



Supplemental Nutrition Assistance Program (SNAP) Employment and Training State Plan FFY 2017

Part A: Cover Page and Authorized Signatures

State: Minnesota

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

Federal FY: 2017

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Certified By:

State Agency Director (or Commissioner)

Date

Certified By:

State Agency Fiscal Reviewer

Date

Part 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 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 type="checkbox"/>
3. State education costs will not be supplanted with Federal E&T funds.	<input 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 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 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 type="checkbox"/>
7. Contracts are procured through competitive bid procedures governed by State procurement regulations.	<input 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 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 type="checkbox"/>
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input 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 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.

Part C: State E&T Program, Operations and Policy

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

Section Title	Section Summary
<p>Summary of the SNAP E&T Program</p>	<p>The Minnesota Department of Human Services (DHS) is an organization with a commitment to improving the lives of Minnesotans.</p> <p>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.</p> <p>Values:</p> <ul style="list-style-type: none"> • 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. <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&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>Minnesota currently provides a mandatory SNAP E&T program for able-bodied adults without dependents (ABAWDs). Other eligible SNAP recipients age 18 or older who are not required to meet a Title IV-A work requirement can be served on a voluntary basis, where available.</p> <p>DHS administers the SNAP E&T program in close partnership with the Minnesota Department of Employment and Economic Development (DEED) via an interagency agreement. Minnesota’s SNAP E&T program is county-administered. Minnesota law requires county agencies to submit annual SNAP E&T Local Area Plans describing how SNAP E&T services will be delivered within the county, coordination with other employment programs, and client support systems. Plan development consists of a joint</p>

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	<p>effort between the county and their employment service provider (ESP), which encourages maximization of the use of funds and resources in each local 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. A copy of the annual SNAP E&T Local Area Plan template is included as Attachment 1.</p> <p>DHS and DEED review these plans annually to determine if county agencies and ESPs are carrying out their respective roles and responsibilities according to program requirements. Counties are able to submit modifications to their Local Area Plans throughout the year. DEED performs SNAP E&T monitoring on a scheduled basis, and corrective actions are issued to agencies where deficiencies are identified.</p> <p>Individual participant service strategies are determined by assessing a person’s barriers to employment, and also opportunities for skill development. Assessments are completed by ESPs and include active participant involvement. Goals to achieve employment are outlined in individualized employment plans (EPs).</p> <p>The SNAP E&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). DWP participants are tracked in the SNAP E&T Program Activity Report - Form FNS-583 as volunteers.</p>
Program Changes	<p>In FFY 2017, Minnesota intends to expand the SNAP E&T program in several ways. The State has developed a SNAP E&T Expansion work group to focus on 50/50 matching efforts, which includes representation from the state, local areas, and philanthropic sources. In coordination with the SNAP to Skills project, Minnesota has been given the opportunity to work with Food and</p>

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	<p>Nutrition Service (FNS) and the Seattle Jobs Initiative in this joint effort to build a more effective and job-driven SNAP E&T program. The planning group has developed a five-year strategic plan to help build the SNAP E&T program for the future.</p> <p>As part of the strategic plan, DHS and DEED have been working on a change to the current structure of the Workforce One (WF1) data system and plan to execute this change by October 1, 2017. As a county-administered state, all local providers that receive 100 percent funds are under the SNAP E&T program in WF1, and receive referrals to the SNAP E&T program directly from the SNAP eligibility system, MAXIS. Currently, the Community Based Organizations (CBOs) in the Heading Home and Navigator pilot projects are under a separate program in WF1 and not directly connected to local SNAP E&T providers, or to county agencies. These four CBOs, HIREd, Catholic Charities, Goodwill-Easter Seals, and Project for Pride in Living, will not receive 100% funds.</p> <p>Under the new structure in WF1, Minnesota will close out the Heading Home and Navigator pilot projects, and move the four organizations, who are third party match providers, under the SNAP E&T program in WF1. DHS will have a financial contract with each. These four organizations will begin operating at an organizational level and will have a direct relationship with the local area providers. Persons will be able to enter the network of providers from any of these locations and receive the same, seamless service.</p> <p>Current local area providers will continue receiving referrals to SNAP E&T from the eligibility system, and will assign (if applicable) one of the four third-party match providers as a secondary provider in the WF1 data system, all under SNAP E&T. These four organizations will have access to WF1 and will enter program information, and issue supportive services under SNAP E&T just as the primary provider does. A referral from MAXIS is necessary to open a client record in WF1 under SNAP E&T, which eliminates duplication and allows for a more coordinated effort for client success in the program. Reimbursement for time spent on activities prior to SNAP eligibility, such as assisting with SNAP applications, will not be allowed.</p>

