



## 2018-2019 County MFIP Biennial Service Agreement

January 1, 2018 - December 31, 2019

DHS-3863-ENG 9-17

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Enter the county's unique ID number

### Contact Information

COUNTY/CONSORTIUM NAME

PLAN YEAR

CONTACT PERSON

TITLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EMAIL ADDRESS (where correspondence related to this form will be sent)

CONFIRM EMAIL ADDRESS

**Note: Please review the 2018-2019 MFIP Biennial Service Agreement Bulletin for more details before you complete this document.**

### County MFIP Biennial Service Agreement

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#### A. Needs Statement

##### 1. Besides funding, what is the single biggest challenge you are facing in financial assistance services?

As in previous years, we have a lack of applicants in our county. There are eligible residents that do not apply for assistance. For the ones that do apply, several do not want to meet the requirements of the program or meet with employment services as requested.

7735 characters remaining

##### 2. Besides funding, what is the single biggest challenge you are facing in employment services?

Due to the remoteness of the area, a lack of public transportation for recipients to participate in MFIP required activities or work posing the biggest single challenge. However, we must also add the lack of available and appropriate child care.

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A. Needs Statement (continued)

3. What strengths and resources do you have available to address the needs of your participants?

Please **check all** the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (county resources with developed connections to MFIP), and/or an external community resource or both. If you lack sufficient resources in your area, check the Resource Gaps column, even if there are some resource sources. Add any "other" resources that you consider necessary.

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paid work experience
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

Other

**4. County Program Contact Information**

Please name contacts for the following programs if different from the contact on the cover page. You only need to give a person's phone and email once.

<b>MFIP STAFF CONTACT NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>DWP STAFF CONTACT NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<b>FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

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**A. Needs Statement** (continued)

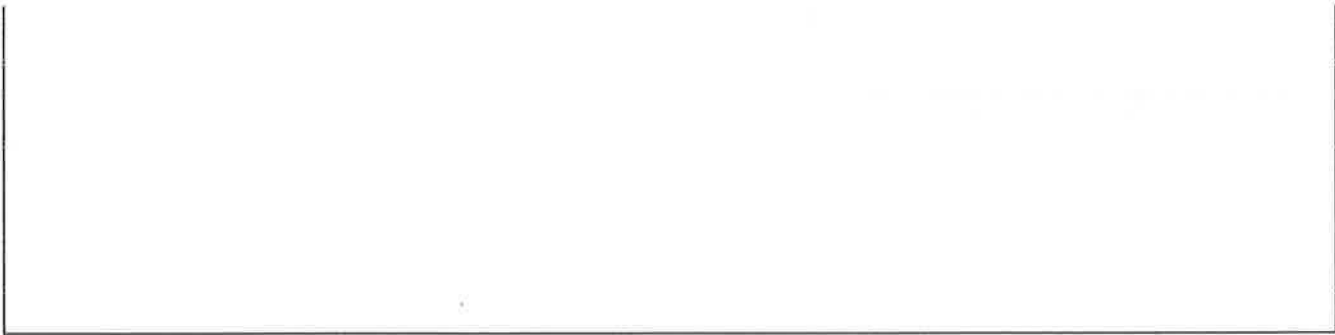
**Employment Services Provider(s) Information**

Statute 256J.50, subdivision 8: Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 256J.49, subdivision 4, except in counties contracting with workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

List your current employment services provider(s) and check the respective box to indicate which population served. If a Workforce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section G of this form addresses provider choice.

<b>NAME</b>	<b>ADDRESS</b>	<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>
Rural Minnesota CEP, Inc	2300 24th St NW Suite 106, Bemidji, MN 56601	Roger Hellquist	218-444-0732

**Population Served**     MFIP ES     DWP ES     FSS     Teen Parents     200% FPG



**B. Service Models**

**Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)**

- 1. Do you have culturally specific employment services for different racial/ethnic groups?
  - No  Yes *Check all that apply.*
  - African American     African immigrant     Asian American     Asian immigrant
  - American Indian     Hispanic/Latino     Other
  
- 2. What strategies do you use for hard-to-engage participants? *Check all that apply.*
  - Home visits     Sanction outreach services     Incentives
  - Off-site meeting opportunities     Other
  
- 3. What types of job development do you do? *Check all that apply.*
  - Sector job development     Individual job development     Other
  
- 4. Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?
  - No  Yes *Check all activities employers provide.*
  - Interview opportunities     Job skills training     Job placement     Job shadowing     On-site job training
  - Work experience     Helps plan training programs     Other
  
- 5. Do you provide job retention services to employed participants while they are receiving MFIP?
  - No  Yes *Check all that apply.*
  - Available to assist with issues that develop on the job     Financial planning     Soft skills training
  - Mentoring     Transportation     Personal contact with the employee    HOW OFTEN? at least every 30 days
  - Other

How long do you provide job retention services?

