

## 2018-2019 County MFIP Biennial Service Agreement

January 1, 2018 – December 31, 2019

### Type of Biennial Service Agreement

☒ Individual county agreement

☐ Legal multi-county consortium

County/consortium name: Ramsey	Responses prepared by: Bruce Casselton
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### Biennial Service Agreement Contact Information

Contact person:	Patricia Brady
Title:	Director, Ramsey County Workforce Solutions
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Telephone:	(651) 266-6001
Email address:	Patricia.brady@ramseycounty.us

**Note: Please review Bulletin ## for more details before you complete this document.**

#### ***A. Needs Statement***

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

The single most challenging issue facing FAS is system modernization, specifically dealing with system interoperability between METS and MAXIS, and the lack of MAXIS to respond timely to legislative changes. Legislative changes, program migration, and modernization has outpaced the ability of MAXIS to be updated or patched to meet requirements. This has resulted in delays in benefit issuance and reduced availability of workers to respond to client requests for assistance.

Recent legislative changes surrounding the MFIP Housing Assistance Grants, and the migration of Medical Assistance cases to METS have brought the limitations of MAXIS into sharp focus. Legislative updates regarding program administration and qualifications for Housing Assistance Grants resulted in on going

manual issuance of benefits for an extended period, and necessitated the manual issuance of retroactive benefits by both county and state employees. This manual process drew already limited employee hours away from providing customer service and ongoing benefits issues.

Additionally, lack of intersystem operability between MAXIS and METS has resulted in the duplication of work between METS and MAXIS program requirement, as well as the creation of new processes and communication methods to ensure documents and information provided to a METS worker is shared with the corresponding MAXIS worker and vice versa.

Given recent experiences, it is our concern that these issues will continue to surface, creating additional work flow disruptions, and new demands on the work force to take action to ensure client received accurate and timely benefits.

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

Employment is one of the key factors that contribute to a person's health and wellbeing. Employment has a direct impact on a person's individual success, improves child's outcomes and helps people become part of the larger community. Everyone benefits from employment and everyone benefits from having opportunities for improved and continuous employment that lead to improved family stabilization.

In the Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP), participants are encouraged and expected to work. Gainful employment, self-sufficiency, and economic independence are goals for every family. Supports are provided to enable them to go to work, and earnings disregards ensure they are better off financially when they work.

The goals of MFIP are: 1.) To encourage and enable all families to find employment; 2.) To help families increase their income and move out of poverty; and 3.) To prevent long-term dependence on welfare as a primary source of family income.

Ramsey County Workforce Solutions has identified four success predictors – the 4Es (engagement, education, employment and employment retention) as practical ways to operationalize opportunity for participants. These success predictors influence our work with, and support of, participants on their path to self-sufficiency, economic independence, and family stabilization.

In ensuring that MFIP and DWP employment services works for each family on public assistance, supporting guided self-determination for all families and as a racial equity strategy is the biggest challenge Workforce Solutions faces in a mandatory service delivery environment.

Workforce Solutions maintains a focus on equity while assuring that the needs of all our clients are addressed:

- Through on-going community collaboration
- Through participant engagement and
- Through guided self-determination.

Community Collaboration:

Since early disparity reduction projects in 2002, Workforce Solutions has sought input from and listened to the African American, American Indian, and Hmong communities. This partnership led to the creation of the culturally specific agency model, where services incorporate and build on participant, family, community and cultural assets by providing support, resources, and skills to help participants support themselves and contribute to the welfare of their families and communities.

Currently, Workforce Solutions has relationships with three culturally specific employment service providers and the Network for the Development of Children of African Descent (NdCAD), an agency providing culturally specific services rooted in African heritage. The services target both parent and children. Services for children are focused on helping children improve literacy skills.

Culturally specific services are one of the three concepts including cultural competence and culturally informed services, applied at Workforce Solutions public assistance programs.

At WFS, cultural competence is the willingness and ability of staff at all levels to analyze and reflect upon the power imbalance. Beyond the mastery of knowledge about particular cultures, staff emphasize cultural competence through a willingness and ability to exercise humility and adopting a stance of inquiry and refraining from making assumptions. It also involves recognizing participants' individual resilience and cultural strengths.

Culturally informed services manifest a consideration of and response to the inequitable distribution

of power. Focusing less on what staff members know about other cultures and more on what they don't know, contracted agencies develop programs in consultation with representatives from participants' communities, communicate to participants respectfully in a language and format they are comfortable with, and deliver services in a manner that attends not just to programmatic and administrative details, but also to human details.

Components of the culturally specific employment services are:

- the contracted agency employs management and direct service staff who reflect the race(s), ethnicities, and culture(s) of the participants
- the agency delivers services to increase participants' employability in a manner that both acknowledges and responds to the legacies of historical trauma, racism, inequality, and poverty
- incorporate and build on the participant's cultural values, beliefs, and traditions.

