

DWP/MFIP-ES POLICY

Date Revised: February 20, 2025

To: DWP/MFIP Employment Services Providers

From: Workforce Solutions Integrated Planning Manager

Subject: Child Under 12 Months Old Exemption

Purpose: Provides guidance for handling cases of MFIP families who choose the child under 12-month exemption

Background:

Parents with children 12 months or younger are eligible for an exemption from participating in employment services. This exemption is available to parents for up to 12 months total in their lifetime use of MFIP and does not stop the clock on the MFIP 60-month lifetime eligibility limit. [MFIP DHS Manual: Section 5.21](#)

What Defines an Exemption:

1. The participant is not legally or mandated to participate in ES activities for any reason.
 2. The exemption is allowable for 12 months in a lifetime.
 3. The participant cannot be sanctioned for not participating.
 4. The participant can volunteer to participate by electing to lift the exemption.
- **Single parent households:** Participants can be exempt for only 12 months total for all months they are on MFIP and DWP in a lifetime. They can use the exemption for more than one child and can use the exemption during different spans of time (non-consecutive).
 - **Two-parent households:** Two-parent households can have no more than a combined total 12 months exemption between them. Only one parent can claim the exemption in any one month.

Exemption for Families with Child under 1

Who qualifies.	Parents who have not used all 12 months and meet one of the following conditions: <ul style="list-style-type: none">• 20 years or older.• 18- & 19-year-old parents with a high school diploma.• 18- & 19-year-old parents without a high school diploma who choose the work option.
For what period.	From birth until an infant turns 1. Exemption begins: The 1st month after the month the participant claims the exemption. The exemption ends when whichever of the following happens 1st: <ul style="list-style-type: none">• The 1st full month after the infant's 1st birthday.• When the participant chooses to end the exemption earlier.• When the participant has used the 12 months of the lifetime limit.
The time limit for this exemption.	A parent can claim this exemption for no more than 12 months total.
How the policy affects minor parents.	Minor parents (parents younger than 18) cannot have this exemption. Minor parents are not required to resume school until 6 weeks after the birth of a new baby.
The child's status on MFIP does not matter.	The parent can claim the exemption even if the child is not included in the MFIP grant. This would include children who receive SSI benefits.

How this policy intersects with Presumptive Medical Disability as good cause, see [19.9 \(Good Cause\)](#).

Presumptive Medical Disability (PMD) is good cause, not an exemption. Only the participant who gives birth is eligible for PMD. However, participants can request the child under one exemption at the same time, and it can be taken by either parent.

Handling overlap between the child under 12 months exemption and the family violence waiver (FVW)

If the participant already has a FVW and requests child under 12 months exemption:	If the participant requests the FVW and child under 12 months exemption at the same time:
<ul style="list-style-type: none"> • Notify FAS that participant chose the child under 12 months exemption and to leave the family violence waiver in place. • Set the review date as the date the exemption is expected to end. 	<ul style="list-style-type: none"> • To ensure that the months do not count towards the participant's lifetime limit: <ul style="list-style-type: none"> ✓ The participant must meet with Counselor to develop a family violence waiver plan. ✓ Note that the plan is on hold. ✓ The participant can claim the exemption after the plan is approved and the FVW is in place. ✓ Notify FAS that the participant chose child under 12 months exemption and is approved for FVW.

A. Supports

The participant is not eligible for any support services while electing the exemption such as: Transportation, Childcare, Car Repair, Incentives, etc. If the participant needs supportive services, he/she must lift the exemption and develop an Employment Plan and engage in MFIP goals and activities.

B. Guidelines

New MFIP Referrals:

Financial Worker sends a new referral to ES through either through the automated Workforce One (WF1) or manual WF1 method on MAXIS when a child under 12 months of age exemption has been determined. The MIS staff will send referrals for cases with a 12-month exemption directly to an MFIP-ES provider after a referral is made by the financial worker.

Active MFIP Cases:

Claiming this exemption request can be done through their Financial Worker (FW) or Employment Counselor (EC). The request can be verbal or in writing from the participant. FW and EC should communicate with each other regarding the participant's exemption. Explain to the participant that the financial worker will determine if there is eligibility for the exemption. Once eligibility is determined and information is entered into Maxis by the financial worker, WF1 will show the new exemption status (look under status updates on the DHS-IX tab). A TIKL will also be generated informing the counselor of a change in status – "DHS-IX Status Update – Exemption".

C. Procedures

For exempt participants referred to ES but not yet enrolled, MFIP-ES staff must do the following:

1. Open the WF1 case record.
2. Assign the case to an Employment Counselor.
3. Open the **Holding-Child under 12 months** activity and enter the estimated end date.
4. A letter should be sent to notify participant of their child under 12 months exemption status.

5. Counselor should not require the participant to attend an overview or develop an employment plan until the month after the exemption ends.
6. The Data Specialist Report's **ActivityOpen** tab will show the participant's **Holding-Child under 12 months** activity and the **Estimated End Date** for the activity, after the activity is opened in WF1. Agencies should use this information to track the end date of the **Holding-Child under 12 months** activity to determine when the exemption is due to end in case the exempt code change does not come through the WF1 interface. The **Holding-Child under 12 months** activity **Estimated End Date** should be updated in the WF1 record according to MAXIS data, as needed.
7. Ticklers may also be added to the WF1 record by the Employment Counselor to ensure participants are notified when their exemption is due to end and participation in ES is required.
8. If a participant chooses to engage with ES prior to the end of the exemption, the Counselor must send a Status Update to the Financial Worker to ensure that the code in MAXIS is changed. Counselor must indicate which month participation in ES is expected.
9. Employment Counselor must update the activity on WF1 to reflect changes in exempt status.
10. Two-parent household - Only one parent may use the exemption at any point in time. The 12-month exemption is tracked separately for each parent and reflects the number of months actually used by each parent. The total cannot exceed 12 months. The non-exempt parent is required to participate in ES.
11. Case notes must be recorded on WF1 as applicable.
12. Timely communication between financial workers and employment counselors is needed to ensure that the participant is coded for this exemption.
13. If the participant is in the Family Stabilization Services track, review if the previous medical opinion form is still valid or has expired in order to determine if the participant still qualifies for Family Stabilization Services. Request a new medical opinion form if necessary.
14. The financial worker should be the only person to communicate the official count of months to the participant.

D. Resources:

1. [Childcare Under One Sample Letter](#)
2. [MFIP DHS Manual: Section 5.21](#)

Contact: Assigned Agency Planner