



HUMAN SERVICES
D E P A R T M E N T

State of New Mexico
Income Support Division

Supplemental Nutrition Assistance Program
Employment & Training State Plan Amended
Federal Fiscal Year 2014

Susana Martinez
Governor

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Cabinet Secretary

SUMMARY OF STATE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING PROGRAM

Abstract of the State Employment & Training Program

The Human Services Department (HSD) operates New Mexico's Employment and Training (E&T) program that assists SNAP recipients to gain skills, training or work experience that increase the individual's ability to obtain and/or keep employment. New Mexico's mandatory work programs are administered by the Income Support Division (ISD) Central office staff who plan and develop program policies that encourage participants to meet their employment goals and reduce their dependence on public assistance. Service delivery is the responsibility of ISD field services staff and New Mexico Works.

In FFY 2014, HSD will be continuing a mandatory E&T program for childless adults. Those individuals who are not within the mandatory group will be considered exempt from the program. Childless adults considered mandatory will be required to complete a group or individual job search component annually to meet the E&T requirement.

New Mexico is unique among the states because of the diversity of the population and the rural and frontier composition of the 33 counties in the state. New Mexico is the only state with more Hispanic residents (47%) than whites (39.8%). In addition, New Mexico ranks fourth for the number of Native American residents (10.2%) in the country. In June 2013, 21.3 percent of New Mexico's population, or 443,784 individuals, were SNAP recipients. This represents an increase in participation of approximately 1 percent since June 2012.

New Mexico is geographically the fifth largest state, with approximately 43% of the population living in the Albuquerque Metropolitan Area. The majority of the remaining population lives in the State's other three metropolitan areas, Las Cruces in Doña Ana County, Santa Fe in Santa Fe County, Farmington in San Juan County and in 26 non-metropolitan counties. All of these areas, with the exception of eight non-metropolitan counties, have experienced significant population increases during the last five years. With the exception of the Bernalillo County region, (Albuquerque MSA), all counties are considered to be rural and some are considered to be frontier counties. The average population density for New Mexico is 17 people per square mile, making New Mexico one of the five least densely populated states in the nation.

Purpose

The Income Support Division administers both the New Mexico Works (TANF) and the SNAP Employment & Training (E&T) Work Programs. These work programs ensure that needy families and individuals get the training and experience needed to become self-supporting, as well as providing support services during work activity participation. In addition to improving recipient's immediate assistance, work programs seek to enhance recipient's sense of self-worth

and esteem. Working parents provide an appropriate role model for children in the home, thereby contributing to a reduction in multi-generational dependency.

The purpose of the E&T work program is to assist mandatory and voluntary household members participating in the SNAP E&T work program to gain skills, training, or work experience that increase the individual's ability to obtain and/or keep employment. Both staff and participants understand that successful employment is the ultimate goal of the program.

1. Program Components

For FFY 2014, New Mexico will continue a mandatory SNAP E&T Program for childless adults. These individuals will be required to complete a group or individual job search component of the SNAP E&T work program at application and annual recertification. At this time, New Mexico will not be serving volunteers due to the lack of resources and financial capacity.

All SNAP recipients are required to register with the E&T Program and are considered registered with the head of household's signature on the Program Application (HSD 100). ISD field staff emphasizes the client responsibility to participate in work activities. Participant responsibility includes participating in activities and carrying out the assigned activities and reporting attendance.

New Mexico submitted a letter on September 27, 2013, to the Southwest Regional FNS office confirming the adoption of the 2014 Trigger Notice issued August 2, 2013, enabling New Mexico Human Services to waive the participation time limits statewide for mandatory ABAWD's.

SNAP recipients defined as ABAWD's are required to register for the E&T program, the same as all SNAP recipients. However, mandatory recipients are the only ones that are referred to the Work Program contractor for participation in the E&T program.

The content of the components are designed to provide the participant with the support and structure needed to achieve his or her goals. Individual or Group Job Search with Employer Contacts is an annual requirement. Participants are required to complete the individual or group job search to be considered in compliance with the E&T requirements. Support services include related travel for participants.

