

DWP/MFIP ES POLICY

DATE ISSUED: September 20, 2023
FROM: Integrated Planning Manager - Workforce Solutions
SUBJECT: CLUES Partners for Equity Program
PURPOSE: To clarify roles and responsibilities for the CLUES Partners for Equity Program
BACKGROUND:

The disparity between the financial well-being of Ramsey County residents of color and those who are white has been widening over the last decade. Ramsey County's vision is to have "A vibrant community where all are valued and thrive" and Workforce Solutions aim to achieve that through innovative programming, inclusive initiatives, and through connections to education. Workforce Solutions partners with CLUES to provide a unique opportunity to connect our MFIP Hispanic/Latino families to engage in culturally specific workshops in building self-sufficiency and well-being of the families. CLUES Partners for Equity program integrates Latino culture into all program activities, creating a safe space for participants to engage and thrive.

To increase participation and provide better services for our MFIP Hispanic/Latino families, Workforce Solutions has created a CLUES Specialist Committee. Each MFIP agency will identify a subject matter expert for CLUES PE. The CLUES Specialist staff will function as a liaison between MFIP and CLUES Partners for Equity Program. The CLUES specialist will participate in monthly/bi-monthly meetings co-facilitated by CLUES and WFS, assist with recruitment efforts and provide updates to their respective teams.

POLICY/GUIDELINES:

1. Referral Criteria:

- Self-identified MFIP Latino/Latina/Hispanic families (this means the parent(s) and/or the child(ren) self-identify as Hispanic/Latino/Latina)
- Parents must be committed to participating in workshops/sessions of choice

2. Referral Process:

- a. Complete a Referral form. Referrals should be made by the assigned Employment Counselor and sent by e-mail to Sam Shaffer at sshaffer@clues.org and Zonia Holub at zholub@clues.org and cc your agency's CLUES Specialist.
- b. The CLUES staff will accept referrals on an ongoing basis and provide orientation to families for relevant workshops.
- c. The CLUES staff will connect with MFIP families to enroll them into the PE program of their choice.
- d. The CLUES staff will respond to e-mail referrals to inform counselors which workshops families have chosen.

3. CLUES Staff responsibilities:

- a. Facilitate/Attend CLUES Specialist Meetings.
- b. Provide and share information, updates regarding CLUES programs.
- c. Complete an "enrollment" by opening a Local Flag activity and entering "CLUES" for activity subtype.

- d. The CLUES staff will track all attendance hours by entering a case note and/or submitting a monthly attendance form to the counselor.
- e. The Counselors are expected review case notes and obtain engagement and activity hours from the case notes (Note: the CLUES staff does not track hours on the WF1 activity screen).
- f. Close the Local Flag (CLUES) activity in WF1 6 months after completing program.
- g. Communicate with CLUES Specialists or primary counselors for questions and concerns.

4. CLUES Specialist Responsibilities:

- a. Serve as a liaison between CLUES and MFIP counselors by providing support and updates of program.
- b. Attend CLUES Specialist meetings.
- c. Meet with participants to explain the benefits of CLUES PE to answer any questions or concerns.
- d. Provide information and flyers to colleagues to ensure that they can explain the benefits of CLUES PE.
- e. Discuss CLUES PE in team meetings and share progress and success stories of participating parents, tie it to the Ramsey County 4 Es philosophy.
- f. Assist in assist in arranging CLUES staff to attend meetings or other opportunities to connect with families.

5. Employment Counselor Responsibilities:

- a. Recruit and Refer participants to CLUES. Learn the benefits of the program and relay to participants. Benefits include receiving activity hours for their MFIP employment plan, self-advocacy and child-advocacy skills, increased knowledge of culturally specific community resources, engagement in intergenerational support and family stability, increased community building, increased education and learning opportunities.
- b. Stay involved to show your support.
- c. Update Employment Plans to reflect participation with CLUES.
- d. Track participation hours in WF1. Refer to [WF1 User Guide - CLUES Partners for Equity 8-24-20](#)
Remember: all recorded hours on the hour tracking panel count as engagement hours and *progressive* engagement is what matters!
- e. Ensure that participants have adequate transportation fare and support services as needed.
- f. Communicate with CLUES Specialist or CLUES Staff as needed.

6. MFIP Data Specialist Responsibilities:

- a. Provide monthly list to Counselors based on eligibility criteria list on #1 above.

7. CLUES Resources:

- [CLUES PE 2023 Programs](#)
- [CLUES PE flyer 9/20/23](#)
- [CLUES PE Referral Form 9/20/23](#)
- [WF1 User Guide - CLUES PE](#)

EFFECTIVE DATE: September 20, 2023

CONTACT PERSON: Assigned Agency Planner