appropriated by the legislature. A separate support service allocation of \$50,000 is issued annually across the state. County providers use their allocation to deliver services they deem most appropriate to meet the needs of their participants. The state will continue to encourage county agencies and third party providers to leverage their own funds using the 50% reimbursement option.</p> <p>Due to limited funding for SNAP E&amp;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&amp;T with state-level investments adds incentive for co-enrollment and a greater return, ultimately increasing resources to SNAP E&amp;T participants.</p> <p>A career pathways approach to career services presents several opportunities for improving service to SNAP E&amp;T</p>

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	<p>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.</p> <p>The Six Key Elements are:</p> <ol style="list-style-type: none"> <li>1) Build cross-agency partnership and clarify roles</li> <li>2) Identify industry sectors and engage employers</li> <li>3) Design education and training programs</li> <li>4) Identify funding needs and sources</li> <li>5) Align policies and programs</li> <li>6) Measure system change and performance</li> </ol> <p>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.</p> <p>Minnesota will continue to expand its career pathways strategy for FFY 2020. 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.</p> <p>All SNAP E&amp;T providers have access to the SNAP E&amp;T program in WF1, and can enroll participants upon verification of SNAP eligibility. In this model, participants are able to enter the network of providers from any of these locations, and all providers are able to maintain the record from enrollment through exit, inputting program information, developing online EPs, opening and closing activities, case noting, etc.</p> <p>All county-chosen providers receive referrals directly from the SNAP eligibility system, MAXIS, for time-limited SNAP recipients. Although automatic referrals will continue to be sent for time-limited SNAP recipients, engagement will be voluntary for all. When a time-limited participant is enrolled with a third party provider that is not the county-chosen</p>

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	<p>provider, the county-chosen provider may place the participant in <i>holding</i> while the third party provider continues to maintain the record and provide monthly updates to the county-chosen provider of participant status. This helps to ensure ABAWD months are counted appropriately.</p> <p>Reimbursement for time spent on activities prior to SNAP eligibility, such as assisting with SNAP applications, is not allowed.</p>
<p><b>Other Employment Programs</b></p>	<p>Minnesota has aligned SNAP E&amp;T with the WIOA Combined State Plan developed by DHS and DEED. By aligning SNAP E&amp;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&amp;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&amp;T’s place in the WIOA frame work. No WIOA programs will be funded with SNAP E&amp;T funds.</p> <p>Minnesota’s service providers that operate SNAP E&amp;T often operate TANF programs as well. Anyone identified as a TANF recipient is not allowed to participate in SNAP E&amp;T.</p> <p>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.</p>
<p><b>Consultation with Tribal Organizations</b></p>	<p>DHS staff have consulted with White Earth Nation and the Leech Lake Band of Ojibwe about implementing SNAP</p>

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	<p>E&amp;T. DHS is working with White Earth Nation to become a tribal SNAP E&amp;T provider to the FFY2020 State Plan.</p> <p>Minnesota tribes do not currently receive 100% funding.</p> <p>In 2018, a resolution was passed unanimously at the Minnesota Indian Affairs Council in support of the American Indian Workforce Development Initiative. The Minnesota Indian Affairs Council is comprised of elected officials from the Tribal Nations in Minnesota to act as a liaison between the Tribal Nations and the State of Minnesota. SNAP E&amp;T is a component of the American Indian Workforce Development Initiative.</p>
<p><b>State Options in E&amp;T Participants</b></p>	<p>As of December 1, 2018, all eligible SNAP recipients are served on a voluntary basis where available and appropriate. Minnesota encourages enrollment of all work-ready SNAP recipients.</p> <p>Minnesota does not refer SNAP applicants to SNAP E&amp;T prior to eligibility determination, unless the applicant is a student. Referral prior to approval will be at the discretion of the county and the E&amp;T provider. Upon SNAP approval, the MAXIS eligibility system generates an automatic referral to WF1 for time-limited SNAP recipients. An eligibility worker can also generate a manual referral for others that wish to participate voluntarily. ABAWDs residing in waived areas of the state can also choose to participate voluntarily.</p> <p>Commonly, a person may begin working with a third party provider before receiving services from the county agency. In this case, the organization may aid in the SNAP application process while continuing to work with the individual. Services provided to a person are not reimbursable until they are approved for SNAP.</p> <p>Categorically eligible and zero benefit households are eligible for SNAP E&amp;T services.</p> <p><b>15 Percent Exemptions:</b></p> <p>On Jan. 1, 2016, Minnesota began using the 15 percent exemptions, or Banked Months as they are referred to in Minnesota, for SNAP recipients. The federal regulations that outline these exemptions are found in 7 CFR 273.24(g)(h)</p>

