

Date: _____

EC: _____

48 Month Supplemental Interview

Guidelines

1. Use this form to facilitate a conversation around the families' options during their last months on MFIP and complete the form together.
2. This form follows Ramsey County Workforce Solution's 4E's philosophy by placing emphasis on ways of increasing Engagement, Education, Employment, and Employment Retention during the families remaining time on MFIP.
3. Employment Counselors should utilize Goal Action Plans (GAP) as a means to help families achieve the best possible outcome for their circumstances. Emphasis should be on employment and self-sufficiency.
4. Employment Counselors need to seek out and utilize internal/external support and programs that will meet the unique needs of each family (NdCAD, Career Specialists, training/education, etc.).

Participant Information

Name: _____ Phone: _____

Maxis #: _____ TANF Months: _____

Email: _____ Alternate Phone: _____

Engagement

Describe your experience on MFIP: _____

Current Activity/ies: _____

How long have you been in these activities? _____

Describe progress being made: _____

Employment

Current/Most Recent
Employer: _____

Position/Job Title: _____

Start Date: _____

Hrs/Wk: _____

End Date: _____

Wage: _____

Describe any opportunity for advancement:

Is position in desired field? Yes No Unsure

Strategy to advance career: Pursue Education/Training Referral to Career Specialist
 Complete Career Assessment Other:

Comments/Notes:

Employment Retention

What are your current child care needs? Check all that apply: Before School After School School Breaks

Full Time Part Time Evenings/Weekends

Other (explain): _____

Do you need help finding
childcare?

Yes What type: _____

No

Describe your transportation:

Reliable Unreliable

Options discussed: _____

Employment Retention (continued)

Do you need help creating a family budget? Yes No Maybe

Comments/Notes:

Do you or anyone in your household have any mental health or physical health needs that impact your ability to work?

Yes No Maybe

Comments/Notes:

What are your employment strengths (strong workplace skills, punctuality/attendance, pursues new learning)?

What are your employment challenges (unreliable child care/transportation, spotty work history, etc.)?

Education

What has your experience been with school/training in the past?

Are you currently in school?

If so, list program:

Anticipated end date:

Describe your career goal:

Where do you feel training/education fits in with your career goals now and in the future?

If career goal/training needs are not clearly identified, describe plan to do so:

Next Steps

What are the key services you and your family need during your remaining time on MFIP?

Describe the plan to address this family's needs during the remaining time on MFIP:

For Employment Counselor Use

Referrals and Activities you will pursue for this family during the remaining time on MFIP (check all that apply):

- NdCAD
- Career Specialist
- Work Assessment
- Physical Health
- Complete Career Assessments
- Psychological Assessment
- Financial Literacy/Family Budget
- Education/Training
- Child Care
- Address Child Needs
- Other: _____

EC Signature: _____

EC Supervisor Signature: _____