Internally, to ensure equity progress, Workforce Solutions has developed a Racial Equity Action Team to provide leadership, educational opportunities, and developmental support to: 1) increase our personal understanding of the origins of race, diversity, cultural competency, white privilege, and institutional racism; 2) increase our skills in the development and delivery of equitable services, policies and practices; and 3) strengthen our ability to engage in partnership with businesses, partners, clients, and the community to create equitable outcomes.

Engagement:

The concepts described above have deeply impacted all Workforce Solutions services due to the emphasis on participant engagement, personal agency and self-determination in the planning/goal-setting process leading to employment.

Engagement is an equity strategy. Guided self-determination is an engagement strategy.

Together, family stabilization and self-sufficiency for all are system goals built on effective, culturally appropriate engagement and guided self-determination.

Workforce Solutions has sought to replace the "what is the matter with the participant?" question with "what matters to the participant?" all the while focused toward the goal – employment, stability, family fiscal health and wealth. We no longer believe that the holding of the power by the system and the counselor, fitting the person into a process rather than into a solution, is the effective way towards

self-sufficiency.

The dreams and hopes of the participants, as well as the participant's applied personal power, have a larger role in driving their goal setting, action planning, and achievement.

#### Guided Self-Determination

Self-determination is the personal decision to do something - the right to decide for oneself; it is the unique individual pursuing own independent a uniquely self-determined path – with support from the counselor. Self-determination practices put the participant in the center.

Person-centered services are about the sharing of power between the counselor and the participant. Person-centered practices recognize each participant to be a whole individual with unique strengths, assets, interests, expectations, cultures and goals. Person-centered practices use a “power with” approach rather than a “power over” approach.

The participant already has power. WFS aims to assist the participant to recognize and unleash their own power – making their own choices, pursuing work, financial stability and their future.

At the point of services between a counselor and participant, the participant's choice fuels the conversation. Workforce Solutions added the word “guided,” to clearly designate the assistance and support provided to the self-determining participant by the employment counselor, and to highlight that the participant is not in this journey alone.

The promotion of guided self-determination in participants and the strengthening of participant essential skills and behaviors are key to the Workforce Solutions' employment services equity vision in Ramsey County.

Workforce Solutions also maintains other community collaborations leveraging the 4Es for participants:

- Lifelong Learning Initiative
- Families Achieving Success Today (FASTX)
- P2P (Pipeline to Prosperity)
- Pathways

- Young Adult
- Teen Parents.

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 the resources in your service area, check the Resource Gaps column. Add any “other” resources that you consider necessary.*

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

Name of MFIP Employment Services staff contact	Kate Probert
Contact phone	(651) 266-6045
Contact email address	Kate.probert@ramseycounty.us

Name of DWP staff contact	Kate Probert
Contact phone	(651) 266-6045
Contact email address	Kate.probert@ramseycounty.us

Name of Financial Assistance Services staff contact	Tina Curry
Contact phone	(651) 266-4365
Contact email address	Tina.Curry@co.ramsey.mn.us

#### 5. 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.

Name and Address	Contact Person	Phone	Population Served				
			MFIP ES	DWP ES	FSS	Teen Parents	200% FPG
American Indian Family Center (AIFC) 579 Wells Street, St. Paul, MN 55101	Kristin Kinney	(651) 793-3803	X		X		
Avivo (formerly EAC) 1450 Energy Park Drive, Suite 127, St. Paul, MN 55108	Julie Kizlik	(651) 752-8630	X		X		
Goodwill Easter Seals MN (MFIP), 1821 University Avenue, Suite N187, St. Paul, MN 55104	Andrew Freeberg	(651) 379-5874	X		X		
Goodwill Easter Seals MN - FAST, 1821 University Avenue, Suite N187, St. Paul, MN 55104	Andrew Freeberg	(651) 379-5874	X		X		
HAP, 1075 Arcade Street, St. Paul, MN 55106	Ge Yang	(651) 495-1512	X		X		

HIRED, 1823 University Avenue, St. Paul, MN 55104	John Klem	(651) 999-5670	X		X		
HIRED Young Adult Program, 1823 University Avenue, St. Paul, MN 55104	John Klem	(651) 999-5670				X	
St. Paul Ramsey Public Health, 1670 Beam Avenue, Suite 101, Maplewood, MN 55109	Sharon Cross	(651) 266-1827				X	
YW Works, 375 Selby, St. Paul, MN 55102	Tom Ellis	(651) 221-4681					
Workforce Solutions (Assisted Services), 160 E. Kellogg Blvd., St. Paul, MN 55101	Prince Corbett	(651) 266-4711	X		X		
Workforce Solutions (Extension Services), 160 E. Kellogg Blvd., St. Paul, MN 55101	Angela Cardella	(651) 266-4704	X		X		
Workforce Solutions (DWP), 160 E. Kellogg Blvd., St. Paul, MN 55101	Lisa Laabs	(651) 266-4715		X			

## 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

☒ American Indian

☒ Asian American

☒ Asian immigrant

☐ Hispanic/ Latino

☐ Other, please specify in the text box below.

