

State Employment and Training (E&T) Plan

Part A: Cover Page and Authorized Signatures

State: *New Mexico*

State Agency: *New Mexico Human Services Department Income Support Division*

Federal FY: *FFY 2017*

Primary Contacts:

| Name | Title | Phone | Email |
|--------------------|---|--------------|--|
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Certified By:



Sean Pearson, HSD Deputy Cabinet Secretary

9/29/16

Date

Certified By:



State Agency Fiscal Reviewer

9/29/16

Date

State Employment and Training (E&T) Plan Templates
 New Mexico Human Services Department Income Support Division
 Federal Fiscal Year 2017

Part B: Assurances

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

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

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

| Table 1: State E&T Program, Operations and Policy Overview | |
|---|---|
| <p>Summary of the SNAP E&T Program</p> | <p>The mission of the Human Services Department (HSD) is to reduce the impact of poverty on people living in New Mexico by providing support services that help families break the cycle of dependency on public assistance. The Income Support Division's (ISD) mission is to relieve, minimize or eliminate poverty and to make available certain services for eligible low-income individuals and families through statewide programs of financial assistance, food assistance, employment assistance and training services.</p> <p>The purpose of the Employment and Training (E&T) program is to assist SNAP recipients to gain skills, opportunities, training or experience that will improve their employment prospects and earning potential. These activities enable eligible individuals to obtain the training and experience needed to become self-supporting, while providing support services necessary to participate in qualifying activities. In addition to reducing the participant's need for assistance, the E&T program seeks to enhance the participant'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. Both staff and participants understand that successful employment is the ultimate goal of the program.</p> <p>The HSD and ISD are responsible for planning and developing program policies that encourage participants to meet their employment goals. Service delivery is the responsibility of ISD field staff. ISD will administer the E&T program in accordance with 8.139.410.12 NMAC.</p> |
| <p>Program Changes</p> | <p>The HSD continues to offer a voluntary E&T program with Job Search as the component until October 2017.</p> |
| <p>Workforce Development System</p> | <p>The HSD will continue to work with the Department of Workforce Solutions (DWS) in hopes of offering other components beginning October 2017.</p> |

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

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| | <p>The HSD offers Individual Job Search for SNAP recipients who wish to volunteer for the E&T Program. ISD field offices are responsible to administer and monitor the E&T program.</p> <p>The ISD is responsible to ensure that each household member who does not qualify for a federal exemption is registered for work, which occurs with the signature on the program application. At initial application and recertification, HSD will explain and provide a notice to the participant explaining the pertinent work requirements, the rights and responsibilities of work-registered household members, and the consequences of failure to comply with the work requirements.</p> <p>Currently, the HSD is administering a voluntary E&T program; any participant that chooses to volunteer will not be subject to E&T disqualifications. At initial application and recertification or at any time a participant wants to volunteer, ISD will explain what the E&T program is, each available E&T component and the benefits of volunteering. If the participant chooses to volunteer, ISD will explain what the monthly expectations are and how to properly request monthly reimbursements for reasonable and necessary expenses directly related to participation in the E&T component; it will be explained that the reimbursement amount will not exceed the amount set by HSD even if their expenses to participate are in excess. ISD will provide the participant with the DWP 277 Work Programs Job Search card and the FSP 020 E&T Reimbursement Claim form, explain the purpose of each form and the timeframes for each form to be turned in to verify participation.</p> <p>The ISD will be responsible to monitor the voluntary participants in the E&T program. When processing the case, the caseworker will properly code the individual to reflect their volunteer status in ASPEN. When the individual returns the DWP 277 Work Programs Job Search card and/or the FSP 020 E&T Reimbursement Claim form, the documents will be scanned into ASPEN to create a task for that office. The Liaison for</p> |
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| Table 1: State E&T Program, Operations and Policy Overview | |
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| | <p>the office will be alerted that a DWP 277 Work Programs Job Search card and/or an FSP 020 E&T Reimbursement Claim form needs to be reviewed. The Liaison will review the documents and ASPEN to verify that:</p> <ul style="list-style-type: none"> • The participant requesting the reimbursement was receiving SNAP for the month of the request; • The participant was actively participating in E&T (verified via job search card); • Will verify that the FSP 020 E&T Reimbursement Claim form was turned in and that they incurred costs that are reasonably necessary and directly related to participating in E&T; and • The participant has not already received a reimbursement for that month. <p>Upon verification of participation in the E&T component, the Liaison will enter the activity information in ASPEN to ensure correct tracking of the E&T participants; the activity will be entered for the corresponding month the participant participated in the activity. If the determination is made that the reimbursement request is valid, the Liaison will enter and issue the reimbursement through ASPEN.</p> |
| Other Employment Programs | <p>The HSD does not have any other employment and training programs that serve SNAP recipients in conjunction with WIOA/TANF/GA recipients.</p> |
| Special Populations | <p>The HSD does not utilize the option of referring SNAP applicants to the E&T program prior to eligibility determination and offers all E&T services to any active SNAP recipient who chooses to volunteer.</p> |
| Screening Process | <p>The ISD Family Assistant Analyst (FAA) is responsible for intake and screening at initial certification and recertification. An interview is scheduled when the application is received and must be conducted prior to</p> |

