

Supplemental Nutrition Assistance Program (SNAP) Employment and Training State Plan FFY 2021

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: 2021

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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 operates an all-voluntary SNAP E&T program, exempting all work registrants, including Able-Bodied Adults Without Dependents (ABAWDs), from mandatory participation in SNAP E&T.</p> <p>Minnesota’s SNAP E&T program is county-administered. Minnesota law requires county agencies to submit annual SNAP E&T Work Plans describing how SNAP E&T services</p>

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	<p>will be delivered within the county, coordination with other employment programs, and client support systems. The SNAP E&T Work Plan template is an online form which includes the option for application of both 100 percent funds, as well as 50 percent reimbursement funds. Plan development consists of a joint effort between the county and their chosen employment service provider (ESP), or their plans to market to other available services in their area. Referrals to all applicable programs such as the Workforce Innovation and Opportunity Act (WIOA), including WIOA Adult, Dislocated Worker, and Youth; Job Service; rehabilitation services; English as a Second Language (ESL); Adult Basic Education (ABE); and various education programs help ensure that participants receive the necessary services to enable them to work toward self-sufficiency.</p> <p>Third party providers that are contracting directly with DHS for 50 percent reimbursement now complete an annual partner agency work plan via the same link. Work Plans provide an estimate of the number of participants expected to be served, a list of activities and services to be delivered, and a detailed budget estimating the amount that will be spent on the program.</p> <p>These organizations communicate with county-chosen ESPs when necessary, especially for time-limited SNAP recipients, and maintain the participant case record information in the State’s web-based client management system, Workforce One (WF1), for all of their E&T participants. Time-limited SNAP recipients are ABAWDs subject to the time-limit.</p> <p>Counties and third party providers are able to submit modifications to their plans throughout the year. DHS reviews these plans to determine if county agencies and ESPs are carrying out their respective roles and responsibilities according to program requirements, and performs monitoring visits on a scheduled basis where required. Corrective actions are issued to agencies where deficiencies are identified.</p> <p>Assessments are completed by ESPs and include active participant involvement. Individual participant service</p>

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	<p>strategies are determined by assessing employability and opportunities for skill development. Goals to achieve employment are outlined in individualized employment plans (EPs).</p> <p>The SNAP E&T program includes Diversionary Work Program (DWP) participants who are also receiving SNAP. This program is for persons with children under age 18. Participants in DWP are not complying with Title IV-A TANF work requirements. This program is geared toward rapid placement in unsubsidized employment and is limited to four months of participation in a 12 month period. Participants who are not successful in achieving employment in this time period may transition to the state’s TANF program – the Minnesota Family Investment Program (MFIP). Both DWP and Non-TANF MFIP participants are tracked in the SNAP E&T Program Activity Report, Form FNS–583, where appropriate. Non-TANF MFIP participants include two-parent households, those receiving a zero cash benefit, and those receiving Family Stabilization Services (FSS) through MFIP. Neither of these groups are receiving TANF funds.</p> <p>In June 2020, Minnesota posted labor force participation of 67.2% and an unemployment rate of 8.5%, 2.7% below the national average of 11.2%. The unemployment rate in Minnesota, and around the United States, has been impacted during this timeframe by the COVID-19 crisis.</p> <p>Historically, Minnesota has long enjoyed a healthy economy relative to many other states. However, the benefits of this economy have not been shared equally. While Minnesota ranks among the very best for education, employment, and overall quality of life; and among the lowest for poverty and unemployment, Minnesota ranks among the very worst in racial and ethnic disparities as evidenced by income and employment gaps by race, racial equality, and black employment and home ownership.</p> <p>Minnesota has taken action to address its economic disparities. In 2019 (Laws 2019, Chapter 7, Article 1, Sec. 2), the Minnesota Legislature approved the “Opportunity Grants,” a \$27 million package for strategic Investments for</p>