2. What strategies do you use for hard-to-engage participants? **Check all that apply.**

☒ Home visits

☒ Sanction outreach services

☒ Off-site meeting opportunities

☒ Incentives, please specify: \_stored value cards\_\_\_\_\_



☒ Other, please specify in the text box below.

FAST Mental Health Social Worker, FAST wrap-around services

3. What types of job development do you do? **Check all that apply.**

☒ Sector job development

☒ Individual job development

☒ Other, please specify in the text box below.

Job Connect

4. Do you have an ongoing job development partnership or sector base with community employers to help participants with employment?

☐ No

☒ Yes, **check all activities employer provides.**

☒ Interview opportunities

☒ Job skills training

☒ Job placement

☒ Job shadowing

☐ On-site job training

☒ Work experience

☐ Helps plan training programs

☐ Other, please specify in the text box below

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 and how often: \_\_\_\_ Monthly \_\_\_\_

☐ Other, please specify in the text box below.

**How long do you provide job retention services?**

☐ Less than 3 months

☒ 3 to 6 months

☐ 12 months

☐ Other: \_\_\_\_\_

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, please specify in the text box below.

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: \_\_\_\_\_

### **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, please specify in the text box below.

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, please specify in the text box below.

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

☐ No

☒ Yes

### **Services for families not on MFIP/DWP but are under 200% of Federal Poverty Guideline**

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

☐ No ☒ Yes, **check all the services that apply.**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Child care       | <input checked="" type="checkbox"/> Job retention services       |
| <input checked="" type="checkbox"/> GED testing fees | <input checked="" type="checkbox"/> Referral to other programs   |
| <input checked="" type="checkbox"/> Job postings     | <input checked="" type="checkbox"/> Training/ Job Skills Classes |
| <input checked="" type="checkbox"/> Support Services |  |

☐ Other, please specify in the text box below.

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

1. Are there specialized workers who work primarily with teens?

☐ No ☒ Yes, **check all that apply for each age group.**

	<u>Minors</u> <u>(under age 18)</u>	<u>Age 18/19</u>
Financial worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employment service worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public health nurse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child care worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child protection worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

	<u>Minors</u> <u>(under age 18)</u>	<u>Age 18/19</u>
	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Financial worker	<input type="checkbox"/>	<input type="checkbox"/>
Employment service worker	<input type="checkbox"/>	<input type="checkbox"/>
Social worker (Social Services)	<input type="checkbox"/>	<input type="checkbox"/>
Public health nurse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child care worker	<input type="checkbox"/>	<input type="checkbox"/>
Other job role: _____	<input type="checkbox"/>	<input type="checkbox"/>

2. 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.

<u>Minors</u> <u>(under age 18)</u>	<u>Age 18/19</u>
<input checked="" type="checkbox"/> Yes, mandatory	<input checked="" type="checkbox"/> Yes, mandatory

- ☐ Yes, voluntary  
☐ No

- ☐ Yes, voluntary  
☐ No

### C. Performance Measures; Racial/Ethnic Disparities

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 annualized report on the MFIP Reports page on the DHS website for 2017 <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4651D-ENG>. 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.

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

NA
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- If your service area performed "above" or "within," you can go to item 2.
- If your service area performed "below" for 2016 and performs "below" again for 2017, you then 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 multiyear 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.

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 or 651-431-5780.

2. A **racial/ethnic disparity** 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 the

county or consortium. The report “The Annual Summaries for counties of the Self Support and Work Participation performance measures” <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4214Z-ENG> on the MFIP Reports page includes a list of service areas that have a racial/ethnic disparity requiring action. (If your county has a disparity but data are missing for quarters with cell size too small to report, contact [benjamin.jaques-leslie@state.mn.us](mailto:benjamin.jaques-leslie@state.mn.us) to get the unpublished counts and percentage gaps.)

**If your county or consortium is not in the list, skip the following question.**

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

Minnesota TANF/MFIP outcomes have shown long-standing disparities between White participants and African American and American Indian participants. The MFIP Performance Trend of Racial/Ethnic and Immigrant Groups One-Year Self-Support Index report for the four measurement quarters in 2016, indicates the average quarterly rate for Ramsey County White participants was 47.0% which is 7.8 percentage points higher than that for African American participants (39.2% S-SI) and 11.9 percentage points higher than that for American Indian participants (35.1% S-SI). In both cases since 2015, the disparity has narrowed, and as the disparity narrowed, the White S-SI results remained steady.

