

DWP/MFIP/SNAP POLICY

DATE ISSUED: March 9, 2016

SUBJECT: DWP/MFIP/SNAP Resources Provider Webpage

PURPOSE:

The DWP/MFIP/SNAP Provider Resources Webpage offers employment services staff valuable information including policies, operational definitions, program brochures, reports, and useful resources such as directories, fillable Ramsey County forms, links to DHS forms and training, and external community services. The information below contains general guideline about information offered in each tab and section of the provider resources webpage.

POLICY AND GUIDELINES:

General Guidelines:

- Please visit the new DWP/MFIP/SNAP Provider Resources Webpage at:
<https://www.ramseycounty.us/your-government/departments/economic-growth-and-community-investment/workforce-solutions/dwp-mfip>
- Ramsey County DWP/MFIP/SNAP administration team is striving to ensure that you have all the answers, resources, forms, policies and procedures at your fingertips. Our goal is to have the most up to date information available for you.
- The information available on the webpage is relevant to Ramsey County DWP/MFIP/SNAP Employment Services staff and is intended to be used within the Ramsey County DWP/MFIP/SNAP Employment System only.
- Staff may save the link to their browser as a favorite to facilitate navigation.
- The webpage will be updated on a monthly basis, or as frequently as needed. DWP/MFIP/SNAP ES Administrators (managers and supervisors) on the WS-ES Providers email list will be notified via email when the provider webpage is updated. Managers and Supervisors are responsible to notify the changes to their ES staff.
- The DWP/MFIP/SNAP forms, documents and reports are categorized alphabetically in each section of the provider webpage.
- DWP/MFIP/SNAP ES staff directory are updated quarterly and usually posted to the webpage in April, July, October and January. Workforce Solutions' MIS will notify agency staff through email when the ES staff directory needs updating. The changes to the ES staff directory should be sent to WS-MIS-Helpdesk@co.ramsey.mn.us only when requested by Workforce Solutions' MIS.
- Data sharing - Within the constraints of HIPAA and other data privacy laws, data filled on forms cannot be shared with others outside of the DWP/MFIP/SNAP ES system. A release of information form, signed by the participant, must be used when applicable.

Content of Provider Webpage:

1. Contacts & Forms:

- **Contacts:** Directories include Childcare, FAS, ES, RES provider contacts and information
- **Provider Forms - Ramsey County:** Workforce Solutions forms related to Ramsey County DWP/MFIP/SNAP programs and services.
- **Provider Forms - DHS:** MN Department of Human Services forms related to DWP/MFIP/SNAP programs and services.
- **Education Flyers:** Flyers related to MFIP education and time limit. Staff can print the information to share with MFIP families.
- **Work Study Flyers:** Flyers and information related to the Work Study Program available to MFIP students who are attending Century College, St. Paul College and Minneapolis Community and Technical College (MCTC).

Forms have been created with active fillable form fields. Staff may use the fillable forms in different ways:

- ✓ Print the form, then complete it by hand.
- ✓ Fill in the form fields on the screen, then print the completed form (using Acrobat Reader).
- ✓ Save a copy of the form to their computer, then fill in the form fields on the screen, saving again when finished. Staff will not be able to save a completed form, unless the retail version of Adobe Acrobat or Acrobat Approval is installed.

2. Policies & Manuals:

- **DHS:** Links to DHS-ES items are active so that staff can easily access manuals, bulletins, and policy information posted on the DHS website.
- **WFS:** Ramsey County WFS policies/memos. Future policy memos, as well as updates to any policy issued by the county, will be posted on the page.
- **Operational Definitions:** Concepts and definitions that guide our work with our programs and services for our families.

3. Training:

- **Provider Training – 2016:** All DWP/MFIP/SNAP related trainings presented in 2016.
- **Provider Training – 2015:** All DWP/MFIP related trainings presented in 2015.
- **Provider Training – 2014:** All DWP/MFIP trainings presented in 2014.
- **Videos:** Links to videos pertaining to trainings are available under this section.

4. Reports:

- **Culturally Specific Initiatives:** Reports and initiatives regarding culturally specific group.
- **Provider Performance:** MFIP-ES provider performance reports (report card), program indicators reports, TANF WPR reports, etc. will be posted as they become available.
- **Provider Performance Tools:** Information how to strategize and utilize report cards and performance outcomes.

Effective Date: March 9, 2016 – Kate Probert Fagundes, MFIP/DWP/SNAP Employment Services Division Manager

Contact Person: Your Agency Planner