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

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| | <p>disposition, unless it is determined that the applicant is eligible for expedited SNAP benefits. The interview is an official and confidential discussion of the household's circumstances. The FAA gathers information and clarifies any unclear or incomplete information to ensure a correct eligibility determination is made on the case.</p> <p>The FAA reviews all federal exemptions with the applicant/recipient to determine the work registration requirements. If the applicant/recipient does not qualify for any of the exemptions, information regarding the pertinent work requirements, how to comply and the consequences for failure to comply will be provided to the applicant/recipient. The HSD registers for work each mandatory household member with the signature on the application for assistance. Applicants/recipients that meet a federal exemption will be informed of their exempt status.</p> <p>The FAA screens each work registrant by reviewing all federal exemptions and state option exemptions with the applicant/recipient to determine whether or not it is appropriate to refer them to the E&T program; currently, the HSD is offering a voluntary E&T program. The FAA will explain to the SNAP participant what E&T is, that currently participation is voluntary, the advantages of volunteering, how to volunteer and how to request reimbursements for out of pocket expenses that are reasonably necessary and directly related to participation in the E&T program; it will be explained that the reimbursement amount will not exceed the amount set by HSD even if their expenses to participate are in excess. If the participant expresses interest, the FAA must provide the participant with the Works Program Job Search card (DWP 277) and the SNAP E&T Transportation Reimbursement Claim Form (FSP 020) to claim the reimbursement and will explain the purpose of each form, specific information regarding what documents are necessary to request the reimbursement along with timeframes to turn in all documents.</p> <p>While the E&T program is voluntary, the participant will be encouraged to meet the level of effort established by the HSD which is 12 (for areas defined as rural by office of management and budget (OMB) metropolitan</p> |
|--|---|

| Table 1: State E&T Program, Operations and Policy Overview | |
|---|--|
| | <p>statistical area designation) or 24 job search contacts (for areas defined as urban by office of management and budget (OMB) metropolitan statistical area designation), within a 2 month time frame. Participation in the E&T program is tracked monthly. HSD has determined that 2 months is a sufficient amount of time for a client to meet the level of effort established by the HSD due to NM having a majority of the populations living in a non-metropolitan area.</p> <p>ISD is responsible to administer and track participation in the E&T program on a bi-monthly basis.</p> |
| Conciliation Process (if applicable) | <p>The HSD does not offer a conciliation process as part of the E&T program.</p> |
| Disqualification Policy | <p>Participation in the E&T program is currently voluntary. ISD will not be placing E&T disqualifications.</p> |
| Participant Reimbursements | <p>If eligible, all voluntary participants in the E&T program will receive a monthly transportation reimbursement up to \$25. The participant must provide documentation in accordance with 7 CFR 273.7(d)(4) by providing ISD with an E&T Reimbursement Claim form (FSP 020) and the Work Programs Job Search card (DWP 277), for each month that they request the reimbursement. The documents will be scanned into ASPEN to create a task for that office and the Liaison will be alerted that a Job Search Card and/or an FSP 020 E&T Reimbursement Claim form needs to be reviewed. The Liaison will review the documents in ASPEN to verify that:</p> <ul style="list-style-type: none"> • The participant requesting the reimbursement was receiving SNAP for the month of the request; • The participant was actively participating in E&T (verified via job search card); • If reimbursement is being requested, will verify that the FSP 020 E&T Reimbursement Claim form was turned in and that they |