Ramsey County Workforce Solutions’ disparity reduction strategies include:

- Families Achieving Success Today (FASTX), created to provide a comprehensive set of co-located services designed specifically for families who experience multiple barriers to employment, supports Workforce Solutions’ belief that every parent can work to some degree and provides the opportunity for parents to obtain employment and utilize extra help to retain their jobs over time.
- Agency-based racial disparity reduction strategies (with an increased focus on job retention, career advancement, and length of time on MFIP) to improve racial disparity outcomes. MFIP Employment Services incorporates coaching, strengths based assessment, increased participant self-determination, increased use of executive skills, and referral services.
- Culturally Specific Employment Services: As described in section 2, culturally specific services use a strength-based approach to build on participant, family, community and cultural assets by providing support, resources and skills to help participants support themselves, engage with society, and contribute to the welfare of their families and communities. For purposes of this BSA, culturally specific means: 1) the agency employs or

intends to employ management and direct service staff who, in part, reflect the race(s), ethnicities, and culture(s) of the participants; 2) services to increase participants' employability are delivered in a manner that acknowledges and responds to the historical legacies of racism, inequality, and poverty which have profoundly impacted African Americans' and American Indians' access to, and success with, education and employment opportunities; and 3) services incorporate and build on participants' values, beliefs, worldviews, and traditions, many of which are rooted in or informed by culture.

- Network for the Development of Children of African Descent (NdCAD), an agency providing culturally specific reading proficiency program for K-5 children (Sankofa), and a specialized African heritage-based curriculum for families.
- Network for the Development of Children of African Descent (NdCAD) and Workforce Solutions WIOA and MFIP Young Adult Programs.
- NdCAD and Workforce Solutions Engagement and Recruitment Research Initiative to study strategies to increase enrollment in NdCAD program.
- The Workforce Solutions tactics to integrate cultural competence throughout the program includes the goals: 1) actively promoting equity through involvement; 2) intentional and continual growth as a multi-cultural and culturally competent agency; and, 3) promoting equity in employment access and opportunities for a racial group.
- Lifelong Learning Initiative (LLI), an enhanced coaching model that combines higher level coaching techniques and executive skill development tools.
- Ramsey County internal research and evaluation staff develop, design, implement, manage and analyze the MFIP systems and research studies; present findings and explain and interpret results to decision makers for use in allocating funds, establishing policies, improving program performance and insuring accountability; and work with researchers, administrators, and policy makers to ensure learnings are shared and programs benefit from the learnings.

## 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 used of funds, i.e. participant support services

☐ Other, please specify in the text box below.

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, please specify in the text box below.

Sample case review by Workforce Solutions Planners

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 to MFIP participants who are convicted drug felons as required by Minnesota Statutes, section 256J.26, subdivision 1?

**Check one.**

- ☒ Written policy within the MFIP unit  
☐ Coordination with Corrections  
☐ Currently establishing new policy/procedure(s)  
☐ Other, please specify in the text box below.

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 in your county or consortium has MAXIS access?   55    
How many managers/supervisors have MAXIS access?   6
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.

Ramsey County Workforce Solutions MFIP employment services performance measures are data

driven; the quality and integrity of that data is a priority. Ramsey County's strategy for data management incorporates access to the State of Minnesota's MAXIS Inquiry and Workforce One and the team of provider Data Specialists, WFS MIS, CHS FAS Management and Supervisors, and CHS Evaluators.

Ramsey County Workforce Solutions provides data and requires provider agencies to analyze and use data to ensure that outcomes are achieved and process improvements made. Providers are required to dedicate 1 FTE to a Data Specialist role, a staff person with responsibility to help the provider most effectively produce results through data use. The Data Specialist is in a key role to help staff members achieve and/or exceed the performance measures and indicators. The Data Specialist works with their agency Supervisors and staff through an active process focusing and intervening on the key components of each measure in order to achieve the highest performance.

The primary responsibility of the Data Specialist is the collection, use, management and interpretation of participant performance data, as well as guidance and instruction for staff and management. Familiarity and high-end use of Workforce One and Maxis Inquiry are required. Helping others develop incremental skills and move toward high-end user status in Workforce One is within the role of the Data Specialist.

In 2017, introduced a modified continuous process improvement (CPI) module into the network. CPI is a process linked to an intervention, resulting in improvement at the staff and agency level. The adapted WFS CPI effort, aimed at front-line and agency improvement in engagement, education, employment, and employment retention, will make visible trends and shifts at the individual counselor level. It is at the staff's front-line level that we can understand and intervene upon outcome trends. CPI information assists in identifying and understanding the reasons for increased or decreased performance – trends – in engagement, education, and employment measures. Improvement in results is possible by identifying and improving the processes that create results. The comparisons that are made are the trends within each counselor's caseload over time – not comparisons to other staff or agencies.