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	<p>Monitoring and tracking of the program will be done by DHS, in coordination with county agencies and E&T providers. DHS will follow their grant monitoring policy and is developing a clear process for providers to follow.</p> <p>This change to the structure in WF1 better prepares Minnesota for future 50/50 expansion as it adds the first cohort of additional CBOs in 2017.</p> <p>Minnesota also plans to expand the 50/50 reimbursement option to local area providers. In addition to their roles in administering SNAP E&T eligibility and enrollment, Hennepin, Ramsey, Anoka and Washington counties have outlined plans for incorporating eligible 50/50 match funds in their local area plans, included in the state’s budget. These counties will submit a request for reimbursement in their quarterly abstract. All requests for reimbursement will be reviewed prior to issuance. As several other local areas have expressed interest in becoming part of the 50/50 expansion, Minnesota will continue working with those areas and will include these additions in any future amendments to the annual SNAP E&T State Plan.</p> <p>Minnesota has much to be proud of in terms of economic vitality, although, not all income groups or racial groups have prospered. Minnesota does have and recognizes that disparities exist. The 2016 legislative session saw a number of appropriations approved aimed at addressing racial and ethnic disparities. Legislative appropriations reached \$25,100,000 in new monies in either direct appropriations or competitive grants to community-based organizations, workforce service areas (WSAs) and county agencies. The Governor’s Office, along with DHS and DEED management, determined that part of Minnesota’s overall push to increase SNAP recipients’ participation in SNAP E&T would be to make an intentional effort to utilize these funds in a manner that could generate federal financial participation to serve more SNAP E&T recipients as staff work toward strategic goals.</p> <p>To achieve this goal, ESPs are encouraged to co-enroll all SNAP recipients under SNAP E&T in WF1. In doing so, staff will be able</p>

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	<p>to track all activities and support service costs attributable to SNAP recipients, as well as meet federal SNAP reporting requirements. DEED’s goal, in partnership with DHS, is to work with local providers and county agencies to reach a 25 percent or greater enrollment and expenditure rate for SNAP recipients through provision of technical assistance and program oversight.</p> <p>DEED is negotiating agreements with all direct appropriation grantees and is in the process of finalizing a Request for Proposals (RFPs) for competitive grant applications. These funds will be used to provide career pathway training, which includes ABE and contextualized learning, along with employer-assisted training development carried out by community colleges. Certifications and credentials are provided to participants who complete the required course work.</p> <p>In addition, DEED is currently managing over \$11 million in general state and workforce development funds among 60 Pathways to Prosperity (P2P) providers, which will be handled in the same manner. Some P2P providers do receive SNAP E&T funds, but these funds are separate from the \$11 million. A partial list and description of the types of training being offered is included as Attachment 2, Minnesota’s Pathways to Prosperity Program Summaries, for review.</p> <p>Participants in these programs have assessments and employment plans to guide them through their training. Additional information will be forthcoming once new providers have been selected.</p>
<p>Workforce Development System</p>	<p>Minnesota Statutes require SNAP E&T services to be operated through its WorkForce Center (WFC) system. There are nearly 50 WFCs statewide. Only one metro county, Hennepin, operates outside the WFC system due to a grandfather clause. The WFCs help job seekers find employment, help businesses find workers, and help anyone at any stage explore and plan careers. To ensure obtainability of WFC resources, WFC staff are often willing to travel to alternate locations, often the local county office, to better accommodate participants. A comprehensive list of all WFCs in the state, as well as a list of available workshops and</p>

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	<p>trainings, are at: http://mn.gov/deed/job-seekers/workforce-centers/</p> <p>According to state statute, participants must receive services within 30 days of SNAP eligibility determination. SNAP E&T components consist of non-education/non-work activities, education activities and work activities. SNAP E&T is a multi-activity program. Activities within SNAP E&T are sequenced to meet the training needs of participants. Local ESPs may work with participants to engage in multiple activities at any given time based on findings of assessments, and the compatibility of those activities along with the need to engage in countable activities. Each activity is detailed in Part E, as well as in Attachment 3, Minnesota SNAP E&T Allowable Activities.</p> <p>Minnesota does not reimburse ESPs by activity, but instead provides county agencies/local areas with an annual 100 percent federal allocation, which is determined by a formula. County agencies/local areas use their allocation to provide services they deem most appropriate to meet the needs of their participants. A separate support service allocation is issued annually as follows: Minnesota distributes a flat \$50,000 in support service dollars across the state, half of which comes from federal allocation. Support services provided to participants are also derived from state funds appropriated by the legislature. The state will be encouraging county agencies to leverage their own funds using the 50/50 option.</p> <p>Due to limited funding for SNAP E&T, the potential for 50/50 reimbursement, and a greater emphasis on the Career Pathways model, Minnesota strongly encourages co-enrollment into 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.</p> <p>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</p>

