



# 2014-2015 County MFIP Biennial Service Agreement

January 1, 2014 - December 31, 2015

DHS-3863-ENG 8-13

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### Type of Biennial Service Agreement

Enter the county's unique ID number

01AIT224

- Individual county agreement      COUNTY NAME
- Multi-county agreement              Aitkin

### Contact Information

CONTACT PERSON	TITLE	PHONE NUMBER
Eileen Foss	Financial Assistance Supervisor	218-927-7200

ADDRESS	CITY	STATE	ZIP CODE
204 1st St NW	Aitkin	MN	56431

EMAIL ADDRESS (where correspondence related to this form will be sent)	CONFIRM EMAIL ADDRESS
efoss@co.aitkin.mn.us	efoss@co.aitkin.mn.us

**Note: Prior to the completion of this document, please review the 2014-2015 MFIP Biennial Service Agreement Bulletin for more details.**

County MFIP Biennial Service Agreement

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**A. Needs Statement**

What is the single biggest challenge you are facing in **financial assistance services** besides funding?

7766 characters remaining

Complexity of multiple programs. Lack of standardization across programs. Being a smaller county, our financial workers cannot specialize as much as bigger counties, so need to manage multiple programs and different requirements.

What is the single biggest challenge you are facing in **employment services** besides funding?

7760 characters remaining

MFIP participants that are repeats or long term customers. Majority of our current participants have multiple barriers such as generational poverty, lack of transportation, mental health issues, chemical dependency and lack of education.

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**A. Needs Statement (continued)**

What strengths and resources do you have available to address the need of your participants? Please **check all** the resources available to you and check whether the resource is in-house or a community resource or both. If you lack the resources, check Resource Gaps column.

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

**County Program Contact Information**

If you have multiple contacts, please list one in each area. Otherwise, list one and indicate that the contact is for multiple program areas.

MFIP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Eileen Foss	218-927-7200	efoss@co.aitkin.mn.us
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Eileen Foss	218-927-7200	efoss@co.aitkin.mn.us
FSS STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Karl Paulsen	218-735-6121	karl.paulsen@nemojt.org
TEEN PARENT STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Rae Zahn	218-927-7200	rzahn@co.aitkin.mn.us
STAFF CONTACT NAME (SERVING 200% FPG FAMILIES)	PHONE NUMBER	EMAIL ADDRESS
Karl Paulsen	218-927-7200	kari.paulsen@nemojt.org

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A. Needs Statement (continued)

Employment Services Provider(s) Information

List your current employment services provider(s) and check the respective box to indicate which population served.

Name	Address	Contact Person	Phone Number
Arrowhead Economic Opportunity Ar	702 3rd Ave S, Virginia, MN 55792	John Pettlnarl	218-735-6848
Population Served	<input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents	<input checked="" type="checkbox"/> 200% FPG	
NE MN Office of Job Training	820 N 9th St, Virginia, MN 55792	Ray Garmaker	218-749-2269
Population Served	<input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents	<input checked="" type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
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Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	

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B. Service Models

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

1. Do you have culturally specific employment service provider(s) 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 SPECIFY: !
- 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
- Other

5. How do you develop and sustain an employer network?

7589 characters remaining

Employment Services works closely with area Chamber of Comerces and does outreach to employers for applications. EBlast with Chambers which is Informative emails regarding services provided by Employment Services. Coffee Connections where businesses are invited for early morning breakfast and networking. Information given about services available during this network time. Ongoing outreach with employers.

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B. Service Models (continued)

6. How are job leads generated and shared?

7708 characters remaining

MN Works

Employer Contacts

Counselors share this information with other counselors/staff.

Job listings place in job books which are located in Employment Services resource area and also shared a job club which meets weekly and is open to the public.

Creative job search is held monthly.

7. 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?
- Other SPECIFY: outreach

How long do you provide job retention services?

Less than 3 months  6 months  12 months  Other

8. 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

9. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

No  Yes Check all that apply.

- FastTRAC
- Work Keys
- National Career Readiness Certificate (NCRC)
- Other

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B. Service Models (continued)

Family Stabilization Services (FSS)

10. Do you have non-MFIP professionals involved 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 SPECIFY: Advocates Against Domestic Abuse (A

11. What types of services do you provide to increase the participation level of FSS participants?

7893 characters remaining

Ongoing contact and followup with Employment Services. Ongoing review of Employment Services Plan & Goals.

