



# Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)

## Federal Fiscal Year 2021 Workplan

[Oct. 1, 2020 - Sep. 30, 2021]

**All SNAP E&T entities including counties, Tribal Nations, third-party providers and Department of Employment and Economic Development (DEED) are required to complete relevant sections of this plan and submit responses by July 27, 2020.**

### Instructions

Use the keys below to review, save, print and submit your FFY 2021 SNAP E&T workplan. As you work on your responses, click the save button to store your responses and follow the instructions to return to where you left off. Note that only the person completing and saving the document will be able to retrieve it. When the plan is ready to be reviewed by your agency's respective authorities, save and print a copy. When the workplan is reviewed and certified (no hard signatures required), print a copy for your records (using LANDSCAPE orientation). After printing, click the submit button to send your document to the Department of Human Services, SNAP E&T Team.

### Requirements

All SNAP E&T entities are expected to market E&T (provide information about available services) to SNAP recipients and connect them to service providers. Recipients include those who are working or potentially able to work (both Able-Bodied Adults without Dependents (ABAWDs) and other SNAP recipients. For those working, E&T services can enhance skills to advance in the workplace. For those not working, skills building, and employment training can increase employability in Minnesota's workforce.

The [SNAP E&T website](#) contains a statewide map of current service providers whose services can be accessed by SNAP recipients across the state, not limited to a county or reservation border. The SNAP E&T team is available to provide technical assistance and answer any questions specifically related to how your county can market E&T to recipients and refer them to one of these providers.

Time-limited ABAWDs must continue to work or participate in employment and training activities for an average of 20 hours per week, totaling 80 hours per month, in order to maintain their food benefits beyond three counted months. More details on ABAWDs and current Banked Month guidance is available by accessing the document titled [Serving ABAWDs](#) on the SNAP E&T website. While time-limited recipients will continue to be a priority group, growth in SNAP E&T is projected to reside with other low-income and low-skilled SNAP recipients.

Some counties and tribes may be eligible for an ABAWD waiver from the time limit and work provisions. Whether or not a county or tribe is waived, with the opportunities to leverage the federal 50 percent reimbursement funding stream, along with the 100 percent fund allocation, recipients can benefit from the increasing range of available E&T services. Currently, these include services provided by some agencies in-house, by agency-contracted providers, state-contracted (DHS) providers and DEED's E&T grantees. Using non-federal dollars and seeking a 50 percent reimbursement could return funds to local areas which can be reinvested into employment and training, and thus grow the SNAP E&T program to serve a larger number of SNAP recipients.

Tribal programs may be reimbursed up to 75% for administrative, program, and support service costs related to SNAP E&T participants who reside on Tribal land; participants do not have to be an enrolled Tribal member. Community based organizations and community colleges, including Tribal Colleges, serving primarily American Indians may also be reimbursed up to 75% for expenses related to SNAP E&T participants who reside on Tribal land. It is the responsibility of the grantee to retain this documentation for audit purposes.

**Funding**

In the past, Minnesota used its 100 percent federal allocation to fund its E&T services. Minnesota is now using a second federal funding stream, referred to as 50 percent reimbursement funds (50/50 funding) to expand its SNAP E&T services. This entails funding SNAP E&T activities using non-federal dollars (not used as a match for another federal program) to serve eligible SNAP recipients, and seeking a 50 percent reimbursement, which comes back to the provider. Reimbursement funds received are considered non-federal dollars and can be reinvested in E&T. These funds must be received, spent on valid SNAP E&T costs, and invoiced through the regular invoicing process. All third-party providers use non-federal dollars for E&T services and seek reimbursements. Counties can access this funding in addition to 100 percent allocation.

