

Supplemental Nutrition Assistance Program (SNAP) Employment and Training State Plan FFY 2018

Section 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: 2018

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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

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>DHS manages the SNAP E&T program in close partnership with the Minnesota Department of Employment and Economic Development (DEED) via an interagency agreement. Minnesota currently operates a mandatory SNAP E&T program for able-bodied adults without dependents (ABAWDs). Other eligible SNAP recipients who are not required to meet a Title IV-A work requirement can be served on a voluntary basis, where available.</p> <p>Minnesota’s SNAP E&T program is county-administered. Minnesota law requires county agencies to submit annual</p>

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	<p>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. This year’s SNAP E&T Local Area Plan Template is an online fillable form which includes the option for application of both 100 percent funds, as well as 50 percent reimbursement. Plan development consists of a joint effort between the county and their chosen employment service provider (ESP). 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>Community Based Organizations (CBOs) that are contracting with DHS for 50 percent reimbursement complete an annual Partner Agency Work Plan (Attachment A). Similar to the Local Area Plan, Partner Agency 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 request referrals from county-chosen providers and maintain the participant case record information in the State’s web-based client management system, Workforce One (WF1).</p> <p>Counties and CBOs 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. 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 strategies are determined by assessing a person’s barriers to employment, and also opportunities for skill</p>

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	<p>development. 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> <p>Minnesota has much to be proud of in terms of economic vitality, although, not all income groups or racial groups have prospered. Minnesota recognizes that disparities exist. In 2017, the state legislature decided to continue allocating resources established in the 2016 Equity Article. Legislative appropriations reached \$37,000,000 in new monies in either direct appropriations or competitive grants to community-based organizations, workforce development areas (WDAs) and county agencies. 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&T participants. Minnesota continues to build on the effort established in the Equity Article, utilizing the resources in the State Fiscal Year (SFY) 2018 and SFY 2019 Jobs Bill.</p> <p>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 recipients through provision of technical assistance and program oversight. Staff will work with the selected grantees to determine this amount based on the type of programming offered, ability to serve SNAP recipients, and organizational capacity.</p>

Section Title	Section Summary
	<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, including 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 general state and workforce development funds among Pathways to Prosperity (P2P) providers, which is carried out in the same manner. Some P2P providers do receive SNAP E&T funds.</p>
<p>Program Changes</p>	<p>Minnesota has made changes to the Job Retention Services Component to align with the final rule and interim final rule (Supplemental Nutrition Assistance Program (SNAP): Eligibility, Certification, and Employment and Training Provisions of the Food, Conservation and Energy Act of 2008 p.2023) issued by the Food and Nutrition Service (FNS) this year. Effective October 1, 2017, Job Retention Services in Minnesota will be defined as:</p> <p>Services provided to E&T participants who have secured employment after participating in another E&T component for up to 90 days even if the individual is no longer receiving SNAP. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services. This component is meant to help achieve satisfactory performance, retain employment, or to increase earnings over time.</p> <p>Individual circumstances may warrant job retention services that begin at various times, such as on the day a job offer is accepted, the day the individual reports the information to his or her E&T case manager, the first day of the job, or other time based on the availability and type of services. Therefore, the provider may identify when the 90 days of job retention services start, however, the household must</p>

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	<p>have been receiving SNAP in the month of or the month prior to beginning job retention services.</p> <p>Each case manager will be able to work with their participant to decide the most favorable start date for retention. DHS will be asking that case managers continue to note job start dates, and also justification for retention start dates in WF1 case notes.</p> <p>Minnesota has better aligned the State’s six other component definitions with those of FNS as well (Attachment B), and plans to make changes to the activity names and definitions in WF1 to more closely correspond to the revised component definitions.</p> <p>The components and activity names will be included in DHS’ standard Employment Plan, aiding ESPs in the development of a Plan that both mirrors the information in WF1, and provides a clearer path for ABAWDs to meet their minimum 80 hour per month work requirement.</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 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 trainings, are at: http://mn.gov/deed/job-seekers/workforce-centers/</p> <p>According to state statute, mandatory 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. ESPs may work with participants to engage in multiple activities at any given</p>

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	<p>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 Attachment B, SNAP E&T Components.</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 continue to encourage county agencies and CBOs to leverage their own funds using the 50% reimbursement option.</p> <p>Due to limited funding for SNAP E&T, the potential for 50% reimbursement, and a greater emphasis on the Career Pathways model, Minnesota strongly encourages co-enrollment 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 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