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	<p>SFY20 and a \$27 million package for SFY21. The Opportunity Grants focused on people of color, women, youth, and people with disabilities, and provided funding for education, training and support services needed to overcome employment barriers, and to build the capacity of organizations to better serve participants. The legislature approved appropriations of nearly \$31,772,000 for State Fiscal Year 2020 (SFY 2018) and over \$31,571,000 for SFY 2021.</p> <p>CareerForce centers provide job search and programming to participants who identify as people of color. It is likely that the Equity grants of SFY18-19 and the Opportunity grants' focus on improving economic opportunities for Minnesotans with barriers to employment is among factors contributing to this increase. The CareerForce centers have been able to continue providing participants with an arena to maintain communication and engagement through the COVID-19 crisis. With the introduction of Coursera Training platform in June 2020, participants were able to access various training programs while complying with the State's stay-at-home order.</p> <p>Historically, Minnesota's low unemployment rate found employers with more job openings than job seekers, training and education efforts must try harder to recruit prospective workers, including directing more efforts to groups that are harder to reach and have not responded to previous recruitment strategies. These groups substantially intersect many of the very populations at which the Opportunity grants are directed: racial or ethnic minorities; the homeless; or persons who lack stable housing, have a criminal record, lack a high school diploma or equivalent, have disabilities; have been unemployed for 26 or more consecutive weeks, have limited English or math proficiency, or are at or below 200% of the Federal Poverty Guideline.</p> <p>The coalescence of available funding and a historically good economy provides a unique opportunity to bring the unemployed into the workforce and to raise the earning potential of groups who are over-represented in poorly paying jobs. Joining SNAP with employment and training</p>

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	<p>programs (SNAP E&T) is a critical tool in enabling nontraditional learners to engage in those programs.</p> <p>DEED-administered opportunity grants, including Pathways to Prosperity (P2P), Women’s Economic Security Act (WESA), Southeast Asian, and Support Services, and the direct appropriations provide a rich source from which to identify and recruit grantees to participate in the SNAP E&T program. DEED’s goal, in partnership with DHS, is to identify grantees with the organizational capacity and enrollment numbers to implement a SNAP E&T program, and recruit them to SNAP E&T. DEED has a program coordinator specifically assigned to SNAP E&T. She assists targeted grantees in designing their SNAP E&T plans, monitors progress on SNAP E&T monthly, and provides technical assistance as requested or as needed. Other DEED staff conduct formal monitoring of grantees, which includes an in-depth look at whether expenditures are reasonable and necessary and appropriately allocated.</p> <p>Once a grantee/provider has developed and demonstrated the capacity to coordinate SNAP E&T with DEED programs, DHS may contract directly with that provider.</p> <p>Minnesota only allows reimbursement for ABE/GED services provided to participants aged 21 or over. These services must be substantially differentiated from those already provided by existing education programs. If these services are provided to persons other than E&T participants, the costs charged to E&T must be the same.</p>
<p>Program Changes</p>	<ol style="list-style-type: none"> 1. In FFY 2020, Minnesota received a federal allocation of 100% funds to spend on a laptop loaner program for SNAP E&T participants. Minnesota plans to continue this option for FFY 2021 and beyond. Providers must have a process for the maintenance and operation of their loaner program, including the purchase of laptops, hotspots, or similar devices, and for the cost of staff or equipment to set up or maintain these devices. Providers may include these costs as part of program costs and can use 100% funds or seek 50% reimbursement on non-federal funds used for this purpose.

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	<ol style="list-style-type: none"> 2. In FFY 2021, Minnesota will begin to allow car insurance as a participant reimbursement. Payment of car insurance will be limited to a maximum of two months, and must be reasonable, necessary, and directly related to participation in a SNAP E&T component. 3. Minnesota has consulted with several Tribal Nations about implementing and administering SNAP E&T. Minnesota plans to offer up to 75% reimbursement to a SNAP E&T provider serving residents of a reservation, or if the provider is providing services off the reservation, these services have to be for members of a reservation where the State is already providing SNAP services, such as SNAP certifications. 4. In FFY 2021, Minnesota will begin to allow participant’s to sign their employment plan via email confirmation. Actual physical or electronic signatures of employment plans will continue to be the preferred method, but an email confirming agreement to follow the plan, along with a case note will be sufficient.
<p>Workforce Development System</p>	<p>Each component of the State’s SNAP E&T program must be delivered through its statewide workforce development system, unless the component is not available locally through such a system (Federal Food and Nutrition Service Regulations (7 CFR 273.7(c)(5)); and Minnesota Statutes, Section 256D.051).</p> <p>Minnesota’s workforce development system is administered by DEED.</p> <p>DEED’s Division of Workforce Development includes Employment and Training Programs, the Governor’s Workforce Development Board, Unemployment Insurance, State Services for the Blind, Vocational Rehabilitation Services, Workforce System Coordination, and Disability Determination Services. Both Minnesota’s Federal Bonding Program, which helps businesses hire individuals considered high-risk by providing the cost of bonding for up to six months, and the Work Opportunity Credit Program (WOTC) are administered through Workforce Development.</p>