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

No  Yes

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

13. How do you help ensure that disabled children in an FSS family receive necessary services?

7930 characters remaining

Follow-up and work closely with Aitkin County Health & Human Services.

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B. Service Models (continued)

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

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Is there a single point of contact (staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services) or a specialized worker who works primarily with some or all teens in your county?

No  Yes Check all that apply

Table with 2 columns: Minors (under age 18), Age 18/19. Rows include Financial worker, Employment service worker, Social worker, Public health nurse, Child care worker, Other.

2. Are public health nurse home visiting services available for MFIP teens? Check one for each age group.

- Minors (under age 18)  Yes, voluntary
Age 18/19  Yes, voluntary

3. Do public health nurses without a formal MFIP role coordinate with MFIP services?

No  Yes

HOW? SPECIFY:

3939 characters remaining

Communicate face to face issues and concerns between units.



**B. Service Models** (continued)

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

4. Living arrangements for minor teen parents are approved by:

- Employment service worker
- Child protection worker
- Social worker
- Other

5. What follow-up information is collected on living arrangements for minors after approval? What triggers an action to intervene in living arrangements that have previously been approved? Who keeps these records?

7727 characters remaining

Once the Minor Parent Plan is developed, Social Services monitors until the case plan goals are met.

Social Services would intervene if the living arrangement appears to be unsafe or if the minor parent is evicted or kicked out.

Social Services keeps these records.

6. High school attendance of minor MFIP parents and some 18/19 year old MFIP parents must be tracked. Which of these types of school information can you get from the school district(s) attended by MFIP teen parents in your county?

School/district routinely supplies	School/district will supply upon request	Not available from the school/district	
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	School attendance log
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Grade in school
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Individualized Education Plan (IEP)
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits required for graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits completed and grades
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	State graduation test results
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	On track to graduate on time
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Anticipated date of graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Date of high school graduation

7. Do you permit on-line high school classes and/or GED classes in place of school attendance?

Minors (under age 18)

- No
- Yes

Age 18/19

- No
- Yes

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B. Service Models (continued)

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

8. Are parents or guardians of minor teen parents required to attend any MFIP appointments?
No Yes

9. In the transition from services for minors to services for 18/19 year old, teens: Check all that apply.
Are referred to employment services (ES) at reaching age 18
Continue a previously established relationship with an ES worker
Receive formal post-secondary education planning
Other DESCRIBE: referrals/support/community resources

10. Describe a promising practice in your county for preparing teen parents to become independent. 7399 characters remaining

When working with teen parents, ES staff and Financial Workers follow the case closely and maintain contact with the education facilities to ensure that the participant is attending school and following their employment plan goals. Additionally, appropriate referrals are made to provide support to the teen parent and his or her family. We have referred to the social services department where the teen parent (voluntarily) has been assigned a child welfare social worker to assist with assessment of needs and access to services such as parenting, budgeting and managing a household education.

11. What strategy(ies) will your county use in the next two years to improve the teen graduation rate? 5852 characters remaining

Employment Service Counselors are going into the county schools and providing curriculum focused on goal setting & career planning.

Career Assessments of interests, abilities & aptitude

Resume & application development

Practice Interviewing

Job search assistance

College/post-secondary planning

Financial aid/scholarship guidance

Access to community resources

Transition from high school planning

Students can access individual counseling services by calling counselor at name/number/email or indicate hours you have established at schools

8th Grade: CEOs in the Classroom

9th Grade: Career Interest assessments/results review

### C. Measures

#### Performance Measures

- 1. (a) Performance-based funding is determined by a county's annualized performance measures. Review the material in this section to determine if your county has earned performance-based funding or if a performance improvement plan is required.

##### Definitions

**The three-year Self-Support Index (S-SI):** This measure tracks whether eligible adults are working an average of 30 or more hours per week or no longer receiving family cash assistance during the quarter three years from a baseline quarter. Adults 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 began receiving Supplemental Security Income after family cash assistance ended. The range of expected performance is estimated for each county based on caseload characteristics and economic conditions. The S-SI is either above, within, or below the expected range.

**The TANF Work Participation Rate (WPR):** This measure identifies the percentage of federal TANF participants that were fully engaged in employment or employment-related activities per federal work activity requirements. The target is 50 percent.

