



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Southwest Region

1100 Commerce St.
Dallas, TX
75242

Ms. Kathryn Falls, Deputy Secretary
New Mexico Human Services Department
P.O. Box 2348
Santa Fe, NM 87504-2348

SEP 30 2009

Dear Ms. Falls:


We have completed our review of the New Mexico Human Services Department's Fiscal Year 2010 Supplemental Nutrition Assistance Program Employment and Training (E&T) Plan and have approved the following spending levels:

Category	Federal	Non-Federal Match	Total
E & T 100%	\$663,331	0	\$663,331
E & T 50%	\$354,360	\$354,360	\$708,720
E&T Dependant Care	\$683,545	\$683,545	\$1,367,090
E&T Transportation	\$163,545	\$163,545	\$327,090
Total	\$1,864,781	\$1,201,450	\$3,066,231

All budget approvals are contingent upon the availability of funds. If Congress does not approve sufficient funds, distribution will be made on a pro rata basis. Release of Employment and Training funds to the State agency's Letter of Credit is contingent upon approval of a Budget Projection Statement (FNS-366A) that includes the figures above.

If you have any questions, please contact Dwight Crudup, Regional Director, at (214) 290-9804.

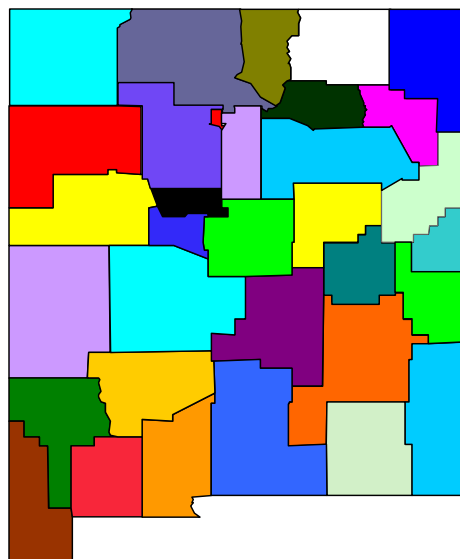
Sincerely,


WILLIAM LUDWIG
Regional Administrator

cc: Helen Nelson, Deputy Director (NMHSD)

**NEW MEXICO HUMAN SERVICES DEPARTMENT
INCOME SUPPORT DIVISION**

NEW MEXICO



**Supplemental Nutrition
Assistance Program**

**Employment & Training State Plan
Federal Fiscal Year 2010**



*Bill Richardson
Governor*



*Pamela S. Hyde, J.D.
Secretary*

Access • Quality • Accountability

SUMMARY OF STATE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING PROGRAM

A. Abstract of the State Employment & Training Program

The Human Services Department (HSD) operates the Employment and Training (E & T) program statewide. Program policy, planning, and operation of the E&T work program are the responsibility of the Income Support Division (ISD) Central office staff. The service delivery is the responsibility of ISD field services staff. SNAP recipients in any of the state's thirty-three (33) counties may participate in the E & T Program.

The following plan allows HSD to provide a voluntary program for SNAP recipients without risking access to SNAP benefits. Due to a shift in program focus, the data and the amount of funding required to provide a voluntary program is based on the number of recipients that completed the E & T requirement during FFY 2009. We anticipate the number of participants to decrease initially, but subsequently anticipate an increase, due to the increased value of employment services offered.

New Mexico is geographically the fifth largest state in the U.S., yet it is sparsely populated ranking 36th in population. The state is rich in cultural and geographic diversity. Geographic and economic barriers to self-sufficiency are greater than in all but a few other states. In the 2007 United States Census, 18.6% of the New Mexico population was living in poverty as opposed to 12.7% in the United States.

Purpose

The Income Support Division administers both the New Mexico Works (TANF) and the SNAP Employment & Training (E&T) Work Programs. The 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 household members participating in the SNAP to gain skills, training, work, or work experience that increase an individual's ability to obtain and/or keep employment. Both staff and participants understand that successful employment is the ultimate goal of the program. The New Mexico Human Services Department Income Support Division has operated and provided employment and training services, and support services since April 1987.

Child Care Support Services

The Income Support Division (ISD) field staff refers recipients to the Children, Youth, and Families Department (CYFD) for childcare services. CYFD childcare workers are responsible for developing and authorizing childcare support services. Additionally, CYFD is responsible for direct provision and delivery of childcare payments, and providing childcare provider information and payment details.