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	<p>The Governor’s Workforce Development Board (GWDB) includes leaders from across the state. The majority of members represent in-demand industry sectors. DHS has two representatives on the Board, a delegate of the Commissioner of DHS and a liaison from the Refugee Resettlement Office. Workforce Innovation and Opportunity Act (WIOA) core partner agencies, education, labor, legislators, and community organizations are also represented. The Board’s specific goals are to:</p> <ul style="list-style-type: none"> • Reduce educational, skills training and employment disparities based on race, disability, disconnected youth or gender. • Build employer-led industry sector partnerships that expand the talent pipeline to be inclusive of gender, race and disability to meet industry demands for a skilled workforce. <p>The Board relies on committees to accomplish much of its work. Committee work directly aligns with Minnesota’s Combined State Plan, which is the GWDB’s state plan.</p> <p>SNAP E&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 employability assessments, and the compatibility of those activities along with the need to engage in countable activities. Each activity is detailed in Attachment A, 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 providers to</p>

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	<p>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> <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 2021. 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 have access to the SNAP E&T program in WF1, and can enroll participants upon</p>

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	<p>verification of SNAP eligibility. SNAP E&T providers are also given read-only access to MAXIS, the State’s eligibility system, where they are able to verify SNAP eligibility prior to enrollment in SNAP E&T, as well as before any request for reimbursement is made. In this model, participants are able to enter the network of providers from any of these locations, and all providers are able to maintain the record from enrollment through exit, inputting program information, developing online EPs, opening and closing activities, case noting, etc.</p> <p>Minnesota approves all eligible SNAP recipients for voluntary participation in SNAP E&T services at any provider. However, providers must document program suitability through the EP. Though all SNAP recipients are currently waived from the work and time-limit provisions, in the future, for participants not exempt under Title 7, Chapter 51(d)(2), providers must notify SNAP eligibility staff if such a participant is found ill-suited for participation. In addition, the provider who determined the participant was ill-suited must inform the eligibility staff of the reason for ill-suitability and if a referral to another workforce preparation program has been recommended.</p> <p>All county-chosen providers receive referrals directly from the SNAP eligibility system, MAXIS, for time-limited SNAP recipients. Although automatic referrals will continue to be sent for time-limited SNAP recipients, engagement will be voluntary for all. When a time-limited participant is enrolled with a third party provider that is not the county-chosen provider, the county-chosen provider may place the participant in <i>holding</i> while the third party provider continues to maintain the record and provide monthly updates to the county-chosen provider of participant status. This helps to ensure ABAWD months are counted appropriately.</p> <p>For a more complete process explanation, refer to the Provider Handbook.</p> <p>Reimbursement for time spent on activities prior to SNAP eligibility, such as assisting with SNAP applications, is not allowed.</p>

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<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>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>DEED’s Economic Development Division works with the Division of Workforce Development to provide assistance to businesses and workers alike. The Economic Development Division administers the Minnesota Job Skills Partnership program (MJSP) which provides businesses with matching funds to train or retrain current employees, or to add new employees to their labor force. This Division also administers the Low Income Worker Training Program, which serves many individuals with short-term industry tailored training to help them move up the career ladder to higher paying jobs and greater economic self-sufficiency.</p>
<p>Consultation with Tribal Organizations</p>	<p>In 2018, a resolution was passed unanimously at the Minnesota Indian Affairs Council in support of the American Indian Workforce Development Initiative. The Minnesota Indian Affairs Council is comprised of elected officials from the Tribal Nations in Minnesota to act as a liaison between the Tribal Nations and the State of Minnesota. SNAP E&T is a component of the American Indian Workforce Development Initiative. The American Indian Workforce Development Initiative meets monthly and brings together representatives from all areas of White Earth Nation (Health, Human Services, Education, Tribal and Community College and Human Resources) with staff from the State of Minnesota’s TANF, SNAP E&T, and DEED programs.</p>

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	<p>On October 4, 2019 the Minnesota SNAP E&T program presented and sought feedback at a tribal convening to which all 11 Minnesota Tribal Nations were invited.</p> <p>DHS staff has consulted with the following Tribal Nations individually about implementing and administering SNAP E&T: Leech Lake Band of Ojibwe, Mille Lacs Band of Ojibwe, Red Lake Nation and White Earth Nation. There was also a conversation with Fond du Lac Tribal and Community College.</p> <p>DHS has since partnered with White Earth Nation to become the first Tribal Nation in Minnesota to be recognized as a SNAP E&T provider.</p> <p>Minnesota tribes do not currently receive 100% funding.</p>
<p>State Options in E&T Participants</p>	<p>All eligible SNAP recipients are served on a voluntary basis where available and appropriate. Minnesota encourages enrollment of all work-ready SNAP recipients.</p> <p>Minnesota does not refer SNAP applicants to SNAP E&T prior to eligibility determination, unless the applicant is a student. Referral prior to approval will be at the discretion of the county and the E&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 – an automatic referral is not generated for ABAWDs residing in waived areas since they are not time-limited.</p> <p>Commonly, a person may begin working with a third party provider before receiving services from the county agency. In this case, the organization may aid in the SNAP application process while continuing to work with the individual. Services provided to a person are not reimbursable until they are approved for SNAP.</p> <p>Categorically eligible and zero benefit households are eligible for SNAP E&T services.</p> <p>12 Percent Exemptions:</p>