| Table 1: State E&T Program, Operations and Policy Overview | |
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| | <p>incurred costs that are reasonably necessary and directly related to participating in E&T; and</p> <ul style="list-style-type: none"> • The participant has not already received a reimbursement for that month. <p>Upon verification of participation in the E&T component, the Liaison will enter the activity information in ASPEN to ensure correct tracking of the E&T participants; the activity will be entered for the corresponding month the participant completed the activity. If the determination is made that the reimbursement request is valid, the Liaison will enter and issue the reimbursement through ASPEN.</p> |
| Work Registrant Data | <p>SNAP participants not otherwise exempt in accordance with 7 CFR 273.7(b)(1) will be included in the count to determine the amount of work registrants in the State.</p> <p>The HSD utilizes ASPEN, an on-line interactive system in determining eligibility and providing benefits and assistance payments for SNAP and for the other programs administered by the HSD. ASPEN is the system currently being utilized to generate a report, FNS-583, of new work registrants that is available quarterly; it will be used to obtain the initial count of work registrants at the beginning of each new fiscal year.</p> <p>Method for Obtaining Initial Count of Work Registrants</p> <p>Number of work registrants receiving SNAP on October 1 of the new fiscal year:</p> <p>Individuals will be included in the count if they do not qualify for a federal exemption; this will be determined during the interview process and correctly coded in ASPEN to ensure the correct count. If they qualify for a federal exemption they will not be included in this count. This count is only produced for the 1st quarter report and will not change for the remainder of the current federal fiscal year (FFY).</p> |

| Table 1: State E&T Program, Operations and Policy Overview | |
|---|---|
| | <p>As of September 30th, the total number of individuals who are active and receiving SNAP and will be reported; these individuals will not be counted again for the remainder of that fiscal year. The population includes all individuals who are SNAP-Program approved and do not have one of the following COEs.</p> <ul style="list-style-type: none"> • TANF • TANF – Hardship • Education Works • Support Services • RCA • GA- Disability • Diversion • Wage Subsidy • Transition Bonus • ARSCH <p>Method for Ensuring an Unduplicated Work Registrant Count</p> <p>During the interview process, the FAA will gather all information from the applicant and review all possible federal exemptions to correctly determine work registration status. As the FAA processes the case through ASPEN and enters all information, the applicant will be determined as either mandatory or exempt from work registration and then will correctly be reported as such. If the individual was captured on the 1st quarter report as a work registrant they will not be counted again in any other month for that year.</p> <p>Number of new work registrants</p> <p>This count is unduplicated; once an individual is captured on the report they will not be counted again for that FFY.</p> <p>ASPEN will track newly SNAP approved individuals that are mandatory for work registration. If an individual has already been counted in one month for the current FFY, then the individual will not be counted again until the following FFY, even if the individual’s case closes and</p> |

| Table 1: State E&T Program, Operations and Policy Overview | |
|---|---|
| | <p>they later receive SNAP again in the same FFY.</p> <p>This count shall be unduplicated in a federal fiscal year; an individual can only be reported once during all four quarters of the report. This will capture the true count of new work registrants in a federal fiscal year.</p> |
| Outcome Reporting Data Source and Methodology | <p>The HSD is in the process of developing the required and optional reporting measures. We have submitted the criteria for the required reports and will be completing Joint Application Design (JAD) meetings to develop the reports. NM anticipates providing all reports as mandated in National Reporting Measures USDA has developed as standardized reporting measures for E&T programs that are applicable to the components NM HSD has chosen.</p> <p>The HSD will utilize the ASPEN system and potentially other available sources, such as Work Number or Department of Workforce Solutions interface, to collect the necessary information; the methodology will be determined during the JAD meetings.</p> |

**Part D: Pledge to Serve All At-Risk ABAWDs
 (if applicable)**

| ABAWD and Pledge Information | |
|---|-----|
| Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs? | N/A |
| Information about the size & needs of ABAWD population | N/A |
| The counties/areas where pledge services will be offered | N/A |
| Estimated cost to fulfill pledge | N/A |
| Description of State agency capacity to serve at-risk ABAWDs | N/A |
| Management controls in place to meet pledge requirements | N/A |
| Description of education, training and workfare components State agency will offer to meet ABAWD work requirements | N/A |