- a. **Individual and Group Job Search:** The component is designed to impart basic job search techniques and job maintenance habits necessary for continued employment. This activity may include a Job Club component geared to helping the E&T participant set goals, acknowledge barriers to employment, accept responsibility for their employment goals and gain the confidence needed to secure and maintain employment. Pre-employment skills training may include an evaluation, resume development, job application preparation, mock interviews, telephone techniques, job search and job retention techniques, work place ethics and employer's performance requirements, and assistance with identification of available jobs and employers.

As part of the training, participants are required to register with the Virtual One Stop System (VOSS) through the New Mexico Department of Workforce Solutions (DWS), “New Mexico Workforce Connection” online portal for job-matching services and resources. The participant will be required to provide a copy of the registration to the New Mexico Works Service Provider to verify completion of the registration via an interface provided by the Department of Workforce Solutions.

b. Employer Contacts:

Each participant is required to make at least 12 job contacts with potential employers per month, for a minimum of 24 job contacts over a two month period. A job contact at a minimum requires that the participant register and apply on the DWS online portal. The participant will document the personal job contacts and provide the list to the New Mexico Works Service Provider on the Job Search Card (DWP277). The participant must provide the list to the New Mexico Works SNAP Specialist to verify the job contacts. Job applications submitted on the DWS online portal can be verified by the New Mexico Works SNAP Specialist using VOSS. Completion of this component occurs when the participant secures a job or completes the job contacts. The New Mexico Works Service Provider must notify the local Income Support Division County Office when an individual fails to comply with the requirements.

2. Sequencing of Components

Requirements for work registration are determined at the time of application, recertification, or when a change in activity related to work requirements is reported. Employment and training information will be provided to all SNAP recipients by the ISD Caseworker. Written materials about employment programs are made available at the ISD County Offices regarding participation in the E&T Work Program. Work registrants are required to contact the New Mexico Works Service Provider who will provide the mandatory participants with more detailed information about the services available.

Mandatory participants will attend an orientation and assessment session with a NMW Service Provider SNAP Specialist. The assessment will include an interview with the participant to discuss strengths, needs and preferences. The purpose of the assessment is to formally and informally assess each participant’s previous educational, work and training history, short-term career goals, barriers to employment, interests and aptitudes. Standardized tests, along with interest inventories may be utilized. Assessments may include a referral for counseling, if a barrier to employment exists related to alcohol and/or other drug abuse and/or mental health. Information gathered during the interview and assessment will result in the creation of a mutually agreed upon Individual Responsibility Plan (IRP) and Work Participation Agreement. The IRP will highlight services needed for securing and maintaining employment.

3. Other Employment Programs

The New Mexico Human Services Department (HSD) assumes sole responsibility to contract with private and non-profit agencies for delivery of employment services to SNAP and Temporary Assistance for Needy Families (TANF) recipients in the state.

New Mexico continues to participate in the Mini-Simplified Food Stamp Program. The intent is to deem participation hours for those TANF participants in the Work Experience and Community Service components.

4. New Mexico Department of Workforce Solutions

The New Mexico Department of Workforce Solutions (DWS) is a World-Class, market-driven workforce delivery system that prepares New Mexico job seekers to meet current and emerging needs of New Mexico businesses; and ensures that every New Mexico citizen who needs a job will have one; and every business who needs an employee will find one with the necessary skills and work readiness to allow New Mexico businesses to compete in a global economy.

The DWS provides a consistently high quality workforce preparation service that is responsive to businesses, job seekers and incumbent worker's needs. The DWS prepares job seekers to find assistance in looking for or getting placed in a new job and learn how to choose a career, find an ideal job, develop a resume, prepare for an interview as well as learn skills to retain and advance once the employment is obtained.

Service Areas:

- 1) Northern Area Job Service Centers:** Locations in Espanola, Farmington, Gallup and Las Vegas, Santa Fe, and Taos.
- 2) Central Area Job Service Centers:** Albuquerque, Bernalillo, Los Lunas, and Moriarty.
- 3) Southwestern Area Job Service Centers:** Locations in Deming, Las Cruces, Silver City, Socorro, Sunland Park and Truth or Consequences
- 4) Eastern Area Job Service Centers:** Alamogordo, Artesia, Carlsbad, Clovis, Hobbs, Roswell, and Ruidoso.