**Providers**

Currently, some entities choose to provide SNAP E&T services either in-house or through a county-contracted E&T provider. DHS continues to contract directly with third-party providers to increase the range of E&T services across the state. As of FFY 2020, 17 third-party providers have a direct contract with DHS, including White Earth Nation. In addition, the Department of Employment and Economic Development (DEED) has grantees providing SNAP E&T services. These providers bring an array of additional skills development and training programs that respond to labor market needs, and prepare individuals with low incomes to fill jobs that employers are seeking.

**Collaboration**

The department is encouraging greater collaboration among all SNAP E&T entities to ensure recipients maximize the range of services offered by diverse providers. DHS encourages SNAP E&T partners to collaborate and make referrals for other services that are not available through the current provider, exposing the SNAP recipient to a range of services that best align with their needs. For example, when a participant nears the end of their vocational training goals, the organization may refer to another organization to provide job search, if the original organization does not have adequate job search assistance available.

**Co-enrollment**

Some of the benefits to co-enrollment in other programs include continuation of services if SNAP ends and access to additional funding sources and other services to help ensure participants succeed in their employment goals. Co-enrollment in other programs, such as the Workforce Innovation and Opportunity Act (WIOA), may provide countable activities for a time-limited participant, allowing the participant to earn additional benefit months. When Minnesota Family Investment Program (MFIP) closes, a participant may transition to SNAP E&T. Transitioning to E&T would provide a continuation of supports while completing goals.

In some situations, participants can access services from more than one provider. For example, a third-party provider can work with a college to help the same participant achieve individual employment plan goals. Both providers may work with the participant at the same time, while not providing duplicative services.

It is the providers’ responsibility to coordinate services for co-enrolled participants to prevent duplication of service. Duplication of service means the participant receives the same service or support from multiple providers.

SNAP E&T Entities

Check one of the choices below that identify your SNAP E&T grouping or entity:

- County agency or county agency cohort (providing services in-house or through a county agency-contracted provider)
- Third-party provider or Tribal Nation (DHS-contracted provider)
- Department of Employment and Economic Development (DEED, lead agency for cohort of community organizations)

County Agencies

How many county agencies are part of your FFY 2021 SNAP E&T Workplan? [If a single county agency, enter 1]

1

County agency name

Ramsey County

Program contacts

Provide a program contact for each of the county agencies listed above.

Name:	Title:	Phone:	Email:
Ling Becker	Director	651-266-6001	ling.becker@co.ramsey.mn.us

Collaboration contacts

Greater collaboration among all SNAP E&T entities can ensure recipients maximize the range of services offered by diverse providers. Complete the table with the name, title, phone number and email address for in-house and/or county-contracted provider personnel who should be contacted by outside third-party providers (TPPs) that may be working with a SNAP E&T participant living in your local service area. The purpose of this is to increase collaboration and ensure pertinent information is exchanged, especially regarding participants with time-limited benefits.

Name:	Title:	Phone:	Email:
Hua Moua	Planning Specialist	651-266-6053	hua.moua@co.ramsey.mn.us
Lisa Guetzkow	Manager	651-266-6006	lisa.guetzkow@co.ramsey.mn.us

Fiscal contact

Provide a fiscal contact below. If you are a cohort of counties, provide the fiscal contact for the host county.

Name:	Holly Pratt
E-mail:	holly.pratt@co.ramsey.mn.us
Phone:	651-266-6007

Service provision

What E&T service provision type(s) will your agency be using in FFY 2021? [CHECK ALL THAT APPLY]

- In-house
- County-contracted
- State-contracted (DHS) or DEED-contracted sub-grantees (see the provider map on the SNAP E&T webpage)
- Other (such as Veterans Affairs services, WIOA, ABE, etc.)

For "other", describe below. Include estimated number of participants being referred out for other services.

Program services will be shared with participants at SNAP E&T Orientation, An estimated 20 participants will be referred out to co-enroll in WIOA program or other Career pathways training programs, if eligible. An estimated 50 participants will be referred to ESL, ABE or other educational training programs as needed

Work registrants

Briefly describe your agency's process for screening work registrants for referral to E&T.