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	<p>The Agriculture Improvement Act of 2018 changed the exemption amount from 15 to 12 percent for FY 2020 and each subsequent fiscal year.</p> <p>On Jan. 1, 2016, Minnesota began using these exemptions, or Banked Months as they are referred to in Minnesota, for SNAP recipients. The federal regulations that outline these exemptions are found in 7 CFR 273.24(g)(h) and the Food and Nutrition Act, section 6(o). The 12 percent exemptions allow states to extend eligibility for SNAP.</p> <p>The Banked Months policy has been suspended as of July 1, 2020 due to Minnesota’s approval of a statewide waiver from the work and time limit provisions. Any Banked Months that Minnesota has in reserve will be used administratively on a case by case basis by DHS staff.</p> <p>Tracking of Banked Months is done via the MAXIS eligibility system and is included in the quarterly FNS-583 report. All active SNAP cases having the code 13 (ABAWD Banked Months) in the ABAWD Status field on the STAT/WREG panel are counted by month.</p>
<p>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 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>

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Conciliation Process (<i>if applicable</i>)	Minnesota does not offer a conciliation process for SNAP E&T. It does utilize the Notice of Adverse Action to communicate a negative action.
Disqualification Policy	<p>Individuals or households are ineligible for SNAP benefits if the individual subject to work requirements voluntarily and without good cause quits a job of 30 hours per week or more; or reduces his or her work hours voluntarily and without good cause and, after the reduction, is working less than 30 hours per week. This provision applies to the 60 day period prior to application for SNAP and anytime while receiving a SNAP benefit. Eligibility workers will review each case to establish if good cause exists prior to issuance of the Notice of Adverse Action (NOAA) and closure.</p> <p>The disqualification period must begin with the first month following the expiration of the 10-day adverse notice period, unless a fair hearing is requested.</p> <p>If the individual who voluntarily quit or reduced work hours is the Principal Wage Earner (PWE), the entire SNAP household must serve the disqualification period. If the individual who voluntarily quit or reduced work hours is not the PWE, only the individual is disqualified from receiving SNAP, while the other household members remain eligible. The disqualification period is as follows:</p> <ul style="list-style-type: none"> ● FOR THE 1ST OCCURRENCE: Loss of SNAP for 1 month or until compliance, whichever is longer. ● FOR THE 2ND OCCURRENCE: Loss of SNAP for 3 months or until compliance, whichever is longer. ● FOR THE 3RD AND ANY SUBSEQUENT OCCURRENCE: Loss of SNAP for 6 months or until compliance, whichever is longer. <p>Once started, the sanction period runs without interruption unless any of the following happen:</p> <ul style="list-style-type: none"> ● The PWE returns to the same job. ● The PWE accepts equivalent employment.

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	<ul style="list-style-type: none"> ● A new member joins the unit as the unit PWE. ● The PWE becomes exempt from work registration, for a reason other than receiving unemployment compensation. <p>The person will need to reapply for SNAP benefits once the sanction period is over or, if part of an ongoing case, contact their worker to be added back to the SNAP unit once the sanction period is over.</p> <p>This policy is expected to be fully implemented at the start of the Federal Fiscal Year.</p>
<p>Participant Reimbursements</p>	<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 participant needs. Availability of support funding for counties remains short. Efforts remain underway to continue increasing the amount of funds for FFY 2021 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. This may only be provided in emergency situations and on a case by case basis where all other funding options have been exhausted. The rationale for the housing assistance must be documented.</p> <p>Per the 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"> ● Expense must be necessary and reasonable ● 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.

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	<p>There is no cap on reimbursements.</p> <p>Providers are directed to Minnesota’s SNAP E&T website to find current information and policy. DHS and DEED send frequent communications to providers with links to both the website and to specific documents whenever applicable. Providers are also responsible for following the information in the Provider Handbook, which is reviewed during their initial onboarding and at an annual provider meeting.</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: Distinct count of new work registrants each 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 during the report month. This does not include ABAWDs residing in a waived area.</p> <p>Line 4: Count of distinct persons with ABAWD status enrolled in a non-qualifying component, non-ABAWDS enrolled in any activity, and ABAWDS not subject to the time limit enrolled in any activity.</p> <p>Line 5: Count of distinct persons in the report month with ABAWD Status code of 13, ABAWD Banked Months.</p> <p>Line 6: Count of distinct persons participating in each component during the FFY.</p>

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	<p>Line 7: Count of distinct persons who participated in SNAP E&T during the FFY.</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 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 4. The number and percentage of participants who completed a training, education, work experience or an on-the-job training component. <p>The number of all E&T participants who:</p> <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.

