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A. Cover Page and Authorized Signatures

State: Minnesota

State Agency Name: Minnesota Department of Human Services and Minnesota Department of Employment and Economic Development

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): August 14, 2023

List State agency personnel who should be contacted with questions about the E&T State plan.

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Certified By:

State Agency Director (or Commissioner)

Date

Certified By:

State Agency Fiscal Reviewer

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State’s management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
ABE	Adult Basic Education
ACP	Adult Career Pathways Program
DEED	Department of Employment and Economic Development
DHS	Department of Human Services
DOCCR	Department of Community Corrections and Rehabilitation
DWP	Diversionary Work Program
EAESD	Economic Assistance and Employment Supports Division
ELA	English Language Acquisition
EP	Employment Plan
ESL	English as a Second Language
ESNET	Employment Services Network
ESP	Employment Services Provider
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
GWDB	Governor’s Workforce Development Board
ITO	Indian Tribal Organization
MAWB	Minnesota Association of Workforce Boards
MAXIS	Minnesota Statewide Automated Eligibility System
MFIP	Minnesota Family Investment Program
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
TLR	Time-limited SNAP Recipient
USDA	United States Department of Agriculture
WF1	Workforce One
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

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

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. 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. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. 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. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. 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. (7 CFR 277.4(d) and (e))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

- a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

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.

Values:

- 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.

DHS practices these shared values in an ethical environment where integrity, trustworthiness, responsibility, respect, diversity, justice, fairness and caring are of paramount importance.

Through strong partnerships, the mission of Minnesota's SNAP E&T program is to help recipients fully utilize their SNAP benefits, gain essential skills needed for gainful employment, and successfully transition off public assistance.

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 time-limited SNAP recipients, from mandatory participation in SNAP E&T. Able-Bodied Adults Without Dependents (ABAWDs) subject to the time-limit are known in Minnesota as Time-limited SNAP Recipients (TLRs).

Minnesota offers activities designed to help SNAP recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency. Providers are encouraged to offer trainings that meet the needs of the local workforce.

Minnesota's strong partnerships with DEED and the Minnesota Association of Workforce Boards (MAWB) allows SNAP E&T Employment Services Providers (ESPs) additional access to resources and knowledge about local workforce needs. Providers meet monthly through the State's coordination workgroup. This workgroup allows providers such as CareerForce to share important local information and best practices, and allows state staff, including DEED staff, to provide support to providers in this area. Some examples are inviting a labor market analyst to present on local labor market data, inviting state CareerForce staff to provide training in job development and regularly updating providers with news from the workforce development system.

b) Is the State's E&T program administered at the State or county level?

Minnesota's SNAP E&T program is state supervised and county administered. In recent years, due to lack of allocation funding and eligible reimbursement funding at the county level, the state plays a significant role in contracting with employment and training providers and supervising the implementation of SNAP E&T services. However, counties retain primary responsibility for the administration of SNAP, including screening and referral to SNAP E&T. Counties also receive allocated funds to administer SNAP E&T services at the local level.

c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

Minnesota law requires county agencies to submit annual SNAP E&T workplans describing how SNAP E&T services will be delivered within the county, coordination with other employment programs, and client support systems. The [SNAP E&T workplan 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 ESP, or their plans to market to other available services in their area. Counties may choose to submit their workplan as a single county, or as a consortium of counties with a single county acting as fiscal host. 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.

Third party providers that are contracting directly with DHS for 50 percent reimbursement also complete an annual partner agency workplan via the same link. Workplans 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.

ESPs from these organizations communicate with eligibility workers and 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.

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. Third party providers are monitored at least annually. The level of monitoring is based on an annual risk assessment, but always includes at a minimum, a monitoring meeting, and a monitoring questionnaire. Corrective actions are issued to agencies where deficiencies are identified.

- d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

SNAP E&T services are offered on a voluntary basis statewide. DHS and DEED contract directly with more than 30 providers combined who are not bound by county lines. Almost all of Minnesota's 87 counties also either contract out for SNAP E&T services, or operate programs themselves in-house. Several providers are able to offer remote services, allowing access to even more participants.

- e) Provide a list of the components offered.

Minnesota offers a range of components in order to meet the needs of highly-barriered populations:

- Supervised Job Search
- Job Search Training
- Workfare
- Self-Employment Training
- Job Retention Services
- Educational Programs:
 - Basic Education and/or Foundational Skills Instruction
 - Career and/or Technical Education Programs or Other Vocational Training
 - English Language Acquisition
 - Integrated Education and Training (IET)/Bridge Programs
 - Work Readiness Training
- Work Experience:
 - Work Activity
 - Work-based learning, On-the-job Training
 - Work-based learning, Pre-apprenticeship

- Work-based learning, Apprenticeship
- Work-based learning, Internship
- Work based learning, Transitional Jobs

- f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

Minnesota's [SNAP E&T website](#) contains links to all state resources, including policy manuals, reports, and other tools.

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

- a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

1. Beginning October 1, 2023, Minnesota will implement a revised screening and referral process for eligibility workers (see State Plan Sections VIII and IX).
2. Beginning October 1, 2023, Orientation will no longer be an available SNAP E&T activity in WF1. The Employability Assessment and development of an employment plan will take the place of orientation as this is an opportunity to explain the expectations of the program, describe available services, and, if applicable, explain how participation in the program can help time-limited recipients earn additional months of benefits.

- b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

Minnesota will continue to participate in the SNAP E&T Data and Technical Assistance (DATA) Grant project during FFY 2024. Initial data from this project and our FFY 2022 annual outcomes report indicate a need for concentration on increasing participation. As a result, in FFY 2024, Minnesota will conduct several activities to increase the connection between eligibility staff and SNAP E&T programs including 1) providing training and guidance on the new screening and referral process for all adult

SNAP recipients 2) conducting a regional tour of counties to connect county eligibility with all regional providers and 3) working with the EAESD research team to develop data reports on the referral pipeline.

In addition, during FFY 2024, Minnesota will continue to improve our data systems as part of the DATA grant work. Improvements will include 1) giving statewide data on SNAP E&T participation and outcomes as part of the bi-annual review process 2) requesting specific data on equity as part of the RFP process and 3) providing specific guidelines and reducing options for closure, exit, and referral actions in WF1 4) continuing to build out specific equity reports to make equitable outcome data routine and easy to access.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

- a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

Minnesota's workforce development system is administered by DEED. The Governor's Workforce Development Board (GWDB) oversees the workforce

development system and is responsible for recommending the WIOA State Plan to the governor. Minnesota DHS consults with and provides feedback to the state's workforce system through two primary means: our collaborative work with DEED, and our ongoing engagement with the GWDB, Minnesota Association of Workforce Boards (MAWB) and WIOA planning process.

Minnesota maintains two interagency agreements with DEED to ensure that SNAP E&T is fully integrated into new and existing state programming. A member of the DEED staff is permanently assigned to the SNAP E&T unit at DHS. In addition, DEED operates an on-ramp to partnership program that provides SNAP E&T programming bundled with state Pathways to Prosperity and Family Resiliency Partnership grants. This ensures that SNAP recipients receiving these grant programs have access to expanded opportunities for support.

DEED's Adult Career Pathways Program (ACP) contracts with DHS to operate a SNAP E&T 50 percent reimbursement program. Placement of SNAP E&T within ACP is a strategic decision, aligning with the GWDB's 2021 report to the legislature and updated goals. The Office of Adult Career Pathways coordinates employment and training grants to provide adults who traditionally face multiple barriers to employment enhanced training, education, and supportive services to be successful in securing long-term family sustaining wages. Populations served include, inter alia, specific racial and ethnic groups. Minnesota saw a significant increase in funding for these state programs beginning in July 2023 and will be working closely with DEED to identify any new potential opportunities to expand SNAP E&T services through these state funds.