All FAS Financial Staff are expected to ask questions that are relevant to code the client for applicable FSET and ABAWD exemptions. Screeners, Intake Interviewers, and Case Management Financial Workers run Bluezone Scripts "ABAWD Screening Tool" and "ABAWD FSET Exemption Check." When eligibility is determined, Financial workers look at any used ABAWD months, if they have used the 2nd 3 month period of eligibility (if eligible = 80 hours in a 30 day period since last receiving SNAP), and eligibility for banked month for certain populations. A discussion on willingness to work with SNAP E&T is discussed when applicable.

Please respond to the following statements specific to work registrants. Reference sources are provided for additional information.

	Yes	No	N/A
<b>Domestic Violence:</b> Does your agency explain domestic violence as part of agency's screening process? <a href="#">MS 256.029</a>			
<b>Communicating E&amp;T Requirements:</b> [Does your agency <u>verbally explain</u> the SNAP E&T program requirements, rights and responsibilities of work registrants, and consequences of failure to comply? <a href="#">7 CFR 273.7(a)(1-6)</a>			
<b>Compliance:</b> Does your agency have a written script on SNAP E&T program requirements, rights and responsibilities of work registrants, and consequences of failure to comply that case workers follow? <a href="#">SNAP E&amp;T</a>			
<b>Employment Plan:</b> Does your agency require SNAP E&T participants to sign the employment plan? <a href="#">SNAP E&amp;T</a>			
<b>Disputes:</b> Does your agency have a written grievance process? <a href="#">7 CFR 273.7(f)(6)</a>			
<b>Good Cause:</b> Does your agency have a written good cause policy? <a href="#">7CFR 273.7(e,f)</a>			

Marketing and referral

Marketing and referral of recipients to available service providers is key to increasing participation in workforce preparation activities. How are you planning to market and connect SNAP recipients to E&T providers? [CHECK ALL THAT APPLY]

- Verbal communication
- Written script and information
- DHS website information
- Other

For "other", describe below, including a description of the other check boxes:

SNAP ET Information is shared at FAS intake for eligible SNAP participants. During WFS SNAP E&T Orientation, information about other SNAP E&T providers and resources are also shared with participants.

Funding

Your SNAP E&T activities will be funded by which of the following funding stream(s): [CHECK ONE OR BOTH]

- A. Federally allocated 100 percent funds
- B. Non-federal funds (requesting 50 percent reimbursement)

Overview

Provide a succinct overview of your SNAP E&T activities including goals and outcomes for participants:

Workforce Solution’s goal is to help SNAP E&T participants achieve stability and economic independence by providing the participants services and resources needed to increase their opportunity to improve their education, employment and economic stability. With the currently Covid-19 pandemic, majority of the communication and documentations and activities are conducted over the phone and email, and through virtual learnings with the participant’s verbal consent. SNAP E&T Activities Include: Orientation & Enrollment: SNAP participants referred to SNAP E&T are encouraged and invited to attend a SNAP E&T Orientation that explains the program requirements, services offered, activities requirements, and assistance provided to help them build their own career pathways to become self-sufficient. Participants are mailed a welcoming letter with SNAP E&T Orientations being conducted over the phone, with participant’s verbal consent to be enrolled into SNAP E&T. Once the situation is more settled in 2021, SNAP E&T orientations are anticipated to held at the Ramsey County Government Center, located at 160 Kellogg Blvd, St. Paul. Orientations are two hours long and are conducted three times a week. Two orientations are for English speaking and one orientation is for non-English speakers facilitated by interpreter(s) in a group or one-on-one setting. WFS anticipates to enroll 400 SNAP E&T participants in orientation. Assessment and Employment Plan: The counselor and participant communicate over the through various methods such as over the phone, email, mail or on a virtual platform such as TEAMS or Zoom for a one-on-one assessment to develop a comprehensive employment plan within 30 days of completing an orientation. The assessment will identify the individual’s background, education, employment history, interests, transferable skills, strengths and barriers to employment. The information gained from the assessment is used to create a plan in partnership with the participant and emphasizes strength and abilities of the individual. The plan can include job search, employment, education or training, social services with the focus on obtaining employment and becoming self-sufficient. WFS anticipates to enroll 90% of the 400 participants in assessment and employment plan completion. Activities Program Services Available includes: • Orientation • Assessment/Employment Plan • Career, Educational and Vocational counseling • Job seeking/job skills/ job readiness assistance • Access to the resource centers with individualized assistance • Structured job search • Job Placements leading to part-time or full-time employment opportunities • Educational programs such as ABE, GED, ESL, Credentials and Non-Credentials Trainings • Job retention services. Additional socials services referrals such as Domestic violence support • Interpreter services • Ex-offender services • Legal services • Housing • Mental and physical health services • Resources and referrals, service coordination with others providers in the community as needed to ensure participants are receiving the services they need • Participants are eligible to receive support services to help them with their engagement of activities. Case Management/Job Counseling: The counselor utilize motivational interview and coaching strategies to help participants define their own path, identify strategies to achieve their goal. The counselor will provide participants with job leads, housing/food resources, assist with development of resumes, cover letters, make referrals to workshops, work experience programs, education and any other resources necessary to provide stability to the individual to become engaged and employed. Case Management may include employability, intake assessments, barriers identification, monitoring of programs and support and collaboration with other employment or social services providers in Ramsey County. Once a participant becomes employed, 90 day retention services are available to ensure a successful transition off SNAP. Cases will be closed once participants become self-sufficient and exits SNAP. Monitoring Client’s progress/Tracking: Client’s progress will be tracked in Workforce One System. Documentations will be obtained once the participant is engaged in an activity, whether over the phone, verbally, through mail or email. Documentations are stored in Ramsey County’s electronic laser fiche file system. The counselor will case note and enter the verified number of hours of participation in the Workforce One System. The counselor will communicate any changes in regards to the case to the financial worker by email, phone or status update. The counselor will ensure that client is in compliance with employment plan and activities and engage participants on a weekly or at minimum monthly basis. WFS focuses on the following outcomes: Number of individuals enrolled and exit cases, ABAWD Referral Status, Engagement in activities and participation Hours, Wages earned after enrollment and exit. Progress will be measured through obtaining required documentations to track the participant’s activities. All activity hours and case notes will be entered into Workforce One (WF1). Ongoing monitoring and review of case files will be completed to ensure quality of the services. Collaboration and co-enrollment with other programs will be identified. WF1 has the capability to pull report to allow users to identify persons who have multiple program sequences within the same served dates entered. This allows the counselor to easily identify opportunities for collaboration with other staff or providers and to avoid duplication of services. The successful outcomes of the SNAP E&T participant will: • Engage with the counselor and attend necessary meetings, follow through with goal action plan • Stay in communication with the SNAP E&T team members • Follow through with individual employment plan • Obtain essential skills • Enroll and complete education or short term training program • Secure employment • Stay employed after exiting a program • Have access to other community resources and enroll with other workforce programs when appropriate • Have a career plan in place that participant can follow after the program ends.

Provider information

If your agency is contracting with **outside** SNAP E&T providers, how many providers will you be contracting with in FFY 2021? If none, enter zero.

Components and Activities

The following is a list of federal components and corresponding activities found in Workforce One (WF1). Complete the following for activities your agency will offer in-house and/or through contracted provider(s). Refer to the [Minnesota SNAP E&T Components and Activities](#) for guidance and definitions. Identify the E&T activities offered by entering the number of individuals (whole numbers with commas) to be served for each activity by provider(s) and funding source(s). A participant can be counted once for each activity they participate in (duplicate count). Ignore the columns that are "not asked".