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	<p>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"> 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 <p>At the highest level, the biggest opportunity for change is the approach to serving job seekers – from helping them obtain their next job, to helping them understand their potential career pathway opportunities and the tools to help them become self-directed in pursuing their pathway. Multiple partners can engage in the components simultaneously to carry out the mission of the career pathways system.</p> <p>Minnesota will continue to expand its career pathways strategy for FFY 2017. As the state’s unemployment rate continues to drop to record levels, 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>DHS and DEED will continue to collaborate with the Office of Higher Education in the Post-Secondary Initiative, concentrating on participants who are interested in attending college in two years or less, and vocational programs designed to produce job ready workers upon completion. DEED will use Minnesota’s labor market forecasting reports and high demand job reports to assist in course determination. Four categories of high demand, high growth industries that Minnesota will focus on are: Information Technology, health care services, advanced manufacturing and agriculture. Credentials and certificates ensure that trained job seekers meet minimum standards for employment in their respective areas.</p>

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	<p>Minnesota will utilize eligible Minnesota State Grants (MSG) received by SNAP recipients as part of their education aid package as matching funds for federal financial participation. This will be done via a data match between MAXIS, activities in WF1, and the Office of Higher Education. Reimbursement of these funds will be put back into SNAP E&T to provide additional supports necessary for these students to remain in school and complete their education goals. Student financial aid packages will be reviewed wherever necessary.</p>
<p>Other Employment Programs</p>	<p>Minnesota has aligned SNAP E&T with the new 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. The majority of SNAP E&T providers are also WIOA providers. Staff will be working 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.</p> <p>DEED’s agency structure includes the divisions of: Workforce Development, Economic Development (domestic and international), Vocational Rehabilitation and Unemployment. Each of these divisions work together to provide assistance to businesses and workers alike.</p> <p>Within Workforce Development is the federal bonding program to help businesses hire employees with potential issues by providing the cost of bonding for up to six months. In addition, the Work Opportunity Credit Program (WOTC) is administered here as well. In the last year, Minnesota issued more than 14,000 credits for SNAP recipients at an estimated value to businesses of over \$42,000,000.</p> <p>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. They also administer the</p>

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	<p>Low Income Worker program which serves many individuals with short-term industry tailored training.</p> <p>Minnesota’s service providers that operate SNAP E&T also often operate TANF programs. Anyone identified as a TANF recipient is not allowed to participate in SNAP E&T.</p>
<p>State Options in E&T Participants</p>	<p>Minnesota does not refer SNAP applicants to SNAP E&T prior to eligibility determination. Upon SNAP approval, the MAXIS eligibility system generates an automatic referral to WF1 for mandatory SNAP recipients. An eligibility worker can also generate a manual referral for those that wish to participate voluntarily.</p> <p>Minnesota supports reverse-referrals. Commonly, a person may begin working with a CBO before receiving services from the county agency. In this case, the CBO may aid in the SNAP application process while continuing to work with a person. Upon SNAP approval, a referral will be sent to WF1 for SNAP E&T and with the new structure, will immediately be redirected to the CBO currently working with the person. Services provided to a person are not reimbursable until they are eligible for SNAP.</p> <p>Categorically eligible and zero benefit households are eligible for SNAP E&T services.</p> <p>15 Percent Exemption:</p> <p>On Jan. 1, 2016, Minnesota began using the 15 percent exemptions, or banked months, for SNAP E&T participants. SNAP allows all states to earn up to 15 percent exemptions of the number of ABAWDs who may have lost eligibility for SNAP due to the time limit provision. The federal regulations that outline the 15 percent exemptions are found in 7 CFR 273.24(g)(h) and the Food and Nutrition Act, section 6(o). The 15 percent exemption allows states to use banked months to extend eligibility for SNAP. ABAWDs who have exhausted their three countable months in a 36-month period can receive <i>up to</i> six additional months of SNAP benefits through use of banked months. To use banked months, the ABAWD needs to remain engaged in SNAP E&T and be demonstrating progress toward gaining essential skills needed for gainful employment.</p> <p>As of Dec. 1, 2015, Minnesota had accumulated 110,658 banked months and earned an additional 22,500 banked months during</p>