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	<p>and the Food and Nutrition Act, section 6(o). The 15 percent exemptions allow states to extend eligibility for SNAP. As of April 1, 2018, ABAWDs who have exhausted their three countable months in a 36-month period can receive up to nine additional months of SNAP benefits through use of Banked Months. There is no requirement to remain engaged in SNAP E&amp;T in order to access Banked Months.</p> <p>Tracking of Banked Months is done via the MAXIS eligibility system and is included in the quarterly FNS-583 report. All active SNAP cases having the code 13 (ABAWD Banked Months) in the ABAWD Status field on the STAT/WREG panel are counted by month.</p> <p>The <a href="#">SNAP Banked Months Guide</a> can be found in the Combined Manual section titled, <a href="#">Guides and Handouts</a>.</p>
<p><b>Screening Process</b></p>	<p>SNAP eligibility workers screen participants for SNAP eligibility, and refer only approved SNAP recipients to SNAP E&amp;T, except in areas where referral of a self-initiated student prior to approval is preferred. An ESP may assess for possible SNAP eligibility based on income level and help with a SNAP application, but eligibility determination is done only by eligibility workers.</p> <p>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.</p> <p>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.</p>
<p><b>Conciliation Process</b> (<i>if applicable</i>)</p>	<p>Minnesota does not offer a conciliation process for SNAP E&amp;T. It does utilize the Notice of Adverse Action to communicate a negative action.</p>
<p><b>Disqualification Policy</b></p>	<p>Individuals or households are ineligible for SNAP benefits if the individual subject to work requirements voluntarily and</p>

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	<p>without good cause quits a job of 30 hours per week or more; or reduces his or her work hours voluntarily and without good cause and, after the reduction, is working less than 30 hours per week. This provision applies to the 60 day period prior to application for SNAP and anytime while receiving a SNAP benefit. Eligibility workers will review each case to establish if good cause exists prior to issuance of the Notice of Adverse Action (NOAA) and closure.</p> <p>The disqualification period must begin with the first month following the expiration of the 10-day adverse notice period, unless a fair hearing is requested.</p> <p>If the individual who voluntarily quit or reduced work hours is the Principal Wage Earner (PWE), the entire SNAP household must serve the disqualification period. If the individual who voluntarily quit or reduced work hours is not the PWE, only the individual is disqualified from receiving SNAP, while the other household members remain eligible. The disqualification period is as follows:</p> <ul style="list-style-type: none"> <li>● FOR THE 1ST OCCURRENCE: Loss of SNAP for 1 month or until compliance, whichever is longer.</li> <li>● FOR THE 2ND OCCURRENCE: Loss of SNAP for 3 months or until compliance, whichever is longer.</li> <li>● FOR THE 3RD AND ANY SUBSEQUENT OCCURRENCE: Loss of SNAP for 6 months or until compliance, whichever is longer.</li> </ul> <p>The person will need to reapply for SNAP benefits once the sanction period is over or, if part of an ongoing case, contact their worker to be added back to the SNAP unit once the sanction period is over.</p> <p>This policy is expected to be fully implemented at the start of the Federal Fiscal Year.</p>
<b>Participant Reimbursements</b>	Participant reimbursements for SNAP E&T are generated through third party vendor payments. Providers have established vendors throughout their respective service areas to accommodate participant needs. Availability of

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	<p>support funding for counties remains short. Efforts remain underway to continue increasing the amount of funds for FFY 2020 via 50% reimbursement.</p> <p>Minnesota follows the guidance found in Appendices A and B in FNS’ SNAP Employment and Training Toolkit, and also allows reimbursement of up to two months of housing assistance provided in the form of rent payments issued by a provider for SNAP E&amp;T participants. This may only be provided in emergency situations and on a case by case basis where all other funding options have been exhausted. The rationale for the housing assistance must be documented.</p> <p>Per the <a href="#">Guidance on Costs and Reimbursements</a>, the following principles are used to assess whether a participant’s expense is an approvable reimbursement:</p> <ul style="list-style-type: none"> <li>• Expense must be necessary and reasonable</li> <li>• Expense must not be used on an exempt individual to overcome a barrier to participation (ie. mental health treatment, drug and alcohol counseling, etc).</li> <li>• Payment for the expense may not be available through another government program, or available at no cost to a participant through private sources such as charitable donations.</li> </ul> <p>There is no cap on reimbursements.</p>
<p><b>Work Registrant Data</b></p>	<p>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.</p> <p><b>Completing the FNS-583 Report:</b></p> <p><b>Line 1:</b> 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.</p>