## ***F. Emergency Services***

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

☐ No ☒ Yes

**f yes, please attach a copy of your emergency / crisis plan:**



## **RAMSEY COUNTY EMERGENCY ASSISTANCE (EA) POLICY**

**Effective August 22<sup>nd</sup>, 2014**

### **SECTION 1. General Provisions**

- 1.1 Ramsey County will grant Emergency Assistance (EA) when funding for the program is available through the designated portion of the MFIP Consolidated Support Services Fund as established by the county agency.
- 1.2 Ramsey County EA, as defined in this policy, will serve families with a minor child or a pregnant woman experiencing an emergency. An emergency is defined as circumstances that require immediate action which, if not resolved, will result in severe hardship or pose a direct, immediate threat to the physical health or safety of a child. Typically, this is due to threat of eviction or utility disconnect.
- 1.3 Income, assets and current living expenses of each household member will be considered in determining eligibility for EA.
- 1.4 Issuance of EA funds must be anticipated to produce long-term (at least 6 months) resolution of the emergency from the date of issuance. To that end all potential emergency needs covered by our emergency assistance policies should be resolved as well as the current emergency.
- 1.5 The Ramsey County Community Human Services Director may adjust the fund distribution or EA eligibility factors dependent upon expenditure patterns.
- 1.6 Ramsey County may apportion annual funding over the year by establishing quarterly expenditure limits. EA is available to the extent funding remains in the quarter's allocation from which issuance is being drawn. The availability of funding will be at the sole determination and discretion of Ramsey County.
- 1.7 The quarterly distributions or eligibility factors may be adjusted dependent upon expenditure patterns. Unallotted EA funds at the end of the quarter may be carried forward to the next quarter. Unallotted EA funds at any time may be transferred to another allowable program area under the MFIP Consolidated Fund.
- 1.8 EA is limited to once in a 12-month period. The 12-month period is calculated from the date of the prior issuance of EA. When EA is used to pay for emergency shelter the service period is counted from the date the person or family is placed in shelter.

### **SECTION 2. Eligibility**

To be eligible a family unit must meet all of the following conditions:

- 2.1 At least one caregiver must have resided in Minnesota for at least 30 days.

- 2.2 Family composition: The Emergency Assistance Family Unit must contain an adult caregiver and:
- A. At least one (1) child who is either less than 18 years of age or is under the age of 19 years and a full-time student in a secondary school or pursuing a full-time secondary level course of vocational or technical training designed to fit students for gainful employment. An unborn child meets the definition, or,
  - B. A child as defined above, must be returning to the family home within thirty 30 days of the request for EA.
- 2.3 At least 1 adult and 1 child in the family unit must not have used Emergency Assistance (EA) or Emergency General Assistance (EGA) funds in Minnesota in the last 12 months.
- 2.4 At least one child or pregnant woman must meet MFIP citizenship requirements.
- 2.5 Total gross income of the family unit must be less than 200% of the Federal Poverty Guideline for the household size.
- A. Review income received in the month of application.
  - B. Use the gross income of all unit members. For self-employed persons use the MFIP procedures to determine the adjusted gross income.
- 2.6 The emergency must not be caused by the unit being currently sanctioned or because the caregiver is disqualified from MFIP. Failure to qualify for an MFIP Extension is not considered non-cooperation.
- 2.7 Payment in combination with other available resources must be able to resolve the emergency for a period of at least 6 months from the date of issuance.
- 2.8 Emergency Assistance will be available during one 30-day period in a 12-month period. For families who are in a Ramsey County shelter system, an additional 30 days of assistance may be issued if the original emergency continues beyond the initial 30-day period, and will resolve the emergency for at least a 3-month period.
- 2.9 The unit must be unable to resolve the emergency by combining any assets, income or other funds available to the unit.
- 2.10 Resources available to the family shall be used to help resolve the emergency, but only to the extent that using them does not create the potential for another emergency.
- A. Resources are defined as all real and personal property owned in whole or in part, and all income, minus basic needs, received from the date of application through the disposition of the application.
  - B. Count assets the unit can convert to cash in time to resolve the emergency. Do not count assets if converting them to cash creates an undue hardship for the unit. Do not count personal effects and essential household goods.

2.11 The unit must have used at least 50% of its income and liquid assets for basic needs during the 30 days before the application date.

Basic needs are defined as the minimum personal requirements of subsistence restricted to shelter, utilities, food (use the thrifty food plan), work transportation (allow the “all you can ride” bus card amount), or child care expenses when neither parents is available to provide child care due to employment.

Exemptions to this rule are:

- Homeless families or pregnant women who are living in a contracted Ramsey County homeless shelter: Family Place, Family Service Center, Dorothy Day Women Shelter, and Project Home.
- Homeless families or pregnant women who are Ramsey County residents living in a non-Ramsey County shelter facility, in a transitional or supportive housing program or in a Battered Women Shelter.

Determine 50% of income as follows:

1. For Earned Income

Use gross earned income received in the 30-day period prior to application. Subtract taxes, employer-mandated expenses, and child-support payments withheld from wages.