1. Program Changes

Upon Federal approval of this plan, New Mexico's SNAP E & T program will be voluntary for all interested SNAP recipients. The voluntary E & T work program will be available in all thirty-three (33) counties statewide. ISD field staff will register voluntary participants for the E & T Program, while emphasizing client responsibility in volunteering to participate in work activities, carrying out the assigned activities and reporting attendance.

The programs are designed for volunteers to participate in approved work activities. The E & T volunteers may participate in Individual Job Search, Group Job Search, Work Experience, Community Services, Vocational Education Training, or Education activities.

Through April 30, 2009, New Mexico operated under Waiver #2030008 that allowed an exemption of the ABAWD work requirement for ABAWDs in twenty counties (20) counties and fourteen (14) Pueblos or Reservations. New Mexico did not renew the waiver as the American Recovery and Reinvestment Act suspended the ABAWD time-limit through September 30, 2010.

Until New Mexico receives Federal approval for the Voluntary E & T program, SNAP recipients defined as ABAWDs are required to register for the E & T program as currently operated under the FFY 2009 SNAP E & T State Plan. Upon approval, this population will have the opportunity to volunteer for the E & T program.

2. Program Components

The variety and content of the components and activities are designed to provide the participant with the support and structure needed to achieve his or her goals. Participants are able to actively participate in components on a step-by-step basis or participate in multiple components concurrently. Components include:

- Individual Job Search
- Group Job Search
- Work Experience
- Community Services
- Vocational Training
- Education

Support services include **work and education related** travel and childcare for participants.

Program costs for dependent care are based upon an average monthly expenditure for each month of participation in a specified activity.

a. Individual Job Search

Participants electing to participate in Individual Job Search may register as a “Job Seeker” through the New Mexico Department of Workforce Solutions (DWS), “New Mexico Workforce Connection” online portal for job-matching services and resources. The volunteer would then provide a copy of the registration to the ISD caseworker or the Work Program Contractor could verify completion of the registration via an interface provided by the Department of Workforce Solutions.

b. Group Job Search

Participants volunteering to participate in Group Job Search are encouraged to attend Job Search training sessions, and 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. Training sessions provide the participant with information and instruction in job location skills, job interviewing, resume writing and developing self-directed job search efforts.

c. Work Experience

Participants may volunteer to participate in non-pay work experience activities, which are designed to increase job skills, to improve employability and/or assist their communities. Work Experience placements are recognized only if the placement is supervised by a governmental agency or entity, a registered 501-3-C not for-profit agency or entity, or by a registered for profit corporation or entity.

Work Experience is a qualified work activity for participants needing additional experience in a work environment in order to achieve the employment goal. Work Experience includes, but is not limited to, work associated with refurbishing publicly assisted housing, if sufficient private sector employment is not available.

The type of work experience placement needed by a participant is identified during the assessment of needs by the ISD caseworker or Work Program contractor.

d. Community Service

Community Service is a non-pay work activity. Participants provide services needed by their community. Sponsoring agencies may be either public sector or private nonprofit entities such as libraries, charities, churches, and schools. To qualify as a community services placement, the activities must be similar to those normally carried out by a volunteer working with the agency, as opposed to those carried out by an employee. Federal guidelines for determining whether an activity is performed as a “volunteer” or “employee” must be followed by the sponsoring agency. The participant is encouraged to voluntarily work enough hours to make the activity

meaningful to him or herself, and to the participating agency or non-profit organization.

The length of a community service placement is dependent on the participant's needs.

e. **Vocational Training**

Participants approved for Vocational Educational training attend an institution or school that provides a certificate or degree program. Participants are encouraged to enroll in training sessions consisting of 4 hours or more per day of combined classroom and lab time. Participants attending classes on a part-time basis or whose training program is extended are required to look for part-time employment.

The training is usually short term in duration, lasting two years or less.

f. **Education**

The Education activity includes several levels of educational training. Participants spend an average of 10 to 20 hours a week in a classroom activity. Participants assigned to the Education activity are required to meet the full-time student criteria as defined by the institution. Participants attending classes part-time, or whose educational program is extended, are required to look for part-time employment. Education activities include:

1. **English as a Second Language**

Participants are assigned to this activity if they are unable to or are uncomfortable with their ability to communicate in English, either verbally or written.

2. **Literacy Training**

The Literacy Training activity assists participants having trouble understanding written English. The activity offers reading and writing skills training.

3. **Adult Basic Education**

The Adult Basic Education activity assists participants needing classes in basic educational training prior to starting a General Equivalency Degree program.