In addition, SNAP E&T consults with the GWDB, meets regularly with the MAWB, and participates actively in the state's WIOA planning process. DHS staff attends monthly meetings of the MAWB as well as consulting with MAWB subcommittees on issues of mutual concern. The MAWB represents workforce boards from all 16 workforce development areas and is a key stakeholder in providing local and regional input to the GWDB and in the state's WIOA plan.

Minnesota SNAP E&T program planning is informed by and contributes to the state's WIOA plan. Minnesota has an approved combined state WIOA plan for PY 2020-2023. This plan continues Minnesota's two strategic priorities:

1. Reduce educational, skills training and employment disparities based on race, disability, gender, or disconnected youth.
2. Build employer-led industry sector partnerships that expand the talent pipeline to be inclusive of race, disability, gender, and age to meet industry demands for a skilled workforce.

Priority strategies in the 2020-2024 WIOA State Plan include apprenticeships, co-enrollment, navigator methods, and virtual training delivery. SNAP E&T is currently participating in the development of the state's next WIOA plan.

Minnesota's workforce priorities place a strong emphasis on equity which is shared by SNAP E&T. Minnesota has identified four strategies to improve economic equity in Minnesota:

1. Increasing awareness of programs to reduce geographic and other targeted disparities.
2. Increasing the number of program participants served from under-represented communities.
3. Addressing achievement gaps for low-income and at-risk populations.
4. Improving relationship and partnership with Minnesota's 11 tribal nations.

In FFY 2023, SNAP E&T staff presented to a full meeting of the Governor's Workforce Development Board on 6/20/2023. The Governor's Workforce Development Board got a new director in 2023 and so this meeting served to inform the board about the SNAP E&T program and ongoing efforts to enhance services to SNAP recipients across the state. Feedback from the board included support for continuing to find 50% providers in northwest Minnesota, concern about the lack of available funding for services with the return of time limits, and connections to some twin cities metro-area groups who focus on African-American communities. One other outcome was that SNAP E&T program staff have been invited to attend the GWDB conference in fall 2023 to continue to identify potential opportunities to collaborate.

- b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

NA

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

- c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

In late FFY 23 and continuing into FFY 24 Minnesota will be deepening this collaboration with DEED through the WIOA/SNAP E&T TLR Outreach project. This project will increase capacity for outreach and service to time-limited SNAP recipients by connecting TLRs with the full range of workforce services. DHS will supply DEED with contact information for select TLRs in each Careerforce service area. DEED Careerforce staff will conduct outreach calls using a script developed jointly by DEED and DHS which explains the resources and benefits available through multiple workforce programs including but not limited to SNAP E&T, ACP, and WIOA. DEED and DHS have also jointly developed an evaluation plan for this initiative. The initiative will run through December 2023 and may be extended depending on the results of the evaluation.

- d) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

Minnesota operates SNAP E&T in coordination with Title I of WIOA in two primary ways: through providers who offer both SNAP E&T and WIOA programming and through Pathways to Prosperity partnerships. Though providers do have the option of co-enrolling in SNAP E&T and WIOA, many instead provide stand-alone WIOA services to these SNAP recipients.

Co-enrollment may occur upon enrollment into either program, and is tracked in WF1 by participant. Each person record shows which program(s) a person is enrolled in, even if the participant is receiving services at two or more different locations. This helps to ensure that providers are not duplicating services. No WIOA programs will be funded with SNAP E&T funds. When participants are co-enrolled in both WIOA and SNAP E&T, providers must avoid offering duplicative services.

Many of Minnesota's SNAP E&T providers are also providers of state WIOA programming. Fifteen of Minnesota's DHS-contracted providers (or 60%) also offer WIOA Title 1 programming. WIOA providers are required to provide priority access to WIOA programming to public assistance recipients in accordance with their local workforce development plan. In addition, SNAP E&T providers who do not offer WIOA programming in-house, are regularly informed about WIOA updates through the SNAP E&T program and SNAP E&T provider selection includes evaluation of their engagement with local WIOA programming.

In addition, Minnesota's SNAP E&T program is closely tied to the State's Pathways to Prosperity programming. These grants are issued biannually and DEED allows providers to easily apply to enhance these grants with SNAP E&T partnership funding. The vast majority of SNAP E&T providers in Minnesota have received Pathways to Prosperity funding. Pathways to Prosperity is a state-funded program that serves as an on-ramp to more advanced training. It is designed as a way for individuals with high barriers or low employment skills to build basic and intermediate skills and move forward either into a career or into more advanced WIOA trainings.

SNAP E&T staff participate in the development of the WIOA Combined State Plan. By aligning SNAP E&T, staff hope to identify more opportunities for SNAP recipients to benefit from the services WIOA has to offer.

In addition, the goal of the SNAP E&T/WIOA TLR Outreach project is to better connect SNAP recipients to the full range of workforce services around the state. Careerforce staff conducting outreach calls will be encouraged to refer SNAP recipients to WIOA Title I services available locally.

e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

Both Minnesota's SNAP E&T program and the Minnesota Family Investment Program (MFIP), Minnesota's Temporary Assistance for Needy Families (TANF) program, incentivize participation in activities such as work, job search, and education with benefits, including food. Providing statewide access to SNAP E&T for recipients who are able to work or progress toward work advances the strategic vision of Minnesota's WIOA state plan: a healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family-sustaining wage, and employers are able to fill jobs in demand. Minnesota's WIOA programs, TANF program, the Refugee Program Office, and SNAP E&T program staff meet regularly to consult.

The SNAP E&T program may include 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.

- g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

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.

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. These elements are carried through in all of the State's SNAP E&T resource and training materials, and are reinforced through the Coordination Work Group, monitoring, and at the annual provider meeting.

The Six Key Elements are:

- 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

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.

Minnesota will continue to expand its career pathways strategy for FFY 2024. 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.

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 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.

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.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

a) Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

SNAP E&T program staff reached out directly to White Earth Nation, Mille Lacs Band of Ojibwe and Red Lake Nation ahead of the state planning process for FFY 24. Staff had direct conversations with White Earth Nation and Mille Lacs Band of Ojibwe.

To align with Government to Government Relationships with Tribal Governments law 10.65 that was passed in MN during FFY 23, Minnesota formalized and streamlined the process for conducting Tribal Consultation more broadly in an effort to clarify communication lines and reduce the burden on Tribes to communicate across multiple state programs and departments. As a result, SNAP E&T will no longer directly conduct broad Consultation with Minnesota tribes but instead will coordinate, communicate and provide updates and information through the centralized process. SNAP E&T will however, continue to conduct direct outreach with merit-certified tribes in order to provide access to potential funds as part of the annual allocation process.

In addition, Minnesota continues to support Mille Lacs Band of Ojibwe who successfully began offering SNAP E&T services during FFY 23. Mille Lacs has request 75% reimbursement funding in FFY 24 as well.

- c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

Consultation with American Indian Tribes and tribal-serving organizations has reinforced Minnesota's flexible program design and emphasis on wrap-around supports. Currently contracted providers report a strong need in their communities for culturally-specific services that may look different from the services provided at less specialized providers but that are necessary to support tribal employment.

Consultation with tribes in FFY 2023 continued to emphasize two significant barriers to offering SNAP E&T through Minnesota tribes. First, Minnesota tribal employment programming is primarily funded through federal funds and tribal 477 funding (which has been ruled an ineligible source of SNAP E&T match). This leaves tribes with little funding on which to seek reimbursement and, in many cases, makes it impossible for tribes to find a path forward to a reimbursement-funded program. Second, the reimbursement structure of SNAP E&T poses significant fiscal and administrative hurdles that require resources to overcome. Minnesota is working to provide additional support to all providers in these areas through technical assistance, coordination workgroup support, and one-on-one consultation.