  - Less than 3 months     3-6 months     7-12 months     More than one year
  
- 6. Do you provide job advancement services to employed participants?
  - No  Yes *Check all that apply.*
  - Career laddering     Networking     Coaching/mentoring     Ongoing job search
  - Education/training     Other
  
- 7. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?
  - No  Yes *Check all that apply.*
  - Pathways to Prosperity (P2P)     Work Keys     National Career Readiness Certificate (NCRC)
  - Other

**B. Service Models** (continued)

**Family Stabilization Services (FSS)**

1. Do you have professionals available to assist with FSS cases?

No  Yes *Check all that apply*

- Adult Mental Health professional       Psychologist       Adult Rehabilitation Mental Health Services (ARMHS) worker
- Public Health Nurse       Chemical Health professional       Social Worker
- Children's Mental Health professional       Vocational Rehabilitation worker       Other

2. Do you make referrals for children of FSS participants?

No  Yes *Check all that apply*

- Children's Mental Health Services       Public Health Nurse home visiting services       Child Wellness Check-ups
- Women, Infants and Children Program (WIC)       Other

3. Are any of these services for children offered to non-FSS families?

No  Yes

**Services for families no longer on MFIP/DWP but under 200% of Federal Poverty Guideline**

1. Do you provide services to families who are not receiving DWP or MFIP assistance but are under 200% of the Federal Poverty Guideline (FPG)?

No  Yes *Check all the services that apply*

- ABE/ELL Classes       Job retention services       Child care       Referral to other programs
- Computer Lab Access       Support Services       GED       Training/Job Skills Classes
- Job postings       Other

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**B. Service Models** (continued)

**Minnesota Family Investment Program (MFIP) Services for Teen Parents**

1. Are there specialized workers who work primarily with teens (for example, child care worker provides child care resources to teens only)?

No  Yes *Check all that apply for each age group*

- | Minors<br>(under age 18)            | Age<br>18/19                        |                                 |
|-------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Financial worker                |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Employment service worker       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Social worker (Social Services) |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public health nurse             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Child care worker               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Other job role                  |

2. Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

No  Yes

- | Minors (under age 18)  | Age 18/19  |
|--|--|
| <input type="radio"/> Financial worker                           | <input type="radio"/> Financial worker                     |
| <input type="radio"/> Employment service worker                  | <input checked="" type="radio"/> Employment service worker |
| <input checked="" type="radio"/> Social worker (Social Services) | <input type="radio"/> Social worker (Social Services)      |
| <input type="radio"/> Public health nurse                        | <input type="radio"/> Public health nurse                  |
| <input type="radio"/> Child care worker                          | <input type="radio"/> Child care worker                    |
| <input type="radio"/> Other job role                             | <input type="radio"/> Other job role                       |

3. Does your county have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? *Check one for each age group.*

<b>Minors (under age 18)</b>	<b>Age 18/19</b>
Yes, mandatory	Yes, mandatory
Yes, voluntary	Yes, voluntary
No	No

C. Measures

Performance Measures

- 1. Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on Statute 256J.626, subdivision 7.

Starting for calendar year 2016, each service area funding allocation starts at 100 percent. Each year starting with the 2016 allocation, a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

The **three-year Self-Support Index (S-SI)**: This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the MFIP Annualized S-SI and WPR report for 2017 on the MFIP Reports page on the DHS website. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2017 will receive a 2.5 percent bonus added to its

Consolidated Fund allocation for calendar year 2018.  
[MFIP Annualized S-SI and WPR report \(PDF\)](#)

If your service area is receiving a bonus, congratulations! Please share a success strategy here:

N/A

7997 characters remaining

In the future, if your service area has an annualized S-SI below its range for two consecutive years, you will have to **negotiate a multi-year improvement plan** with the commissioner. If no improvement is shown by the end of the second year of the multi-year plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance. For example, a service area scoring "below" for 2016 and 2017 would need to put in place a multi-year improvement plan. If continuing "below" for 2018 and 2019, there would be a 2.5 percent decrease for the 2020 Consolidated Fund allocation which would continue until an annualized S-SI above or within its Range. Then the service area would receive 100 percent of the allocation.

Supplemental information about the Performance Management System and Performance Improvement Plans can be found on CountyLink: [www.dhs.state.mn.us/HSPM](http://www.dhs.state.mn.us/HSPM). If you would like additional information, contact the DHS Performance Management team at [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) or 651-431-5780.

C. Measures (continued)

**Racial/Ethnic Disparities**

2. A racial/ethnic disparity for a service area is defined as a one-year Self-Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in that area. Access the report "Two-Year Performance Trends of Racial/Ethnic and Immigrant Group". This report lists (1) service areas that have any racial/ethnic disparities requiring action and (2) the table of differences for all service areas.

[Performance Measures by Racial/Ethnic or Immigrant Group \(PDF\)](#)

**If your service area is in the disparity list, please answer the following question:**

DHS will work with you to reduce these disparities.

What strategies and action steps for each of the groups with disparities do you plan for the coming biennium?

N/A

7997 characters remaining

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**D. Program Monitoring/Compliance**

1. What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? *Check all that apply.*

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Internal policies around use of funds, i.e. participant support services
- Other

2. What procedures do you have in place to ensure program policies are followed and applied accurately? *Check all that apply.*

- Case consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

**If your service area has not made changes to your random drug testing policy since the last BSA, go to Section E.**

3. What procedures/policies do you have in place for administering random drug tests of convicted drug felons on MFIP as required by Minnesota Statutes, section 256J.26, subdivision 1?