4. **General Equivalency Degree**

Participants in General Equivalency Degree activity are age 18 or older, or under age 18 but cannot enroll in high school and have either:

- Successfully completed a previous Education activity – English as a Second Language or Adult Basic Education; or

- Completed a General Equivalency Diploma pre-test with the results indicating the participant is ready for GED classes.

5. High School

Participants who are attending an accredited high school are placed in the High School activity. Participants who have recently dropped out of high school are strongly encouraged to re-enroll in high school or are required to pursue a GED.

6. Post Secondary

The Post Secondary activity includes participants enrolled in advanced educational training activity through colleges, technical institutes or universities. The participants attend classes to complete a two-year or four-year college degree. Post-graduate study or additional vocational or educational training beyond a four-year degree is not an approved activity.

3. 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 will be made available at the ISD County Offices to promote an informed choice regarding participation in the E & T Work Programs. Work registrants will be contacted by an E & T case manager who will provide the potential participant with more detailed information about the services available.

Those who choose to enroll will attend an orientation and assessment session with an E&T Case manager. 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, mental health and/or maintaining employment.

Information gathered during the interview and assessment will result in the creation of a mutually agreed upon Individual Responsibility Plan (IRP) or Work Activity Placement. The IRP will highlight services needed for securing and maintaining employment.

Frequent assessment of progress and the effectiveness of IRP will occur and will be used to track changes. The IRP is a working document, which may be modified when a participant's needs or circumstances change.

5. 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.

The Income Support Division administers the SNAP Employment & Training (E&T) and the Temporary Assistance for Needy Families (TANF) New Mexico Works programs. There are approximately 25,302 E & T and 8,028 TANF participants eligible to be in the programs during any given month.

E&T participants may participate in any component. New Mexico Works participants participate in qualified work activities, as described in NMW policy, for an average of 34 hours per week each month.

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.

6. 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 Las Vegas, Mora, Raton, Santa Fe, Espanola, Los Alamos, Farmington, Gallup and Grants.
- 2) **Central Area Job Service Centers:** Albuquerque, Rio Rancho, Moriarty and Belen
- 3) **Southwestern Area Job Service Centers:** Locations in Deming, Socorro, Silver City and Las Cruces.
- 4) **Eastern Area Job Service Centers:** Ruidoso, Alamogordo, Carlsbad, Artesia, Clovis, Clayton, Roswell, Hobbs, Tucumcari, Portales, Santa Rosa and Ft. Sumner.

COMPONENT SUMMARY

Name of component

Individual Job Search

Description of component

The Individual Job Search activity consists of an organized and self-directed intensive effort by the individual participant to find and secure paid employment.

Type of component

Non-work component

Geographic areas covered

Statewide

Participation Levels	FFY-2009	FFY-2010	Difference
A. # of mandatorics	5,550	0	(5,550)
B. # of volunteers	12	12,914	+12,902

Number of job contacts

Participants electing to participate in Individual Job Search may 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 Work Program Contractor could verify completion of the registration via an interface provided by the Department of Workforce Solutions.

Targeted population

Participants may be assigned to the Individual Job Search after successful completion of another component activity, such as Vocational Training, Education, Community Service, Work Experience; or if the participant has recent work experience (defined as having worked within the past six months).

Organizational responsibilities

State agency, Contractor, Department of Workforce Solutions.

Method for monitoring job contacts

The volunteer would provide a copy of the registration to the Work Program Contractor to verify completion of the registration via an interface provided by the Department of Workforce Solutions.

Program Costs

A. Transportation (per person) \$25

It is estimated **5,166** participants will request a transportation reimbursement of \$25 for one month of participation. Total transportation expenditures for work registrants in this component are **\$129,140.00**.

B.	Dependent Care (per person)	\$40	
	It is estimated 3,570 participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$40 for a total of \$142,800.00		
C.	Total reimbursement costs		\$ 271,940.00
D.	Cost of the component per placement, excluding reimbursement		\$ 75.00
E.	Total cost of component		
	1. Excluding reimbursement		\$ 968,550.00
	2. Including reimbursement		\$ 1,240,490.00

COMPONENT SUMMARY

Name of component

Group Job Search

Description of component

Participants volunteering to participate in Group Job Search are encouraged to attend Job Search training sessions, and 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. Training sessions provide the participant with information and instruction in job location skills, job interviewing, resume writing and developing self-directed job search efforts.

Type of component

Non-work component

Description of component structure

As part of job search, work program agencies or programs may provide the participant with information and instruction on job location skills, job interviewing, resume writing, and developing self-directed job search efforts. The activity is in a group setting.