In addition, in FFY 23 a new barrier has arisen to SNAP E&T for tribal nations. SNAP income calculations in Minnesota now include certain tribal payments. These payments are likely to bring many tribal members over or very close to the SNAP income limits reducing overall SNAP participation and thus access to SNAP E&T. On 6/22/2023, SNAP and SNAP E&T leadership visited Mille Lacs Band of Ojibwe to tour the services offered through the tribe and consult with the tribe on this issue.

Mille Lacs Band of Ojibwe will be requesting 75%-funded services to begin in FFY 24 and will continue to request supplemental 100% funds to support services to tribal members.

- d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

a) The State agency operates the following type of E&T program (*select only one*):

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes; see [CM 0011.24 – Time-limited SNAP Recipients](#)
- No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at

273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States that run all-voluntary E&T programs would note that they exempt all work registrants.)

Minnesota operates an all-voluntary SNAP E&T program, exempting all work registrants, including time-limited SNAP recipients, from mandatory participation in SNAP E&T.

b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

Minnesota has no plans to re-evaluate these exemptions from mandatory E&T.

c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

ABAWDs

Homeless

Veterans

Students

Single parents

Returning citizens (aka: ex-offenders)

Underemployed

Those that reside in rural areas

Other: Though Minnesota as a whole does not target a specific group, there are providers in the State that target specific populations such as returning citizens, students, homeless, and those that reside in rural areas.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to

include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

DHS manages the SNAP E&T program in close partnership with DEED via an interagency agreement. DHS has a SNAP E&T team that is separate from the SNAP certification unit. The SNAP E&T team at DHS establishes SNAP E&T policy, and both DHS and DEED contract directly with providers for E&T services. Counties and Tribal Nations may also operate SNAP E&T programs under the supervision of DHS. These programs may be in-house, or contracted out. Typically, even where SNAP E&T is provided through county in-house services, the employment and training unit is separate from the eligibility unit.

- b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

At DHS, the SNAP E&T team communicates regularly with the SNAP Policy team. Any new information or program changes that may affect one or the other are discussed prior to taking action. Workgroups, which may also include SNAP trainers, are often formed to establish new policy, or make changes to existing policy. SNAP E&T and SNAP Policy report to the same manager and leadership from both programs meet virtually monthly. In addition, the SNAP E&T team includes a staff person assigned 50% to the SNAP E&T Data Grant and 50% to SNAP policy, particularly student policy and policy related to time limits. SNAP E&T and SNAP Policy participate in interagency workgroups focusing on the food needs of college students. SNAP E&T and SNAP Policy have worked together to develop the State's screening and referral process for SNAP E&T and will continue to work actively on other issues of mutual concern.

- c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Minnesota uses the MAXIS eligibility system to send information and referrals to WF1; however, WF1 is unable to communicate back to MAXIS. As a result, providers must communicate with eligibility workers via another method, such as phone or email. Providers must relay to the County Agency or Tribal Nation information that may affect a participant's program eligibility or benefit amount, such as employment status changes, or when a time-limited participant meets their minimum work requirement. If the County Agency, Tribal Nation, or provider become aware of circumstances that may affect a participant's exemption status, they must inform the other of the change. The eligibility worker will then review the participant's case. Regardless of exemption status, the participant may choose to continue to engage in SNAP E&T.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

SNAP E&T providers have read-only access to the MAXIS data system, which allows relevant SNAP eligibility information to be shared with the provider. Providers are able to see work registrant coding as well as program status and case notes.

SNAP E&T providers use WF1 to record all employment program data, including enrollment status in SNAP E&T as well as other employment programs, case notes, activities, electronic document storage, and support services issued.

MAXIS can communicate with WF1, but WF1 cannot communicate with MAXIS.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

The State Agency communicates regularly with counties, tribes, and providers. DHS program policy staff hold a County and Tribal Nations Support meeting twice per month, which is open to eligibility staff, providers, and other external partners. The topics of this group consist of program updates, trainings and refreshers on systems and policy, networking, or other relevant topics. DHS also maintains a presence at the quarterly Employment Services Network (ESNET) meetings and the

monthly MAWB meetings. Emails and phone calls providing updates, program information, and technical assistance are also exchanged, and Minnesota's [SNAP E&T website](#) is maintained.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

SNAP E&T providers contracted with the State and receiving 50% reimbursement are monitored at least annually. The level of monitoring is based on an annual risk assessment, but a monitoring visit (may be virtual), a monitoring questionnaire, and at least one in-depth fiscal review are completed during the length of the contract. For providers with contracts greater than \$250,000, an in-depth fiscal review is conducted annually. DHS will also be monitoring the fiscal and programmatic operations of counties, tribes, and DEED on a similar level; DHS is developing a plan for this.

DHS also conducts systematic case file reviews focused on specific SNAP E&T issues or subpopulations.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

Minnesota includes a performance evaluation with each monitoring visit and receives bi-annual reports from providers. Annual workplans are also completed as part of the contracting process. Monitoring visit performance reviews typically focus on the appropriateness of staffing levels and the provider's progress in reaching participation levels planned in their workplans.

Minnesota revises the monitoring evaluation tool and bi-annual reports yearly to reflect program priorities and changes. In FFY 23, Minnesota began incorporating specific performance objective questions into the biannual report to serve a dual purpose of proactively addressing progress on the state's strategic targets and fostering a data-driven culture among providers. These reports request narrative responses and provide statewide data on program performance so that providers can evaluate their own performance in context. Examples of questions included in these tools include:

- Where is your participant engagement in your agencies SNAP E&T program compared to the statewide average of 83.7% engaged?

- Based on the report, are there any populations where the participation engagement % is high within your agency? What if any, factors do you feel impacts the higher level of engagement?
- What strategies does your agency utilize to ensure participants barriers are being addressed?

In FFY 2024, Minnesota will continue work under a federal DATA grant to identify state and provider-level participation and performance goals that specifically address equity. This work will result in the creation of additional reports that can be shared with providers as part of the evaluation process.

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

- a) Describe how the State agency screens applicants to determine if they are work registrants.

The eligibility worker reviews details of the persons in the SNAP unit, whether on the application, renewal forms, when a change is reported/known or information in the case file. They are looking for indicators of possible work registration exemptions. Indicators include, but are not limited to; homelessness, disabilities or illnesses, ages of the people in the SNAP unit and current employment activities. Once the review has been completed, the worker contacts the client either during application interview, or another appropriate time to ask additional questions about potential work registration exemptions and any other needed details. Once someone in the household is identified as needing to follow time-limited work rules and/or general work rules, the household is contacted to attempt to give an oral explanation and mailed a copy of the [Supplemental Nutrition Assistance Program SNAP Work Rules Notice \(DHS-8159\)](#) and [Facts on Voluntarily Quitting Your Job If You Are on the Supplemental Nutrition Assistance Program \(SNAP\) \(DHS-2707\)](#).

If the potential work registration exemption must be verified, the worker sends out a [Verification Request Form \(DHS-2919\)](#), allowing the client a minimum of 10 days to send back verification. If the verification request is during the processing of an initial application, the client is allowed the full application timeframe to submit verifications. Full policy can be found in the Minnesota Combined Manual sections listed below:

- [0028.06.12 – WHO IS EXEMPT FROM SNAP WORK REGISTRATION](#)
- [0010.18.02 – MANDATORY VERIFICATIONS - SNAP](#)
- [0028.30.06 – SANCTIONS FOR NOT MEETING SNAP WORK RULES](#)

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

By signing the application for SNAP, the applicant registers all non-exempt individuals for work. The eligibility worker is to then make a clear notation in the MAXIS case notes for every household SNAP member age 16 and over, and what their work registration status is: exempt from all work rules, exempt from time-limited rules, or the person is a mandatory work registrant.