Annualized values of the **S-SI** for 2013 are reported on CountyLink.

- If your county's annualized S-SI was below the expected range, **complete the S-SI section of the MFIP Performance Improvement Plan .**

Annualized values of the **WPR** for 2013 are also reported on CountyLink.

- If your county's annual WPR has "No" in the "Eligible for 2014 Performance-Based Funds" column, **complete the WPR section of the MFIP Performance Improvement Plan .**

- (b) If you need to complete the [MFIP Performance Improvement Plan](#) save this file, complete it off-line, and send it to [majoua.ly@state.mn.us](mailto:majoua.ly@state.mn.us)

- (c) If your county's S-SI was above or within the expected range, describe your S-SI success strategies.

7891 characters remaining

Workshops that are focused on the needs of the participant. Clear and concise expectations of the program.

**C. Measures** (continued)

**Racial/Ethnic Disparities**

2. A **racial/ethnic disparity** is defined as a one-year S-SI or WPR 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 the county. Counties that have such a performance gap on either measure in both the most recent quarter reported (January to March 2013) and the average of the four reporting quarters ending in March 2013 are listed on CountyLink along with data on these differences. Performance Field of Racial/Ethnic and Immigrant Groups (PDF)  
If your county has a disparity but data are missing for quarters with cell size too small to report, you can contact [erika.martin@state.mn.us](mailto:erika.martin@state.mn.us) to get the unpublished counts and percentage gaps.

If your county is not in the list, skip the following questions and proceed to the next page: **Other Measures**.

(a) What strategies and action steps for each of the groups with disparities do you plan for the coming biennium to reduce these disparities? *Check all that apply*

- | African<br>American      | American<br>Indian       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Assisting in expungement of criminal records  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contracting with culturally specific consultants  |
| <input type="checkbox"/> | <input type="checkbox"/> | Developing relationships and employment opportunities with specific employers                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Engaging community partners   |
| <input type="checkbox"/> | <input type="checkbox"/> | Establishing county wide workgroup or consortium  |
| <input type="checkbox"/> | <input type="checkbox"/> | Offering specific training efforts linked to high demand occupations                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing cultural competency training for staff  |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing education and training and job placement targeted to fathers, including non-custodial |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing mentoring   |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing subsidized work   |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing targeted basic skills training and GED completion efforts                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Other   |

(b) What guidance, support, or resources would you need from the Department of Human Services and/or another source?

8000 characters remaining

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**C. Measures** (continued)

**Other Measures - All counties must answer the next question on other measures and proceed as directed:**

3. Does your county use any measures in addition to those provided by the Department of Human Services (in the Management Indicators Report) to manage program performance?

[MFIP Management Indicators Report \(PDF\)](#)

No  Yes *If no, skip to question (d) of this section*

(a) What other measures does your county use?

4000 characters remaining

(b) How do you collect and track data for these measures?

4000 characters remaining

(c) How do you use these measures to manage your program?

4000 characters remaining

(d) What additional types of measures would you find helpful if the Department of Human Services or others were able to provide them?

4000 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

3. Do you contract part of your services to another entity(s)?

- No
- Yes

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

- Annual fiscal review
- Monthly/quarterly review of provider's Invoices
- Other

5. 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 you have a policy in place on random drug tests, please submit a copy to Larry Hosch at [Larry.Hosch@state.mn.us](mailto:Larry.Hosch@state.mn.us)

**E. Collaboration and Communication with Others**

1. Do you provide MAXIS Access for selected employment services staff?

No  Yes

2. Describe the process your county will use to resolve possible discrepancies (Family Stabilization Services coding, employment/hours, sanction status, etc.) between MAXIS and WF1 data identified by employment services staff.

7865 characters remaining

We will continue to communicate in a respectful manner between professionals and focus on serving our mutual clients the best we can.

3. If your county has chosen not to allow access to MAXIS for employment services, how will you ensure that employment counselor questions are responded to in a timely manner?

8000 characters remaining

**F. Technical Assistance**

1. What MFIP technical assistance and/or training will you need in the next biennium?

7952 characters remaining

Better Interface between MAXIS, WF1 and MnWorks.



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G. Emergency Services

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

- No  Yes Complete the questions below

2. Do you have a Tribal Nation in your county boundaries?

- No  Yes How do you consult with tribes on your county emergency or crisis services policy? Check all that apply.