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	<p>FFY 2016. DHS will continue to work with county agencies, ESPs, and community advocates to uncover ways in which to better serve ABAWDs by using banked months. Tracking of banked months is done manually at the county level and reported to DHS via Excel spreadsheet for inclusion in the quarterly FNS-583 report. The spreadsheet lists all ABAWDs who have used a banked month; the list is reviewed by DHS staff.</p> <p>Minnesota issued a statewide bulletin outlining guidance for use of banked months on December 30, 2015. Bulletin #15-01-01 is included as Attachment 4.</p>
<p>Special Populations</p>	<p>Disability Population:</p> <p>By order of Governor Mark Dayton, Minnesota’s Olmstead Plan went in effect Sept. 29, 2015. The Olmstead Plan is a broad series of key activities our state must accomplish to ensure people with disabilities are living, learning, working, and enjoying life in the most integrated setting. The plan will help achieve a better Minnesota, because it will help Minnesotans with disabilities have opportunities, both now and in the future to:</p> <ul style="list-style-type: none"> • Live close to their family and friends • Live more independently • Engage in productive employment • Participate in community life <p>DHS staff are working with the disability community to determine how SNAP E&T can improve employment opportunities.</p> <p>Ex-offender Population:</p> <p>DEED is working closely with the Minnesota Department of Corrections to connect ex-offenders with SNAP E&T by making referrals to county agencies for SNAP application. Staff see a critical need for ex-offenders to have rapid engagement to supports such as SNAP and the services provided via E&T upon SNAP approval to reduce the likelihood of recidivism. The Minnesota Department of Corrections is working closely with the workforce development system through alignment of WIOA.</p> <p>Homeless Population:</p> <p>The Minnesota Homelessness Task Force, comprised of multiple state agency staff at the directive of Governor Mark Dayton to eliminate homelessness in Minnesota, has recognized the work of Heading Home Hennepin project as a great model in which to</p>

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	assist individuals experiencing homelessness (different than the Heading Home 50/50 pilot, which is ending Sept. 30, 2016). Staff see this as a best practice in the State of Minnesota and look forward to expanding services and continuing to learn how to best serve the homeless population in SNAP E&T.
Screening Process	SNAP eligibility workers screen participants for SNAP eligibility, and refer only approved SNAP recipients to SNAP E&T. A CBO 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. Although Minnesota operates a mandatory program, a person can participate voluntarily.
Conciliation Process (<i>if applicable</i>)	Minnesota does not offer a conciliation process for SNAP E&T. It does utilize the Notice of Adverse Action to communicate a negative action.
Disqualification Policy	<p>ABAWDs who do not comply with SNAP E&T are sanctioned by having their case closed or being removed from a case when there are other eligible members on a case. ABAWDs have until the end of the month prior to the effective date of the SNAP closing to cooperate with the SNAP E&T orientation/work requirements. The sanction begins on the date specified in the county agency's 10-day notice to the participant. The ABAWD 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. County eligibility workers will review cases to establish if good cause exists.</p> <p>For the first occurrence, a client is closed for one month or until in compliance, whichever is longer. For the second occurrence, a client is closed for three months or until in compliance, whichever is longer. For the third occurrence, a client is closed for six months or until in compliance, whichever is longer. Once a sanction is imposed it cannot be cured. The sanction period must be served unless a client provides an exemption reason.</p>
Participant Reimbursements	Participant reimbursements for SNAP E&T participation are generated through third party vendor payments. Service providers have established vendors throughout their respective service areas to accommodate client needs. Availability of

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	<p>support funding remains critically short. Efforts are underway to increase the amount of funds for FFY 2017.</p> <p>Minnesota has implemented the support service changes outlined in a previous year’s plan taken from a planning document from FNS regarding changes in support services. Minnesota follows the guidance found in Appendices A and B in FNS’ SNAP Employment and Training Toolkit, and has also asked for FNS approval to allow certain housing and rental assistance payments to be reimbursable. Per previous FNS approval, Minnesota plans to allow reimbursement for up to two months of housing assistance provided in the form of rent payments issued by a provider for SNAP E&T participants.</p> <p>The following guidelines are used to assess whether a participant’s expense is an approvable reimbursement:</p> <ul style="list-style-type: none"> • Participant’s expense must be necessary and reasonable • Participant’s expense must not be used to exempt a person from Work Registration • 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. <p>There is no cap on reimbursements.</p>
<p>Work Registrant Data</p>	<p>Work registrant data is gathered from the DHS Data Warehouse using Structured Query Language (SQL) developed and approved by FNS regional and national staff. County eligibility workers use work registration codes when approving SNAP eligibility in MAXIS from the STAT/WREG panel. These codes meet federal exemption code definitions in 7 CFR 273.7.</p> <p>Completing the FNS-583 Report:</p> <p>Line 1: Each October, Minnesota uses the approved work registrant SQL to determine the number for this line. SQL is programmed to report all work registrants whose cases were active on September 30 at midnight. This number provides an accurate count of those on board on October 1. It does not include new applications processed on this date.</p> <p>Line 2: For each month of the report period, SQL is programmed to count new, approved applications from the first day to the last day of the month.</p>