- c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

Eligibility workers are to give the written and verbal [Supplemental Nutrition Assistance Program SNAP Work Rules Notice \(DHS-8159\)](#) anytime at the application or recertification interview and up until approval of the case. Guidance has been provided to give the notices when it is clear who in the household is subject to work rules so that the messaging is clear and applicable. This is also to be done during the certification period when a new household member joins the unit and is subject to work rules, or someone in the unit has a change and is newly subject to work rules.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

- a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

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 recipient's work registration exemption status must be re-determined at least annually, and must be coded on the MAXIS system. Minnesota's SNAP E&T program serves both work registrants and non-work registrants.

As a voluntary SNAP E&T program, Minnesota is committed to serving all SNAP recipients who want to receive SNAP E&T services. Any SNAP applicant/recipient who expresses interest in employment and training services will be referred to SNAP E&T. Eligibility workers will screen SNAP applicants/recipients at certification and recertification. Minnesota plans to use two basic screening criteria:

1. Is anyone in the household interested in learning about education, training, or job search assistance? We offer these free services to SNAP recipients.

2. If not now, do you think anyone in your household may be interested in the future?

In the event that an individual is referred who is unable to benefit from SNAP E&T services, but the SNAP recipient still wishes to participate, the ESP will issue a provider determination. As a voluntary program, this will have no negative impact on their SNAP benefits.

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Eligibility workers will inform households of resources available through the SNAP E&T program, and then screen. SNAP applicants/recipients who express interest in employment and training services (by answering “yes” to either of the two screening questions) will be referred to SNAP E&T. If answering “no” to both questions, eligibility will still case note that the household had been screened, and that if anyone in the household later decides to participate, they may. This process will take place, at minimum, during the certification/recertification interview.

The State is working to rename two fields on the STAT/WREG panel in the MAXIS system to indicate a person’s choice to be referred. Having a date in the SNAP E&T Referral Date field (currently the Orientation Date field) will indicate that a referral was made. The Decline SNAP E&T field (currently the Defer FSET Funds field) initiates or declines the electronic referral from MAXIS to WF1. The system only allows this field to be completed for TLRs. A “Y” will decline the referral option, while a “N” will generate the referral option. If a referral is generated, the eligibility worker will be able to select a provider from the list, based on what is available in their area.

Those referred will receive a customized paper referral. In addition to a paper referral, a MAXIS-generated referral directly to WF1 will also be created for TLRs who wish to be referred.

- c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Since ESPs have read-only access to the MAXIS eligibility system, providers are able to view the STAT/WREG panel to ensure screening and referral had been done prior to enrollment in the SNAP E&T program.

Minnesota will begin the new screening/referral process on October 1, 2023.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure

individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Eligibility workers inform SNAP recipients of the availability of participant reimbursements during the application interview, during a recertification, or upon referral to a SNAP E&T provider. The ESP informs participants upon enrollment in SNAP E&T, and as part of the ongoing case management process.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The customized referral will include information about providers in their area, allowing the individual to make an informed choice to participate. The referral will also inform individuals that participation in SNAP E&T is voluntary. In addition to a paper referral, a MAXIS-generated referral directly to WF1 will also be created for TLRs.

The verbal script when making a referral will state, "This referral includes information about E&T providers available to you. A provider may reach out to you, or you may contact one directly. This referral does not mean you are committing to participate."

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Since ESPs have read-only access to the MAXIS eligibility system, providers are able to view the STAT/WREG panel to ensure screening and referral had been done prior to enrollment in the SNAP E&T program. If a referral was not made (no date in the SNAP E&T Referral Date field), the ESP will need to reach out to the eligibility worker to ask that a referral be completed.

ESPs are responsible for informing the participant of their enrollment in SNAP E&T. Participants will receive information about participant reimbursements both during the screening and referral process (by eligibility staff), and at program enrollment by ESP staff.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the

orientation. If the next step varies throughout the State, describe the most common next step.

Upon receipt of a referral, a person will be advised to contact the ESP they were referred to. Minnesota will also allow and facilitate ESPs to reach out directly to referred SNAP recipients.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

Screening and referral will be recorded on the STAT/WREG panel in MAXIS beginning October 1, 2023.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

The State is working to rename two fields on the STAT/WREG panel in the MAXIS system to indicate a person's choice to be referred. Having a date in the SNAP E&T Referral Date field (currently the Orientation Date field) will indicate that a referral was made. The Decline SNAP E&T field (currently the Defer FSET Funds field) initiates or declines the electronic referral from MAXIS to WF1. The system only allows this field to be completed for TLRs. A "Y" will decline the referral option, while a "N" will generate the referral option. If a referral is generated, the eligibility worker will be able to select a provider from the list, based on what is available in their area.

Those referred will receive a customized paper referral. In addition to a paper referral, a MAXIS-generated referral directly to WF1 will also be created for TLRs.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

- a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

- b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants

assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

ESPs conduct an employability assessment, which can be a county-contracted provider or a state-contracted provider. A participant must be assessed prior to placement in a SNAP E&T component. An employability assessment should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment. This may take place any time there is a change to the participant's situation, or at the beginning or the end of a component placement, or any other time the ESP feels necessary.

Employability assessments are holistic. The purpose of an assessment is to collect and evaluate information to identify a participant's employment goals, barriers, and support service needs, as well as explain the expectations of the program, describe available services, and, if applicable, explain how participation in the program can help time-limited recipients earn additional months of benefits. It should be individualized and completed in an interactive face-to-face meeting with the participant when possible. The information collected from this assessment is the basis for the employment plan. The State does not require that a particular form be used for recording the results of the assessment. Providers may develop and utilize their own forms for this purpose or may record relevant information in a standard location in the case record. Information is shared via phone or email as appropriate.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

a) What types of E&T case management services will the State agency provide?

Check all that apply.

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment

Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide

assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Minnesota requires that all SNAP E&T participants receive case management as part of their participation in SNAP E&T. SNAP recipients are referred to SNAP E&T for case management, or this can be accomplished through a reverse-referral. ESPs are responsible for ensuring that participants receive case management services including at least one of the following: employability assessments, employment plans, barrier identification, progress monitoring, coordination with service providers, referral facilitation, and service application assistance. Providers are strongly encouraged to build and maintain relationships with a wide range of employment and social service providers in their area, and to offer referrals to those organizations if the need cannot be met from within. The ESP is able to provide case management to assist participants in connecting to those referrals and managing their path to employment.

Minnesota's case management system, WF1, allows SNAP E&T providers to view necessary record details for participants who are enrolled at other locations and in other programs, avoiding duplicative services. ESPs communicate via email, phone, or Status Update form when needed. ESPs are responsible for a minimum of one monthly contact with each participant, and documentation of this must be recorded in case notes.