PART I

COMPONENT SUMMARY

Name of component

Individual or Group Job Search and Employer Contacts

Description of component: This is a two part component which may include class room training, individual job readiness or Job Club and requires a minimum of 24 employer contacts over a two month period. This component is designed to impart basic job search techniques and job maintenance habits necessary for favorable employment.

Type of component

Non-work component

Geographic areas covered

Statewide

Participation Levels	FFY-2013	FFY-2014	Difference
A. # of mandatories	7,020	14,237	+7,217
B. # of volunteers	5,510	0	(5,510)

Number of job contacts

Participants electing to participate in Individual or Group Job Search and Employer Contacts are required to register as a “Job Seeker” through the New Mexico Department of Workforce Solutions, “New Mexico Workforce Connection” online portal for job-matching services and resources. The participant would then provide a copy of the registration to the ISD caseworker or the NMW Service Provider could verify completion of the registration via an interface provided by the Department of Workforce Solutions. Participants are required to provide verification they have made 24 job contacts and may attend the Job Club classes.

Targeted population

Mandatory participants are required to complete the Job Search Training and Employer Contacts components to ensure continued compliance with the SNAP E&T Program.

Organizational responsibilities

State agency, NMW Service Provider, Department of Workforce Solutions

Method for monitoring job contacts

The participant will provide a copy of the registration and job contacts to the NMW Service Provider to verify completion of the registration and the job search via an interface provided by the Department of Workforce Solutions.

The NMW Service Provider will validate a sample of the job contacts for each participant to ensure completion of the activity. In Automated System Program and Eligibility Network (ASPEN), the trigger for reimbursement is when the New Mexico Works contractor data enters the completion of the 24 job search contacts.

Program Costs

A. Transportation (per person) \$25

It is estimated **10,678** participants will request a transportation reimbursement of \$25 upon completion of the component. The Department will provide the transportation reimbursement to those individuals who successfully complete the Individual or Group Job Search and Employer Contacts component within 90 days of the referral at application, recertification, or change in job status. Total transportation expenditures for work registrants in this component are **\$266,950.00**.

B. Total reimbursement costs \$ 266,950.00

C. Cost of the component per placement, excluding reimbursement \$ 100.00

D. Total cost of component

1. Excluding reimbursement \$ 698,121.00

2. Including reimbursement \$ 965,071.00

PART II

PROGRAM PARTICIPATION AND EXEMPTIONS

A. Work Registrant Population

1. Number of Work Registrants

- a. The number of work registrants expected to be in the State as of October 31, 2013.
57,572
- b. The anticipated number of new work registrants to be added between November 1 and September 30, 2014.
9,848
- c. The total number of work registrants in the State between October 31, 2013 and September 30, 2014. (a + b = c).
67,420

2. Unduplicated Work Registrant Count

The State of New Mexico is capable of providing a number of unduplicated counts. The projected work registrant numbers are based on data secured through the ISD's two automated eligibility systems, Integrated Services Delivery system (ISD2) and Automated System Program and Eligibility Network (ASPEN). During the transition from ISD2 to ASPEN, New Mexico will use these two systems in determining eligibility, authorizing benefits and support services, and gathering Work Program information on SNAP and TANF program recipients.

3. Characteristics of Work Registrants

The characteristics of work registrants were compiled by the Department of Workforce Solutions. The Department of Workforce Solutions identified counties with a 10% unemployment rate or has identified counties with a labor surplus.

B. SNAP E&T Mandatory Participants

All childless adults who meet the definition of ABAWD are considered mandatory for the Employment and Training program. The ABAWD or childless adult is defined as:

- ✓ Physically and mentally able to work.
- ✓ Over the age of 18 and under 50.
- ✓ No child under the age of 18 is residing in the participating SNAP household.