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	<p data-bbox="678 302 1268 331">6) Measure system change and performance</p> <p data-bbox="630 357 1398 617">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 to carry out the mission of the career pathways system.</p> <p data-bbox="630 642 1406 903">Minnesota will continue to expand its career pathways strategy for FFY 2018. 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 data-bbox="630 928 1406 1079">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.</p> <p data-bbox="630 1104 1398 1323">As of FFY2017, all DHS contracted organizations began operating under the SNAP E&T program in WF1 as secondary providers to the current local providers, referred to as primary providers. In this model, participants are able to enter the network of providers from any of these locations and receive the same, seamless service.</p> <p data-bbox="630 1348 1398 1810">Current local area providers receive referrals to SNAP E&T from the eligibility system, and assign (if applicable) one of the CBOs as a secondary provider in the WF1 data system, all under SNAP E&T. These organizations can also request a referral from the appropriate primary provider. The organizations have access to WF1 to 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 participant success in the program. Reimbursement for time spent on activities prior to SNAP</p>

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	<p>eligibility, such as assisting with SNAP applications, is not allowed.</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 continue to work with the Governor’s Workforce Development Council to strengthen SNAP E&T’s place in the WIOA frame work. No WIOA programs will be funded with SNAP E&T funds.</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. The Work Opportunity Credit Program (WOTC) is also administered through Workforce Development.</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 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 often operate TANF programs as well. Anyone identified as a TANF recipient is not allowed to participate in SNAP E&T.</p>
<p>Consultation with Tribal Organizations</p>	<p>DHS is in the early stages of establishing a Tribal Workforce Development Initiative to help the tribes in Minnesota increase work preparedness, education levels, and employment rates in the communities they serve.</p>

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	<p>Minnesota tribes do not currently receive 100% funding, and are not yet operating SNAP E&T programs.</p> <p>DHS, in consultation with the Office of Indian Policy, has been in communication with all of Minnesota's northern tribes. The three southern tribes have not been contacted at this time, as their populations are generally not SNAP eligible. Once the initiative has moved into implementation, southern tribes will be notified and invited for further conversation.</p>
<p>State Options in E&T Participants</p>	<p>Minnesota currently operates a mandatory SNAP E&T program for ABAWDs. Other eligible SNAP recipients who are not required to meet a Title IV-A work requirement can be served on a voluntary basis, where available. Minnesota encourages enrollment of all work-ready SNAP recipients.</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. ABAWDs in waived areas can choose to participate voluntarily and will not be sanctioned for failure to comply.</p> <p>Minnesota supports requests for 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 the individual. Upon SNAP approval, a request for referral will be made and a referral will be sent to WF1. Once received by the primary provider, the participant record is immediately assigned to the CBO currently working with the participant. 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&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.</p>

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	<p>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 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 January 2016, Minnesota had accumulated 130,000 banked months and earned an additional 21,360 banked months for FFY 2017. DHS continues 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 via the MAXIS eligibility system and is included in the quarterly FNS-583 report.</p> <p>Minnesota issued a statewide bulletin outlining guidance for use of banked months on December 30, 2015. Information on how banked months are earned and how tracking takes place can be found here. Bulletin #15-01-01 is included as Attachment C.</p>
<p>Screening Process</p>	<p>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.</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 are required to participate in SNAP E&T and which are exempt or deferred from mandatory participation. 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</p>

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	<p>to do so for the duration of their participation in the program.</p> <p>Although Minnesota operates a mandatory program, a person can participate voluntarily.</p>
Conciliation Process (<i>if applicable</i>)	<p>Minnesota does not offer a conciliation process for SNAP E&T. It does utilize the Notice of Adverse Action to communicate a negative action.</p>
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	<p>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 support funding remains critically short. Efforts are underway to increase the amount of funds for FFY 2018 via 50% reimbursement funds.</p> <p>Minnesota follows the guidance found in Appendices A and B in FNS’ SNAP Employment and Training Toolkit, and also</p>

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	<p>allows reimbursement of up to two months of housing assistance provided in the form of rent payments issued by a provider for SNAP E&T participants. For a complete list of allowable reimbursements, see Attachment E.</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 on an exempt individual to overcome a barrier to participation (i.e. mental health treatment, drug and alcohol counseling, etc.). • 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 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>Completing the FNS-583 Report:</p> <p>Line 1: County 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> <p>Line 2: Count of distinct persons by minimum report month where the report month is greater than the start of the FFY.</p> <p>Line 3: 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.</p>