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	<p><b>Line 2:</b> Count of distinct persons by minimum report month where the report month is greater than the start of the FFY.</p> <p><b>Line 3:</b> Count of distinct persons with ABAWD status enrolled in a qualifying component, having a start date less than month plus one, and end date greater than the first of the month, or no end date recorded. This does not include ABAWDs residing in a waived area.</p> <p><b>Line 4:</b> Count of distinct persons with ABAWD status enrolled in a non-qualifying component and non-ABAWDS in any component.</p> <p><b>Line 5:</b> Distinct count of persons in the report month with ABAWD Status code of 13, ABAWD Banked Months.</p> <p><b>Line 6:</b> Count of distinct persons by component.</p> <p><b>Line 7:</b> Distinct count of people in the activities table with a start date before the end of the FFY and end date after the first of the FFY, or no end date.</p>
<p><b>Outcome Reporting Measures</b></p>	<p>Participant data is collected in MAXIS and DEED’s WF1 system and consists of: referral data from MAXIS, enrollment in SNAP and any other co-enrollments, activity start and end dates, activity hours, support service tracking by participant and by support type, credential and certificate tracking, and demographic data. Voluntary and mandatory participant status is also included. This participant data is linked to administrative employment records from Unemployment Insurance for pre and post outcomes.</p> <p>DEED and DHS will jointly coordinate data collection through an interagency agreement. DHS submits the annual report in a format prescribed by FNS.</p> <p>The state reports on outcome measures announced in the USDA Mar. 24, 2016 Implementation Memo: SNAP ET Program Monitoring, Oversight and Reporting-Measures:</p> <ol style="list-style-type: none"> <li>1. The number and percentage of E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T</li> </ol>

Section Title	Section Summary
	<ol style="list-style-type: none"> <li>2. The number and percentage of E&amp;T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&amp;T</li> <li>3. The median quarterly earnings of all the E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T and</li> <li>4. The number and percentage of participants who completed a training, education, work experience or an on-the-job training component.</li> </ol> <p>The number of all E&amp;T participants who:</p> <ol style="list-style-type: none"> <li>a. Are voluntary vs. mandatory participants.</li> <li>b. Received a high school degree (or GED) prior to being provided with E&amp;T services.</li> <li>c. Are able-bodied adults without dependents (ABAWDs).</li> <li>d. Speak English as a second language.</li> <li>e. Are male or female.</li> <li>f. Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older.</li> </ol> <p>Of the number and percentage of E&amp;T participants to be reported in measures one through four above, the participant characteristics listed in (a.) through (f.) above will be disaggregated. A participant may have more than one characteristic.</p>
<p><b>Minnesota’s Waiver Request for FFY 2020</b></p>	<p>Each year, DHS submits a request to FNS to waive the work provisions and time limits of ABAWDs residing in certain areas of the state based on the county/regional unemployment rate and labor surplus data supplied by DEED. This data is also reviewed by the Center for Budget Policy and Priorities (CBPP). Under SNAP regulations at 7 CFR 273.24(f)(2), areas may qualify for an ABAWD time limit waiver if it has insufficient jobs; states may define areas to be waived. Based on this information, the unemployment rate and labor surplus data is sent to FNS.</p>

Section Title	Section Summary
	<p>For FFY 2020, Minnesota has been approved to waive 26 counties and 11 reservation areas from the ABAWD work provisions and time limit.</p> <p>The 26 counties are:</p> <p>Aitkin, Becker, Beltrami, Carlton, Cass, Clearwater, Crow Wing, Hubbard, Isanti, Itasca, Kanabec, Kittson, Koochiching, Lake of the Woods, Mahnommen, Marshall, Mille Lacs, Morrison, Norman, Pennington, Pine, Polk, Red Lake, Roseau, Todd, and Wadena.</p> <p>The 11 reservation areas are:</p> <p>Bois Forte, Fond du Lac, Grand Portage, Leech Lake, Lower Sioux Community, Mille Lacs, Prairie Island Community, Red Lake, Shakopee Mdewakanton Sioux Community, Upper Sioux Community, and White Earth.</p> <p>If tribal reservations want to use their own funds to operate a SNAP E&amp;T program, they may be able to utilize the Federal Financial Participation (FFP) rate of 75 percent for their documented allowable expenses. Minnesota will continue to work with tribal reservations on leveraging these funds.</p> <p>Minnesota will continue to support those areas that are waived, and will provide formula allocated funding where available.</p> <p>Aside from the waived counties, other counties may choose not to operate their own SNAP E&amp;T program. These counties are advised to market and refer SNAP recipients to other available E&amp;T programs in the state, and to follow <u>The SNAP Banked Months Guide</u>, found in the Combined Manual section titled, <a href="#">Guides and Handouts</a>, allowing for use of Banked Months for ABAWDs.</p>