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	<p>Line 3: The number of ABAWDs is run from Minnesota’s WF1 system which tracks all SNAP E&T participants. An activity report is created which shows which qualifying activities each ABAWD is enrolled in for the month, and the total number of hours by activity, by client for each month.</p> <p>Line 4: The number of participants in non-qualifying activities is compiled from WF1. Staff utilize an activity report which captures the number of participants in activities for the report month, which also provides a count of unique persons for the month.</p> <p>Line 5: 15 percent exemptions, or banked months, in Minnesota, are reported to DHS by each county. The numbers of banked months reported are compiled in a spreadsheet and totaled for monthly counts for the FNS-583. Minnesota is working on automating this process.</p> <p>Line 6: These numbers are taken from WF1 reports set up to capture required information.</p> <p>Line 7: Minnesota uses WF1 data for this report as well.</p>
<p>Outcome Reporting Data Source and Methodology</p>	<p>Participant data is collected in DEED’s WF1 system and consists of: referral data from MAXIS, enrollment in SNAP and any other co-enrollments, wage detail for pre and post outcome, 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 in WF1.</p> <p>DEED has established a reporting tool for WIOA which is being customized to capture SNAP outcome data as required by FNS. This reporting tool should be tested and ready for use by Oct. 1, 2016. DEED and DHS will jointly coordinate data collection through an interagency agreement; DHS will submit the annual report in a format prescribed by FNS.</p> <p>The state, using WF1, will report on outcome measures announced in the USDA Mar. 24, 2016, Implementation Memo: SNAP ET Program Monitoring, Oversight and Reporting-Measures:</p> <ul style="list-style-type: none"> • The number and percentage of E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T

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	<ul style="list-style-type: none"> • The number and percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T • The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T and • The number and percentage of participants who completed a training, education, work experience or an on-the-job training component. <p>The number of all E&T participants who:</p> <ul style="list-style-type: none"> • Are voluntary vs. mandatory participants. • Received a high school degree (or GED) prior to being provided with E&T services. • Are able-bodied adults without dependents (ABAWDs). • Speak English as a second language. • Are male or female. • Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older. <ul style="list-style-type: none"> • Of the number and percentage of E&T participants to be reported in the first four measures above, a disaggregation of the number and percentage of those participants by the characteristics listed in a, b and c. A participant may have more than one characteristic.
<p>Minnesota’s Waiver Modification Request for FFY 2017</p>	<p>Each year, DHS submits a request to FNS to waive the mandatory work provisions and time limits of ABAWDs 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> <p>Minnesota’s waiver request has been approved by FNS to exempt ABAWDs in 13 counties (one individual and 12 contiguous), and one reservation, from SNAP time limits.</p>

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	<p>The following counties and one additional reservation are exempt from the ABAWD work and time limits:</p> <p>Aitkin, <u>Cass</u>, Clearwater, Hubbard, <u>Itasca</u>, Kanabec, Koochiching, Lake of the Woods, Mahnomon, <u>Marshall</u>, <u>Mille Lacs</u>, <u>Norman</u> and <u>Wadena</u>.</p> <p>The counties underlined are new additional exempt counties for FFY 2017 which begins Oct. 1, 2016, and ends on Sept. 30, 2017.</p> <p>The new exempt reservation is the Shakopee Mdewakanton Sioux Reservation. This reservation is located in Scott County. This information has been shared with Scott County staff for awareness that there is an exempt reservation in the county.</p> <p>For FYs 2016 and 2017, all other tribal reservations are exempt from the ABAWD work and time limits. If tribal reservations want to use their own funds to operate a voluntary SNAP E&T program, they may be able to utilize the Federal Financial Participation (FFP) rate of 75 percent for their documented allowable expenses. Minnesota will work with tribal reservations on leveraging these funds. DEED is currently working with the Northwest Indian Occupational Industrialization Center (OIC) which was provided a Career Pathways grant to provide Career Pathways opportunities for Indians residing on or off reservations. Staff hope to expand this project to other areas, along with increasing Adult Basic Education (ABE) to better reach and serve this population.</p> <p>Aside from the exempt counties, there are seven other counties that have chosen not to operate a SNAP E&T program. These counties have been advised to follow the guidance in Bulletin #15-01-01 (Attachment 4), allowing for use of banked months for ABAWDs. Participation in a SNAP E&T activity is to be reported directly to a client’s eligibility worker. The seven counties are: Benton, Fillmore, Freeborn, Rice, Olmsted, Stearns and Winona.</p>