C. Exemption Policy

The following individuals are exempt from the SNAP E&T Requirements:

- (1) An individual younger than 18 years of age or an individual 50 years of age or older;
- (2) An individual who is physically or mentally unfit for employment; if physical or mental unfitness is claimed but not evident, verification is required; verification may consist of receipt of temporary or permanent disability benefits issued by government or private sources, or a statement from a physician or licensed or certified psychologist;
- (3) A natural parent, adoptive or step parent or individual residing in a SNAP household that includes a child younger than age 18, even if the child is not eligible for SNAP benefits;
- (4) A parent or other household member who is responsible for the care of an incapacitated person; the incapacitated person need not be considered a member of the SNAP household or even reside with the household; the exemption will not apply if the dependent or incapacitated person resides with others who provide the care;
- (5) An individual subject to and complying with any work requirement under Title IV of the Social Security Act, including TANF work requirements;
- (6) an individual who receives unemployment compensation benefits and is subject to and complying with a federal or state unemployment compensation system; an individual who has applied for but who has not yet received UCB is exempt if required to register with the department of labor as part of the unemployment compensation application process;
- (7) An individual who is a regular participant in a state certified drug or alcohol treatment and rehabilitation program;
- (8) An individual who is employed or self-employed and working a minimum of 30 hours a week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- (9) Migrant and seasonal farm workers who are under contract or similar agreement with an employer or crew chief to begin employment within 30 days are exempt, although this does not prevent such individuals from seeking services from the E&T program;
- (10) Workers in ACTION programs (such as VISTA) who average 30 or more hours of work per week are exempt, even though they earn less than minimum wage;
- (11) A student who is eligible to participate in the SNAP program, and who is enrolled at least half time in any recognized school, high school, training program, or institution of higher education; this exemption remains in effect during normal periods of class attendance, vacations, and recess, unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term (excluding summer session);
- (12) A household member who has made application for SSI and SNAP benefits at the social security administration, and whose application for SNAP benefits has been received by HSD, and who is determined eligible for SNAP benefits, shall be exempt from work registration until an SSI determination is made; a household member who is determined ineligible for SSI shall have the exemption from E & T work requirements evaluated at the time of the denial of SSI;
- (13) A pregnant woman; or
- (14) Residing in a county with greater than 10 percent unemployment rate as defined by the department.

In addition to the exemptions above, an individual may obtain a temporary postponement from Work Program participation. Personal characteristics or situations justifying a temporary postponement include temporary disability, absence of transportation, prohibitive expense or multiple barriers.

A person with a verified disability is exempted from participation until the next certification. At the next certification, the ISD caseworker will determine if the temporary disability still exists. If it does not, the participant is no longer exempted from participation.

In the case of lack of transportation, the participant may be temporarily exempted if there are no alternative means of transportation.

PART III

PROGRAM COORDINATION

A. Narrative Coordination Statement

The ISD Caseworker is responsible for intake for initial certification, recertification and processing the application for assistance. The applicant completes an application and is scheduled for an interview. An interview must be completed prior to disposition of the application. The interview is an official and confidential discussion of household circumstances between the applicant and the ISD Caseworker. It is intended to provide the applicant with information about the SNAP, and Work Program requirements, eligibility requirements, as well as provide the ISD Caseworker with the facts needed to make a reasonable eligibility determination. In addition to reviewing the information on the application, the interview also explores and clarifies unclear or incomplete information. At the time of application, recertification and changes in E&T status, the work registration status of all SNAP recipients is determined and the information entered into ASPEN or ISD2, until statewide rollout of the ASPEN system.

Once the interview process is completed, the ISD Caseworker provides the work participant with the forms and information regarding the orientation and assessment for the E&T Work Programs. A New Mexico Works staff member completes the orientation and assessment for mandatory and volunteer participants.

During the assessment, the NMW staff member and the participant complete the Assessment Form and develop a Work Participation Agreement. The Work Participation Agreement details Job Search Training and Individual Job Search activity and identifies any support services needed by the E&T participant.

The NMW Service Provider or the State agency monitors compliance with the activities by requesting documentation of progress in the component. It is the participant's responsibility to submit Job Search documentation to the New Mexico Works SNAP Specialist to document their compliance during the two month activity.

