

DATE ISSUED: December 16, 2013

TO: Ramsey County MFIP-Employment ES Providers

FROM: Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager

SUBJECT: Updating Educational Attainment (High School Diploma or GED) in WF1

PURPOSE: Ramsey County MFIP's new education measures require participation in education activities if the participant doesn't have a high school diploma/GED. With missing or outdated attainment of a diploma/GED on WF1 or MAXIS, agencies will be held accountable for education activities for participants who in fact don't need a diploma. The current procedure is for the "highest level of education" information to be entered at FAS intake. A review of Ramsey County MFIP cases indicate that a high rate of cases have no high school diploma (or GED). In anticipation of Performance Measure 12 (and 13), requiring educational education level advancement for participants without a high school diploma, WFS directs ES agencies to confirm or improve the accuracy of this education level information. All caseloads with cases having no high school diploma/GED or no information in the highest level of education field are to be reviewed and updated as necessary by March 31, 2014. This will establish a baseline for data collection. There will be no exceptions to the timeline.

PROCEDURES:

1. Using the monthly Evaluation generated list titled Current Information report, recently updated to include an "Education Attainment" column, identify those participants having 1-11 grade levels completed or "none" in that column.
2. The counselor (or designee), at a regularly scheduled appointment or at a specifically scheduled appointment, should explore with the participant his or her education experience (especially if it appears to be less than a high school diploma/GED) to determine if the information is accurate or needs updating.
3. When the counselor (or designee) confirms that the information in the system needs to be updated, he or she should open the participant's WF1 case file:
 - a. Scroll to the bottom of the participants WF1 general tab page.
 - b. In the "Highest Level of Education" drop down box, select the correct education level information.
 - c. Click "save".
4. The Counselor sends a status update to the financial worker requesting the education level information be updated in MAXIS.
5. The counselor adds WF1 case note (subject "assessment") indicating when the education level was checked and whether it remains the same or has been updated.

EFFECTIVE: December 16, 2013

WFS CONTACT: Agency Planner