RAMSEY COUNTY
Workforce Solutions

MFIP-ES POLICY
(WS2010-03)

DATE ISSUED: October 14, 2010

FROM: Joan Truhler

TO: Ramsey County MFIP-ES Staff

SUBJECT: Child Under 12 Months Exemption Referrals

BACKGROUND

Effective March 1, 2010, the length of Employment Services (ES) exemption increased for families caring for a child from under 12 weeks to under 12 months of age (refer to DHS [1]Bulletin #10-11-01). Claiming this ES exemption is optional for families and the request can be done through their Financial Worker or Employment Counselor.

Per Ramsey County MFIP Policy Memo dated March 1, 2010, Financial Workers are sending a new referral to ES through either the automated Workforce One (WF1) or manual WF1 method on MAXIS when a child under 12 months of age exemption has been determined. Currently, referrals that come through with this exemption code are being held in the referral queue by Workforce Solutions' Management Information System (WFS MIS). A referral to an MFIP-ES provider is generated when a participant chooses to engage with employment services prior to the end of the exemption or once the participant's exemption ends.

PURPOSE

This Policy Memo provides instructions for handling cases currently referred to ES but not yet enrolled, and outlines responsibilities to ensure good communication and consistent provision of services to MFIP families who choose the child under 12 month exemption, are in need of support services while exempt, and/or who choose to engage with employment services prior to the end of the exemption.

POLICY AND GUIDELINES

Effective immediately WFS will no longer be holding cases (about 50 cases) with a child under 12 month exemption code. The MIS staff will send cases with a 12 month exemption directly to an MFIP-ES provider after a referral is made by the financial worker.

This policy should be read in conjunction with DHS Bulletin 10-11-01 and Ramsey County Policy Memo from March 1, 2010 (referenced below).

A-   General Guidelines

- 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. Use "hold" as the activity and enter the estimated end date; and
  4. Use the "child under 12 months" as an identifier

- Do not require the participant to attend an overview or develop an employment plan until the month after the exemption ends.

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[1] DHS Bulletin 10-11-01 available at:
http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_149996.pdf

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- When the participant's exemption period ends, a new approval must be done by the participant's Financial Worker, and the exempt code (EMPS ES status) must be changed on MAXIS. A new tab will be created on the Data Specialist Report that will show participant's exempt status (hold activity). Agencies should use the information on this tab to track the end date of the "hold" activity as a way to determine when the exemption is due to end in the event that the exempt code change does not come through the WF1 interface.

- Triggers must also be set by the Employment Counselor to ensure participants are notified when their exemption is due to end and participation in ES is required.

- If a participant chooses to engage with ES prior to the end of the exemption, the Employment Counselor must e-mail a Status Update Form to the Financial Worker to ensure that the code in MAXIS is changed. Counselors must indicate which month participation in ES is expected.

- Employment Counselors must update the activity on WF1 to reflect changes in exempt status.

- Two-parent household cases will be referred together. 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.

- Case notes and participant support services must be recorded on WF1 as applicable.

Effective Date: October 14, 2010

Contact Person: Agency lead planner