## Section D: Pledge to Serve All At-Risk ABAWDs

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**Complete this section if applicable.**

**\*ABAWD and Pledge Information (NOT APPLICABLE)**

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

Information about the size & needs of ABAWD population:

The counties/areas where pledge services will be offered:

Estimated cost to fulfill pledge:

Description of State agency capacity to serve at-risk ABAWDs:

Management controls in place to meet pledge requirements:

Description of education, training and workfare components State agency will offer to meet ABAWD work requirements:

## Section E – Substitute for County-Administered E&T Programs

\*Descriptions of each component are in Attachment B, SNAP E&T Components and Activities

Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
	Estimated Participants (Duplicated)									(Unduplicated)	
<b>Counties</b>											
<b>Anoka</b>	200	200				55		70	545	200	25
<b>Beltrami</b>	100	100			9	81			230	100	30
<b>Benton</b>											
<b>Blue Earth</b>	110	80	10		5	25		75	397	150	12
<b>Carver</b>	30	20				32		10	105	30	
<b>Chippewa</b> [Big Stone, Chippewa, Cottonwood, Jackson, Lacqui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Swift, Yellow Medicine]	175	50		1		10		20	625	245	
<b>Chisago</b>											

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
<b>Clearwater</b>											
<b>Crow Wing</b> [Cass, Crow Wing, Morrison, Todd, Wadena]	20	20			2	10		10	70	20	
<b>Dakota</b>	100	10						10	195	80	70
<b>Fillmore</b>											
<b>Freeborn</b>											
<b>Hennepin</b>	565	320	60	60	135	430	10	210	1,515	400	225
<b>Hubbard</b>											
<b>Faribault/Martin</b>	40	17	15			3		21	122	45	
<b>Isanti</b>											
<b>Kandiyohi</b>	75	75							380	100	
<b>Lake of the Woods</b>											
<b>Mahnomen</b>	0	2				4	0	0	7	2	
<b>McLeod</b>	15	15		1	6	25	1	6	91	35	

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Kanabec, McLeod, Meeker, Renville, Sherburne, Wright]											
<b>Mille Lacs</b>											
<b>MN Prairie County Alliance</b> [Dodge, Steele, Waseca]	120	5	2	1		13		20	390	150	
<b>Olmsted</b>											
<b>Pine</b>											
<b>Polk</b> [Polk, Pennington, Marshall, Kittson, Roseau, Red Lake]	300	300						300	2,400	300	
<b>Ramsey</b>	300	200			25	120		200	2,645	800	100
<b>Rice</b>											
<b>Scott</b>	50	50							120	50	
<b>Sibley</b> [Brown, LeSueur, Nicollet, Sibley]	70	1				6		12	222	90	
<b>St. Louis</b>	110	70		10	2	50		2	286	110	

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[St. Louis, Aitkin, Lake, Koochiching, Cook, Carlton, Itasca]											
<b>Stearns</b>											
<b>Wabasha</b> [Goodhue, Houston, Mower, Wabasha]	120	50			6	30	1	50	345	120	
<b>Washington</b>	100	100	1	10	2	70	1	50	560	200	75
<b>Watonwan</b>	15					2		3	34	15	
<b>Wilkin</b> [Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin]	82	82			2	20		82	246	82	
<b>Winona</b>											
<b>Minnesota Department of Human Services (DHS) Contracted Providers (Third-Party Providers)</b>											
<b>Arrowhead Economic Opportunity Agency (AEOA)</b>	250	250			40	180	0	275	875		275

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Carlton, Cook, Lake, St. Louis, Itasca, Koochiching, Aitkin]											
<b>American Indian OIC</b> [Hennepin, Anoka, Cass, Chisago, Dakota, Ramsey, Washington]	25	25		3	20	38	0	22	75		25
<b>Catholic Charities</b> [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	50	50		15		15	0	25	75		50
<b>CAPI USA</b> [Hennepin, Ramsey]	20	20				53	0	18	40		20
<b>Central MN Jobs and Training Services, Inc. (CMJTS)</b> [Kanabec, McLeod, Meeker, Renville, Sherburne, Wright]	30	20		1	5	45	1	10	78		30

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
<b>CLUES</b> [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	35	30				80	0	20	105		35
<b>Goodwill-Easter Seals</b> [Anoka, Hennepin, Ramsey, Dakota, Washington, Carver, Scott, Sherburne, Stearns, Benton]	166	166			50	59	0	86	332		166
<b>HIRED</b> [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	215	215			75	275	0	85	860		215
<b>Hmong American Partnership (HAP)</b> [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	50	50				100	0	20	135		50
<b>Lakes and Pines</b>	20	10			2	2	3	10	62		25