A determination that a work participant has failed to comply with E&T work requirements results in issuance of a Notice of Adverse Action (NOAA). The purpose of the NOAA is to provide the participant notice that SNAP benefits are being decreased, the reason for the decrease, and the opportunity to request a fair hearing. The participant is considered to be out of compliance for failure to complete one or more of the following requirements within the specified timeframes:

- Obtain an assessment;
- Complete the Work Participation Agreement;
- Register with the Department of Workforce Solutions - Workforce Connections as a "job seeker;"
- Complete the minimum required individual employer contacts; and
- Complete the job readiness and/or Job Club session.

In a case of non-compliance, the ISD Caseworker is responsible for determining good cause on why a participant failed to comply with E&T work requirements. The ISD Caseworker must consider the facts and circumstances, including information submitted by the contractor, the household member involved, and the employer.

Good cause includes circumstances beyond the member's control, such as, but not limited to, illness, illness of

another member of the household requiring the presence of the member, a household emergency, or the unavailability of transportation.

Individual Disqualification – If the ISD Caseworker determines that a household member has refused or failed to comply with the food stamp participation requirements, the individual is disqualified as follows:

1. **First Occurrence**. Until compliance or for three (3) months, whichever is later.
2. **Second Occurrence**. Until compliance or for six (6) months, whichever is later.
3. **Third Occurrence**. Until compliance or for one (1) year, whichever is later.

B. Information Coordination

On the basis of the information entered into the department's automated system (ISD2 or ASPEN), a list of TANF and SNAP participants coded as mandatory for E&T is generated and made available to the New Mexico Works Service Provider on a daily basis. The participants shall have an assessment done within 15 days from the date the case is approved. The participant shall also have an approved Work Participation Agreement within 30 days from the date of case approval.

At the time of the applicant's interview, the ISD Caseworker explains the FSP 003 E&T Work Requirements form and the time limits for contacting the New Mexico Works Service SNAP Specialist. The Assessment Referral and Verification form verifies that an assessment has been completed. The participant keeps the original copy of the Assessment Referral and Verification form. The New Mexico Works SNAP Specialist forwards a copy to the ISD Caseworker. The ISD Caseworker forwards a signed copy of the FSP 003 referring the participant to the NMW SNAP E&T program. The signed FSP 003 will be scanned into the Electronic Case File (ECF) by the ISD Caseworker for ASPEN converted cases and will generate a task to notify the NMW SNAP team of the referral. The Work Participation Agreement form may be hand delivered or mailed to the participant and confirmation of the approved WPA is sent to the ISD Caseworker.

The participant is given or mailed enough Job Search Cards to document their participation in the Job Search Training and list the Job Search Employer Contacts for the two month activity period. The form is returned no later than 30 days from the initial Work Participation Agreement date and again at 60 days. Verification of job applications submitted via the DWS VOSS may substitute the job search cards if participant completes all job contacts via the DWS online portal.

C. Coordination Time Frames

<u>Activity</u>	<u>Process Time</u>
Referral of work registrants to Work Programs NMW Service Providers	Daily
Detailed Assessment	15 days from case approval
Work Participation Agreement approval	30 days from case approval
Issuance of Notice of Non-Compliance	10 working days after receipt of notification from NMW SNAP Specialist of noncompliance
Imposition of Disqualification	Effective the benefit month following the 10th day after the notice of noncompliance.
Processing of support services reimbursements	5 working days

D. Interagency Coordination

Methods of Coordination

The Governor of New Mexico has requested that the Human Services Department work in collaboration with the Department of Workforce Solutions to coordinate the HSD Temporary Assistance for Needy Families (TANF) and the SNAP Employment and Training (E&T) Work Programs.

The Human Services Department exercises authority in the determination of eligibility, approval of the Work Participation Agreement and hours of component activity.

Coordination between the SNAP E&T program and the TANF/NMW program is the consolidation of the delivery of services. The differences in program administration between SNAP and TANF participants are the result of federal regulations regarding exemption and sanction requirements.

E. Contractual Arrangements/Service Providers:

SL Start, Inc. has been contracted as the New Mexico Works Service Provider Statewide. SL Start SNAP Specialist's provide SNAP E&T work program case management in conjunction with each Income Support Division Office in the following counties.