Section Title	Section Summary
	<ul style="list-style-type: none"> 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 2021</p>	<p>Each year, DHS submits a request to FNS to waive the work provisions and time limits of ABAWDs residing in certain areas of the state based on the county/regional unemployment rate and labor surplus data supplied by DEED. This data is also reviewed by the Center for Budget Policy and Priorities (CBPP). Under SNAP regulations at 7 CFR 273.24(f)(2), areas may qualify for an ABAWD time limit waiver if it has insufficient jobs; states may define areas to be waived. Based on this information, the unemployment rate and labor surplus data is sent to FNS.</p> <p>On July 20, 2020, Minnesota was approved for a statewide waiver beginning July 1, 2020 and ending June 30, 2021.</p> <p>Minnesota will continue to support those areas that are waived, and will provide formula allocated funding where available.</p> <p>Counties may choose not to operate their own SNAP E&T program. These counties are advised to market and refer SNAP recipients to other available E&T programs in the state.</p> <p>If Tribal Nations 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 Nations on leveraging these funds.</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 A, SNAP E&T Components and Activities

Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
	Estimated Participants (Duplicated)									(Unduplicated)	
Counties											
Anoka	175	175				35		70	495	200	25
Beltrami	100	100			5	51		50	275	100	30
Benton										0	0
Blue Earth	75	75	1			83		70	374	200	0
Carver	30	20				32	2	10	105	30	0
Chippewa [Big Stone, Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Swift, Yellow Medicine]	100	100		5	6	32		50	530	200	0

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Chisago	4	4	1	1	1	2		3	15	4	0
Clearwater										0	0
Crow Wing [Cass, Crow Wing, Morrison, Todd, Wadena]	20	5			2	6		10	75	20	0
Dakota	100	10						10	200	75	50
Fillmore										0	0
Freeborn										0	0
Hennepin	215	196			104	174	20	100	723	75	244
Hubbard										0	0
Faribault/Martin	35	9				4		25	95	35	0
Isanti	5	5	1	1	1	3	1	3	16	4	0
Kandiyohi										75	0
Lake of the Woods										0	0

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Mahnomen										0	0
McLeod [Kanabec, McLeod, Meeker, Renville, Sherburne, Wright]	33	33	4	2	3	8	2	11	108	33	0
Mille Lacs	4	4	1	1	1	2	1	2	15	4	0
MN Prairie County Alliance [Dodge, Steele, Waseca]	76	6	1		1	5		19	277	100	0
Olmsted										0	0
Pine										0	0
Polk [Polk, Pennington, Marshall, Kittson, Roseau, Red Lake]										100	0
Ramsey	200	200		5	10	80		200	1,500	500	40
Rice										0	0
Scott	40								95	40	0

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Sibley [Brown, LeSueur, Nicollet, Sibley]	45					9		15	157	60	0
St. Louis [St. Louis, Aitkin, Lake, Koochiching, Cook, Carlton, Itasca]	65	130				98		2	305	130	0
Stearns	10					40		10		60	0
Wabasha [Goodhue, Houston, Mower, Wabasha]	15					15		20	133	39	0
Washington	100	50	1	5		8		24	652	250	50
Watsonwan	10							2	24	10	0
Wilkin [Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin]	82	82			2	39		15	219	82	0

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Winona										0	0
Minnesota Department of Human Services (DHS) Contracted Providers (Third-Party Providers)											
Arrowhead Economic Opportunity Agency (AEOA) [Carlton, Cook, Lake, St. Louis, Itasca, Koochiching, Aitkin]	250	250			40	120		250	560		250
American Indian OIC [Hennepin, Anoka, Cass, Chisago, Dakota, Ramsey, Washington]	30	30				70		10	105		30
Catholic Charities [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	65	65		25	40			20	130		65
CAPI USA [Hennepin, Ramsey]	20	20				42		18	58		20