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine]											
<b>Minnesota Valley Action Council, Inc. (MVAC)</b> [Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan]	135	45	1		3	14	0	70	375		135
<b>Pine Technical and Community College</b> [Chisago, Isanti, Mille Lacs, Pine]		20				110	0	70	140		70
<b>Project for Pride in Living (PPL)</b> {Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott}	116	116				68	0	58	232		116
<b>Northwest Indian Community Development Center (NWICDC)</b>	300	300		10	5	400	0	75	900		300

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Beltrami, Clearwater, Cass, Hubbard, Mahnomen, Itasca, Leech Lake Band of Ojibwe, Red Lake Nation, White Earth Band of Ojibwe]											
<b>Southwest MN Private Industry Council (SW MN PIC)</b> [Big Stone, Chippewa, Lacqui Parle, Swift, Yellow Medicine, Lincoln, Lyon, Pipestone, Redwood, Cottonwood, Jackson, Murray, Nobles, Rock]	300	200		10	2	85	0	100	610		300
<b>Tri-County Action Program, Inc.</b> [Stearns, Benton, Sherburne]		30				15	0	5	75		30
<b>Minnesota Department of Employment and Economic Development (DEED) Sub-grantees</b>											
<b>Community Action Center Northfield</b> [Rice, Dakota]	9	9	4	1	6	10	1	4	41		11

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
<b>Change, Inc. (formerly Guadalupe Alternative Program)</b> [Ramsey, Dakota]	50	50	0	0	0	100	0	50	50		50
<b>Lifework Planning</b> [Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan]	15	0	0	0	0	33	0	20	60		65
<b>Vietnamese Social Services</b> [Ramsey, Hennepin, Washington, Dakota, Anoka]	225	15	40	100	80	160	0	0	225		40
<b>CHOICES</b> [Rice, Goodhue, Wabasha, Steele, Dodge, Olmstead, Winona, Freeborn, Mower, Fillmore, Houston]	35	20	0	0	0	26	2	0	170		35
<b>META 5 Central Lakes College</b>	15	0	0	0	0	33	0	20	290		60

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Todd, Wadena, Beltrami, Cass, Morrison, Mille Lacs, Douglas, Crow Wing]											

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\* A person may be enrolled in more than one component at a time, adding to the anticipated participant count in more than one area.

\* Anticipated participant numbers are based on each local area's total funding request; actual allocations have not yet been approved.

+ Under SNAP E&T, Minnesota's 87 counties are organized around 37 local areas (single or cohorts of counties). Each local area submits a Local Area Plan each year. For FFY 2020, local areas will provide SNAP E&T services in-house, through a county-contracted provider, or will refer recipients to a DHS-contracted provider or a DEED sub-grantee. Note: Counties can use multiple service providers.

### Component Outcome Measures

Component	Reporting Measure(s) if > 100 participants
<b>Supervised Job Search</b>	<ul style="list-style-type: none"><li>• Number and percentage of participants who engaged in Supervised Job Search who are employed in the 2<sup>nd</sup> quarter from exit</li></ul>
<b>Supervised Job Search Training</b>	<ul style="list-style-type: none"><li>• Number and percentage of participants who engaged in Supervised Job Search Training who are employed in the 2<sup>nd</sup> quarter from exit</li></ul>
<b>Workfare</b>	<ul style="list-style-type: none"><li>• Number and percentage of participants who engaged in Workfare who are employed in the 2<sup>nd</sup> quarter from exit</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Number and percentage of participants who engaged in Work Experience who are employed in the 2<sup>nd</sup> quarter from exit</li></ul>

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Component	Reporting Measure(s) if > 100 participants
<b>Work Based Learning</b>	<ul style="list-style-type: none"> <li>• Number and percentage of participants who engaged in Work Based Learning who are employed in the 2<sup>nd</sup> quarter from exit</li> </ul>
<b>Educational Programs</b>	<ul style="list-style-type: none"> <li>• Number and percentage of participants who engaged in Educational Programs who are employed in the 2<sup>nd</sup> quarter from exit</li> </ul>
<b>Self-Employment Training</b>	<ul style="list-style-type: none"> <li>• Number and percentage of participants who engaged in Self-Employment Training who are employed in the 2<sup>nd</sup> quarter from exit</li> </ul>
<b>Job Retention</b>	<ul style="list-style-type: none"> <li>• Number and percentage of participants who engaged in Job Retention who are employed in the 2<sup>nd</sup> quarter from exit</li> </ul>