Components and Activities	In-House	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	[Not Asked]	100 Percent Funds	Non-federal Funds
<b>Supervised Job Search--</b> Supervised Job Search	<div>200</div>											<div>200</div>	
<b>Supervised Job Search Training--</b> Supervised Job Search Training	<div>200</div>											<div>200</div>	
<b>Workfare--</b> Workfare													
<b>Work Experience--</b> Uncompensated Work Experience	<div>5</div>											<div>5</div>	
<b>Work Based Learning--</b> Apprenticeship													
<b>Work Based Learning--OJT</b>													
<b>Work Based Learning--</b> Subsidized Employment	<div>10</div>												<div>10</div>
<b>Educational Programs--</b> Adult Diploma	<div>10</div>											<div>10</div>	

Program			
<b>Educational Programs--</b>			
Adult Basic Education	10	10	
<b>Educational Program--GED Training</b>	10	10	
<b>Educational Programs--</b>			
Credentialed Training	20		20
<b>Educational Programs--</b>	10	10	
ESL/ELL Training			
<b>Educational Programs--</b>			
Integrated Education Training (IET)/Bridge Programs			
<b>Educational Programs--Non-Credentialed Training</b>	20	10	10
<b>Self-Employment Training--Self-Employment Training</b>			
<b>Job Retention--</b>			
Retention	200	200	
<b>Other Activities--</b>	500	500	
Orientation			
<b>Other Activities--</b>	450	450	
Assessment			
<b>Other</b>			

Activities--

150

150

Social Services

Other

Activities--

Holding

Other

Activities--Local

Flag

Other

Activities--

Satisfactory

250

250

Progress

Other

Activities--

Employed Part-time

50

50

Other

Activities--

Employed Full-time

100

100

Other

Activities--

Other (specify below)

Unduplicated count

Estimate the total number of individuals to be served by each funding stream (unduplicated) in FFY 2021. If an individual is served by both funding streams, count them once in each. If your area is using only one funding stream, leave the other blank.

100 Percent Funds

500

Non-Federal Funds

40

Provide additional details on how the **Uncompensated Work Experience** activity will be provided.

Participants will be placed into work experience based on interest to employable skills needed to find employment

Provide additional details on how the **Subsidized Employment (formerly paid work experience)** activity will be provided.

Participants will be referred to Pathways to Prosperity program or State funded WIOA programs for paid work experience. Counselors will work in collaboration with other program related workers to ensure completion of subsidized employment

Provide additional details on how the **Adult Diploma Program** activity will be provided.



Participants will be referred to Adult Diploma program through HUBBS center. Counselors will receive attendance from the school site the participant is enrolled at to track attendance and progress.

Provide additional details on how the **Adult Basic Education** activity will be provided.

Participants will be referred to Adult Basic Education through HUBBS center. Counselors will receive attendance from the school site the participant is enrolled at to track attendance and progress.

Provide additional details on how the **GED Training** activity will be provided.

Participants will be referred to Adult Basic Education through HUBBS center. Counselors will receive attendance from the school site the participant is enrolled at to track attendance and progress.

Provide additional details on how the **Credentialed Training** activity will be provided.

Participants will be referred to community organizations and other providers, as well as in-house training as needed such to colleges such as St. Paul College, Century, MCTC, and P2P programs. Counselors will receive attendance and track progress.

Provide additional details on how the **ESL/ELL Training** activity will be provided.

Participants will be referred to ESL/ELL through HUBBS center. Counselors will receive attendance from the school site the participant is enrolled at to track attendance and progress.

Provide additional details on how the **Non-Credentialed Training** activity will be provided.

Participants will be referred to non-credentialed training in their areas of interest as needed

**Support Services:** Review the [Guidance on Costs and Reimbursements](#) document and identify (list) the support services (such as transportation, course registration fees, etc.) your agency will provide to assist participants in-house and/or through county-contracted providers.