Geographic areas covered

Statewide

	Participation Levels	FFY-2009	FFY-2010	Difference
A.	# of mandatories	265	0	(265)
B.	# of volunteers	0	2,500	+2,500

Level of participant effort

Participants in Group Job Search receive extensive and intensive help in obtaining skills to successfully obtain employment. The complete training is scheduled over a period ranging from 30 to 60 days. Individuals with similar work history or goals would benefit from group support in job search efforts.

Duration

Participants may attend training sessions of 4 hours per day for the duration of the session, and make twenty employer contacts within a thirty-day period. Group Job Search training sessions last from two to four weeks, four hours a day.

Organizational responsibilities

State agency, Contractor, Department of Workforce Solutions.

Program Costs

- A. Transportation (per person) \$25**
It is estimated **1,000** participants will request a transportation reimbursement of \$25 for one month of participation. Total transportation expenditures for work registrants in this component are **\$25,000.00**.
- B. Dependent Care (per person) \$40**
It is estimated **2,250** participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$40 for a total of **\$90,000.00**
- C. Total reimbursement costs \$115,000.00**
- D. Cost of the component per placement, excluding reimbursement \$ 75.00**
- E. Total cost of component**
- 1. Excluding reimbursement \$ 187,500.00**
 - 2. Including reimbursement \$ 302,500.00**

COMPONENT SUMMARY

Name of the component

Vocational Training

Description of training program

Participants choosing to participate in the Vocational Training component attend an institution or school that provides a certificate or degree program.

The range of programs available to the participant are extensive. The following examples demonstrate the range of vocational training, but are not all-inclusive: Licensed practical nurse (LPN), electronics, secretarial, graphic arts, semi-truck operator, and diesel mechanic.

Type of component

Non-work component

Geographic areas covered

Statewide

Participation Levels	FFY-2009	FFY-2010	Difference
A. # of ABAWDs	981	0	(981)
B. # of mandatories	1926	0	(1,926)
C. # of volunteers	0	900	+900

Level of participant effort

A participant choosing the Vocational Training component shall meet the full-time student criteria as defined by the school/institution.

Duration

Participation varies depending on the length of time required to complete a chosen program. It is anticipated that participants will spend at least 10 to 20 hours per week. However, participants are encouraged to enroll in training sessions consisting of 4 hours or more per day of combined classroom and lab time.

Targeted population

Participants in need of vocational training to achieve their employment goals and to increase employment opportunities will be offered this activity.

Organizational responsibilities

State agency, Department of Workforce Solutions or Contractors will refer the participant to the appropriate institution for vocational training classes.

Program Costs

A. Transportation (per person) \$150

It is estimated **360** participants will request a transportation reimbursement of \$150 for six months of participation. The total transportation expenditure is **\$54,000.00**.

B. Dependent Care (per person)	\$930	
It is estimated 573 participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$930 per participant for a total of \$532,890.00 .		
C. Total reimbursement costs		\$ 586,890.00
D. Cost of the component per placement, excluding reimbursement		\$75.00
E. Total cost of component		
1. Excluding reimbursement		\$ 67,500.00
2. Including reimbursement		\$ 654,390.00

COMPONENT SUMMARY

Name of the component

Education

Description of component

The Educational component includes several levels of training. The types of educational training needs for the participant are identified during the assessment. The Educational component includes:

English as a Second Language

Participants are assigned if they are unable to or are uncomfortable with their ability to communicate in English, either verbally or written.

Literacy Training

The Literacy Training activity assists participants having trouble understanding written English. The activity only offers reading and writing skills training.

Adult Basic Education

The Adult Basic Education activity assists participants needing classes in basic educational training prior to starting a General Equivalency Degree program.

General Equivalency Degree

Participants in General Equivalency Degree (GED) activity are age 18 or older, or under age 18 but cannot enroll in high school and have either:

1. Successfully completed a previous Education activity – English as a Second Language or Adult Basic Education; or
2. Completed a General Equivalency Diploma pre-test with the results indicating the participant is ready for GED classes.

High School

Participants who are attending an accredited high school are placed in the High School activity. Participants who have recently dropped out of high school are strongly encouraged to re-enroll in high school or are required to pursue a GED.

Post Secondary

The Post Secondary activity includes participants enrolled in advanced educational training activity through colleges, technical institutes or universities. The participants attend classes to complete a two or four year college degree.

Note: Post-graduate study or additional vocational or educational training beyond a four-year degree is not an approved activity.