- c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	ESPs are required to connect directly with eligibility staff whenever applicable, which includes any change to a participant’s situation that may affect SNAP eligibility (ie. job start, change of address, exemption status, etc). Minnesota considers SNAP E&T providers to be part of the public assistance umbrella and are able to share necessary information.
State E&T staff:	Providers contracted with DHS, DEED, or a county have direct contact with State E&T staff. ESPs communicate regularly via email with questions and reports. ESPs are included in ongoing groups and meetings as well.
Other E&T providers:	DHS facilitates an annual meeting and a monthly coordination workgroup connecting providers across the state. ESPs may coordinate services with other providers in their area. Providers are also able to see when a participant is enrolled in other workforce programs through WF1.
Community resources:	State staff connect SNAP E&T providers with local SNAP Outreach providers. SNAP E&T providers are selected in part on their relationship with their local community resources. Periodic meetings are held and providers are able to connect with others. SNAP E&T program staff also attend and participate in a quarterly SNAP Coalition community meeting.

d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

The Employment Plan (EP) is a written plan specifying in detail the services to be provided to a participant, the requirements with which the participant must comply; and the possible consequence of not complying, such as exit from the program, inability to earn additional months of food benefits, or lack of support from the ESP. An EP must be based on the employability assessment conducted for the participant. The participant must sign and receive a copy of the EP. Participants who refuse to cooperate with development of the plan or to sign the plan are considered non-compliant with SNAP E&T and may be exited from the program, which would not affect their food benefit unless they were time-limited and ran out of months. Development of an EP is required only once in any 12 consecutive months, but must accurately reflect the activities of the participant at any given time.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency

sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

a) Does the State agency offer a conciliation process?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

30 days

60 days

Other: Click or tap here to enter text.

b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

Yes

- No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
 - Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
 - Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency
 - Time period greater than 6 months
 - Permanently
- f) The State agency will disqualify the:
- Ineligible individual only
 - Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include

how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

The eligibility worker uses the [Verification Request Form \(DHS-2919\)](#) to verify the job end or reduction of hours. The Verification Request Form is sent to the household letting them know what is needed and gives the household 10 days to return the verification. Most often, the worker also includes the [DHS-2146-ENG Authorization for Release of Employment Information](#) for the client to sign, which authorizes the employer to give information to the agency. If a signed form comes back into the agency, it is then sent to the employer to complete and return to the worker. The form is used to gain as much information as possible and verify the change in employment. However, if the client has a different way to verify the job ending or the reduction in work hours, a signed release is not always needed. When the worker learns the job ended voluntarily or work hours were reduced below 30/wk voluntarily by the employee, the worker is to then call the client to discuss the situation. They are to ask open ended questions and consider the client's circumstances as to why they quit/reduced hours below the requirement. It is the worker's responsibility to determine if the client has good reason/cause for doing so, but workers are instructed to obtain the details from the client, not the employer. The reason for this is in situations where the client felt discriminated against, or harassed or there was a hostile work environment, for example, it is likely that the employer would not attest to that information. It is likely that the employer would skew the information which could be difficult to prove one way or another. It is most important to discuss the situation as to why the client made the decisions, rather than the employer's opinions. If good cause is granted, then a sanction must not be imposed. If the worker has difficulty in determining good cause, they send in a policy question to state staff who will help evaluate if the situation is reasonable and if good cause is to be granted. If good cause is not granted then the client will serve a sanction for non-compliance with work requirements.

b) What is the State agency's criteria for good cause?

Good cause reasons include circumstances beyond the client's control, including, but not limited to, client illness or injury, illness or injury of another unit member that requires the client's presence, a household emergency, employer discrimination or work demands or conditions that make working unreasonable, such as working without being paid on schedule. There are many more situations that may also qualify for good cause.

c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

Minnesota is a voluntary state.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

- a) Describe the process used by E&T providers to communicate provider determinations to the State agency.

A provider determination must be issued when both of the following are true:

- An individual receiving SNAP wants to participate in a component of the SNAP E&T program; and
- The ESP is unable to serve them with employment and training services because it is determined that they would be unable to be successful in their E&T program.

The determination is most likely to be issued after assessment, but may be issued at any time after referral to SNAP E&T.

The provider must securely send a [Provider Determination Form \(DHS-8205\)](#) to State SNAP E&T staff within 10 days of making the determination.

- b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

The county or tribal eligibility staff is required to notify the client of a provider determination within 10 days of receiving the determination from the ESP. This may be via phone call or mailing. ESPs are also encouraged to notify the client of a provider determination when they issue one.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual’s expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates	1,287
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<p>in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	<p>1,287 x 3 (average receipt of 3 months) = 3,861</p> <p>3,861/12 = 322</p>
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>\$1,267,666</p>
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>\$105,638</p>
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>\$328</p>

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.

- Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency’s policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
See Guidance on Costs and Reimbursements	See Guidance on Costs and Reimbursements	ESPs	Varies by provider. This may be a voucher, a gas card, a direct payment to a student account, a direct payment to a vendor, etc.

- a) If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

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 Minnesota basic sliding fee childcare program is funded through an allocation to the county. This funding is not eligible for SNAP E&T reimbursement in Minnesota. Some Minnesota providers offer childcare funding to individuals who are unable to access sliding fee childcare through their county or whose childcare needs exceed the capacity of the sliding fee childcare program. When childcare reimbursement is requested, providers must document that basic sliding fee childcare

was either unavailable or unable to meet the participant's needs. All costs charged to SNAP E&T must be reasonable and necessary. See [Guidance on Costs and Reimbursements](#).

- b) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

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 Minnesota basic sliding fee childcare program is funded through an allocation to the county. This funding is not eligible for SNAP E&T reimbursement in Minnesota. Some Minnesota providers offer childcare funding to individuals who are unable to access sliding fee childcare through their county or whose childcare needs exceed the capacity of the sliding fee childcare program. When childcare reimbursement is requested, providers must document that basic sliding fee childcare was either unavailable or unable to meet the participant's needs. If the participant has a need for dependent care that cannot be met through SNAP E&T and other sources of funding are also not available, the ESP would issue a provider determination.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

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.

The base tables are loaded first, which query all Minnesota Work Registrants (SNAP recipients coded as work registrants and MFIP recipients who do not receive federal TANF funding and are not exempt from work requirements by federal law CFR (273.7(b)(1)). A count of all work registrants is reported in Line 1 of the first quarter

FNS-583, which includes the months of October, November and December. SNAP and MFIP food data are linked to work activities and components using WF1 for the same three months.

The query for Line 1 has two parts to it: MFIP food and SNAP. For MFIP food, any work registrant receiving MFIP food who is active in October and was active in September of that same year is selected; this indicates that work registrants are carried over from the previous year. Similarly, work registrants receiving SNAP who were active in October of that year and active in the prior month to September are also queried. Work registrants from both queries are added up and reported to FNS.

This is best described by FNS-583 Reporting:

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. The select statement consists of “distinct personid”.

Line 2: New distinct (unduplicated) work registrants are pulled each month beginning with October. The data pull qualifies on participants not being a work registrant yet for the whole fiscal year.

b) Describe measures taken to prevent duplicate counting.

Lines 1, 2, 7 and 8 are unduplicated.

Line 1: The query is structured to select distinct individuals with a work registration code who are active on the first month of the FFY who were also on SNAP/MFIP the month prior (September). This query is run for both MFIP food and SNAP separately and added up. A person can only be on MFIP food or SNAP, they cannot be receiving both. These work registrants are counted once, at the beginning of the new federal fiscal year.

Line 2: This query pulls the new work registrants from SNAP and MFIP food for each month (unduplicated each month) by selecting distinct participants for a given month.

Line 7: The query pulls distinct participants at a given component based on whether they had an ABAWD status at the beginning of their participation. A person cannot be in both ABAWD and non-ABAWD categories. The query looks into the 12 months of the fiscal year and counts distinct participants in each component. A person can be in more than one component.

Line 8: This line follows the same logic by selecting distinct participants ABAWDS and non-ABAWDS in approved E&T activities based on their status at the beginning of their participation. Each participant is counted once.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: WF1 data	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

Minnesota uses MAXIS, which is the state’s administrative data and eligibility system.

