

Supplemental Nutrition Assistance Program (SNAP) Employment and Training State Plan FFY 2019

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: 2019

Primary Contact(s):

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Certified By:

State Agency Director (or Commissioner)

Date

Certified By:

State Agency Fiscal Reviewer

Date

Section B: Assurances

Table: Assurance Statements

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

Statements	Check boxes
1. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
2. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
3. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
4. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
5. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input checked="" type="checkbox"/>
6. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input checked="" type="checkbox"/>
7. Contracts are procured through competitive bid procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
8. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
9. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
11. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

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

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

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

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. As of December 1, 2018, Minnesota will begin the operation of an all-voluntary SNAP E&T program. This change will exempt all work registrants, including Able-Bodied Adults Without Dependents (ABAWDs), from mandatory participation in SNAP E&T.</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>Third party organizations that are contracting with DHS for 50 percent reimbursement complete an annual partner agency Work Plan (Attachment A). Similar to the Local Area Plan, Work Plans provide an estimate of the number of participants expected to be served, a list of activities and services to be delivered, and a detailed budget estimating the amount that will be spent on the program.</p> <p>These organizations communicate with county-chosen E&T providers when necessary, especially for time-limited SNAP recipients, and maintain the participant case record information in the State’s web-based client management system, Workforce One (WF1), for all of their E&T participants.</p> <p>Counties and third party organizations 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</p>

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	<p>strategies are determined by assessing a person’s barriers to employment, and also opportunities for skill 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). Both DWP and non-TANF MFIP participants are tracked in the SNAP E&T Program Activity Report, Form FNS–583, as volunteers. Non-TANF MFIP participants include two-parent households, those receiving a zero cash benefit, and those receiving Family Stabilization Services (FSS) through MFIP.</p> <p>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 continued allocating resources established in the 2016 Equity Article. Legislative appropriations reached over \$31,000,000 in new monies for adult programs 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, and/or any other upcoming legislative appropriations for SFY 2019 and thereafter.</p> <p>DEED’s goal, in partnership with DHS, is to work with community-based organizations, WDAs, and county agencies to determine appropriate enrollment and</p>

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	<p>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> <p>DEED continues to negotiate agreements with direct appropriation grantees and those grantees who were successful in receiving awards during DEED’s Request for Proposals (RFPs) process. These funds awarded to grantees may 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>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. In addition, DEED will be offering SNAP services under the state funds (appropriations), i.e., Displaced Homemaker program, Southeast Asian, Women’s Economic Security Act (WESA), etc.</p>
Program Changes	<p>Minnesota has recently made the decision to move from a mandatory SNAP E&T program to an all-voluntary program. This change will exempt all work registrants, including ABAWDs, from mandatory participation in SNAP E&T.</p> <p>DHS will implement this change on December 1, 2018, pending approval from the Food and Nutrition Service (FNS).</p> <p>Minnesota will also begin allowing manual referrals for self-initiated student applicants in areas where the county and the E&T provider prefer this method.</p>
Workforce Development System	<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</p>

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	<p>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>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 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 and Activities.</p> <p>Minnesota does not reimburse ESPs by activity, but instead provides county agencies/local areas with an annual 100 percent federal funding allocation, which is formula-based. Support services provided to participants are also derived from state funds appropriated by the legislature. A separate support service allocation of \$50,000 is issued annually across the state. County providers use their allocation to deliver services they deem most appropriate to meet the needs of their participants. The state will continue to encourage county agencies and third party organizations 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 with other eligible programs, such as WIOA and Pathways to Prosperity. Pairing SNAP E&T with state-level investments adds incentive for co-enrollment and a greater return, ultimately increasing resources to SNAP E&T participants.</p>