- Written policy within the MFIP unit
- Coordination with Corrections
- Currently establishing new policy/procedure(s)
- Other

**If your random drug testing policy has changed since the last BSA, please submit a copy to Tria Chang at [Tria.Chang@state.mn.us](mailto:Tria.Chang@state.mn.us)**

**E. Collaboration and Communication with Others**

1. How many employment services front-line staff are employed in your county or consortium?

1

How many employment services front-line staff in your county or consortium have MAXIS access?

1

How many managers/supervisors have MAXIS access?

0

2. Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

RMCEP staff and supervisor meet on a regular basis with county financial worker and supervisor. RMCEP line staff and financial worker connect in person, by email or telephone on an as-needed basis to discuss and resolve any discrepancies. RMCEP uses the mismatch report on WF1.

7721 characters remaining

**F. Emergency Services**

1. Does your county provide emergency or crisis services from your Consolidated Fund?

No  Yes

If yes, enter your most up-to-date emergency/crisis services plan

It is the same plan as provided in 2016-17 with no changes.



characters remaining

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**G. Other**

**Administrative Cap Waiver**

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work or community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs.

If your county is interested in applying for the waiver for the coming biennium, please complete the following four questions. Email [Tria.Change@state.mn.us](mailto:Tria.Change@state.mn.us) if you need assistance with the waiver.

1. Describe the activity(s) you will provide.

n/a

3997 characters remaining

2. Explain the reasons for the increased administrative cost.

characters remaining

3. Describe the target population and number of people expected to be served.

characters remaining

4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

characters remaining

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G. Other (continued)

Addendum for Unpaid Work Experience Activities

If your county is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please fill out the IPP form. Email the completed form to Tria.Chang@state.mn.us.

Provider Choice

Does your county:

- Have at least two employment and training services providers. Go to Section H.
- Have a workforce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section H.
- Intend to submit a financial hardship request.

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G. Other (continued)

Financial Hardship Request

FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement

MFIP provisions require counties to make a choice of at least two employment service providers available to participants unless a workforce center is being utilized (Minnesota Statutes, section 256J.50, subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (Minnesota Statutes, section 256J.50, subdivision 9).

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.

1. If the county had a choice of providers in calendar year 2015, describe:
  - factors that have changed which indicate a financial hardship
  - why the hardship is expected to persist in the near future and
  - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county.

characters remaining

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
  - major factors which prevent the county from utilizing these options and include a cost analysis of each option considered; and
  - the process used to determine the cost of other options (RFP or other county process).

characters remaining

3. If the county proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant county funds. The description should include information about what steps will be taken to ensure that county staff have the experience and skills to deliver employment services.

characters remaining

The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2015 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2016 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor county programs to ensure outcomes are achieved and services are being delivered consistent with state law.

## County MFIP Biennial Service Agreement

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### H. Budget

Click on the link below to review your service area's 2018 MFIP allocations:

[MFIP Consolidated Fund \(PDF\)](#)

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2018-2019.

Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions in Section G under Administrative Cap Waiver.
- If "other" is used, briefly describe the line item.

**2018 Budget**

Budgeted Amount	Percent	Line Items
		Employment Services (DWP)
		Employment Services (MFIP)
		Emergency Services/Crisis Fund
		Administration (cap at 7.5%)
		Income Maintenance Administration
		Other 1
		Other 2
		<b>Total</b>

**2019 Budget**

Budgeted Amount	Percent	Line Items
		Employment Services (DWP)
		Employment Services (MFIP)
		Emergency Services/Crisis Fund
		Administration (cap at 7.5%)
		Income Maintenance Administration
		Other 1
		Other 2
		<b>Total</b>

Email [Brandon.Riley@state.mn.us](mailto:Brandon.Riley@state.mn.us) if you need assistance with this section.

**County MFIP Biennial Service Agreement**

**Certifications and Assurances**

**Public Input**

Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?

No  Yes

Was public input received?

No  Yes

If received but not used, please explain.

4000 characters remaining

**Assurances**

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of

compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

**Federal Funding Sources**

The catalog of Federal Domestic Assistance (CDFA) Number is 93.558 - Temporary Assistance for Needy Families (TANF)  
The Award number for the period of January 1, 2018 - December 31, 2019 is 2014G996115.

**Service Agreement Certification**

Checking this box certifies that this 2018-2019 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

<b>DATE OF CERTIFICATION</b>	<b>NAME (CHAIR OR DESIGNEE)</b>	<b>COUNTY</b>
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE ZIP CODE</b>

**Save or Submit**

**To save your work**, select the 'Save Form for Later' choice, then click the SUBMIT button. Your information will be saved, and you can come back to the form later.

**To submit your information to DHS**, select the 'Submit Final Form' choice, then click the SUBMIT button.

<p><b>Save Form for Later</b></p> <p><b>Submit Final Form</b></p>
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