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Central MN Jobs and Training Services, Inc. (CMJTS) [Kanabec, McLeod, Meeker, Renville, Sherburne, Wright]	15	15		3	4	18	1	10	53		15
CLUES [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	10					15					15
Community Action Center of Northfield [Dakota and Rice]		30				25		10	60		30
Goodwill-Easter Seals [Anoka, Hennepin, Ramsey, Dakota, Washington, Carver, Scott, Sherburne, Stearns, Benton]	115	75			55	75		75	345		135
HIRED	172	215				268		68	430		215

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Hennepin, Ramsey, Dakota]											
Hmong American Partnership (HAP) [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	50	50				115	5	20	150		50
International Institute of MN [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	35	35		20		140		35	155		50
Lakes and Pines [Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine]	20	10		2		3	3	15	69		27
Lakes and Prairies Community Action [Clay and Wilkin]		46				61		60	72		60

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Minnesota State College Southeast [Winona and Goodhue]						125			250		125
Minnesota Valley Action Council, Inc. (MVAC) [Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan]	100	7	1		1	8		30	272		100
National Able Network [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	10	10				10			20		10
Normandale Community College		25				110			200		100
Pine Technical and Community College [Chisago, Isanti, Mille Lacs, Pine]						50			100		50

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Project for Pride in Living (PPL) [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	60	73				73		36	146		73
Northwest Indian Community Development Center (NWICDC) [Beltrami, Clearwater, Cass, Hubbard, Mahnomon, Itasca, Leech Lake Band of Ojibwe, Red Lake Nation, White Earth Band of Ojibwe]	50	100		10	5	280	10	250	820		250
St Paul College [Anoka, Carver, Hennepin, Ramsey, Washington, Dakota, Scott]	500	500		50	50	1,550		500	1,050		500
Southwest MN Private Industry Council (SW MN PIC) [Big Stone, Chippewa, Lac qui Parle, Swift, Yellow Medicine,	100	100		5	6	32		50	530		200

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
Lincoln, Lyon, Pipestone, Redwood, Cottonwood, Jackson, Murray, Nobles, Rock]											
Tri-County Action Program, Inc. [Stearns, Benton, Sherburne]						30		15	90		30
Workforce Development, Inc [Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha]	50	25				39		20	160		75
Minnesota Department of Employment and Economic Development (DEED) Sub-grantees											
Change, Inc. (formerly Guadalupe Alternative Program) [Ramsey, Dakota]	5	5				17		6	72		35
Lifework Planning						90		15	30		15

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Host County or Organization + [servicing counties]	Supervised Job Search	Supervised Job Search Training	Workfare	Work Experience	Work Based Learning	Educational Programs	Self-Employment Training	Job Retention	Other Activities	Estimated Participants	
										100 Percent Funds	Non-Federal Funds
[Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan]											
META 5 Central Lakes College [Todd, Wadena, Beltrami, Cass, Morrison, Mille Lacs, Douglas, Crow Wing]	1					7		3	19		8

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

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

+ Under SNAP E&T, Minnesota’s 87 counties are organized around local areas (single or cohorts of counties). Each local area submits a work plan each year. For FFY 2021, local areas will provide SNAP E&T services in-house, through a county-contracted provider, or will refer recipients to a DHS-contracted provider or a DEED sub-grantee. Note: Counties can use multiple service providers.

Component Outcome Measures

Component	Reporting Measure(s) if > 100 participants
Supervised Job Search	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Supervised Job Search who are employed in the 2nd quarter from exit
Supervised Job Search Training	<ul style="list-style-type: none"> Number and percentage of participants who engaged in Supervised Job Search Training who are employed in the 2nd quarter from exit
Workfare	<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	<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>Work Based Learning</p> <p>Includes: OJT, Apprenticeship, Subsidized Employment</p>	<ul style="list-style-type: none"> • Number and percentage of participants who engaged in Work Based Learning who are employed in the 2nd quarter from exit
<p>Educational Programs</p> <p>Includes: Adult Basic Education, Adult Diploma Program, GED Training, Credentialed Training, ESL/ELL Training, Integrated Education Training (IET)/Bridge Programs, Non-Credentialed 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</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</p>	<ul style="list-style-type: none"> • Number and percentage of participants who engaged in Job 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):	122,158
II.	Estimated number of planned State option exemptions from E&T:	122,158
	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	2,500
VI.	Anticipated number of ABAWDs in the State during the Federal FY (excluding the ones residing in waived area)	0
VII.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY	50,000
VIII.	Anticipated number of ABAWDs to be exempted under the State's 12 percent ABAWD exemption allowance during the Federal FY	0
IX.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–VIII)	0