Location of ISD Office	City
Bernalillo County (4 offices)	Albuquerque
Catron County	Socorro
Chaves County	Roswell
Cibola County	Grants
Colfax County	Raton
Curry County	Clovis
De Baca County`	Santa Rosa
Dona Ana County	Las Cruces (2 offices) and Anthony
Eddy County	Artesia and Carlsbad
Grant County	Silver City with itinerant services in Lordsburg
Guadalupe County	Santa Rosa
Harding County	Tucumcari
Hidalgo County	Silver City with itinerant services in Lordsburg
Lea County	Hobbs
Lincoln County	Ruidoso
Luna County	Deming
McKinley County	Gallup
Otero County	Alamogordo
Quay County	Tucumcari
Rio Arriba County	Espanola
Roosevelt County	Portales
Sandoval County	Rio Rancho
San Juan County	Farmington
San Miguel County	Las Vegas
Santa Fe County	Santa Fe
Sierra County	Truth or Consequences
Socorro County	Socorro
Taos County	Taos
Torrance County	Moriarty
Union County	Tucumcari
Valencia County	Belen and Los Lunas

PART IV PROGRAM COSTS AND FINANCIAL MANAGEMENT

A. Planned Costs of the State E&T Program

1. Operating Budget

New Mexico continues to serve mandatory individuals within the requirements for the E&T Program. Table 4 lists each component. Contractual costs identified in the plan are also specified.

Work Programs provides travel reimbursement based on the participants monthly Attendance/Transportation Reimbursement Claim form.

2. Sources of E&T Funds.

The funding sources available to Work Programs during the FFY 2014 program are identified in Table 4.

B. Contracts.

HSD has contracted various agencies and educational institutions to provide services to recipients. The NMW Service Provider assists the individual by completing an assessment and identifying the activity that meets E&T criteria. The Work Participation Agreement identifies the individual's activity and any support services.

A total of \$698,121.00 is committed to contract expenditures.

C. Participant Reimbursement.

The SNAP Specialist will enter the transportation reimbursement into ISD2 or ASPEN system upon timely completion of the two month participation in the activities assigned on the WPA. Staff must manually check that the individual did not receive the reimbursement previously within the past 12 months. In ISD2, the SNAP Specialist selects the field indicating that the component has been successfully completed. This process will be coded differently in ASPEN, so that when a given component is completed by a participant and this is indicated through checking the completed box; a green dollar sign is activated allowing the worker to disburse the corresponding reimbursement. Components that do not meet work requirements for a given participant will not be accessible to the worker for selection. The State agency reimburses participants \$25 if the participant completes the required components within 90 days from the date of approval of the SNAP benefits. Participants who do not complete or whose job searches are found to be invalid will not receive the reimbursement.

1. Method of Reimbursement.

The one time transportation reimbursement will be provided the month following the successful completion of the Individual or Group Job Search Component. The reimbursement will be issued as a reimbursement on the participants EBT card.

2. Procedure for Reimbursement.

Once authorized by the ISD worker, reimbursements are transferred into the household's EBT Cash Account, separate from the SNAP account. An EBT account can accommodate cash payments as well as SNAP benefits. These payments are reported monthly to HSD's Administrative Service Division (ASD), who tracks these payments and correctly debits to E&T transportation.

D. Cost Allocation.

The cost allocation plan describes HSD's step-down method of allocating the administrative costs to the various programs administered by HSD.

The primary purpose of the process is to allocate indirect costs based on methods that comply with OMB Circular A-87. Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective and (b) which are not readily assignable to a cost objective specifically benefited without effort disproportionate to the results achieved. A cost objective is a function, organizational subdivision, contract, grant or other activity for which cost data are needed and for which costs are incurred.

The goal is to arrive at an indirect cost to be claimed under the various federal and state programs. This cost allocation process is performed quarterly. The plan is a "Total Modified Cost Allocation" plan in which all costs are allocated, less major contracts or vendor/client payments, capital outlay, and any major cost that may be unallowable in the allocation process.

The SNAP E&T program is operated in conjunction with the TANF/NMW program. Work Programs provide identical services to recipients referred to the project from either program. Costs for services provided are allocated to the funding source from the appropriate originating program based on the random moment survey method.