Depending on the availability of the support services fund, participants are eligible to receive support services to help them with their engagement of activities. The support services will include: Transportation Expenses (Bus/Gas Card), Clothing for Job Interview, Course registration fees, Test fees, Training materials, Clothing required for a job, Uniforms, Driver's license.

SNAP E&T has been included as a partner in Minnesota’s State Combined Plan under WIOA. If your area offers WIOA programs, how are you integrating these with SNAP E&T? If you are not currently co-enrolling your SNAP E&T participants in WIOA programming, what steps do you plan to take to begin doing this in the future?

Ramsey County will coordinate with our Workforce Innovation & Opportunity Act (WIOA) program, Adult Dislocated Worker Program and partner with community based programs and other employment or educational programs to enhance services to SNAP E&T participants. This partnership will maximize use of resources and increase access to opportunities for employment, education, and training for SNAP E&T participants. Co-enrollment with WIOA services is completed when appropriate, as well as any other training opportunities that can be utilized to create a seamless continuum of services for the participant. The WIOA program has dedicated a staff member who acts as a liaisons between the two programs and assist participants as needed. This includes providing WIOA resources and information during SNAP E&T orientation and ongoing weekly to monthly communication with the SNAP E&T Counselor. Our goal is to work very closely with WIOA to increase the number of SNAP E&T receiving services. Through our partnership, we will determine if SNAP eligible individuals are open on any other programs and, if so, we will coordinate services with other programs to ensure continuation of services.

How would your SNAP E&T services interface with other programs such as the Minnesota Family Investment Program (MFIP) and General Assistance (GA) recipients?

WFS is the county administrator of employment and training services including SNAP E&T, Diversionary Work Program (DWP), Minnesota Family Investment Program (MFIP), Workforce Innovation and Opportunity Act (WIOA), and Dislocated Worker Programs. In addition to providing direct employment services, WFS also contracts with a variety of community-based organizations - each offering a full array of employment services and employment support services for participants. In instances, if a MFIP participant exits off MFIP but is still eligible for SNAP, counselor can share information with them regarding SNAP E&T program. Ramsey County Workforce Solutions is the leading partner in the consortium for One-Stop Operator for Workforce Development Area 15, Ramsey County. The other members of the consortia includes WIOA, Minnesota Job Services and Minnesota Vocational Rehabilitation Services. The WIB has adopted a Federated model of service delivery requiring services to be delivered from CareerForce Centers, Specialized Centers, Affiliate Sites, and community sites such as libraries and colleges. Our services are delivered from a client-centered, resident’s first, approach in a comprehensive service delivery method. At any point of entry through the consortium, customers

are offered navigation services and connections to specific programs that can meet the individual and family needs and assist them in building skills needed to find and keep suitable employment. Resources and referrals regarding program specific such as MFIP, DWP, SNAP E&T will be available to all customers receiving services in affiliate site, the CareerForce Centers, and specialized sites. When an individual's needs are identified by staff, referrals to partner organizations will be made. Direct referrals to specific eligible programs will be made as well as shared services that cross programs. In addition, WFS SNAP E&T orientation provides information regarding all programs and resources available to the participants. Our goal is to create a continuum of services through communication, coordination, resource sharing with WIOA and MFIP community based partners. In addition, if SNAP E&T participants are eligible for any other services or programs, a referral will be made, as well as follow-up to ensure that person obtained resources as a result. WFS also compiles monthly co-enrollment reports for review and connects with counselors when an individual is co-enrolled in various programs. Programs collaborate and communicate with each other to ensure individuals are receiving the necessary services needed to become self-sufficient.

100 percent funds

For E&T activities in FFY 2021, estimate the projected administrative, program and support service costs for services to recipients provided in-house, through a county-contracted provider and/or costs associated with marketing/connecting recipients with other providers. The county may be asked to resubmit these estimates when final allocation amounts are issued. Refer to the [Guidance on Costs and Reimbursements](#) when determining administrative, program, and support service activities and costs.