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

NA

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

NA

State Component Reporting Measures

d) Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

DEED’s WF1 system

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

NA

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

NA

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

NA

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100

participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search (SJS)	Number and percentage of participants who engaged in SJS who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in SJS in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in SJS in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024.</p>
Job Search Training (JST)	Number and percentage of participants who engaged in JST who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in JST in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in JST in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024.</p>
Career and/or Technical Education Programs or Other Vocational Training (EPC)	Number and percentage of participants who engaged in EPC who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in EPC in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024 who are employed in the 2nd quarter from exit.</p> <p>Denominator: Number of participants in EPC in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024.</p>
Work Readiness Training (EPWRT)	Number and percentage of participants who engaged in EPWRT who are employed in the 2nd quarter from exit.	<p>Numerator: Number of participants in EPWRT in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024 who are employed in the 2nd quarter from exit.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator: Number of participants in EPWRT in Q3 and Q4 of FFY 2023 and Q1 and Q2 of FFY 2024.

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

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

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State (*Complete questions c and d below.*)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

e) How does the State agency identify ABAWDs in the State eligibility system?

f) How does the State agency identify ABAWDs that are at-risk?

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training

programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

- h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

- i) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

- j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

k) Explain the methodology used to determine the total cost to fulfill the pledge.

--

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
<p>Summary of the State guidelines implementing SJS</p>	<p>A component in which the participant is primarily engaged in actively applying for work, building connections with prospective employers, and/or attending hiring events and other networking opportunities. Supervised job search activities must have a direct link to increasing the employment opportunities of individuals engaged in the activity. Participants may conduct these activities at any location appropriate to the activity, including, but not limited to their home, job sites, public facilities, or their SNAP E&T provider locations. Providers must attempt to make contact with the participant at least once per week, and must successfully make contact at least once per month in order to continue participation in this activity.</p> <p>Providers must establish, in consultation with the participant, individual goals for the number of applications or contacts made each month. This standard should take into account the participant’s location and barriers. Providers must demonstrate through case notes that they have engaged in regular meaningful communication with the participant about their job search.</p> <p>Supervised Job Search focuses on searching for and applying for jobs with direct supervision, and is not intended to be a long-term activity.</p>
<p>Direct link</p>	<p>As a voluntary program, individuals are only referred to SJS based on their own motivations and goals. Participants participate in SJS when they believe they have the skills and interest in moving directly to employment.</p> <p>How SJS activities will have a direct link to increasing the employment opportunities of individuals varies by region. For example, in one area, participants interact face-to-face with employers at on-site hiring events, as well as receive direct referrals to employers that have a relationship with CareerForce. In another area, SJS is tailored to the individual’s needs and interests and guided by planning documents and person-centered conversations. The goals, activities, and resources identified that support the participant’s short- and long-term career interests will be</p>

	informed by practical considerations and current market information including career pathways and related credentials, wages, and salaries; and consider high-demand occupations. Minnesota monitors providers annually, which includes a thorough review of cases to ensure program rules are followed.
Target population	Individuals who want to move directly to employment.
Criteria for participation	Participant has an existing work history and is motivated to begin work right away. The individual's assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	1,115
Estimated annual component costs	<p>\$1,591,529</p> <p><u>Calculation</u></p> <p>1,115 / 4,535 total participation = 25%</p> <p>\$6,366,118 x 25%</p> <p>Projected annual participation for each activity as a total of all activities. Then each activity as a percentage of the total.</p>

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	<p>A component that strives to enhance the job search skills of participants by providing instruction and mentoring in job seeking techniques, increasing motivation and self-confidence for work, and understanding employer needs. Job search training activities are approvable if they directly enhance the employability of the participants. A direct link between the job search training activities and job-readiness must be established. The component may consist of employability assessments, job placement</p>

	services, one-on-one case management to reduce employment barriers, application assistance, and training in aspects of the job search process including resume writing, interviewing, appropriate dress, social skills, and using job search technology. Job Search Training is not intended to be a long-term activity.
Target population	Job seekers who do not want to increase their education or training in a specific field but who need assistance with job search skills.
Criteria for participation	Participant has an existing work history and is motivated to begin work right away. Participant has significant employment barriers other than education or training. The individual's assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	1,116
Estimated annual component costs	\$1,591,529 1,116 / 4,535 = 25%

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	<p>Services provided to SNAP E&T participants who have secured employment after participating in another E&T component; only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services. Individuals must have received SNAP benefits in the month of or the month prior to starting job retention services. This component is meant to help participants who have secured employment achieve satisfactory performance, retain employment, or to increase earnings over time. Such services and reimbursable participant costs may include, but are not limited to:</p> <ul style="list-style-type: none"> • Case management • Life skill classes • Referrals to other services • Dependent care assistance • Transportation assistance • Clothing required for the job • Equipment or tools required for the job • Test fees • Union dues • Licensing and bonding fees. <p>Individual circumstances may warrant job retention services that begin at various times, such as on the day a job offer is accepted, the day the individual reports the information to their E&T case manager, the first day of the job, or other time based on the availability and type of services. Retention services must be provided for a minimum of 30 days, but not more than 90 days. The provider may identify when the 90 days of job retention services start, however, the household must have been receiving SNAP in the month of or the month prior to beginning job retention services.</p>
Target population	Participants who have recently secured a new position after or while receiving other E&T services under the E&T program.
Criteria for participation	SNAP E&T participants who have secured employment or improved employment after participating in another E&T

	component. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services. The individual's assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	764
Estimated annual component costs	\$1,082,240 764 / 4,535 = 17%

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	A component that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture. Participants receive technical assistance in developing business plans and in creating financial marketing plans, and also learn how to access small business grants and other business support services.
Target population	Individuals who are interested in setting up and operating a small business or other self-employment venture.
Criteria for participation	Individual's goals are to set up a small business or other self-employment venture. The individual's assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.

Projected annual participation	35
Estimated annual component costs	\$63,661 $35 / 4,535 = 1\%$

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	<p>A component in which SNAP recipients perform work in a private or public non-profit agency as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly benefit allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The maximum number of hours of work each month is determined by dividing the household's SNAP benefit allotment by the federal or state minimum wage, whichever is higher (in Minnesota, the higher state minimum wage of large employers must be used). The county agency or Employment Services Provider (ESP) must round the number of hours arrived at through this computation down to the next full hour. For time-limited participants, the work requirement is considered to be met when the maximum number of hours are obtained. This component requires the provider to enter into a worksite agreement which specifies days/hours of work and responsibilities of the participant and supervisor.</p>
Target population	Individuals with limited or no work history.
Criteria for participation	<p>Participant already has the skills and abilities needed to succeed in the particular workfare placement available. The individual's assessment results will also be used to determine appropriateness for this component.</p>
Geographic area	Statewide.
E&T providers	<p>Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.</p>
Projected annual participation	12

Estimated annual component costs	\$12,732 $12 / 4,535 = .2\%$
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II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Programs that offer academic instruction and education services below the post-secondary level that increase an individual’s ability to read, write, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED).</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 currently being offered at no cost to the general public. If these services are provided to persons other than E&T participants, the costs charged to E&T must be the same.</p>
Target population	Individuals over 21 determined during assessment to benefit from earning their high school equivalency or increase in basic or foundational skills; since MN only allows individuals over the age of 21 to participate in this component, the age limit should also be listed under the target population column.
Criteria for participation	Individuals must be over age 21, and lack a high school diploma or equivalent OR have been tested and found to lack the basic skills needed to enter a vocational skills training program. The individual’s assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	191
Estimated annual component costs	<p>\$267,376</p> <p>191 / 4,535 = 4.2%</p>

<p>Not supplanting</p>	<p>Minnesota has consulted with the Minnesota Department of Education and Adult Basic Education programs. They have advised that for individuals under age 21 there is a state obligation to provide high school equivalency and other basic foundational skills instruction. Minnesota does not allow individuals under age 21 to participate in EPB.</p> <p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p>
<p>Cost parity</p>	<p>Minnesota requires providers to attest in their work plan that they are ensuring cost parity. This is reviewed during annual monitoring.</p>