## Section F - Table 3: Estimated Participant Levels

**Table 3: Estimated Participant Levels**

Item	Description	Amount or Percentage
<b>I.</b>	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	126,506
<b>II.</b>	Estimated number of planned State option exemptions from E&T:	126,506
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY.  1. All work registrants	1. 100%
<b>III.</b>	Percent of all work registrants exempt from E&T (line II/line I)	100%
<b>IV.</b>	Anticipated number of E&T mandatory participants (line I-line II)	0
<b>V.</b>	Anticipated number of voluntary E&T participants	4,716
<b>VI.</b>	Anticipated number of ABAWDs in the State during the Federal FY (excluding the ones residing in waived area)	33,889
<b>VII.</b>	Anticipated number of ABAWDs in waived areas of the State during the Federal FY	14,626
<b>VIII.</b>	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	14,698
<b>IX.</b>	Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–VIII)	19,191

## Section G - Table 4: Partnerships/Contracts

Table 4: Partnerships/Contracts

Partner/Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Administrative and Program Costs	Total Participant Reimbursement Costs	Total Cost	% of Total E&T Budget
<b>DEED (E&amp;T Services)</b>					
Community Action Ctr. Northfield		\$27,820	\$6,980	\$34,800	
Change, Inc. (formerly GAP)		\$125,200	\$4,800	\$130,000	
Lifework Planning		\$38,500	\$	\$38,500	
Vietnamese Social Services		\$36,000	\$15,000	\$51,000	
CHOICES		\$90,000	\$9,583	\$99,583	
META 5 Central Lakes College		\$46,375	\$14,000	\$60,375	
DEED's Admin & Indirect		\$283,998		\$283,998	
<b>TOTAL DEED</b>		<b>\$647,894</b>	<b>\$50,364</b>	<b>\$698,258</b>	<b>8%</b>
<b>Third Party Providers (E&amp;T Services)</b>					
American Indian, OIC		\$231,856	\$6,250	\$238,106	
Comunidades Latinas Unidas En Servicio		\$41,516	\$76,676	\$118,192	
Tri-County Action Program, Inc		\$59,060	\$29,000	\$88,060	
CAPI USA		\$52,094	\$4,000	\$56,094	

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Partner/Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Administrative and Program Costs	Total Participant Reimbursement Costs	Total Cost	% of Total E&T Budget
Arrowhead Economic Opportunity Agency		\$661,376	\$237,446	\$898,822	
Southwest MINNESOTA Private Industry Council, Inc.		\$72,518	\$12,800	\$85,318	
Minnesota Valley Action Council, Inc		\$152,962	\$40,500	\$193,462	
HMONG American Partnership		\$143,100	\$56,900	\$200,000	
Central Minnesota Jobs and Training Services, Inc.		\$37,000	\$3,000	\$40,000	
Pine Tech Community College		\$545,038	\$22,500	\$567,538	
Lakes and Pines		\$126,374	\$26,150	\$152,524	
Northwest Indian CDC		\$561,160	\$100,000	\$661,160	
Hired*		\$1,125,814	\$168,204	\$1,294,018	
Catholic Charities		\$130,250	\$29,750	\$160,000	
Goodwill Easter seal		\$405,196	\$242,728	\$647,924	
Project for Pride		\$404,156	\$52,093	\$456,249	
<b>TOTAL Third-Party Providers</b>		<b>\$4,749,470</b>	<b>\$1,107,997</b>	<b>\$5,857,467</b>	<b>65%</b>
<b>Counties (E&amp;T Services)</b>					

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Partner/Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Administrative and Program Costs	Total Participant Reimbursement Costs	Total Cost	% of Total E&T Budget
Anoka		\$6,500	\$27,500	\$34,000	
Beltrami		\$11,500	\$0	\$11,500	
Blue Earth		\$12,000	\$0	\$12,000	
Dakota		\$76,250	\$10,000	\$86,250	
Hennepin*		\$1,991,305	\$134,170	\$2,125,475	
Ramsey		\$7,500	\$42,500	\$50,000	
Washington		\$50,800	\$20,000	\$70,800	
<b>County 50/50 non-federal expenditures</b>		<b>\$2,155,855</b>	<b>\$234,170</b>	<b>\$2,390,025</b>	
<b>County 100 Percent Funds+ Support Services Dollars</b>		<b>\$970,000**</b>	<b>\$50,000</b>	<b>\$1,020,000</b>	
<b>TOTAL County</b>		<b>\$3,125,855</b>	<b>\$284,170</b>	<b>\$3,410,025</b>	<b>32%</b>
<i>** Additional funds have not yet been allocated to counties</i>					

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum (Part H).