Beginning in FFY 2009, the E&T Program has been removed from the Random Moment Sample as the activities conducted by the ISD Caseworker directly relate to certification and eligibility of an individual. The E&T Program will continue to be excluded from the Random Moment Sample. The NMW Service Providers implement the E&T activities directly related to participation with the E&T Program.

PROGRAM REPORTING AND MANAGEMENT INFORMATION

A. **Method for Obtaining Initial Count of Work Registrants.**

The Human Services Department implemented the Integrated Service Delivery system (ISD2), an on-line interactive system, for the programs administered by the Income Support Division. As ISD2 is the system currently being utilized to generate a daily report of new work registrants, it will be used to obtain the initial count of work registrants for October 2013. The ISD Caseworker determines the SNAP applicants work registration status and then enters the appropriate valid value work registration code on ISD2. A daily work registrant report is generated through ISD2. The report shows the number of work registrants in the state by county.

As New Mexico implements ASPEN throughout the State, the reports and identification of E&T mandatory will be transitioned out of ISD2. New Mexico will implement ASPEN statewide in late January 2014.

B. **Method for Ensuring an Unduplicated Work Registrant Count.**

The State of New Mexico has the capability of providing a number of unduplicated work registrant counts. The projected work registrant numbers are based on data secured through the department's eligibility systems (ISD2 and ASPEN), an automated data gathering system used in determining eligibility and providing benefits and assistance payments to SNAP and TANF program recipients.

C. **Methods for Meeting On-Going Federal Reporting Requirements.**

1. **Management Information System (MIS) Method.**

a. **Type of MIS**

Data collection and participation tracking is accomplished by entering data into the ISD2 and ASPEN Work Program sub-systems. The major features of the Automated Eligibility and Data Gathering systems is a consistent methodology for tracking participant activity/activities or failure to meet program requirements. The New Mexico Works Service Provider enters dates and valid values timely into ISD2 and ASPEN.

Client data is manually entered into the ISD2 Work Program screens and into ASPEN data collection. The work participant returns a completed Assessment Referral and Verification form, FSP 003 and the Work Participation Agreement, FSP005. Information from the forms is entered into the client file. Placement in an activity is tracked over time on the Attendance and Detail screens.

b. Local reporting requirements:

Information entered into the ISD2 system is captured at the central office level through reports generated by Northrop Grumman. The reports show information on the number of work registrants and the participation level.

Data for the reports is taken from information entered from the Work Participation Agreement form and Attendance/Transportation Reimbursement Claim form.

NMW Service Providers provide a monthly report on the number of assessed participants and the number of participants placed in activities.

2. Organizational Responsibility for E&T Reporting.

a. Responsibility for non-financial E&T reporting

Rachel Moskowitz, Senior Economist, Human Services Department, Income Support Division, is responsible for the compilation of the data for the federally required non-financial E&T reports and Penny Jimerson, Deputy Director of Programs validates and submits the reports.

b. Responsibility for financial E&T reporting

Annette Jacques, Staff Manager, Grants Bureau, Human Services Department, Administrative Services Division is responsible for all financial E&T reports required by the Food and Nutrition Service of the U.S. Department of Agriculture.

TABLES

**TABLE 4 E&T
OPERATING BUDGET
FISCAL YEAR 2014**

Components	State Agency Costs		Contractual Costs	Participant Reimbursements (State Plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
First Component Individual Job Search	\$	\$	\$698,121.00	\$0.00	\$266,950.00		\$965,071.00
Second Component Group Job Search	\$	\$	\$	\$	\$	\$	\$
Third Component Vocational Training	\$	\$	\$	\$	\$	\$	\$
Fourth Component Education	\$	\$	\$	\$	\$	\$	\$
Fifth Component Work Experience	\$	\$	\$	\$	\$	\$	\$
Sixth Component Community Service	\$	\$	\$	\$	\$	\$	\$
Total Component Cost							\$965,071.00
Total State E&T Costs							\$965,071.00