Geographic areas covered

Statewide

Participation Levels	FFY-2009	FFY-2010	Difference
A. # of ABAWDs	802	0	(802)
B. # of mandatory	1819	0	(1,819)
C. # of volunteers	0	800	+800

Targeted population

- ◆ Individuals growing up in an environment where the only language spoken was a language other than English.
- ◆ Individuals having trouble understanding written English.
- ◆ Individuals needing basic educational classes prior to starting General Equivalency Diploma classes.
- ◆ Individuals pursuing the General Equivalency Degree or a High School diploma.
- ◆ Individuals wanting a better paying job and in need of a certificate or a degree in a certain field.

Level of participant effort

A participant assigned to the Post Secondary component shall meet the full-time student criteria (minimum of 12 credit hours per semester) of the institution/college. For participation purposes, structured study hours such as labs, tutoring sessions and study groups count toward meeting the full-time student criterion, provided the hours of attendance is verified.

Duration

It is anticipated that participants will spend an average of 10 to 20 hours a week in educational classroom activity.

Organizational responsibilities

State agency, Department of Workforce Solutions, or the contractors refer participants to the appropriate educational activities and monitors progress.

Link to employment

Participants who cannot speak English, or have trouble reading or writing English have a better chance of obtaining employment with the completion of required language classes.

Participants who have not received a high school diploma, or are attending High School, have a better chance of obtaining employment, as most jobs require a minimum of a high school diploma or equivalent.

Participants who already have a job, but want a better paying job, increase their chances by completing a certificate or degree program.

COMPONENT SUMMARY

Name of the component

Work Experience

Description of component

The purpose of the Work Experience component is to provide opportunities for on-the-job skills training and work experience. Participants needing additional experience in areas related to their occupational interest may participate in the Work Experience component.

Participants are involved in component activities for no more than 4 hours per day.

Work Experience placements participants are usually scheduled for six months.

Type of component

Work component

Geographic areas covered

Statewide

	Participation Levels	FFY-2009	FFY-2010	Difference
A.	# of ABAWDs	772	0	(772)
B.	# of mandatory	537	0	(537)
C.	# of volunteers	0	535	+535

Organizational responsibilities

State agency, Department of Workforce Solutions, or contractors will provide information on approved work sites.

Program Costs

- A. Transportation (per person) \$150**
It is estimated **214** will request a transportation reimbursement of \$150 for six months of participation. The total transportation expenditure is **\$40,125.00**.
- B. Dependent Care (per person) \$620**
It is estimated **250** participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$620 per participant for a total of **\$155,000**.
- C. Total reimbursement costs \$ 187,100.00**
- D. Cost of the component per placement, excluding reimbursement \$ 75.00**
- E. Total cost of component**

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1. Excluding reimbursement	\$ 40,125.00
2. Including reimbursement	\$ 227,225.00

COMPONENT SUMMARY

Name of the component

Community Services

Description of component

The purpose of the Community Service component is to provide opportunities for on-the-job skills training and work like experience. Participants needing additional experience in areas related to their occupational interest may participate in the Community Service component.

Participants are involved in the component activity usually for no more than 4 hours per day. The maximum monthly participation rate is calculated by dividing the total household benefits received, both SNAP and New Mexico Works, by the federal minimum wage. If the monthly allowable hours average less than 20 hours per week, the participant will be encouraged to volunteer to work enough hours to make the work experience meaningful and to both the individual and participating agency or non-profit organization.

The length of a community service placement is dependent on the participant's needs.

Type of component

Work component

Geographic areas covered

Statewide

	Participation Levels	FFY-2009	FFY-2010	Difference
A.	# of ABAWDs	426	0	(426)
B.	# of mandatory	645	0	(645)
C.	# of volunteers	0	645	+645

Organizational responsibilities

State agency, Department of Workforce Solutions , or contractors will provide information on approved work sites.

Program Costs

- A. Transportation (per person) \$75**
It is estimated **258** will request a transportation reimbursement of \$75 for three months of participation. The total transportation expenditure is **\$19,350.00**.
- B. Dependent Care (per person) \$465**
It is estimated **320** participants will request dependent care reimbursement. The average cost of dependent care reimbursement is \$465 per participant for a total of **\$148,800.00**

C.	Total reimbursement costs	\$ 168,150.00
D.	Cost of the component per placement, excluding reimbursement	\$ 75.00
E.	Total cost of component	
	1. Excluding reimbursement	\$ 48,375.00
	2. Including reimbursement	\$ 216,525.00

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, 2009.

29,802

- b. The anticipated number of new work registrants to be added between November 1 and September 30, 2010.