2. For Unearned Income

Count all unearned income (including foster-care payments) and assets received in the 30-day period prior to application. Subtract any mandatory deductions including child-support.

2.12 Relative Assistance Limitations

Ongoing assistance from relatives may be considered when determining whether or not housing is affordable, subject to the following limitations:

- A. Relative assistance is limited to a maximum of \$100/month
- B. Relative assistance is generally limited to one time. If the family loses housing as a result of or failure of the relative assistance they will not be allowed to use it again as a resource when considering the affordability of housing for EA or EGA.
- C. Do not verify the income of the relative promising assistance.

*SECTION 3. Application, Processing and Verifications*

3.1 **An application (CAF or shortened EA application) for Emergency Assistance will be provided to a caregiver upon request. The date of application is the date the signed CAF or shortened application is received by Ramsey County.**

- 3.2 **A face-to-face interview may be required for an intake situation. It is not usually needed for Case Management, but meeting with the client may expedite the process.**
- 3.3 **The county will notify the family of approval or denial of their request for assistance within 10 days of receipt of all verifications.**
- 3.4 **An application for emergency assistance is required to verify items deemed necessary by the county agency to determine eligibility. The items include but are not limited to:**
  - A. Identity**
  - B. State and county residency**
  - C. Social Security number**
  - D. The emergency and the cost of resolving the emergency**
  - E. Income**
  - F. Deductions from income**
  - G. Assets**
  - H. Relationship to children**
  - I. Immigration status**
  - J. Pregnancy**
  - K. Basic Needs expenditures for the period 30-days prior to application for EA.**
- 3.5 **Failure to provide requested verifications will result in the denial of Emergency Assistance.**

#### **SECTION 4. Determining Amount of Assistance**

4.1 Ramsey County will determine the amount of Emergency Assistance available to resolve the applicant's emergency in the following manner.

- A. The minimum amount needed to resolve the family unit's emergency will be determined.
- B. The amount of income and assets the family unit has or will have that can apply toward the emergency will be determined.
- C. Assets the family unit can convert in time to resolve the emergency will be determined.
- D. The availability of other public or private aid will be determined.
- E. All of the above resources will be combined in considering the amount of assistance.
- F. The amount determined in (E) will then be subtracted from the amount to resolve the emergency

- 4.2 All EA payments are limited to the most cost-effective solution for the county and the family. Staff is expected to negotiate with landlords and other vendors to determine the absolute minimum payment that must be made to resolve the emergency. For housing emergencies, cost-effective is defined as the solution that requires the lowest outlay of public funds – even if it results in the relocation of the family to more expensive housing.

#### **SECTION 5. Emergency Needs that may be funded**

##### **5.1 Shelter**

- A. For shelter requests, consider issuance of EA being cost effective if the household's income is equal to or greater than the on-going shelter cost.

- B. Ramsey County will not issue EA for past due rent, current rent or a damage deposit when an adult unit member is not named as a lessee on the lease under which the rent or damage deposit is due.
- C. EA payments for shelter are limited to a maximum of two months rent. Or one month's rent plus a damage deposit, so long as the total does not exceed two months rent.
- D. Where the applicant lives in public or subsidized housing or holds a Section 8 voucher, the following applies:
  - The shelter cap is calculated at two times the tenant share of subsidized rent;
  - If the application is for a damage deposit, EA payments will cover the full market rate for the damage deposit;
  - EA will not be issued for rent due from a period of time before the unit passed inspection (pro-rated rent).
- E. For new entry into a new rental agreement, EA issuance is limited to one month of rent and a damage deposit.
- F. EA payment for damage deposit cannot exceed one month's rent. The damage deposit must be included in the lease, and must be paid before or on the move-in date. No retroactive rental damage deposits will be paid.
- G. Court assessed fees may be paid with emergency aid, attorneys' fees and fines will not be paid.

#### 5.2 Utility bill

- A. Emergency assistance may be used to pay utilities including, electric, gas, water and sewer, fuel oil, wood and trash removal.
- B. Payment will be made only if the utility is continued or restored.
- C. The utility cap will be limited to \$1,800 per request.

#### 5.3 Foreclosure prevention

- A. The family must own, occupy and maintain the home.
- B. The family must verify that a lending institution denied refinancing.
- C. The Emergency payment along with other payments must be accepted as full payment of the arrearage. Mortgage payments in late status (generally six weeks past the due date) but not necessarily in the foreclosure process will be considered.
- D. Assistance for persons in co-op housing will be calculated in accordance with the rules for determining mortgage assistance.

- E. EA payment to prevent foreclosure is limited to no more than two times the household's monthly mortgage payment.

#### 5.4 Property taxes

- A. Ramsey County will not issue EA to pay for property taxes.