- By face-to-face meeting  By phone  No consultation or sharing of policy
- By sharing a copy of the policies  Other

3. What application are you using for emergency services or crisis services? Check all that apply.

- Combined Application Form (CAF)  County created form  Other

4. What eligibility criteria do you apply? Check all that apply.

- Family with minor child  Noncustodial parent of a minor child receiving assistance  Pregnant woman
- Priority given to MFIP/DWP/FSS families and families at risk of receiving MFIP or DWP  30 days State residency
- Other

5. What income limit do you apply to families applying for emergency or crisis services?

- 200% FPG  175% FPG  150% FPG  125% FPG  Other

6. What emergency assistance do you provide for the family? Check all that apply.

- Damage deposit or utility deposit  Mortgage payments  Rent assistance  Utility payments - i.e. water, gas, electricity
- Other

7. What types of verifications do you require? Check all that apply.

- Applicant Identity
- Child's ages and relationship to the applicant or verification of the applicant's pregnancy
- Citizenship or Immigration status
- 30 days State residency
- Description of the crisis and the cost of elevating the crisis (i.e. eviction notice, utilities disconnect)
- Income of all household unit members
- All assets of the household unit member available to resolve the crisis
- Other specify: Inconsistent information

8. What is the maximum amount of assistance any family may receive to resolve their emergency?

- Up to the MFIP transitional cash standards  Up to the amount needed to resolve the crisis
- Up to \$1000  Up to \$1500  Up to \$2000  Other specify: Not to exceed 4 times cash grant standard

9. How often is a family eligible for emergency/crisis services?

- Once a year  Once every 18 months  Once every 24 months  Other

Please submit your most up-to-date emergency/crisis services plan to [mayioua.ly@state.mn.us](mailto:mayioua.ly@state.mn.us)

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**H. 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, please complete the following questions.

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

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

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

4000 characters remaining

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**H. 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 addendum in place, please click on the link below to fill out the form. This form can also be used to make changes to your current addendum.

[Unpaid Work Experience Activities \(PDF\)](#)

Email the completed form to:  
[dhs.dwp-mfip@state.mn.us](mailto:dhs.dwp-mfip@state.mn.us)

**Choice of Provider**

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 utilizing workforce centers that use multiple employment and training services, 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.

Does your county utilize:

- Has at least two employment and training services providers
- 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.
- County is submitting a financial hardship request.

County MFIP Biennial Service Agreement

H. 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 2013, 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.

2000 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).

2000 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.

2000 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 2013 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2014 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**

**I. Budget**

Click on the link below to review the 2014 MFIP allocations:

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

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2014-2015. The percent will be calculated in the table. 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 on Section H. Under Administrative Cap Waiver.
- If "other" is used, briefly describe the line item.

**2014 Budget**

Budgeted Amount	Percent	Line Items
25,678.00	11.47%	Employment Services (DWP)
115,001.00	51.36%	Employment Services (MFIP)
35,000.00	15.63%	Emergency Services/Crisis Fund
15,646.00	6.99%	Administration (cap at 7.5%)
32,601.00	14.56%	Income Maintenance Administration
	0.00%	Other 1
	0.00%	Other 2
<b>\$223,926.00</b>	<b>100.00%</b>	<b>Total</b>

**2015 Budget**

Budgeted Amount	Percent	Line Items
	0.00%	Employment Services (DWP)
	0.00%	Employment Services (MFIP)
	0.00%	Emergency Services/Crisis Fund
	0.00%	Administration (cap at 7.5%)
	0.00%	Income Maintenance Administration
	0.00%	Other 1
	0.00%	Other 2
<b>\$0.00</b>	<b>0.00%</b>	<b>Total</b>

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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, 2014 - December 31, 2014 is 2014G996115.

Service Agreement Certification

Checking this box certifies that this 2014-2015 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>CITY</b>	<b>COUNTY</b>	<b>STATE</b>	<b>ZIP CODE</b>
10/22/2013	Mark Wedel	Aitkin	Aitkin	MN	56431
<b>MAILING ADDRESS</b>					
209 2nd St NW					

Save Your Work

To save your work, please click the SUBMIT button. Your information will be saved, and you can come back to the form any time before October 15, 2013.

Submit