33,824

- c. The total number of work registrants in the State between October 1 and September 30, 2010. (a + b = c).

63,626

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 department's Integrated Services Delivery system (ISD2), an automated data gathering system used 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. Exemption Policy

New Mexico will have a Voluntary E & T program, an exemption policy will not be necessary.

PART III

PROGRAM COORDINATION

1. Narrative Coordination Statement

The ISD Caseworker is responsible for intake and processing the application for assistance. The ISD Caseworker is also responsible for certification and re-certification of households. 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, the work registration status of all SNAP recipients is determined and the information entered into the ISD2 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 Work Program case manager completes the orientation and assessment if they volunteer.

During the assessment, the E & T case manager and the participant complete the Assessment Form and develop a Work Participation Agreement. The Work Participation Agreement details the selected activity and identifies any support services needed by the work participant.

Participants without a recent work history, those determined to be not job ready, or those unsuccessful in obtaining employment while assigned to Individual Job Search, are scheduled for a detailed assessment. On the basis of the revised Work Participation Agreement adopted by the participant, the contractor, Department of Workforce Solutions, or the State agency, the participant is assigned to another activity. The contractor, Department of Workforce Solutions, or the State agency monitors compliance with the component activity by requesting documentation of progress in the component, i.e. class registration cards and progress reports for education referrals. It is the participant's responsibility to submit attendance sheets to the ISD Caseworker on a monthly basis.

If childcare is identified as a support service required in order for the participant to engage in the agreed upon component activity, it is indicated on the Work Participation Agreement form. The participant is then referred to the Children Youth & Families Department. The childcare worker provides information, authorizes services and childcare payments.

2. Information Coordination

On the basis of the information entered into the department's automated system (ISD2), a list of TANF and SNAP participants coded as volunteer for Work Programs is generated and made available to the E&T case manager 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 two full months from the date of case approval.

At the time of the applicant's interview, the ISD Caseworker explains the Assessment Referral and Verification form and the time limits for the form to be returned to the ISD county office. 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 and forwards a copy to the ISD Caseworker.

The Work Participation Agreement form may be hand delivered or mailed to the participant. Upon approval of an activity(ies), the original copy of the Work Participation Agreement is given to the participant and a copy to the ISD Caseworker. A new Work Participation Agreement is required each time the work activity(ies) changes. If the participant identifies a need for childcare, an approved Work Participation Agreement is taken to the Child Care Bureau of the Children Youth & Families Department. Childcare is authorized based on the needs assessment on the Work Participation Agreement.

The participant is given or mailed enough Attendance/Transportation forms to last through the certification period. The form is returned no later than the 5th of each month for each month of participation.

3. Coordination Time Frames

<u>Activity</u>	<u>Process Time</u>
Referral of work registrants to Work Programs contractors, State agency, or Department of Workforce Solutions.	Daily dispatch
Detailed Assessment	15 days from case approval
Work Participation Agreement approval	2 full months from case approval
Processing of support services reimbursements	5 working days

B. 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 Children, Youth, and Families Department (CYFD) is charged with administering a number of programs centered on children, youth, and families. The department is also charged with coordinating related programs, which remain the responsibility of other state agencies. The Human Service Department, Work Programs, and the contractors make referrals to the Children, Youth, and Families Department when a participant is identified as needing childcare. A participant needing childcare assistance for less than 30 days may request a childcare reimbursement be issued by ISD. The participant must submit a bill or proof of childcare costs to the ISD Caseworker before the reimbursement is authorized.

The Childcare Worker of the Children, Youth, and Families Department must issue reimbursement for childcare services expected to last more than thirty days from registered childcare providers.

The Human Services Department exercises authority in the determination of eligibility, approval of the Work Participation Agreement and hours of component activity. The Children, Youth and Families Department provides child care, counseling and/or education for the selection of a provider, processes the childcare attendance form from the provider, and authorizes the payment.

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.