### SECTION 6. Right to Appeal

- 6.1 See Minnesota Statutes Section 256.045 and 256.0451

### *SECTION 7. Exceptions*

7.1 Exceptions to these payment limitations may be made at the discretion of the Director of Ramsey County Community Human Services, or designee if it is determined that doing so is cost-effective for the county.

### *SECTION 8. Money Mismanagement*

8.1 Families on MFIP or other public cash assistance programs must be evaluated for mandatory vendoring if they:

- Have used EA or EGA twice in a 24 month period,
- Failed to make rent or utility payments while in subsidized housing, or
- Are exempt from the 50% test;

If mandatory vendoring is determined appropriate, these families must agree to the mandatory vendoring of their cash assistance for shelter and utility needs. This vendoring shall last for a period of 24 months from the date of approval of EA and should be reviewed at Eligibility Review time. Families unwilling to agree to vendoring will not be eligible for EA.

### SECTION 9. Family Homelessness Prevention Fund (SafetyNet Funds)

Effective January 1, 2006, \$55,000 in Consolidated Fund money is set-aside annually for the creation of a Family Homelessness Prevention Fund. Staff working with Emergency Shelter Intake control this fund and only those staff may issue from this fund. Eligibility criteria and fund use is as follows:

#### 9.1 Eligibility

- A. A family is defined the same as in EA section 2.2
- B. Family cannot combined EA or EGA with SafetyNet funds available to meet the need.
- C. Family must meet MFIP gross income test.
- D. Receipt of EA within the past 12 months is not a bar to use of these funds.
- E. If being used for a damage deposit or rent, families must agree to the mandatory vendoring of their rent for a period of two years.

#### 9.2 Issuance limitations

- A. Issuance is limited to one time per household per calendar year.

- B. The Shelter Intake Program Assistant is charged with tracking issuances from this fund, including amount and purpose of issuance, and reporting on them monthly.
- C. FHPF funds may only be issued for:
  - a. Rent, damage deposits, rental application fees, and
  - b. Bus tickets to transport families to other jurisdictions where housing is waiting for them.

### 9.3 Issuance Process

The FHPF Consolidated Fund money will be issued via MAXIS using EA code OT. County money is issued using the county process.

## SECTION 10. Amendments

10.1 Amendments can be made to this plan under the following conditions:

- A. Approval of Ramsey County CHS Director.
- B. Changes in the plan will be submitted to DHS in accordance with the effective date of the designated change.

## **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.Chang@state.mn.us](mailto:Tria.Chang@state.mn.us) if you need assistance with the waiver.

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

Ramsey County Workforce Solutions expects to exceed the 7.5% administrative cost cap in calendar year 2018. Additional administrative expenses will be incurred due to: 1) use of consolidated fund dollars to continue the county-wide unpaid work experience program; 2) use of consolidated fund dollars to deliver county-wide supported work experiences, including these services for young parents and specific services for participants of African and American Indian descent; and 3) coordination and combination of unpaid work and paid work experiences and activities to maximize participant's employability.

Workforce Solutions has prioritized action strategies for achieving the participant stability and access to opportunity goals outlined in the Needs Statement section above.

These strategic priorities include:

- Reduce racial employment disparities
- Leverage strategic, purposeful partnerships
- Integrate the 4E success indicators – engagement, education, employment and employment retention into program
- Strengthen the WFS full family approach and family well-being measurement
- Leverage the career pathway opportunities
- Integrate the executive skills development (Lifelong Learning Initiative) supporting the individual's charting of their own course
- Increase WIOA and TANF program collaborations
- Increase staff skill development
- Pursue evaluation and continuous process improvement.

2. Explain the reasons for the increased administrative cost.

All services are targeted to increasing participant abilities for achieving self-sufficiency and the Workforce Solutions' ability to meet performance outcomes require strategic support and direct administrative services. Currently Workforce Solutions works very closely with WIOA and, using TANF innovation grants and small funds from the MFIP block grant funds a year-round employment program which requires coordination among the County, FAS, PHN, employers, Workforce Innovation Board and WIOA team. In addition, the County is committed to shifting any available program dollars to fund paid work experience, which will also be evaluated. The goal is to use paid work experience placements to expose participants to the taste of different jobs and careers. Upon completion of work experience, participants will be placed or encouraged to consider different educational programs. MFIP-ES providers use enhanced unpaid work experience services in lieu of the successful but unfunded supported work program. The MFIP-ES providers use funds in a wide variety of ways to enhance services. The goal is to help participants gain necessary jobs to obtain and retain employment and to help participant to make a better educational goal for themselves and ensure that Ramsey County stays in compliance with State and Federal mandated outcomes.

