



To: All Family Financial Workers/Employment Counselors  
From: MFIP Policy Workgroup (Dave Williams)  
Date: March 1, 2010  
Re: Exemption for Child under 12 Months Changes Effective March 1, 2010

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DHS issued Bulletin #10-11-01 on January 13, 2010 that explains in detail the changes from the current policy of exception from employment services for a child under 12 weeks to exemption from employment services for a child less than 12 months. Affected are both DWP and MFIP cases.

DHS is not notifying clients of this change.

**Timely communication between financial workers and employment counselors is needed to ensure that the participant is coded for this exemption (if applicable).**

**DWP** – A single parent household that includes a child under age one, is not eligible for DWP unless the parent has already used all the months of the child under 12 months exemption from employment services. In DWP it is an eligibility criterion, it is not an exemption choice.

DWP cases will be identified by DWP financial workers. Participants will be mailed a MTAF the first week in March.

**Teen parents** – There is no change to the exemption options for minor parents (under age 18), and 18- or 19 year old parents without a high school diploma or its equivalent who choose an employment plan with an education option. Review policy for details.

The exemption includes all natural born children including a family capped child and/or a child that is receiving SSI.

Beginning with March 2010, Maxis is automated to count all months that were entered for both of the previous policies.

The exemption is limited to a 12 month lifetime limit for a household. Participants can choose to split months for different children. For two parent households, months will be combined to determine eligibility.

MFIP participants can request this exemption through their financial worker or their employment services counselor. The request can be verbal or in writing. The financial worker will determine if the participant is eligible to use this exemption based on Maxis information. Once determined, the financial worker will notify the employment counselor via a Status Update Form (DHS-3165).

Continue to refer all participants to employment services either through automated Workforce One (WF1) pop-up or manual WF1 method on Maxis.

**Financial worker responsibilities:** When participant requests the exemption check to see if eligibility for this exists on Maxis. (X) select the “Full-Time Care Of Child < 1 (Y/N)” line on the STAT/EMPS panel and enter. The pop-up window will give you number of months already used towards the 12 month exemption if any. This will include the dates that were previously used and how many months remain available.

If there are available months, code accordingly per the participants request beginning with the month after the month of the request (See Maxis e-mail #8111674) as to what months they would like to use the exemption for. Send the case through background and approve a new version.

The new version must be approved in order for Maxis to trigger a message within WF1.

The financial worker must e-mail a Status Update Form (DHS-3165) to the ES counselor of record on Café stating that the participant is using the Child less than 1 Exemption. You must include the month that the exemption begins and more importantly, the month that the exemption ends.

A PEPR message will appear on the workers DAIL when the exemption is set to end. A new approval of the case is needed to change the ES status code and remove the “child under one” coding. The financial worker may receive a new pop-up for a WF1 referral at the time of the new approval. If so, enter “Child under 1 Exemption has ended” in the worker comment section.

**Employment services counselor responsibilities:** When a participant requests to use the child under one exemption, contact the financial worker by e-mailing a Status Update Form (DHS-3165) with the months that the participant is requesting to use the exemption for.

Explain to the participant that the financial worker will determine if there is eligibility for the exemption. Once eligibility is determined by 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).

MFIP	03/10	Exemption	REASON: Full-time Care of a Child < 1 Year Old PREGNANCY: Not Pregnant	02/22/2010
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A TIKL will also be generated informing the counselor of a change in status – “DHS-IX Status Update – Exemption”. Once the status has changed, the counselor should use “Hold” as the activity and the “child under 12 months” as an identifier (Again refer to the Bulletin for specifics).

If a participant chooses to engage with employment services prior to the end of the exemption, the counselor must e-mail a Status Update Form (DHS-3165) to the financial worker so that the coding can be changed in Maxis. Indicate which month that the participant is requesting to begin to work with employment services. The counselor must update the activity status on WF1 to reflect this change.

It is the responsibility of the counselor to set a trigger when the exemption is due to end and to notify the participant that they are required to work with employment services.

For all other information, please refer to the bulletin. A link to the bulletin is listed below:

[http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16\\_149996.pdf](http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_149996.pdf)