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

<p>Details</p>	<p>Career/Technical Education Programs or other Vocational Training (EPC)</p>
<p>Description of the component</p>	<p>Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials. Post-secondary training is limited to a 2-year associate degree level or lesser.</p> <p>Programs must also be Perkins V eligible or otherwise designated by Minnesota State College and Universities, DEED, or Office of Higher Education as likely to result in employment.</p>
<p>Target population</p>	<p>Individuals already enrolled at career and technical colleges.</p>
<p>Criteria for participation</p>	<p>Have attained the needed secondary education credentials to enter the career/technical education program. Does not have a criminal history that would bar employment in their selected program. The individual’s assessment results will also be used to determine appropriateness for this component.</p>

Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	518
Estimated annual component costs	\$808,496 518 / 4,535 = 12.7%
Not supplanting	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p> <p>Minnesota provides guidance to college partners to ensure that all other sources of potential funding have been exhausted. Minnesota also hosts a college provider working group in which providers can share information about additional sources of support that may be applicable before SNAP E&T reimbursement.</p>
Cost parity	Minnesota requires providers to attest in their work plan that they are ensuring cost parity. This is reviewed during annual monitoring.

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	Designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.
Target population	Job seekers whose first language is not English.
Criteria for participation	First language other than English, assessed by E&T staff to require additional spoken or written English skills in order to be successful in sustainable employment. The individual's assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.

E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	76
Estimated annual component costs	\$101,857 76 / 4,535 = 1.6%
Not supplanting	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p> <p>Minnesota provides guidance to college partners to ensure that all other sources of potential funding have been exhausted. Minnesota also hosts a college provider working group in which providers can share information about additional sources of support that may be applicable before SNAP E&T reimbursement.</p>
Cost parity	Minnesota requires providers to attest in their work plan that they are ensuring cost parity. This is reviewed during annual monitoring.

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.
Target population	Individuals exiting or entering another SNAP E&T or workforce training activity.
Criteria for participation	Completion of any required prerequisite classroom or experiential training. The individual’s assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.

E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	87
Estimated annual component costs	\$120,956 87 / 4,535 = 1.9%
Not supplanting	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p> <p>Minnesota provides guidance to college partners to ensure that all other sources of potential funding have been exhausted. Minnesota also hosts a college provider working group in which providers can share information about additional sources of support that may be applicable before SNAP E&T reimbursement.</p>
Cost parity	Minnesota requires providers to attest in their work plan that they are ensuring cost parity. This is reviewed during annual monitoring.

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.
Target population	Job seekers with work history and specific industry skills, but who lack foundational skills to be successful long-term.
Criteria for participation	Have been tested or otherwise evaluated and found to lack the basic skills needed to enter a vocation. The individual's

	assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	481
Estimated annual component costs	\$674,808 481 / 4,535 = 10.6%
Not supplanting	<p>Minnesota requires providers to include in their work plan assurance that costs attributed to the E&T program are not supplanting funds used for other existing programs. This is reviewed during annual monitoring.</p> <p>Minnesota provides guidance to college partners to ensure that all other sources of potential funding have been exhausted. Minnesota also hosts a college provider working group in which providers can share information about additional sources of support that may be applicable before SNAP E&T reimbursement.</p>
Cost parity	Minnesota requires providers to attest in their work plan that they are ensuring cost parity. This is reviewed during annual monitoring.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	<p>A component that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment in exchange for SNAP benefits. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full time employment. A work activity can be arranged within the private for-profit sector, the non-profit sector, or the public sector whereas workfare must take place at a public or private non-profit institution. Work activity is a training program and should have, for example, things like a curriculum, clearly articulated outcome goals, intentional day-to-day activities that are designed to improve someone’s skills and employability, and a planned start date and end date.</p> <p>Households that include work activity participants may not work more hours monthly than the total obtained by dividing the household’s monthly SNAP allotment by the higher of the applicable Federal or State minimum wage (in Minnesota, the higher state minimum wage of large employers must be used). The county agency or ESP must round the number of hours arrived at through this computation down to the next full hour. Unlike workfare, participating in this component for the maximum amount of hours may not meet the work requirement for time-limited participants; these individuals may need to do additional activities in order to meet the 80 hour per month requirement.</p>
Target population	Individuals seeking to move directly to work, but whose work history or workplace skills makes competitive employment extremely challenging to secure without additional work history and training.
Criteria for participation	Low level of basic workplace skills or very poor work history but a high degree of motivation to work. The individual’s assessment results will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	41

Estimated annual component costs	\$57,295 41 / 4,535 = .9%
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Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	A planned, structured learning experience that takes place in a workplace for a limited period of time. An internship must be a learning experience that applies knowledge gained in the classroom, and teaches skills or knowledge that can be transferred to other employment settings. An internship has a defined beginning and end, and a job description with desired qualifications. Internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act (FLSA). An internship may be arranged within the private for profit sector, the non-profit sector, or the public sector.
Target population	SNAP E&T participants previously, concurrently or subsequently planning to be participants in another educational activity.
Criteria for participation	Providers may set their own criteria which may be based on the specific program being offered and/or the source of reimbursement funding being used. The individual's assessment results, and skills and interests will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	8
Estimated annual component costs	\$63,661 8 / 4,535 = 1%

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	Pre-Apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.
Target population	Job seekers whose skills and work history allow them to qualify for an industry-certified pre-apprenticeship program.
Criteria for participation	SNAP E&T participants whose basic or foundational skills are acceptable and who seek to enter the skilled trades. The individual’s assessment results, and skills and interests will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	15
Estimated annual component costs	\$19,098 15 / 4,535 = 0.3%

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation that provides the industry-specific knowledge needed to perform highly skilled work. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.
Target population	Job seekers whose skills and work history allow them to qualify for an industry-certified apprenticeship program.
Criteria for participation	SNAP E&T participants whose basic or foundational skills are acceptable and who seek to enter the skilled trades. The individual’s assessment results, and skills and interests will also be used to determine appropriateness for this component.
Geographic area	Statewide.

E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	10
Estimated annual component costs	\$12,732 $10 / 4,535 = 0.2\%$

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the on-the-job training (OJT) contract, occupational training is provided for the participant in exchange for the reimbursement, typically up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and supervision related to the training. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Wages are reimbursed at a set percentage by the organization to the employer for the length of the contract. OJT also carries the expectation that the participant will be hired by the employer in a permanent position when the contract ends.
Target population	Job seekers with adequate basic workplace skills who is wanting to gain experience in the profession for which an OJT opportunity is available.
Criteria for participation	Job seekers with adequate basic workplace skills or work history in a field other than the one for which there is an OJT opportunity. The individual's assessment results, and skills and interests will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	46
Estimated annual component costs	\$63,661 46 / 4,535 = 1%

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	A transitional job is one that provides a work experience for a limited period of time, that is wage-paid and

	subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.
Target population	Individuals who either have never been employed or who are chronically unemployed.
Criteria for participation	Inconsistent work history, minimal basic workplace skills. The individual's assessment results, and skills and interests will also be used to determine appropriateness for this component.
Geographic area	Statewide.
E&T providers	Service providers across the state, including counties, county-contracted, and state-contracted. See individual work plans for more information.
Projected annual participation	20
Estimated annual component costs	\$25,464 $20 / 4,535 = .4\%$

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. **If the State does not plan to offer one of the components in the table, please leave the cells blank.** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