Part D: Pledge to Serve All At-Risk ABAWDs

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:

Part E - Table 2: E&T Component Detail

** Anticipated monthly numbers include the date range of July 1, 2015, through June 30, 2016

**In-depth descriptions of each component are in Attachment 3, Minnesota SNAP E&T Allowable Activities

Figure 1: Non-education, Non-work Components

Component	Description	Geographic area	Target audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Job Search	Individual participant effort includes telephone calling, walk-in contacts, completion of applications, interviews, and record-keeping with progress to be reviewed by staff	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	1,100	\$188,000	Contracted	WIOA measures will be used

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Component	Description	Geographic area	Target audience (e.g., Homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Job Seeking Skills/Job Club	Structured group sessions ranging from four to 20 total hours weekly, with schedules left to the discretion of ESPs. Sessions cover resume writing, finding job openings, telephone techniques, completion of applications, interviewing techniques (with mock interviews), and motivational issues.	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	1,275	\$225,000	Contracted	WIOA measures will be used
Job Retention Services	SNAP E&T participants who's SNAP has closed due to increased earnings will be offered 90 days of retention services	Statewide, with the exception of waived counties, and those choosing not to operate E&T	SNAP E&T participants who's SNAP has closed due to increased earnings will be offered 90 days of retention services	200	\$56,000	Contracted	WIOA measures will be used

*Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Figure 2: Education Components (education expenses must be justified)

Component	Description	Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Basic Education	Includes a wide range of activities that improve basic skills and the employability of SNAP participants. Such programs include English as a Second Language (ESL)/LEP, high school equivalency (GED), high school completion, Adult Basic Education (ABE) programs, Minnesota Adult Diploma Program, Bridge type classes and credential attainment	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	950	\$145,000	Contracted	WIOA measures will be used

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Component	Description	Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Vocational Training	Designed to provide participants with additional skills with which to gain employment. Training programs are selected based on availability of jobs and participant’s ability to succeed in completion of course work. This activity includes FastTRAC/Career Pathways and Minnesota Job Skills Partnership. Vocational training is limited to two years or less. This activity may or may not result in credit- based learning	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	450	\$275,000	Contracted	WIOA measures will be used

*Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Figure 3: Work Components

Component	Description	Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Workfare	SNAP recipients are required to work off the value of their household’s monthly SNAP allotment through an assignment at a private or public nonprofit agency as a condition of eligibility	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	55	\$17,500	Contracted	WIOA measures will be used
Work Experience	Designed to improve the employability of participants through actual work experience and/or training	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	100	\$14,500	Contracted	WIOA measures will be used

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

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

Figure 4: Other Activities

Component	Description	Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider (contracted, SNAP agency, or both)	Reporting measure(s) – if > 100 participants
Orientation	Explanation of participation requirements	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	3,450	\$180,000	Contracted	WIOA measures will be used
Assessment and Employment Plan	Individualized employability evaluations used to develop detailed Employment Plans	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	2,820	\$254,000	Contracted	WIOA measures will be used
Social Services	Referrals to agencies/programs designed to assist participants with overcoming personal/family barriers which impede successful transition to work	Statewide, with the exception of waived counties, and those choosing not to operate E&T	All SNAP E&T participants	220	\$126,000	Contracted	WIOA measures will be used