Section Title	Section Summary
	<p>Line 4: Count of distinct persons with ABAWD status enrolled in a non-qualifying component and non-ABAWDS in any component.</p> <p>Line 5: Distinct count of persons in the report month with ABAWD status of 'B' for banked month.</p> <p>Line 6: Count of distinct persons by component.</p> <p>Line 7: 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>Outcome Reporting Measures</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, 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 will submit the annual report in a format prescribed by FNS.</p> <p>The state will report 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"> 1. 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 2. 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 3. 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

Section Title	Section Summary
	<p>4. The number and percentage of participants who completed a training, education, work experience or an on-the-job training component.</p> <p>The number of all E&T participants who:</p> <ol style="list-style-type: none"> a. Are voluntary vs. mandatory participants. b. Received a high school degree (or GED) prior to being provided with E&T services. c. Are able-bodied adults without dependents (ABAWDs). d. Speak English as a second language. e. Are male or female. f. Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older. <p>Of the number and percentage of E&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>Minnesota’s Waiver Modification Request for FFY 2018</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>For FFY 2018, Minnesota has received approval from FNS to waive 29 counties from the ABAWD work provisions and time limits. Of the 29 waived counties, 25 counties are still choosing to be included in the operation of a SNAP E&T program for FFY 2018 by use of either 100% funds, or 50% reimbursement funds. SNAP recipients in waived areas choosing to participate in SNAP E&T will be considered voluntary.</p> <p>All tribal reservations in Minnesota will remain under the waiver for FFY 2018. If tribal reservations want to use their</p>

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	<p>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>Though a county or region may be exempt for FFY 2018, Minnesota strongly encourages those areas to consider the operation of a SNAP E&T program. Minnesota will continue to support those areas that are exempt, and will provide formula allocated funding where available.</p> <p>Aside from the exempt counties, other counties may choose not to operate a SNAP E&T program. These counties are advised to follow the guidance in Bulletin #15-01-01 (Attachment C), allowing for use of banked months for ABAWDs. The counties that opt out are still required to submit a Local Area Plan, outlining additional ways in which service to ABAWDs may be provided.</p>

Section 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:

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

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

Host County +	Job Search	Job Search Training	Job Retention Services	Educational Programs	Work Experience	Workfare
100% Funding						
Anoka	450	450	150	180		
Beltrami	150		150	64	5	
Blue Earth		200	137	45		20
Carver	40	30	10	30		
Chippewa	125	150	85	25	10	
Chisago	45	45	20	65		
Crow Wing	162	60	50	6		
Dakota	42	21				
Hennepin	3,000	2,000		2,000		

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Host County +	Job Search	Job Search Training	Job Retention Services	Educational Programs	Work Experience	Workfare
Faribault & Martin	85		35	12	2	20
Isanti	80	80	40	130		
Kandiyohi	85	85		85		
McLeod	250	170	50	250	30	
Mille Lacs	40	40	20	60		
Pine	100	100	25	130		
Polk	575	575	575	300	575	
Ramsey	500	200	200	75	25	
Scott	70	50				
Sibley	200		30	15	3	
St. Louis	334			12	84	
Steele	200		100	40	15	

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Host County +	Job Search	Job Search Training	Job Retention Services	Educational Programs	Work Experience	Workfare
Wabasha	275					
Washington	36	240	36	192		36
Watonwan	25		7	3	1	
Wilkin	185	68	60	6		
Winona	50	50	50	50	50	
Total number of areas offering component	25	19	20	23	11	3
Anticipated number of participants (total)	7,104	4,614	1,830	3,775	800	76
50% Reimbursement Funds						
Anoka				5		
Blue Earth						

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Host County +	Job Search	Job Search Training	Job Retention Services	Educational Programs	Work Experience	Workfare
Chisago	45	45		65		
Dakota	75	50	50	25		
Hennepin	80	55		70	25	
Isanti	80	80		120		
Mille Lacs	45	45		65		
Pine	80	80		120		
Ramsey						
St. Louis	300	100	50	180	20	0
Washington	2	11	2	7	3	2
Total number of areas offering component	7	7	2	8	2	1
Anticipated number of participants (total)	407	366	52	477	28	2

* 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 single or cohorts of counties. Each local area submits a Local Area Plan each year. In FFY 2018, 26 of the areas plan to administer SNAP E&T using 100% funds and 11 using 50% reimbursement funds. The table above reflects this breakdown.