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	<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 6) Measure system change and performance <p>The biggest opportunity for change is the approach to serving job seekers. From helping individuals obtain their next job, to helping them understand their potential career pathway opportunities and the tools needed to become self-directed in pursuing the chosen pathway. Multiple partners can engage in the components simultaneously, while not duplicating services, to carry out the mission of the career pathways system.</p> <p>Minnesota will continue to expand its career pathways strategy for FFY 2019. Unemployed and marginally employed SNAP recipients lack skill-sets necessary to enter occupations which lead to self-sufficiency. Good jobs require additional education at entry levels.</p> <p>All SNAP E&T providers now have access to the SNAP E&T program in WF1, and can enroll participants upon verification of SNAP eligibility. In this model, participants are able to enter the network of providers from any of these locations, and all providers are able to maintain the record from enrollment through exit, inputting program information, developing online EPs, opening and closing activities, etc.</p> <p>All county-chosen providers receive referrals directly from the SNAP eligibility system, MAXIS, for time-limited SNAP recipients. Although automatic referrals will continue to be sent for time-limited SNAP recipients, engagement will be</p>

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	<p>voluntary for all. When a time-limited participant is enrolled with a third party organization that is not the county-chosen provider, the county-chosen provider places the participant in <i>holding</i> while the third party organization continues to maintain the record and provide monthly updates to the county-chosen provider of participant status. This ensures ABAWD months are counted appropriately.</p> <p>Reimbursement for time spent on activities prior to SNAP eligibility, such as assisting with SNAP applications, is not allowed.</p>
<p>Other Employment Programs</p>	<p>Minnesota has aligned SNAP E&T with the WIOA Combined State Plan developed by DHS and DEED. By aligning SNAP E&T, staff hope to offer more opportunities for co-enrollment to take advantage of the services WIOA has to offer. Co-enrollment in WIOA is tracked in WF1 by participant. Some of the SNAP E&T providers are also WIOA and/or State Dislocated Worker program providers. Staff will continue to work with the Governor’s Workforce Development Council to strengthen SNAP E&T’s place in the WIOA frame work. No WIOA programs will be funded with SNAP E&T funds.</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>

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	<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 partner with the tribes in Minnesota to increase work preparedness, education levels, and employment rates in the communities they serve.</p> <p>DHS (including Economic Opportunity and Nutrition Assistance staff and the Office of Indian Policy), has been in consultation with all 7 of Minnesota's northern/Ojibwe tribes. The four southern/Dakota tribes have not been contacted at this time as their populations are generally not SNAP eligible. Once the Tribal Workforce Development Initiative has moved into implementation, Dakota tribes will be notified and invited for further conversation.</p> <p>Minnesota tribes do not currently receive 100% funding, and are not yet operating SNAP E&T programs, but conversations have been had with White Earth and Leech Lake and will continue in FFY2019 with the intent of establishing a SNAP E&T program with one or more tribal nations.</p>
<p>State Options in E&T Participants</p>	<p>Minnesota will move to an all-voluntary SNAP E&T program beginning December 1, 2018. All eligible SNAP recipients will be served on a voluntary basis where available and appropriate. Minnesota encourages enrollment of all work-ready SNAP recipients.</p> <p>Minnesota does not refer SNAP applicants to SNAP E&T prior to eligibility determination, unless the applicant is a student. Referral prior to approval will be at the discretion of the county and the county’s E&T provider. Upon SNAP approval, the MAXIS eligibility system generates an automatic referral to WF1 for time-limited SNAP recipients. An eligibility worker can also generate a manual referral for others that wish to participate voluntarily. ABAWDs residing in waived areas of the State can also choose to participate voluntarily.</p>