Part F - Table 3: Estimated Participant Levels

Table 3: Estimated Participant Levels

Item	Description	Amount or Percentage
A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	92,500
B.	Total number of planned State option exemptions from E&T Participation:	52,600
B.1	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. Involved with protective/court-ordered services 2. Unemployable (as determined by assessment) 3. Child under 18 not living with parent/guardian 4. DWP adults with dependents under 18 5. Work registrants between ages 50-60 6. Receiving GA/RCA 7. 8. 9. 10.	_____ 175 _____ _____ 1,575 _____ _____ 2,200 _____ _____ 11,950 _____ _____ 26,500 _____ _____ 10,200 _____ _____ _____ _____ _____
C.	Percent of all work registrants exempt from E&T (B/A)	56.9%
D.	Anticipated number of E&T mandatory participants (A–B)	39,900
E.	Anticipated number of voluntary E&T participants	25,400
F.	Anticipated number of ABAWDs in the State during the Federal FY.	24,500
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	3,400
H.	Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	6,000
I.	Number of potential at–risk ABAWDs expected in the State during the Federal FY (F–(G+H))	1,700

Part G - Table 4: Partnerships/Contracts

Table 4: Partnerships/Contracts

Name of Partner/Contract	STATE 50/50	STATE 100%	TOTAL	% of E&T Operating Budget
DEED	\$6,514,411	\$136,455	\$6,650,866	25%
Third Party Match Providers	\$2,192,418		\$2,192,418	8%
Counties	\$1,757,490	\$1,126,967	\$2,884,457	*11%
OHE	\$530,000		\$530,000	2%

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

Part G now reflects total program expenditures.

DEED: \$6,650,866

- 100 percent \$136,455
- 50-50 DEED admin (\$211,653) + Indirect Costs (\$27,758) + Equity Funds (\$6,275,000)

Counties: \$2,884,457

- 100 percent \$1,126,967.00
- 50-50 \$1,757,490.00

*Represents the total across counties. Individually, each partnering county will not receive more than 10 percent of the E&T operating budget.

Part H: Contractor Detail Addendum

Contractor Detail Addendum

Partner/Contract Name	DEED
Monitoring and communication with contractor (s)	Authorized representatives or their designees from DHS and DEED meet quarterly, 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 review time and cost estimates for performing any obligations under the contract.
Role of Contractor	<ul style="list-style-type: none"> • Provide technical assistance, contract management, and oversight in order to maximize services to eligible clients • Integrate SNAP E&T into workforce development systems, services, and programs (such as FastTRAC), while building on the Career Pathways framework • Bolster the ability of service providers to work effectively with employers • Share program evaluation and jointly review potential new SNAP E&T service providers • Share governance of WF1
Timeline	Start: 10/01/2016 End: 09/30/2017

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Partner/Contract Name	DEED
Description of Activities/Services	1) Contract management and oversight: <ol style="list-style-type: none"> a. Negotiate agreements with all direct appropriation grantees and selected grantees through competitive process b. Track activities and support service costs attributable to SNAP recipients as well as meet federal SNAP reporting requirements c. Work with local area providers and county providers to reach a 25 percent or greater enrollment and expenditure rate for SNAP recipients d. Monitor grant contracts and act as fiscal agent 2) Provide data to DHS from WF1 to allow DHS to monitor SNAP E&T and complete state plans and reports 3) Grant Workforce One access to providers 4) Assess outcomes for program participants and allow tracking and analysis of 'new' and 'existing' services being funded 5) Collaborate with the OHE in the Post-Secondary Initiative, concentrating on participants who are interested in attending college in two years or less, vocational programs designed to produce job-ready workers upon completion. Use Minnesota's labor market forecasting reports and high demand job reports to assist in course determination.
Funding	SNAP E&T 100 percent SNAP E&T 50/50
Evaluation	Contract is reviewed annually and amendments are executed, as needed.

Part I - Table 5: Operating Budget

Table 5: Operating Budget

Item	State cost	Federal cost	Total
I. SNAP E&T 100%			
a) State costs	\$0.00	\$614,918	\$614,918
b) Contractual Services	\$0.00	\$1,969,754	\$1,969,754
Total Direct Costs	\$0.00	\$2,584,672	\$2,584,672
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: 14.25%			
14.25% of the salary/wage and fringe benefits of these positions: SNAP Director (\$4,208), Grants Specialist (\$11,999), Fiscal/Monitor Director (\$976), Monitor (\$7,050), SNAP E&T Coordinator (\$3,525). Refer to Table 6 for further clarification.	\$13,879	\$13,879	\$27,758
Total Direct Costs	\$13,879	\$13,879	\$27,758
III. Match Funds (State plus Federal):			
State funds	\$5,308,327	\$5,308,327	\$10,616,654
Third party reimbursement	\$733,523	\$733,523	\$1,467,046
Total Direct Costs	\$6,041,850	\$6,041,850	\$12,083,700
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (includes what our state legislature has allowed above Maintenance of Effort dollars, program dollars that are non-secured for FFP from HHS)Contractual Services	\$1,500,000	\$1,500,000	\$3,000,000