Funds will be used to cover the cost of the planners and evaluators to conduct evaluation and reporting for unpaid work experience (UWE) projects, creating a meaningful evaluation tool to measure levels of engagement and skill enhancement to inform how involvement in these work activities support the engagement of activities and the stability of families. In addition, funds are used to support the provision of MIS and program technical guidance to the UWE providers, universal monitoring of program



implementation, and ensure compliance with IPP and all State and Federal rules and regulations relating to the program.

Ramsey County continues to increase collaborative initiatives and programs between WIOA and MFIP/TANF, internal departments, colleges, Workforce Innovation Board and employers, thus increasing administrative expenses.

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

Contingent on funding, Ramsey County plans to once again implement a county-wide supported work program for MFIP participants with a specific focus on young parents and African American and American Indian participant. The goal is to partner work experience placements with career exploration and education that will lead participant to secure better employment.

The target population for unpaid work is Ramsey County adult MFIP participants with limited skills and work history, including FSS and extended participants. The program is used to support learning skills enhancement on the job and will be offered to participants exploring different training opportunities and career possibilities. The program providers will be encouraged to pair unpaid work experience with other meaningful activities such as job search, obtaining ABE/GED, career exploration, or other relevant activities.

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.

Ramsey County's Work Experience Program (WEP) is designed to assist MFIP participants experiencing difficulties in obtaining or maintaining public or private sector unsubsidized competitive employment. Participants engaged in the WEP will be placed in an unsubsidized work experience placements that will provide participants with work activities to develop new skills and enhance current skills, while providing an opportunity to gain work experience in a supportive work environment that builds confidence and gives participants an opportunity to explore other career options. Upon completion of the WEP, participants will have acquired new skills, enhanced current skills, improved their soft-skills and be better prepared for competitive public and private sector unsubsidized employment.

Unpaid work experience is an option if the participant agrees to participate and/or the unpaid work experience meets following criteria:

- The participant has been unable to obtain or maintain paid employment in the competitive labor market and there are NO paid work experience programs available.
- The unpaid work experience provides specific skills or experience that cannot be obtained through other work activity options where the participant lives or is willing to live.
- The skills or experience result in higher wages than the participant would earn without the unpaid work experience.

Once the WEP experience is completed, participants will get support for seeking unsubsidized work. The resources available at Workforce Solutions are an example of the support provided by all MFIP employment services agencies in Ramsey County.

The Workforce Solutions' WIOA Business Service Unit (BSU) and the MFIP-specific Placement Retention Unit (PRU) will develop and nurture business partnerships in an effort to better connect the residents seeking unsubsidized employment opportunities.

The BSU unit works very close with the employers to secure placement of the participant into paid jobs.

The PRU Specialists also have an assigned caseload, so they look for specific jobs that best match the skills and interests of the job seekers assigned to their caseload. PRU Specialists will e-mail, call and schedule face-to-face meetings with participants to share job leads. Some job leads are posted onto screens placed in the lobbies of MFIP program sites all throughout Ramsey County.

Each provider agency has staff functioning in roles, and taking proactive actions like the WFS BSU and PRU Specialist role described here. Some agencies have functioning employer advisory boards to provide advice and guidance to job development efforts.

### **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 click on this [LINK] to fill out the IPP form.

Email the completed form to: [Tria.chang@state.mn.us](mailto:Tria.chang@state.mn.us)

### **Provider Choice**

Does your county (select one):

- ☒ 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**. See below.

## 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

NA

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).

NA

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.

NA

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.

## H. Budget

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

[INSERT LINK]

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2018 to 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 on Section G under Administrative Cap Waiver.
- If "other" is used, briefly state or describe the line item.

<b>Service Area:</b>		
<b>2018 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment Services (DWP)	<b>\$1,218,500</b>	<b>6.0</b>
Employment Services (MFIP)	<b>\$11,161,188</b>	<b>54.6</b>
Emergency Services/Crisis Fund	<b>\$2,929,704</b>	<b>14.3</b>
Administration (cap at 7.5% for county and 15% for tribe and county with administrative cap waiver)	<b>\$2,057,266</b>	<b>10.1</b>
Income Maintenance Administration	<b>\$3,064,704</b>	<b>15.0</b>
Other 1:		
Other 2:		
Total:	<b>\$20,431,363</b>	<b>100.0</b>

<b>2019 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
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Employment Services (DWP)	<b>\$1,218,500</b>	<b>6.0</b>
Employment Services (MFIP)	<b>\$11,161,188</b>	<b>54.6</b>
Emergency Services/Crisis Fund	<b>\$2,929,704</b>	<b>14.3</b>
Administration (cap at 7.5% for county and 15% for tribe and county with administrative cap waiver)	<b>\$2,057,266</b>	<b>10.1</b>
Income Maintenance Administration	<b>\$3,064,704</b>	<b>15.0</b>
Other 1:		
Other 2:		
Total:	<b>\$20,431,363</b>	<b>100.0</b>

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

## 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.

### 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.

Name (chair or designee)	Mailing address	County

### DATE OF CERTIFICATION