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	<p>Commonly, a person may begin working with a third party organization before receiving services from the county agency. In this case, the organization may aid in the SNAP application process while continuing to work with the individual. Services provided to a person are not reimbursable until they are approved for SNAP.</p> <p>Categorically eligible and zero benefit households are eligible for SNAP E&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. 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. As of April 1, 2018, ABAWDs who have exhausted their three countable months in a 36-month period can receive <i>up to</i> nine additional months of SNAP benefits through use of Banked Months. There is no longer a requirement to remain engaged in SNAP E&T in order to access Banked Months.</p> <p>Tracking of Banked Months is done via the MAXIS eligibility system and is included in the quarterly FNS-583 report. All active SNAP cases having the code 13 (ABAWD Banked Months) in the ABAWD Status field on the STAT/WREG panel are counted.</p> <p>Changes to the SNAP Banked Months Guide are found in the Combined Manual section titled, Guides and Handouts.</p>
<p>Screening Process</p>	<p>SNAP eligibility workers screen participants for SNAP eligibility, and refer only approved SNAP recipients to SNAP E&T, except in areas where referral of a self-initiated student prior to approval is preferred. An ESP may assess for possible SNAP eligibility based on income level and help with a SNAP application, but eligibility determination is done only by eligibility workers.</p> <p>Eligibility workers must determine which SNAP recipients must be registered for work and which are exempt from work registration, as well as determine which SNAP</p>

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	<p>recipients have time-limited benefits. A participant’s work registration exemption status must be re-determined at least annually, and must be coded on the MAXIS system.</p> <p>The ESP screens the participant again during assessment to determine if the participant is work-ready, and will continue to do so for the duration of their participation in the program.</p>
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>Refusal of suitable employment, voluntarily quitting a job of 30 or more hours per week, or reducing work hours below 30 hours per week without good cause will result in sanction. The sanction begins on the date specified in the county agency’s 10-day notice to the recipient. The person will need to reapply for SNAP benefits once the sanction period is over or, if part of an ongoing case, contact their worker to be added back to the SNAP unit once the sanction period is over. County eligibility workers will review cases to establish if good cause exists prior to closure.</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> <p>The sanction policy and MAXIS system will be modified to include the sanction process for refusing suitable employment, voluntarily quitting a job of 30 or more hours per week, or reducing work hours below 30 hours per week.</p>
Participant Reimbursements	<p>Participant reimbursements for SNAP E&T are generated through third party vendor payments. Providers have established vendors throughout their respective service areas to accommodate client needs. Availability of support</p>

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	<p>funding for counties remains short. Efforts remain underway to continue increasing the amount of funds for FFY 2019 via 50% reimbursement.</p> <p>Minnesota follows the guidance found in Appendices A and B in FNS’ SNAP Employment and Training Toolkit, and also allows reimbursement of up to two months of housing assistance provided in the form of rent payments issued by a provider for SNAP E&T participants.</p> <p>Per the Guidance on Costs and Reimbursements, the following principles 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 (ie. 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) based on guidance provided by FNS regional and national staff. County eligibility workers use work registration codes when approving SNAP eligibility in MAXIS on the STAT/WREG panel, and ESPs use WF1 to record participant level data and activities. The MAXIS codes meet federal exemption code definitions in 7 CFR 273.7.</p> <p>Completing the FNS-583 Report:</p> <p>Line 1: Count of all work registrants whose case was active on September 30th at midnight. This number provides an accurate count of those on board on October 1st. It does not include new applications processed on this date.</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>

Section Title	Section Summary
	<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> <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 code of 13, ABAWD Banked Months.</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 MAXIS and DEED’s WF1 system and consists of: referral data from MAXIS, enrollment in SNAP and any other co-enrollments, activity start and end dates, activity hours, support service tracking by participant and by support type, credential and certificate tracking, and demographic data. Voluntary and mandatory participant status is also included. This participant data is linked to administrative employment records from Unemployment Insurance for pre and post outcomes.</p> <p>DEED and DHS will jointly coordinate data collection through an interagency agreement. DHS submits the annual report in a format prescribed by FNS.</p> <p>The state reports on outcome measures announced in the USDA Mar. 24, 2016 Implementation Memo: SNAP ET Program Monitoring, Oversight and Reporting-Measures:</p> <ol style="list-style-type: none"> 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