\*See attached local area plan or work plan

## Section H: Contractor Detail Addendum

### Contractor Detail Addendum

Partner/Contract Name	DEED
<b>Monitoring and communication with contractor(s)</b>	Authorized representatives or their designees from DHS and DEED meet monthly, or as often as needed, to provide progress reports of any or all duties and responsibilities of the contract, identify and discuss concerns caused by the other party's failure to timely perform its obligations during the preceding quarter, and to review time and cost estimates for performing any obligations under the contract.
<b>Role of Contractor</b>	<ul style="list-style-type: none"> <li>• Identify as potential partners DEED E&amp;T providers with participants who qualify for SNAP and the capacity to engage in SNAP E&amp;T and encourage them to apply for SNAP E&amp;T.</li> <li>• Jointly review potential new SNAP E&amp;T service providers.</li> <li>• Provide technical assistance, contract management, and oversight in order to maximize services to eligible clients.</li> <li>• Integrate SNAP E&amp;T into workforce development systems, services, and programs (such as Pathways to Prosperity and state grants), while building on the Career Pathways framework.</li> <li>• Bolster the ability of service providers to work effectively with employers.</li> <li>• Share program evaluation of SNAP E&amp;T service providers.</li> <li>• Share governance of WF1.</li> <li>• Work to resolve any issues that arise affecting performance of contractual obligations.</li> </ul>
<b>Timeline</b>	Start: 10/01/2019 End: 09/30/2020
<b>Description of Activities/Services</b>	1) Contract management and oversight:

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Partner/Contract Name	DEED
	<ul style="list-style-type: none"> <li>a. Negotiate agreements with selected direct appropriation grantees and selected competitive opportunity grantees.</li> <li>b. Track activities and support service costs attributable to SNAP E&amp;T participants as well as meet federal SNAP reporting requirements.</li> <li>c. Work with local area providers and counties to reach targeted enrollment and expenditure rates for SNAP E&amp;T participants. Targets will be based on the type of programming and potential participation from SNAP E&amp;T participants.</li> <li>d. Monitor grant contracts and act as fiscal agent.</li> </ul> <ul style="list-style-type: none"> <li>2) Provide data to DHS from WF1 to allow DHS to monitor SNAP E&amp;T and complete state plans and reports.</li> <li>3) Grant WF1 access to providers.</li> <li>4) Assess outcomes for program participants and allow tracking and analysis of new and existing services being funded.</li> <li>5) Work with DHS, counties, and American Indian liaisons in identifying career pathway strategies.</li> </ul>
<b>Funding</b>	SNAP E&T 100 percent funding SNAP E&T 50 percent reimbursement
<b>Evaluation</b>	Contract is reviewed annually and amendments are executed as needed.

## Section I - Table 5: Operating Budget

Table 5: Operating Budget

Item	State cost	Federal cost	Total
<b>I. SNAP E&amp;T 100%</b>			
a) State costs	\$0.00	\$566,536	\$566,536
b) Contractual Services	\$0.00	\$1,088,000	\$1,088,000
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$1,654,536</b>	<b>\$1,654,536</b>
<b>II. Indirect Costs:</b>			
*Approved Indirect Cost Rate Used: 16.91%			
Refer to Table 6 for further clarification.	\$19,836	\$19,836	\$39,672
<b>Total indirect Costs</b>	<b>\$19,836</b>	<b>\$19,836</b>	<b>\$39,672</b>
<b>III. 50% Reimbursement Funds (State plus Federal):</b>			
a) County (admin + program)	\$1,077,927.50	\$1,077,927.50	\$2,155,855
b) Third party (admin + program)	\$2,374,735	\$2,374,735	\$4,749,470
c) DEED (admin + program)	\$245,110	\$245,110	\$490,222
<b>Total Direct Costs</b>	<b>\$3,697,773.50</b>	<b>\$3,697,773.50</b>	<b>\$7,395,547</b>
<b>100% Federal E&amp;T Grant</b>		<b>\$1,654,536</b>	<b>\$1,654,536</b>
<b>50 percent Additional Administrative and Program Expenditure</b>	<b>\$3,717,609.50</b>	<b>\$3,717,609.50</b>	<b>\$7,435,219</b>

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Item	State cost	Federal cost	Total
<b>IV. Participant Reimbursement (State plus Federal):</b>	\$142,085	\$142,085	\$284,170
a) County (support services)			
b) Third party (support services)	\$553,998.50	\$553,998.50	\$1,107,997
c) DEED (support services)	\$25,182	\$25,182	\$50,364
<b>Total 50 percent Participant Reimbursement Expenses</b>	<b>\$721,265.50</b>	<b>\$721,265.50</b>	<b>\$1,442,531</b>
<b>V. Total Costs</b>	<b>\$4,438,875</b>	<b>\$6,093,411</b>	<b>\$10,532,286</b>

\* Attached is an approval letter from the cognizant agency identifying the indirect cost rate being used (Attachment C).