State Employment and Training (E&T) Plan

Part E - Table 2: E&T Component Detail

| Non-Education, Non-Work Components | | | | | | | |
|---|--|------------------------|---|---|----------------------------------|--|--|
| Component | Description | Geographic Area | Target Audience (e.g., Homeless, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated Monthly cost* | Provider (Contracted, SNAP agency, or both) | Reporting Measure(s) – if > 100 participants |
| <i>Job Search</i> | The purpose of Job Search is to provide the participant a reasonable opportunity to find suitable employment. The volunteer will complete the Work Programs Job Search card DWP 277 to document their Job Searches. | Statewide | The focus will be on participants who want to volunteer that will benefit from completing job searches. | 71 participants (this number is an estimate from the 3 rd quarter FFY 2016 FNS 583 report) | | ISD Field and Central Offices | 71 participants monthly = 852 |
| <i>Job Search Training</i> | | | | | | | |
| <i>Job Retention Services</i> | | | | | | | |
| <i>Insert more rows as needed.</i> | | | | | | | |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

| |
|---|
| Education Components (<i>Education expenses must be justified</i>) |
|---|

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| Education Components (<i>Education expenses must be justified</i>) | | | | | | | |
|---|--|------------------------|---|--|----------------------------------|--|--|
| Component | Description & justification | Geographic Area | Target Audience (e.g., Homeless, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider (Contracted, SNAP agency, or both) | Reporting Measure(s) – if > 100 participants |
| <i>Basic Education</i> | | | | | | | |
| <i>Vocational Training</i> | | | | | | | |
| <i>Insert more rows as needed.</i> | | | | | | | |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

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| Work Components | | | | | | | |
|------------------------------------|--------------------|------------------------|---|--|----------------------------------|--|--|
| Component | Description | Geographic Area | Target Audience (e.g., Homeless, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider (Contracted, SNAP agency, or both) | Reporting Measure(s) – if > 100 participants |
| <i>Workfare</i> | | | | | | | |
| <i>Work Experience</i> | | | | | | | |
| <i>Insert more rows as needed.</i> | | | | | | | |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Part F - Table 3: Estimated Participant Levels

| | | |
|----|---|---|
| A. | Anticipated number of work registrants in the State during the Federal FY (unduplicated count): | <p>101,000 anticipated number expected to be in the State on October 1, 2016</p> <p>51,531 anticipated number of new work registrants to be added between October 1 and September 30, of the Federal FY 2017</p> <p>Total 152,531</p> |
| B. | Total number of planned State option exemptions from E&T Participation: | Currently the E&T program is voluntary. |
| | <p>List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY.</p> <p>Currently the E&T program is voluntary</p> | <p>_____ N/A _____</p> |
| C. | Percent of all work registrants exempt from E&T (B/A) | 0% |
| D. | Anticipated number of E&T mandatory participants (A-B) | 0 |
| E. | Anticipated number of voluntary E&T participants | 852 (based on the 3 rd quarter FFY 16 FNS-583 report) |
| F. | Anticipated number of ABAWDs in the State during the Federal FY. | 11,333 |

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| | | |
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| G. | Anticipated number of ABAWDs in waived areas of the State during the Federal FY. | 0 |
| H. | Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY | 0 |
| I. | Number of potential at-risk ABAWDs expected in the State during the Federal FY (F-(G+H)) | 0 |

Part G - Table 4: Partnerships/Contracts

For each partner/contractor that receives more than 10% of the E&T operating budget, complete

| Name of Partner/Contract | Cost | % of E&T Operating Budget |
|--------------------------|------|---------------------------|
| N/A | | |
| | | |
| | | |

Part H: Contractor Detail Addendum

| | | | |
|---|--------------|--|------------|
| Partner/Contract Name | N/A | | |
| Monitoring and communication with contractor (s) | | | |
| Role of Contractor | | | |
| Timeline | Start | | End |
| Description of Activities/Services | | | |
| Funding | | | |
| Evaluation | | | |