Section Title	Section Summary
	<p>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</p> <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> <ul 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 Request for FFY 2019</p>	<p>Each year, DHS submits a request to FNS to waive the 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 2019, Minnesota has received approval from FNS to waive 30 counties and 11 reservation areas from the ABAWD work provisions and time limit. SNAP recipients in waived areas choosing to participate in SNAP E&T will be considered voluntary.</p>

Section Title	Section Summary
	<p>The 30 counties are:</p> <p>Aitkin, Becker, Beltrami, Carlton, Cass, Clearwater, Cook, Cottonwood, Crow Wing, Hubbard, Isanti, Itasca, Kanabec, Kittson, Koochiching, Lake, Lake of the Woods, Mahnommen, Marshall, Mille Lacs, Morrison, Murray, Norman, Pennington, Pine, Red Lake, Roseau, St. Louis, Todd, and Wadena.</p> <p>The 11 reservation areas are:</p> <p>Bois Forte, Fond du Lac, Grand Portage, Leech Lake, Lower Sioux Community, Mille Lacs, Prairie Island Community, Red Lake, Shakopee Mdewakanton Sioux Community, Upper Sioux Community, and White Earth.</p> <p>If tribal reservations want to use their own funds to operate a SNAP E&T program, they may be able to utilize the Federal Financial Participation (FFP) rate of 75 percent for their documented allowable expenses. Minnesota will continue to work with tribal reservations on leveraging these funds.</p> <p>Though a county or region may be waived, Minnesota strongly encourages those areas to consider the operation of a SNAP E&T program. Minnesota will continue to support those areas that are waived, 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 SNAP Banked Months Guide, 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 and Activities

Host County or Organization +	Job Search	Job Search Training	Workfare	Work Experience	Educational Programs	Self-Employment Training	Job Retention	Estimated Participants	
								100 Percent Funds	Non-Federal Funds
	Estimated Participants (Duplicated)							(Unduplicated)	
Anoka	450	450	0	0	260	0	150	500	50
Beltrami	100	100	0	6	69	0	40	100	20
Benton	0	0	0	0	0	0	0	0	
Blue Earth	200	200	20	8	44	1	137	300	
Carver	50	50	0	0	0	0	30	50	
Chippewa	350	250	0	17	81	0	125	400	50
Chisago	100	100	0	0	190	0	100	100	
Clearwater	0	0	0	0	0	0	0	0	
Crow Wing	100	37	0	1	12	0	75	100	

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Host County or Organization +	Job Search	Job Search Training	Workfare	Work Experience	Educational Programs	Self-Employment Training	Job Retention	Estimated Participants	
								100 Percent Funds	Non-Federal Funds
Dakota	120	12	0	0	13	2	10	124	188
Fillmore	0	0	0	0	0	0	0	0	
Freeborn	0	0	0	0	0	0	0	0	
Hennepin	2590	1955	0	105	297	0	20	2500	242
Hubbard	0	0	0	0	0	0	0	0	
Faribault and Martin	75	10	20	2	12	1	35	90	
Isanti	0	0	0	0	0	0	0	0	
Kandiyohi	75	75	0	45	95	0	20	100	
Lake of the Woods	0	0	0	0	0	0	0	0	
Mahnomen	0	0	0	0	0	0	0	0	
McLeod	115	115	5	17	128	2	40	115	
Mille Lacs	0	0	0	0	0	0	0	0	

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								100 Percent Funds	Non-Federal Funds
Norman	7	5	0	0	0	0	5	10	
Olmsted	0	0	0	0	0	0	0	0	
Pine	0	0	0	0	0	0	0	0	
Polk	300	300	0	0	0	0	200	300	
Ramsey	200	200	0	30	70	0	100	900	250
Rice	0	0	0	0	0	0	0	0	
Scott	100	75	0	6	110	0	0	125	
Sibley	195	5	1	4	19	1	50	200	
St. Louis	180	100	0	80	148	3	5	200	
Stearns	0	0	0	0	0	0	0	0	
Steele	200	5	5	6	28	1	50	270	
Wabasha	225	50	0	2	16	0	25	319	