## Section J - Table 6: Budget Narrative and Justification Table

**Table 6: Budget Narrative and Justification Table**

Item	Narrative
<b>I. SNAP E&amp;T 100%:</b>	<p>a) State Agency Costs                      State costs directly related to the administration of the SNAP E&amp;T program.</p> <p>b) Contractual Services                      Represents funds that flow from DHS to DEED and county agencies, and subsequently to Employment Services Providers (ESPs) for Employment and Training (E&amp;T) costs. Under Minnesota law, county agencies are responsible for employment and training service delivery, including choice of ESPs, except where prohibited by federal law. Minnesota does not reimburse ESPs by activity, but instead provides counties/local areas with an annual 100 percent allocation, which is determined by a formula. The additional grant allocation most recently received by Minnesota is distributed to county agencies based on request. Counties/local areas use their allocation to provide services they deem most appropriate to meet the needs of their participants. Program employment service costs (other than participant reimbursement) consist of program and administrative costs.</p>
<b>II. Indirect Costs:</b>	<p>DEED's indirect cost rate is 16.91 percent as negotiated with the U.S. Department of Labor. DEED's indirect costs support staff and related non-personnel costs to areas such as payroll, mail, DEED agency fiscal, commissioner's office, human resources and equal opportunity, warehouse, etc. These costs are 16.91 percent of the salary/wage and fringe benefits for overhead costs.</p>
<b>III. 50% Reimbursement Funds:</b>	<p>a) Costs directly related to the SNAP E&amp;T county services. Includes pro-rated salaries for staff involved in providing services to participants including: orientation, counseling, assessment, training, worksite development, supportive services, job development and job placement. Administrative costs that support the overall operations and management of the SNAP E&amp;T third-party providers that are not directly program or support services for participants are also included; these can include the costs</p>

Item	Narrative
	<p>associated with providing accounting services, human resources management, and financial management.</p> <p>b) Costs directly related to the SNAP E&amp;T third-party providers (see Section E, Third Party Providers, for a complete list of DHS-contracted organizations). Includes pro-rated salaries for staff involved in providing services to participants including: orientation, counseling, assessment, training, worksite development, supportive services, job development and job placement. Administrative costs that support the overall operations and management of the SNAP E&amp;T third-party providers that are not directly program or support services for participants are also included; these can include the costs associated with providing accounting services, human resources management, and financial management.</p> <p>c) The state legislature continues allocating resources to address racial and ethnic inequities in education and employment. Appropriations in 2019 totaled nearly \$20,000,000. The Governor’s Office, along with DHS and DEED management, has made an intentional effort to utilize these funds in a manner that could generate federal financial participation to serve more SNAP E&amp;T participants. Minnesota continues to build on the effort established in 2016’s Equity Article. DEED’s goal, in partnership with DHS, is to work with local providers and county agencies to determine appropriate enrollment and expenditure rates for SNAP E&amp;T participants based on last year’s amounts and this year’s projected E&amp;T grants.</p>
<p><b>IV. Participant Reimbursements</b></p>	<p>Support Service costs are participant reimbursements that must directly relate to an approved SNAP E&amp;T program component and be reasonable and necessary. Minnesota offers child care assistance programs to help low income families pay for child care so that parents may pursue employment or education leading to economic self-sufficiency. The Child Care Assistance Program (CCAP) funds TANF recipients through MFIP CCAP, and non-TANF recipients through Basic Sliding Fee (BSF) CCAP. MFIP CCAP is forecasted, so all eligible families with this need will get on the program. BSF CCAP is funded through a county allocation, and when the county anticipates that the need is greater than the allocated funds, the county starts a wait list. At this</p>

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Item	Narrative
	time, the State is not requesting dependent care reimbursement funding, however, some areas are beginning to explore the possibility.

## Section K - Table 7: Summary of Federal Fiscal Year Costs

Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	\$2,726,752	\$1,654,536
2. Share of \$20 Million ABAWD Grant (if applicable)		
3. Additional E&T Administrative Expenditures		
a. 50% Federal	\$4,105,199	\$3,717,609.50
b. 50% State	\$4,105,199	\$3,717,609.50
4. Participant Expenses:		
a. Transportation/Other	\$2,111,076	\$1,442,531
50% Federal	\$1,055,538	\$721,265.50
50% State	\$1,055,538	\$721,265.50
b. Dependent Care	\$0	\$0
50% Federal	\$0	\$0
50% State	\$0	\$0
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$13,048,226	\$10,532,286
6. 100% State Agency Cost for Dependent Care Services	\$0	\$0

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)	\$13,048,226	\$10,532,286

**\*Includes immediately preceding Federal FY's final approved budget figures for each spending category**