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)					
Change, Inc. (formerly GAP)		\$45,375	\$1,500	\$46,875	
Lifework Planning		\$72,285	\$10,420	\$82,705	
META 5 Central Lakes College		\$64,830	\$17,875	\$82,705	
7 new grantees		\$112,000	\$28,000	\$140,000	
DEED's Admin & Indirect		\$330,531		\$330,531	
DEED's 100% Admin		\$152,000		\$152,000	
TOTAL DEED		\$777,021	\$57,795	\$834,816	7%
Third Party Providers (E&T Services)					
American Indian, OIC		\$164,000	\$14,750	\$178,750	
Comunidades Latinas Unidas En Servicio (CLUES)		\$60,387	\$40,969	\$101,356	
Tri-County Action Program, Inc		\$48,694	\$41,700	\$90,394	
CAPI USA		\$99,135	\$49,031	\$148,166	

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Arrowhead Economic Opportunity Agency	\$283,878	\$319,450	\$603,328	
Southwest Minnesota Private Industry Council, Inc.	\$59,258	\$16,600	\$75,858	
Minnesota Valley Action Council, Inc	\$105,000	\$25,000	\$130,000	
Hmong American Partnership	\$142,000	\$58,000	\$200,000	
Central Minnesota Jobs and Training Services, Inc.	\$55,000	\$3,000	\$58,000	
Pine Tech Community College	\$359,510	\$106,000	\$465,510	
Lakes and Pines Community Action Partnership	\$132,237	\$20,607	\$152,844	
Northwest Indian CDC	\$470,462	\$80,000	\$550,462	
Hired*	\$1,170,756	\$159,930	\$1,330,686	
Catholic Charities	\$243,772	\$18,850	\$262,622	
Goodwill Easter Seal	\$350,071	\$294,410	\$644,481	
Project for Pride	\$336,622	\$35,748	\$372,370	
Workforce Development, Inc.	\$32,500	\$5,000	\$37,500	
Community Action Center of Northfield	\$89,399	\$48,205	\$137,604	
International Institute of Minnesota	\$157,394	\$300	\$157,694	
Lakes and Prairies Community Action	\$180,903	\$65,600	\$246,503	
Normandale Community College	\$469,489	\$26,000	\$495,489	
St Paul College	\$365,619	\$198,000	\$563,619	

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National Able Network	\$54,000	\$5,000	\$59,000	
Minnesota State College Southeast	\$1,120,463	\$36,000	\$1,156,463	
TOTAL Third-Party Providers	\$6,550,549	\$1,668,150	\$8,218,699	67%
Counties (E&T Services)				
Anoka		\$17,000	\$17,000	
Beltrami	\$10,700	\$300	\$11,000	
Dakota	\$64,750	\$10,000	\$74,750	
Hennepin*	\$2,118,624	\$318,659	\$2,437,283	
Ramsey	\$35,000	\$15,000	\$50,000	
Washington	\$38,100	\$15,000	\$53,100	
County 50/50 non-federal expenditures	\$2,267,174	\$375,959	\$2,643,133	
County 100 Percent Funds+ Support Services Dollars	\$571,002	\$50,000**	\$621,002	
TOTAL County	\$2,838,176	\$425,959	\$3,264,135	26%
<i>Funds have not yet been allocated to individual counties</i>				

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

*See attached work plans

**This amount is a State appropriation for support services.

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 monthly, or as often as needed, to provide progress reports of any or all duties and responsibilities of the contract, identify and discuss concerns caused by the other party's failure to timely perform its obligations during the preceding quarter, and to review time and cost estimates for performing any obligations under the contract.
Role of Contractor	<ul style="list-style-type: none"> • Identify as potential partners DEED E&T providers with participants who qualify for SNAP and the capacity to engage in SNAP E&T and encourage them to apply for SNAP E&T. • Jointly review potential new SNAP E&T service providers. • 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 of SNAP E&T service providers. • Share governance of WF1. • Work to resolve any issues that arise affecting performance of contractual obligations.
Timeline	Start: 10/01/2020 End: 09/30/2021
Description of Activities/Services	1) Contract management and oversight:

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Partner/Contract Name	DEED
	<ul style="list-style-type: none"> a. Negotiate agreements with selected direct appropriation grantees and selected competitive opportunity grantees. b. Track activities and support service costs attributable to SNAP E&T participants 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 E&T participants. Targets will be based on the type of programming and potential participation from SNAP E&T participants. d. Monitor grant contracts and act as fiscal agent. e. DEED is in the process of accepting work plans for new providers, and anticipates contracting with up to seven new providers in FFY 2021. <ul style="list-style-type: none"> 2) Provide data to DHS from WF1 to allow DHS to monitor SNAP E&T and complete state plans and reports. 3) Grant WF1 access to providers. 4) Assess outcomes for program participants and allow tracking and analysis of new and existing services being funded. 5) Work with DHS, counties, and American Indian liaisons in identifying career pathway strategies.
Funding	SNAP E&T 100 percent funding SNAP E&T 50 percent reimbursement
Evaluation	Contract is reviewed annually and amendments are executed as needed.