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Host County or Organization +	Job Search	Job Search Training	Workfare	Work Experience	Educational Programs	Self-Employment Training	Job Retention	Estimated Participants	
								100 Percent Funds	Non-Federal Funds
Washington	100	150	0	24	100	0	30	300	300
Watonwan	25	5	0	1	5	0	10	30	
Wilkin	185	185	2	1	30	0	150	185	
Winona	18	10	0	0	22	0	6	24	
Third Party Providers									
Arrowhead Economic Opportunity Agency (AEOA)	300	300	0	20	210	0	300		500
American Indian OIC	60	60	0	55	103	0	55		60
Catholic Charities	125	125	25	21	100	0	50		125
CAPI USA	20	20	0	0	46	0	18		20
Central MN Jobs and Training Services, Inc. (CMJTS)	30	30	0	5	13	0	22		30

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Host County or Organization +	Job Search	Job Search Training	Workfare	Work Experience	Educational Programs	Self-Employment Training	Job Retention	Estimated Participants	
								100 Percent Funds	Non-Federal Funds
CLUES	35	30	0	0	80	0	20		35
Goodwill-Easter Seals	365	365	0	75	70	0	125		365
HIRED	195	195	0	75	260	0	78		195
Hmong American Partnership (HAP)	100	100	0	0	100	0	100		100
Lakes and Pines	30	30	0	6	18	3	12		35
Merrick Community Services	50	50	0	0	85	0	35		50
Minnesota Valley Action Council, Inc. (MVAC)	60	90	0	20	86	0	40		125
Pine Technical and Community College	0	20	0	0	150	0	0		150
Project for Pride in Living (PPL)	140	140	0	0	55	0	75		140

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Host County or Organization +	Job Search	Job Search Training	Workfare	Work Experience	Educational Programs	Self-Employment Training	Job Retention	Estimated Participants	
								100 Percent Funds	Non-Federal Funds
Northwest Indian Community Development Center (NWCDC)	400	400	0	15	600	0	400		400
Southwest MN Private Industry Council (SW MN PIC)	45	25	0	10	165	0	50		50
Tri-County Action Program, Inc.	30	30	0	0	30	0	30		30

* 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.

* Cells marked with a “?” are awaiting participant estimates from the corresponding area.

+ 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. For FFY 2019, 24 of the areas plan to administer SNAP E&T using 100% funds and 7 using non-federal funds. There are also 17 DHS-contracted SNAP E&T providers using non-federal funds, and providing services over all areas of the State; this includes the addition of 9 new providers.

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
Educational Programs – programs that improve basic skills. These may include basic skills instruction, vocational training, English Language Acquisition, Bridge Programs, or work-readiness training.	<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
Self-Employment Training – improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture	<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

Component	Reporting Measure(s) if > 100 participants
<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):	120,593
II.	Estimated number of planned State option exemptions from E&T:	120,593
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. All work registrants	1. 100%
III.	Percent of all work registrants exempt from E&T (line II/line I)	100%
IV.	Anticipated number of E&T mandatory participants (line I-line II)	0
V.	Anticipated number of voluntary E&T participants	107,785
VI.	Anticipated number of ABAWDs in the State during the Federal FY (excluding the ones residing in waived area)	34,381
VII.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY	12,808
VIII.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	7,891
IX.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–VIII)	26,490

Section G - Table 4: Partnerships/Contracts

Table 4: Partnerships/Contracts

Partner/Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Administrative and Program Costs	Total Participant Reimbursement Costs	Total Cost	% of Total E&T Budget
DEED	E&T Services	\$2,037,824	\$274,295	\$2,312,119	21%
Third Party Providers	E&T Services	\$5,464,021	\$1,304,293	\$6,768,314	*60.5%
Counties	E&T Services	\$1,540,553	\$532,488	\$2,073,041	*18.5%