C. Contractual Arrangements/Service Providers:

New Mexico may utilize its authority to operate the SNAP E & T Work Program through the ISD Central Office or continue to contract with the following HSD New Mexico Works Service Providers:

- 1. Eastern Area Workforce Development Board (Primary Contractor)**
 - Community Colleges and Universities (Service Providers)
 - 1) Clovis Community College - Clovis
 - 2) New Mexico State University - Carlsbad
 - 3) New Mexico State University – Alamogordo
 - 4) Eastern New Mexico University - Roswell
 - 5) Eastern New Mexico University – Ruidoso
- 2. New Mexico State University (Primary Contractor)**

- Bernalillo County - Albuquerque
 - Sandoval County - Rio Rancho
 - Torrance County - Moriarty
 - Valencia County - Los Lunas
 - Dona Ana County – Las Cruces
 - South Dona Ana County – Anthony
 - Socorro and Catron Counties – Socorro
 - Western New Mexico University (Sub Contractor)
 - Grant and Hidalgo County – Silver City with itinerant visits to Lordsburg
 - Luna County - Deming
 - Sierra County – T or C (Sub Contractor - Western NM University)
 - San Miguel County – Las Vegas
 - Santa Fe County – Santa Fe
 - Rio Arriba County – Espanola
 - Taos County – Taos
 - Colfax County – Raton
 - San Juan County – Farmington
 - McKinley County - Gallup
 - Cibola County - Grants
- 3. Commission on the Status of Women (Primary Contractor)**
- Parts of Bernalillo County – Albuquerque
 - Parts of Dona Ana County – Las Cruces

PART IV PROGRAM COSTS AND FINANCIAL MANAGEMENT

A. Planned Costs of the State E&T Program

1. Operating Budget

The American Recovery and Reinvestment Act of 2009 allowed states to suspend the disqualification of ABAWDs from participation with the ABAWD work requirement. New Mexico continues to serve these individuals within the requirements for the E&T Program. Table 4 lists each component. Contractual costs identified in the plan are also specified.

The Department currently pays dependent care expenses for SNAP participants. The Department believes that \$1,367,090 is adequate for dependent care.

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 2010 and 2011 program years are identified in Table 5.

3. Justification of Education Costs.

The New Mexico Human Services Department (HSD) contracted with private and non-profit agencies to provide services. Services include assessments, assisting the participant in developing individual programs, assisting participants in identifying specific participation activities, and providing or helping the participant obtain the necessary resources to carry out the assigned activity/activities.

The New Mexico Human Services Department does not reimburse training or tuition costs, but will provide support services for participants enrolled in educational activities.

B. Contracts.

HSD has contracted various agencies and educational institutions to provide services to recipients. The contractor 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 \$1,372,103.00 is committed to contract expenditures, this amount less \$663,331 (100% Federal E&T). A remainder of \$708,772 is left in contracts. The Federal and State share is a 50/50 match of the \$708,722. This amount is equal to \$354,386 Federal share and \$354,386 State share of the additional E&T expenditures.

C. Participant Reimbursement.

The ISD Caseworker or an ISD employee designated to enter reimbursements into the Work Programs screen for travel expenses accrued during the month of participation in the approved activity completes reimbursements. The State agency reimburses participants \$25 per month for travel costs incurred while participating in E&T.

The ISD Caseworker issues reimbursements for childcare costs for participants in an activity less than 30 days, provided the participant submits a bill or proof of childcare costs. The Childcare Worker of the Children, Youth, and Families Department must issue reimbursements for childcare services for activities lasting more than thirty days to registered providers.

1. Method of Reimbursement.

The Department plans to continue authorizing the \$25 allowance for transportation costs incurred by participants while actively participating in an activity. A participant who obtains employment, as a result of participating in an activity, is eligible to receive the \$25 transportation allowance for one month in order to pay for transportation expenses required to get to the job until a first pay check is received.

Dependent care expenses are reimbursed monthly based upon documentation from the childcare provider. The Family Assistance Analyst issues reimbursement for childcare to the participant when the activity is less than 30 days. The Children, Youth, and Families Department issues monthly reimbursement directly to the providers when the parent's activity is over 30 days.

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.

During FFY 2009 the E & T Program was removed from the Random Moment Sample as the activities conducted by the ISD Caseworker directly relate to certification and eligibility of an individual. The NMW Contractors implement the E & T activities directly related to participation with the E&T Program.

TABLE 4 NON-ABAWD

**OPERATING BUDGET
FISCAL YEAR 2010**

Components	State Agency Costs		Contractual Costs	Participant Reimbursement (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	\$0	\$0	\$968,550	\$142,800	\$129,140		\$1,240,490
Second Component							
Group Job Search	\$0	\$0	\$187,500	\$90,000	\$25,000		\$302,500
Third Component							
Vocational Training	\$0	\$0	\$67,500	\$532,890	\$54,000		\$654,390
Fourth Component							
Education	\$0	\$0	\$60,000	\$297,600	\$67,500		\$425,100
Fifth Component							
Work Experience	\$0	\$0	\$40,125	\$155,000	\$32,100		\$227,225
Sixth Component							
Community Service	\$0	\$0	\$48,375	\$148,800	\$19,350		\$216,525
Total Component Costs							\$ 3,066,230
CYFD Administrative Costs for Dependent Care							\$41,000
Total State E&T Costs							\$3,107,230.