Component Outcome Measures

Component	Reporting Measure(s) if > 100 participants
Job Search – independent job search	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Job Search who are employed in the 2nd quarter from exit.
Job Search Training – instruction in job seeking techniques, job skills assessment, job clubs, resume workshops	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Job Search Training who are employed in the 2nd quarter from exit.
Workfare – participants perform work as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household’s monthly benefit allotment.	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Workfare who are employed in the 2nd quarter from exit.
Work Experience – actual work experience and/or training. This can be on-the-job training, apprenticeship, or internship.	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Work Experience who are employed in the 2nd quarter from exit.

Component	Reporting Measure(s) if > 100 participants
<p>Educational Programs – programs that improve basic skills. These may include basic skills instruction, vocational training, English Language Acquisition, Bridge Programs, or work-readiness training.</p>	<ul style="list-style-type: none"> • Number and percentage of participants who engaged in Educational Programs who are employed in the 2nd quarter from exit.
<p>Self-Employment Training – improves the employability of participants by providing training in setting up and operating a small business or other self–employment venture</p>	<ul style="list-style-type: none"> • Number and percentage of participants who engaged in Self-Employment Training who are employed in the 2nd quarter from exit.
<p>Job Retention - services provided to E&T participants who have secured employment after participating in another E&T component for up to 90 days even if the individual is no longer receiving SNAP</p>	<ul style="list-style-type: none"> • Number and percentage of participants who engaged in Retention who are employed in the 2nd quarter from exit.

Section F - Table 3: Estimated Participant Levels

Table 3: Estimated Participant Levels

Item	Description	Amount or Percentage
I.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	227,733
II.	Estimated number of planned State option exemptions from E&T:	50,850
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY.	
	1. Child under 18 not living with parent/guardian	1. 2,200
	2. DWP adults with dependents under 18	2. 11,950
	3. Work registrants between ages 50-60	3. 26,500
	4. Receiving GA/RCA	4. 10,200
III.	Percent of all work registrants exempt from E&T (line II/line I)	22.3%
IV.	Anticipated number of E&T mandatory participants (line I-line II)	176,883
V.	Anticipated number of voluntary E&T participants	1,225
VI.	Anticipated number of ABAWDs in the State during the Federal FY.	176,883
VII.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	3,400
VIII.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	2,212
IX.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI-(lines VII+VIII))	171,271

Section G - Table 4: Partnerships/Contracts

Table 4: Partnerships/Contracts

Partner/Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Administrative Costs	Total Participant Reimbursement Costs	Total Cost	% of Total E&T Budget
DEED	E&T Services	\$4,982,455	\$499,115	\$5,481,570	41%
Third Party Providers	E&T Services	\$4,065,966	\$868,912	\$4,934,878	*37%
Counties	E&T Services	\$1,954,405	\$557,424	\$2,511,829	*19

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

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

Section 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 to 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 Pathways to Prosperity and grants focused on Equity), 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: 10/01/2017 End: 09/30/2018
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 counties to reach targeted enrollment and expenditure rates for SNAP recipients. Targets will be based on the type of

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Partner/Contract Name	DEED
	<p>programming and potential participation from SNAP recipients</p> <p>d. Monitor grant contracts and act as fiscal agent</p> <p>2) Provide data to DHS from WF1 to allow DHS to monitor SNAP E&T and complete state plans and reports</p> <p>3) Grant WF1 access to providers</p> <p>4) Assess outcomes for program participants and allow tracking and analysis of new and existing services being funded</p> <p>5) Work with DHS and counties in identifying career pathway strategies</p>
Funding	<p>SNAP E&T 100 percent funding</p> <p>SNAP E&T 50 percent reimbursement</p>
Evaluation	<p>Contract is reviewed annually and amendments are executed as needed.</p>