TABLE 2

**ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2014**

A.	Anticipated number of work registrants in the State during the Fiscal year.	67,420
B.	List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.	
	1. Eligible College Students	1,490
	2. Participating in an Alcohol or drug treatment program	150
	3. Physically or Mentally unfit for work	975
	4. A pregnant woman	325
	5. Applying for or receiving SSI	2,037
	6. Under age 18 and over the age of 50	18,446
	7. Caring for an incapacitated person	440
	8. Pending Application or Receiving UCB	862
	9. Children in household under the age of 18	3,282
	10. Working 30 hours per week, SE income divided by federal minimum wage	9,306
	11. Receiving TANF or GA benefits	2,516
	12. Migrant or Seasonal Farm worker	161
	13. Participating 30 hours per week in ACTION or VISTA	85
	14. Residing in a county with unemployment rate >10%	13,108
	TOTAL EXEMPTIONS	53,183
C.	Percent of all work registrants exempt from E&T (B/A)	80%
D.	Number of E&T mandatory participants (A-B)	14,237
E.	Anticipated number of ABAWDs in the State during the Fiscal year.	0
F.	Anticipated number of ABAWDs in waived areas of the State during the fiscal year.	0
G.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year	0
H.	Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))	0

TABLE 3

**^{1.} ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2014**

1.	Number of ABAWD applicants and recipients expected to participate in a qualifying ABAWD component each month.	<u>0</u>
2.	Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to participate in a component each month.	<u>0</u>
3.	Total number of applicants and recipients the State agency expects to participate in a component each month during the fiscal year.	<u>1,186</u>

**^{2.} ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2014**

Number of individuals expected to participate in the E&T Program during the fiscal year	<u>14,237</u>
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^{1.} Estimate the numbers that will participate in components each month and total them on line 3. This information represents a duplicate count of participants over the course of the fiscal year and corresponds to lines 3 and 4 on the FNS-583, E&T Program Activity Report.

^{2.} Estimate the unduplicated numbers of individuals who will participate during the fiscal year. This information corresponds to line 7 on the FNS-583.

SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM

Areas of coordination	Agencies (list all that are involved)	Number of E&T Placements Expected	Methods of Coordination
1. Delivers an E&T component	SL Start, Inc. NMW Service Provider	14,237	Receipt of referrals from the ISD Caseworker after certification and recertification interviews
2. The E&T program delivers a services for another agency or program	None	None	Not applicable
3. Joint component of the E&T program and another agency or program	None	None	Not applicable
4. Referral of individuals from the E&T program to another program or agency	New Mexico Department of Workforce Solutions	14,237	Labor Market Exposure during Individual Job Search, self-referral by participants. Services provided as part of regular employment search program, formal agreement required.
5. Referral of individuals from the E&T program to another program or agency			
6. Other of forms of coordination (Specify): Electronically tracking E&T participants through the EBT Time and Attendance Tracking System.	Work Programs NMW Service Providers and Management Information Bureau/ Electronic Benefit Transfer Section	This function was put on hold, indefinitely	Coordinated with the Work Programs Contractors to accurately record the participant's attendance in an approved work activity. Utilizing the EBT tracking system.

**TABLE 5
OPERATING BUDGET
FISCAL YEAR 2014**

PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING

Funding Category		Approved FFY 2013 Budget*	Proposed FFY 2014 Budget
1	100% Federal E&T Grant:	\$702,000.00	\$698,121.00
2	Share of \$20 Million ABAWD Grant (if applicable)		
3	Additional E&T Administrative Expenditures	\$0.00	\$0.00
a.	50% Federal	\$0.00	\$0.00
b.	50% State	\$0.00	\$0.00
4	Participant Expenses		
a.	Transportation	\$172,800.00	\$266,950.00
	50% Federal	\$86,400.00	\$133,475.00
	50% State	\$86,400.00	\$133,475.00
b.	Dependent Care	\$860,000.00	\$0.00
	50% Federal	\$430,000.00	\$0.00
	50% State	\$430,000.00	\$0.00
5	Total E&T Program Costs (1+2+3a+3b+4a+4b)	\$1,734,800.00	\$965,071.00
6	100% State Agency Cost for Dependent Care		\$0.00
7	Total Planned Fiscal Year Costs (Must agree with Table 4 - Operating Budget)		\$965,071.00

*Include immediately preceding fiscal year's approved budget figures for each spending category