TABLE 4 ABAWD

**OPERATING BUDGET
FISCAL YEAR 2010**

Components	State Agency Costs		Contractual Costs	Participant Reimbursement (State plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
Third Component							
Vocational Training	\$0	\$0	\$0		\$0		\$0
Forth Component							
Education	\$0	\$0	\$0		\$0		\$0
Fifth Component							
Work Experience	\$0	\$0	\$0		\$0		\$0
Sixth Component							
Community Service	\$0	\$0	\$0		\$0		\$0
Total Component Costs For ABAWD							\$0
Total State E&T Costs For Non- ABAWD							\$3,107,230
Total State E&T Costs							\$3,107,230

PART V 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 2009. 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.

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 Integrated Services Delivery system (ISD2), 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 Work Program sub-system. The Work Program files interface with the ISD2 on-line system. The Family Assistance Analyst maintains client records through timely entry of dates and valid values relating to a Work Program activity. The major feature of the ISD2 system is a consistent methodology for tracking participant activity/activities or failure to meet program requirements.

Client data is manually entered into the Work Program screens. The work participant returns a completed Assessment Referral and Verification form, FSP 005 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.

Contractors 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 Michael Rogers, Acting Deputy Director of Programs validates and submits the reports.

c. Responsibility for financial E&T reporting

Annette Jacques, Financial Coordinator, 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 1

ESTIMATED PARTICIPANT LEVELS FISCAL YEAR 2010	
A.	Anticipated number of work registrants in the State during the fiscal year. <u>63,626</u>
B.	List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.
	1. Students <u>1423</u>
	2. Rehabilitation Programs <u>456</u>
	3. Temporary disability <u>2042</u>
	4. Second Trimester Pregnancy <u>2</u>
	5. Multiple Barriers <u>2</u>
	TOTAL EXEMPTIONS <u>3925</u>
C.	Percent of all work registrants exempt from E&T (B/A) <u>6.2%</u>
D.	Number of E&T mandatory participants (A-B) <u>0</u>
E.	Anticipated number of ABAWDs in the State during the fiscal year. <u>0</u>
F.	Anticipated number of ABAWDs in waived areas of the State during the fiscal year. <u>0</u>
G.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year <u>0</u>
H.	Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G)) <u>0</u>

TABLE 2

**¹ ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2010**

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>1,524</u>

**² ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2010**

Number of individuals expected to participate in the E&T Program during the fiscal year	<u>18,294</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	None	None	Not applicable
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	3,086	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	Workforce Investment Offices	175	Formal referral procedures make available to HSD 175 Workforce Investment Act (WIA) slots to be used for E&T clients assigned to vocational training. Non – financial JPA.

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| <p>6. Other of forms of coordination (Specify): Electronically tracking E&T participants through the EBT Time and Attendance Tracking System.</p> | <p>Work Programs Contractors and Management Information Bureau/
Electronic Benefit Transfer Section</p> | <p>This function was put on hold, indefinitely</p> | <p>Coordinated with the Work Programs Contractors to accurately record the participant's attendance in an approved work activity. Utilizing the EBT tracking system.</p> |
|--|---|--|--|

**Table 5
OPERATING BUDGET
FISCAL YEAR 2010**

**PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING—
FISCAL YEAR 2010**

Funding Category	Approved FY 2009 Budget *	Fiscal Year 2010
1. 100 Percent Federal E&T Grant:	\$626,804	\$663,331
2. Share of \$20 Million ABAWD Grant (if applicable)		
3. Additional E&T Administrative Expenditures	\$1,410,666	\$708,720
3 50% Federal	\$705,333	\$354,360
50% State	\$705,333	\$354,360
4. Participant Expenses:		
a. Transportation/Other	\$520,875	\$327,090
50% Federal	\$260,437	\$163,545
50% State	\$260,437	\$163,545
b. Dependent Care	\$1,367,090	\$1,367,090
50% Federal	\$683,545	\$683,545
50% State	\$683,545	\$683,545
5. Total E&T Program Costs (1+2+3a+3b+4a+4b = 5)	\$3,925,435	\$3,066,283
6. 100% State Agency Cost for Dependent Care		\$41,000
7. Total Planned Fiscal Year Costs (Must agree with Table 4—Operating Budget)		\$3,107,230

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