Section 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	\$202,593	\$202,593
b) Contractual Services	\$0.00	\$1,272,080	\$1,272,080
Total Direct Costs	\$0.00	\$1,474,673	\$1,474,673
II. Indirect Costs:			
*Approved Indirect Cost Rate Used: 14.68%			
Refer to Table 6 for further clarification.	\$12,531	\$12,531	\$25,061
Total indirect Costs	\$12,531	\$12,531	\$25,061
III. Match Funds (State plus Federal):			
a) County (admin + program)	\$549,457	\$549,457	\$1,098,914
b) Third party (admin + program)	\$2,032,983	\$2,032,983	\$4,065,966
c) DHS	\$22,684	\$22,684	\$45,368
d) DEED	\$2,407,697	\$2,407,697	\$4,815,394
Total Direct Costs	\$5,012,821	\$5,012,821	\$10,025,642
100% Federal E&T Grant		\$1,474,673	\$1,474,673
50 percent Additional Administrative Expenditure	\$5,025,352	\$5,025,352	\$10,050,703

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Item	State cost	Federal cost	Total
IV. Participant Reimbursement (State plus Federal) Support Services:			
a) County	\$278,712	\$218,712	\$557,424
b) Third-Party	\$434,456	\$434,456	\$868,912
c) DEED	\$249,557	\$249,557	\$499,115
Total 50 percent Participant Reimbursement Expenses	\$962,725	\$962,725	\$1,925,451
V. Total Costs	\$5,988,077	\$7,462,750	\$13,450,827

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

Section J - Table 6: Budget Narrative and Justification Table

Table 6: Budget Narrative and Justification Table

Item	Narrative
I. SNAP E&T 100%:	<p>a) State Agency Costs</p> <p>State costs directly related to the administration of the SNAP E&T program.</p> <p>b) County Costs</p> <p>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 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>
II. Indirect Costs:	<p>DEED's indirect cost rate is 14.68 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 14.68 percent of the salary/wage and fringe benefits for overhead costs.</p>
III. 50% Match Funds:	<p>a) Costs directly related to the SNAP E&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&T third-party match providers that are not directly program or support services for participants are also included; these can include the</p>

Item	Narrative
	<p>costs associated with providing accounting services, human resources management, and financial management.</p> <p>b) Costs directly related to the SNAP E&T third-party match providers: HIRED, Catholic Charities, Goodwill-Easter Seals, Project for Pride in Living, Lakes and Pines Community Action Council, Merrick Community Services, Pine Technical College, and Northwest Indian Community Development Center. 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&T third-party match 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 Minnesota Interagency Council on Homelessness, comprising of the Commissioners of 11 State agencies and Governor Mark Dayton’s office, is accountable for leading the State’s efforts to achieve a shared vision: housing stability for every Minnesotan.</p> <p>The Council issued Minnesota’s Plan to Prevent and End Homelessness as part of an action plan to guide the State’s efforts to achieve this vision. It is organized around eight cross-cutting priorities and four population goals. SNAP E&T fits under the goal of: Help people experiencing homelessness increase employment and income. With the action item being: Increase access for Housing and Homeless providers to SNAP Employment and Training match funds.</p> <p>To this end, Minnesota will dedicate a .50 FTE to SNAP E&T, funded by state dollars, requesting .25 FTE in reimbursement through the 50/50 funds.</p> <p>d) In 2017 the state legislature decided to continue allocating resources established in the 2016 Equity Article. Legislative appropriations reached \$37,000,000 in new monies in either direct appropriations or competitive grants to community-based organizations, workforce development areas (WDAs) and county agencies. DEED’s goal, in partnership with DHS, is to work with local providers and county agencies to determine appropriate</p>

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Item	Narrative
	enrollment and expenditure rates for SNAP recipients based on last year's amounts and this year's projected growth rate.
IV. Participant Reimbursements	a) Support service 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.

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:	\$2,584,672	\$1,474,673
2. Share of \$20 Million ABAWD Grant (<u>if applicable</u>)		
3. Additional E&T Administrative Expenditures		
a. 50% Federal	\$6,055,729	\$5,025,352
b. 50% State	\$6,055,729	\$5,025,352
4. Participant Expenses:	x	
a. Transportation/Other	\$2,482,862	\$1,925,451
50% Federal	\$1,241,431	\$962,725
50% State	\$1,241,431	\$962,725
b. Dependent Care	\$3,000,000	\$0
50% Federal	\$1,500,000	\$0
50% State	\$1,500,000	\$0
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$20,178,992	\$13,450,827
6. 100% State Agency Cost for Dependent Care Services	\$7,835,000	\$0

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)	\$28,013,992	\$13,450,827

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