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Part I - Table 5: Operating Budget

| | State cost | Federal cost | Total |
|---|-------------|----------------|----------------|
| I. Direct Costs: | | | |
| a) Salary/Wages (2 employees at 100% of their time) | | \$94,640.00 | \$94,640.00 |
| b) Fringe Benefits* Approved Fringe Benefit Rate Used __39__% | | \$36,909.60 | \$36,909.60 |
| c) Contractual Costs | \$0.00 | \$0.00 | \$0.00 |
| d) Non-capital Equipment and Supplies | | | |
| e) Materials | | | |
| f) Travel | | | |
| g) Building/Space | | \$18,617.66 | \$18,617.66 |
| h) Equipment & Other Capital Expenditures | | | |
| Total Direct Costs | | \$150,167.26 | \$150,167.26 |
| | | | |
| II. Indirect Costs: | | | |
| Indirect Costs*Approved Indirect Cost Rate Used:_____% | | | |
| System Changes | | \$855,876.74 | \$855,876.74 |
| Total Indirect Costs | | \$855,876.74 | \$855,876.74 |
| | | | |
| III. In-kind Contribution | | | |
| State in-kind contribution | | | |
| | | | |
| IV. Participant Reimbursement (State plus Federal): | | | |
| a) Dependent Care | \$0 | \$0 | \$0 |
| b) Transportation & Other Costs | \$10,650.00 | \$10,650.00 | \$21,300.00 |
| c) State Agency Cost for Dependent Care Services | \$0 | \$0 | \$0 |
| | | | |
| V. Total Costs | \$10,650.00 | \$1,016,694.00 | \$1,027,344.00 |

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.

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Part J - Table 6: Budget Narrative and Justification Table

| Item | Narrative |
|---|---|
| I. Direct Costs: | |
| a) Salary/Wages | 2 Full Time Employees (pay band 70) <i>Average Annual Salary: \$47,320.00</i> Total= \$94,640 (for both employees) |
| b) Fringe Benefits* Approved Fringe Benefit Rate Used _39_% | 2 Full Time Employees (pay band 70) <i>Average Annual Benefits: \$18,454.80</i> Total= \$36,909.60 (for both employees) |
| c) Contractual Costs | N/A |
| d) Non-capital Equipment and Supplies | |
| e) Materials | |
| f) Travel | |
| g) Building/Space | Total Yearly Rent for SF Central Office ISD = \$502,676.79 Total employees = 54 Yearly Rent for two FT employees = \$18,617.66 |
| h) Equipment & Other Capital Expenditures | |
| II. Indirect Costs: | |
| System Changes | 1) Change request 1985 is estimated at 4240 hours at \$100.00 an hour. $4240 * \$100.00 = \$420,000.00$. |

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| | <p>ASPEN E&T system modifications.</p> <p>2) Change Request 2450 is estimated at 4318 hours at \$100.00 an hour. $4318 * \\$100.00 = \\$431,000.00$ ASPEN E&T program reporting measures.</p> |
| III. State In-kind Contribution | |
| IV. Participant Reimbursements | |
| a) Dependent Care | N/A |
| b) Transportation & Other Costs | ISD will provide a maximum of \$25 transportation reimbursement to any E&T volunteer in accordance with 7 CFR 273.7(d)(4). |
| c) State Agency Cost for Dependent Care Services | N/A |

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

| Funding Category | Approved Prior FY Budget * | Upcoming FY Budget |
|--|----------------------------|--------------------|
| 1. 100 Percent Federal E&T Grant: | \$466,029.00 | \$1,006,044.00 |
| 2. Share of \$20 Million ABAWD Grant (<u>if applicable</u>) | n/a | n/a |
| 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/Other | \$232,172.00 | \$21,300.00 |
| 50% Federal | \$116,086.00 | \$10,650.00 |
| 50% State | \$116,086.00 | \$10,650.00 |
| b. Dependent Care | | |
| 50% Federal | \$0.00 | \$0.00 |
| 50% State | \$0.00 | \$0.00 |
| 5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b) | \$698,201.00 | \$1,027,344.00 |
| 6. 100% State Agency Cost for Dependent Care Services | \$0.00 | \$0.00 |
| 7. Total Planned Federal FY Costs (Must agree with Part H—Operating Budget | | \$1,027,344.00 |

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