Section I - Table 5: Operating Budget

Table 5: Operating Budget

Item	State cost	Federal cost	Total
I. SNAP E&T 100%			
a) State costs	\$0	\$517,650	\$517,650
b) Contractual Services	\$0.00	\$723,002	\$723,002
Total Direct Costs	\$0.00	\$1,240,652	\$1,240,652
II. Indirect Costs:			
*Approved Indirect Cost Rate Used: 17.46%			
Refer to Table 6 for further clarification.	\$23,119	\$23,119	\$46,238
Total indirect Costs	\$23,119	\$23,119	\$46,238
III. 50% Reimbursement Funds (State plus Federal):			
a) County (admin + program)	\$1,133,587	\$1,133,587	\$2,267,174
b) Third party (admin + program)	\$3,275,274.50	\$3,275,274.50	\$6,550,549
c) DEED (admin + program)	\$289,391.50	\$289,391.50	\$578,783
Total Direct Costs	\$4,698,253	\$4,698,253	\$9,396,506
100% Federal E&T Grant		\$1,240,652	\$1,240,652
50 percent Additional Administrative and Program Expenditure	\$4,721,372	\$4,721,372	\$9,442,744

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Item	State cost	Federal cost	Total
IV. Participant Reimbursement (State plus Federal):	\$212,979.50	\$212,979.50	\$425,959
a) County (support services)			
b) Third party (support services)	\$834,075	\$834,075	\$1,668,150
c) DEED (support services)	\$28,897.50	\$28,897.50	\$57,795
Total 50 percent Participant Reimbursement Expenses	\$1,075,952	\$1,075,952	\$2,151,904
V. Total Costs	\$5,797,324	\$7,037,976	\$12,835,300

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

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 State costs directly related to the administration of the SNAP E&T program.</p> <p>b) Contractual Services Represents funds that flow from DHS to DEED and county agencies, and subsequently to Employment Services Providers (ESPs) for Employment and Training (E&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 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 17.46 percent as negotiated with the U.S. Department of Labor. DEED's indirect costs support staff and related non-personnel costs to areas such as payroll, mail, DEED agency fiscal, commissioner's office, human resources and equal opportunity, warehouse, etc. These costs are 16.91 percent of the salary/wage and fringe benefits for overhead costs.</p>
III. 50% Reimbursement 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, case management, 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, case management, 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) The state legislature continues allocating resources to address racial and ethnic inequities in education and employment. Appropriations in 2019 totaled nearly \$20,000,000. The Governor’s Office, along with DHS and DEED management, has made an intentional effort to utilize these funds in a manner that could generate federal financial participation to serve more SNAP E&T participants. Minnesota continues to build on the effort established in 2016’s Equity Article. DEED’s goal, in partnership with DHS, is to work with local providers and county agencies to determine appropriate enrollment and expenditure rates for SNAP E&T participants based on last year’s amounts and this year’s projected E&T grants.</p>
<p>IV. Participant Reimbursements</p>	<p>Support Service costs are participant reimbursements that must directly relate to an approved SNAP E&T program component and be reasonable and necessary. Minnesota offers child care assistance programs to help low income families pay for child care so that parents may pursue employment or education leading to economic self-sufficiency. The Child Care Assistance Program (CCAP) funds TANF recipients through MFIP CCAP, and non-TANF recipients through Basic Sliding Fee (BSF) CCAP. MFIP CCAP is forecasted, so all eligible families with this need will get on the program. BSF CCAP is funded through a county allocation, and when the county anticipates that the need is greater than the allocated funds, the county starts a wait list. At this</p>

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

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

Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	\$1,889,536	\$1,240,652
2. Share of \$20 Million ABAWD Grant (<u>if applicable</u>)		
3. Additional E&T Administrative Expenditures		\$9,442,744
a. 50% Federal	\$3,717,609.50	\$4,721,372
b. 50% State	\$3,717,609.50	\$4,721,372
4. Participant Expenses:		
a. Transportation/Other	\$1,442,531	\$2,151,904
50% Federal	\$721,265.50	\$1,075,952
50% State	\$721,265.50	\$1,075,952
b. Dependent Care	\$0	
50% Federal	\$0	
50% State	\$0	
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$10,767,286	\$12,835,300
6. 100% State Agency Cost for Dependent Care Services	\$0	

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)	\$10,767,286	\$12,835,300

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