Administrative Costs:

34500

Program Costs:

195500

Support service funds

Support Service Costs:

6000

Projected 100 Percent Fund request (auto-calculated) = \$230000

Projected Support Service Fund request (auto-calculated) = \$6000

Non-federal funds

Complete the following estimates on the projected amounts of non-federal funds which the local area is projecting to spend on E&T activities for which a 50 percent reimbursement will be claimed. Refer to the [Guidance on Costs and Reimbursements](#) when determining administrative, program, and support service costs.

Administrative Costs:

7500

Program Costs:

27500

Support Service Costs:

15000

Projected Non-federal expenditures (for which you will claim 50 percent reimbursement (auto-calculated) = \$50000

Cost Summary

100 percent fund request (auto-calculated): \$230000

Support service fund request (auto-calculated) = \$6000

Non-federal expenditures for which you will seek a 50 percent reimbursement (auto-calculated): \$50000

Assurances

Check the respective boxes below indicating that you have read, agree to and are in compliance with the following assurance statements:

Program requirements

- All activities authorized by this agency workplan are in accordance with SNAP Employment and Training regulations.
- Program activities are conducted in compliance with all applicable federal and state laws, rules, and regulations, including civil rights and Office of Management and Budget (OMB) regulations governing cost issues.

Staffing

- Staff for the administration and operation of the program are competent, professional, ethical and qualified for the position held, and have a firm understanding of the pertinent rules and regulations.

Contracting and oversight

- If applicable, contracts are procured through competitive bid procedures governed by state procurement regulations.
- The agency is accountable for the contents of the agency workplan and will provide oversight of any sub-grantees.

Collaboration and partnerships

- By accepting SNAP E&T funding, the agency agree to partner and collaborate with other state contracted 50/50 providers, if available, so SNAP recipients can access the range of services available through the SNAP E&T network of providers. The state SNAP E&T team is available to support and provide technical assistance in this process.
- Agency shall provide support services such as counseling, case management, transportation, financial, as needed by SNAP E&T participants. Referrals to other SNAP E&T partners and/or community services, such as agency departments or family services, will be made when appropriate.

Education and training

- Education and training activities must directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.

Participants served

- Individuals served under SNAP E&T must not be receiving Title IV-A assistance (MFIP).
- SNAP recipients upon initial enrollment, shall be provided an assessment which outlines their strengths, job skills needs, interests and abilities. An Employment Plan (EP) will be developed, listing achievable goals which would lead to transitioning into unsubsidized employment. The EP will be made a part of each participant's permanent file and will be updated as necessary.

Costs and reimbursements

- Documentation of agency costs, payments and donations for approved E&T activities are maintained and available for federal and state review and audit.
- The [Guidance on Costs and Reimbursements](#) document has been reviewed.
- Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.
- 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.
- 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.
- The agency is fiscally responsible for SNAP E&T activities funded under the plan and is liable for repayment of unallowable costs.

Agency or state education costs will not be supplanted with federal SNAP E&T funds.

**Records and files**

Case records will be maintained for each client and be available for federal and state monitoring and audits. These shall be retained for up to 6 years.

Documentation and records for support service expenditures must be retained on file for no less than three years to verify SNAP E&T costs at a participant transactional level.

**Workforce Development Board**

Information was shared with the Workforce Development Board and the board have been consulted on the agency's SNAP Employment and Training (SNAP E&T) workplan for FFY 2021.

**Certification**

By checking the box below, I hereby certify that SNAP E&T workplan has been prepared as required under the provision of Minnesota Statute, Chapters [§256D and §256D.051](#).

**Agency Director** (or authorized personnel)

Name:

Date:

**Submission of WorkPlan**

**Saving, printing, and submitting your plan**

Use the keys below to review, save and print your SNAP E&T workplan. When the plan is ready for submission, print a copy for your records and click the submit button to send this workplan response to the department.

Thanks,  
SNAP E&T Team