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 state grants), 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: 10/01/2018 End: 09/30/2019
Description of Activities/Services	1) Contract management and oversight: <ol style="list-style-type: none"> a. Negotiate agreements with selected 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	\$200,795	\$200,795
b) Contractual Services	\$0.00	\$832,000	\$832,000
Total Direct Costs	\$0.00	\$1,032,795	\$1,032,795
II. Indirect Costs:			
*Approved Indirect Cost Rate Used: 16.36%			
Refer to Table 6 for further clarification.	\$22,873	\$22,873	\$45,746
Total indirect Costs	\$22,873	\$22,873	\$45,746
III. Match Funds (State plus Federal):			
a) County (admin + program)	\$425,277	\$425,277	\$850,553
b) Third party (admin + program)	\$2,732,011	\$2,732,011	\$5,464,021
c) DEED (admin + program)	\$925,039	\$925,039	\$1,850,078
Total Direct Costs	\$4,082,326	\$4,082,326	\$8,164,652
100% Federal E&T Grant		\$1,032,795	\$1,032,795
50 percent Additional Administrative and Program Expenditure	\$4,105,199	\$4,105,199	\$8,210,398

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Item	State cost	Federal cost	Total
IV. Participant Reimbursement (State plus Federal):	\$266,244	\$266,244	\$532,488
a) County (support services)			
b) Third party (support services)	\$652,146	\$652,146	\$1,304,293
c) DEED (support services)	\$137,148	\$137,148	\$274,295
Total 50 percent Participant Reimbursement Expenses	\$1,055,538	\$1,055,538	\$2,111,076
V. Total Costs	\$5,160,737	\$6,193,532	\$11,354,269

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

Section J - Table 6: Budget Narrative and Justification Table

Table 6: Budget Narrative and Justification Table

Item	Narrative
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) Contractual Services</p> <p>Represents funds that flow from DHS to DEED and 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 16.36 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 16.36 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 providers that are not directly program or support services for participants are also included; these can include the costs</p>

Item	Narrative
	<p>associated with providing accounting services, human resources management, and financial management.</p> <p>b) Costs directly related to the SNAP E&T third-party providers (see Section E, Third Party Providers for a complete list of DHS-contracted organizations). Includes pro-rated salaries for staff involved in providing services to participants including: orientation, counseling, assessment, training, worksite development, supportive services, job development and job placement. Administrative costs that support the overall operations and management of the SNAP E&T third-party providers that are not directly program or support services for participants are also included; these can include the costs associated with providing accounting services, human resources management, and financial management.</p> <p>c) In 2017 the state legislature continued allocating resources established in the 2016 Equity Article. Legislative appropriations reached over \$31,000,000 in new monies for adult programs 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 SFY 2018 and SFY 2019 Jobs Bill and/or any other upcoming legislative appropriations for SFY 2019 and thereafter. 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 based on last year’s amounts and this year’s projected growth rate.</p>
IV. Participant Reimbursements	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:	\$2,744,673	\$1,032,795
2. Share of \$20 Million ABAWD Grant (<u>if applicable</u>)		
3. Additional E&T Administrative Expenditures		
a. 50% Federal	\$5,025,352	\$4,105,199
b. 50% State	\$5,025,352	\$4,105,199
4. Participant Expenses:		
a. Transportation/Other	\$1,925,451	\$2,111,076
50% Federal	\$962,725	\$1,055,538
50% State	\$962,725	\$1,055,538
b. Dependent Care	\$0	\$0
50% Federal	\$0	\$0
50% State	\$0	\$0
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$14,720,827	\$11,354,269
6. 100% State Agency Cost for Dependent Care Services	\$0	\$0

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)	\$14,720,827	\$11,354,269

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