NA

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Minnesota State College Southeast
Service Overview:	Minnesota State College Southeast offers over 75 credentials in eligible SNAP Employment and Training program areas. SNAP E&T outreach begins during student recruitment and through college orientation. For interested students in eligible programs Minnesota State College Southeast assists in the creation of short- and long-term goals focused on career and employment outcomes. The college’s programs are accredited through the Higher Learning Commission (HLC) and each program is guided by an advisory committee comprised of faculty, business, and industry professionals, former and current students, and college administrator(s). Educational programs can range from an 8 to 16-week certificate, to a 32-week diploma, to a 64-week degree. SNAP E&T eligible programs emphasize basic math and communication skills in addition to program-specific technical skills.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career and/or Technical Education or other Vocational Training.
Credentials Offered:	Minnesota State College Southeast offers a wide variety of degrees, diplomas and credentials. All Perkins V-eligible programs as well as any educational programs intended to lead directly to employment are eligible for SNAP E&T support. Credentials

Contract or Partner Name:	Minnesota State College Southeast
	offered by career area can be found here: https://www.southeastmn.edu/academics/default.aspx
Participant Reimbursements Offered:	Course registration fees, program testing fees, transportation, books and tools, tuition, technology (cell service, hotspot, etc)
Location:	308 Pioneer Rd, Red Wing, MN 55066; 1250 Homer Rd, Winona, MN 55987
Target Population:	Minnesota State College Southeast students
Monitoring of contractor:	Annual monitoring including in-depth review of one month of fiscal
Ongoing communication with contractor:	Participation in monthly coordination workgroup, participation in the SNAP DATA grant, regular virtual and in-person training offered, bi-annual reports.
Total Cost of Agreement:	\$740,765 (inclusive of federal and non-federal costs)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Hennepin County
Service Overview:	Hennepin County contracts directly with four providers to offer SNAP E&T services to residents of Hennepin County. In FFY 2024, Hennepin County plans to continue their contracts with Rise Inc, Hennepin County Dept of Community Corrections, Jewish Family and Community Services, and Summit Academy. Hennepin County facilitates referrals to these and other SNAP E&T providers offering services in the county. New in FFY 2024, Hennepin County will be offering regular information sessions for TLRs about the SNAP E&T program. Hennepin has included DHS-contracted providers in these information session opportunities.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Job Retention Services, Self-employment Training, Career and/or Technical Education Programs or Other Vocational Training, Work Readiness Training, Transitional Jobs
Credentials Offered:	OSHA-10, First Aid/CPR, Construction Certificate, Healthcare Certificate, Information Technology Certificate
Participant Reimbursements Offered:	All allowable
Location:	3000 N 2nd Street , Minneapolis, MN 55411; 5905 Golden Valley Road, Golden Valley, MN 55422; 8406 Sunset Road NE, Spring Lake Park, MN 55432; 935 Olson Memorial Highway, Minneapolis, MN 55405
Target Population:	DOCCR program targets justice-involved individuals. Rise Inc. targets individuals with disabilities. All providers contracted with Hennepin county offer services targeted at time-limited SNAP recipients.
Monitoring of contractor:	County monitors contracts according to county policy. State supervises county E&T administration.
Ongoing communication with contractor:	Hennepin county staff work directly with state E&T staff through monthly

Contract or Partner Name:	Hennepin County
	coordination workgroup, strategic planning meetings, and targeted workgroups, and direct consultation. County-contracted providers are included in the state's Annual Meeting.
Total Cost of Agreement:	\$842,127
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	DEED
Service Overview:	DEED operates a 50% funded program through direct contracts with providers already receiving state-funded adult career pathways grants. DEED provides an on-ramp to contracting, reducing the administrative burden on providers by limiting the range of reimbursement match funding and supporting eligibility requirements and fiscal reporting. In addition, DEED receives 100% allocation funding to support staffing of the statewide program and ensure alignment between DHS and DEED.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Transitional Jobs, Pre-Apprenticeship, Work Activity, Work Readiness Training, Integrated Education Training/Bridge Programs, Career and/or Technical Education or other Vocational Training, Basic Education and/or Foundational Skills Instruction, Job Retention Services, Self-Employment Training, Job Search Training, Supervised Job Search.
Credentials Offered:	Manufacturing, IT, CDL Class A, Medical Assistant, LPN, Welding Certificate, CAD Technician, PC Support Technician, Network Administration, Security Certificate, CAN, Trained Medication Aide, Health Services Certificate, and Work Readiness Certificate
Participant Reimbursements Offered:	All allowable
Location:	501 W College Dr Brainerd, MN 56401; 402 W 1st St Duluth, MN 55802; 127 S Second St #210 Mankato, MN 56001
Target Population:	Low-income individuals, persons of color, and/or individuals who have lost their primary source of income due to divorce, death, disability of that person or no longer qualify for public benefits due to dependent(s) no longer in the household.
Monitoring of contractor:	DEED monitors contracted providers annually including fiscal monitoring. These

Contract or Partner Name:	DEED
	monitoring reports are provided to DHS for review and approval.
Ongoing communication with contractor:	DEED and DHS meet monthly to coordinate program design and activities. DEED providers participate in monthly communication workgroup, statewide SNAP E&T annual meeting, and are included in workgroups and strategic planning processes.
Total Cost of Agreement:	\$850,342
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>SNAP E&T Supervisor \$83,827 x 1 FTE = \$83,827 SNAP E&T Program Staff: \$91,260 x 2 FTE = \$182,520 \$70,588 x 1 FTE = \$70,588 EONA Director: \$128,759 x 0.3 FTE = \$38,627 DHS Data Team: \$98,329 x 0.25 FTE = \$24,582 Communications Staff: \$77,972 x 0.50 FTE = \$38,986</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>Minnesota DHS fringe rate varies by staff position and union contract. Fringe rate varies based on position classification and union-negotiated benefits which vary based on hiring date and union type. Fringe rates are individually tracked and charged based on % of time allocated to SNAP E&T.</p>

<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>Minnesota DHS will contract directly with 24 organizations to provide 50% funded direct services across the state. Minnesota DHS also contracts with DEED through two Interagency agreements. The first agreement provides staffing to facilitate coordination and collaboration between the two state agencies. The second agreement provides 50% funding to support additional direct E&T providers contracted with DEED. DEED currently has three contracts and anticipates bringing on at least three more providers during FFY 24.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>Minnesota DHS contributes to the funding of the statewide case management system (Workforce One). The amount charged to the program is based on the number of participants in the program as compared to the number of participants in programs statewide.</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>Computer leasing and supplies and equipment necessary for SNAP E&T staff.</p>
<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<p>DHS provider specialist and DEED program coordinator travel regularly to providers throughout the state for monitoring, training, and</p>

	<p>other support needs. Where possible these functions are conducted remotely. In addition, DHS has budgeted for training opportunities that may be identified in FFY 24. Examples of trainings attended in the past include the Economic Mobility and Well-being Forum, Minnesota Association of Workforce Boards Conference, and Tribal/State Intergovernmental Relations Training.</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	

- a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

DHS charges a de minimus rate of 10% to all federal grants. De minimus costs include costs of state agency administrative and fiscal staffing, shared materials and technology, and space costs.

DHS maintains a Public Assistance Cost Allocation Plan (PACAP). DHS/MMB policy to utilize only up to 10% of a federal grant for indirect costs is merely a State policy decision based on reasonableness and sound financial management. The 10% MMB indirect cost limit equals to the federal deminims rate of 10% that is established by U.S Office of Budget and Management Uniform Grant Guidance Code of Federal Regulations in 2013.

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan

Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

Minnesota allows all providers to offer participant reimbursements listed on our [Guidance on Costs and Reimbursements](#).

Minnesota provides reimbursement for dependent care costs on an ad hoc basis and is unable to budget proactively for these costs. In the past year, dependent care costs represented less than 1% of all participant reimbursement funding. DHS has projected Dependent Care costs for FFY 24 based on costs incurred in FFY 23.