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Item	State cost	Federal cost	Total
b) Transportation & Other Costs – Third-party providers	\$362,686	\$362,686	\$725,372
c) Transportation & Other Costs –Counties	\$878,745	\$878,745	\$1,757,490
d) State Agency Cost for Dependent Care Services (includes required state spending)	\$7,835,000	\$0	7,835,000
Total Participant Reimbursement	\$10,576,431	\$2,741,431	\$13,317,862
V. Total Costs	\$16,632,160	\$11,381,832	\$28,013,992

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used (Attachment 5)

Part J - Table 6: Budget Narrative and Justification Table

Table 6: Budget Narrative and Justification Table

Item	Narrative
<p>I. SNAP E&T 100%:</p>	<p>a) State Agency Costs State costs directly related to the administration of the SNAP E&T program.</p> <p>b) County Costs Represent funds that flow from DHS to county agencies and subsequently to Employment Services Providers (ESPs) for Employment and Training (E&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 allocation most recently received by Minnesota is distributed to county agencies based upon 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 for Job Search, Job Club activities, Orientation, Education, Assessment and Employment Plan and Work Experience.</p>
<p>II. Indirect Costs:</p>	<p>DEED’s indirect cost rate is 14.25 percent as negotiated with the U.S. Department of Labor. DEED’s indirect costs support the following areas: staff and related non-personnel costs to support units such as payroll, mail, DEED agency fiscal, commissioner’s office, human resources and equal opportunity, warehouse, etc. These costs are 14.25 percent of the salary/wage and fringe benefits for overhead costs.</p>

Item	Narrative
<p>III. 50% Match Funds:</p>	<ol style="list-style-type: none"> 1. DWP match capped at \$4.8 million by the Minnesota Legislature. This program is geared toward rapid placement in unsubsidized employment. It 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 be referred to the state’s TANF program – the Minnesota Family Investment Program (MFIP). DWP participants are tracked in the E&T Program Activity Report - Form FNS–583 as volunteers. DWP match is through June 30, 2017. 2. 2016 Minnesota legislative appropriations of \$25,100,000 are aimed at addressing racial and ethnic disparities in Minnesota. Approximately 25 percent will be used as match, either through direct appropriations or competitive grants to community-based organizations, workforce service areas (WSAs) and county agencies. 3. In collaboration with the Office of Higher Education, DHS and DEED will use Minnesota State Grants received by SNAP E&T participants as part of their educational aid package as matching funds for federal financial participation. Reimbursement of these funds will be put back into SNAP E&T to provide additional supports necessary for these students to remain in school and complete their educational goals. 4. Costs directly related to the SNAP E&T third-party match providers: HIRED, Catholic Charities, Goodwill-Easter Seals, and Project for Pride in Living. 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. Up to 15 percent administrative costs that support the overall operations and management of the SNAP E&T third-party match providers that are not directly program or support services for participants. They can include the costs associated with providing accounting services, human resources management and financial management.
<p>IV. Participant Reimbursements</p>	<ol style="list-style-type: none"> a) Dependent Care Includes DWP, two-parent MFIP participants, and MFIP Family Stabilization Service (FSS) participants. Costs for child care assistance provided to these families who are SNAP E&T-eligible. Match capped at \$4 million by the Minnesota Legislature through June 30, 2017. These are costs that include what the legislature has allowed above the Maintenance of Effort dollars. b) Transportation and Other Costs Support Service costs are those for a participant that must directly relate to an approved SNAP E&T program component and be necessary and reasonable. c) State Agency Cost for Dependent Care Services Costs for child care assistance, which includes required state spending.

Part 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:	\$2,684,532	\$2,584,672
2. Share of \$20 Million ABAWD Grant (if applicable)		
3. Additional E&T Administrative Expenditures		
a. 50% Federal	\$4,828,578	\$6,055,729
b. 50% State	\$4,828,578	\$6,055,729
4. Participant Expenses:		
a. Transportation/Other	\$632,884	\$2,482,862
50% Federal	\$316,442	\$1,241,431
50% State	\$316,442	\$1,241,431
b. Dependent Care	\$4,000,000	\$3,000,000
50% Federal	\$2,000,000	\$1,500,000
50% State	\$2,000,000	\$1,500,000
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$16,974,572	\$20,178,992
6. 100% State Agency Cost for Dependent Care Services	\$7,835,000	\$7,835,000
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)		\$28,013,992

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