

MFIP Policy

DATE REVISED: September 1, 2021

TO: Ramsey County MFIP Employment Services Providers

SUBJECT: Extension Process

PURPOSE: Provides guidance for extension packet development, extension review, extension redetermination and communicating decisions regarding extension beyond the 60-month MFIP time limit. This policy replaces the previous version dated March 9, 2020.

BACKGROUND:

MFIP time limit is 60 months over an adult's lifetime. In most situations when a participant uses 60 months of assistance and does not qualify for an extension, MFIP benefits for the entire family end. The exception is in 2-parent families in which only 1 parent qualifies for an extension or still has not reached the time limit. The benefits continue for the household.

Extension (EXS) is a post 60-month service track within MFIP to serve families with complex needs and help families achieve the greatest degree of economic self-sufficiency and family well-being. Qualified participants can have their MFIP eligibility extended after 60 months of assistance if they meet the criteria for at least one extension category below. For more details requirement Refer to [DHS Manual: Chapter 18-Time Limits and Extension](#).

Extension Eligibility Criteria

- Illness, injury or incapacity
- Needed in the home to care for an ill or incapacitated family member
- Special medical criteria
- Developmental Disability
- Mental Illness
- IQ Below 80
- Learning Disability
- Unemployable
- Family Violence Waiver (follow [Domestic Violence procedures](#))
- Employed (at least 30 hours/week)
- Other: This category is for extensions approved due to appeal or extension denials due to no extension identified or if the client has not provided documentation to verify extension eligibility.

The WFS Extension Review Team (ERT) will continue processing Extension Decisions until September 1, 2021. Starting September 1, 2021, agency Managers/Supervisors will be responsible for processing agency EXS decisions. Each agency will be responsible for creating their own internal process to track and monitor extension decisions. WFS will provide ongoing support through scheduled monthly consult. Additional consultation will be made available as needed.

POLICY AND GUIDELINES:

Participants must cooperate with getting the documentation needed to determine if they are eligible for an extension. Any Participant who requests an extension will work with their Employment Counselor to complete an Extension Request Packet. Employment Counselors are responsible for walking Participant through the process and assisting in the gathering of documentation for the extension request review. Documentation required for an extension request is the same type of information currently required for FSS qualification. Vendor agencies will provide employment services to Participant regardless of MFIP Month (both pre and post 60 months).

There are 3 Different Types of Extension and Extension Review Packet Requirements

Different Types of Extension and Packet Requirement	WF1 Case Notes & Data Requirement
<p>A. Initial Extension</p> <p>Application for participants who wish to transition from pre to post 60 MFIP</p> <p>1. Packet Requirement:</p> <ul style="list-style-type: none"> ▪ Extension Decision Form (with top half completed) ▪ Face to Face Extension Interview Form ▪ All Unexpired documents supporting the extension category requested by the participant. ▪ Any documents showing non-compliance, such as NOITS or Status Updates within the previous 12 months. 	<p>A. <u>For Initial Extension only</u></p> <p>1. Face to Face Meeting – Prior to Sending Packet for Review</p> <ul style="list-style-type: none"> ▪ 54 months - Schedule Face to Face Meeting ▪ Case note to reflect Face to Face meeting is scheduled and 3 attempts to follow-up with participant. ▪ Once the Face to Face meeting has been completed, or if the Participant did not schedule or attend the meeting, case note to reflect the status of the Face to Face meeting. <p>B. <u>For All Extensions – Case Notes</u></p> <p>1. Extension Packaged Submitted</p> <ul style="list-style-type: none"> ▪ Category – Eligibility ▪ Contact Method – Email ▪ Contact Type – Does Not Involve Person Contact ▪ Subject – Extension Review Packet sent for review <p>2. Extension Approved</p> <ul style="list-style-type: none"> ▪ Category – Eligibility ▪ Contact Method – Email ▪ Contact Type – Does Not Involve Person Contact ▪ Subject – Extension Review Approved
<p>B. Redetermination</p> <p>Extended participants applying for extension renewals</p> <p>1. Packet Requirement:</p> <ul style="list-style-type: none"> ▪ Extension Decision Form (with top half completed) ▪ All Unexpired documents supporting the extension category requested by the participant. 	

<ul style="list-style-type: none"> Any documents showing non-compliance, such as NOITS or Status Updates within the previous 12 months. 	<p>Enter Local Flag activity with the correct Extension activity subtype Refer to WF1 Activity Subtype when entering Local Flag Subtype</p>
<p>C. Post 60 Reapplication (P60R)</p> <p>Occurs when an exited participant applies for MFIP after exhausting 60 MFIP months. ES must confirm EXS eligibility before FAS awards MFIP benefits.</p> <p>1. Packet Requirement:</p> <ul style="list-style-type: none"> Extension Decision Form (with top half completed) All Unexpired documents supporting the extension category requested by the participant. Any documents showing non-compliance, such as NOITS or Status Updates within the previous 12 months. 	<p>3. Extension Denied</p> <ul style="list-style-type: none"> Category – Eligibility Contact Method – Email Contact Type – Does Not Involve Person Contact Subject – Extension Review Denied <p>Close File - “60 months not extended” as the outcome</p> <p>4. <u>Extension Decision Form is indexed into WF1 EDS</u></p> <ul style="list-style-type: none"> Documentation Type – MFIP Program Specific Document Name – Extension Decision Form Include document received date & expiration date if valid <p>5. Status Update Forms to Ramsey County FAS.</p> <ul style="list-style-type: none"> FAX (651)266-3930 email: fas.forms@co.ramsey.mn.us <p>Note: Workforce Solutions Designated Staff indexes Extension Decision Form into Laserfiche under the document name: Extension Information. No Status Update Required.</p>
<p>FORMS</p> <ol style="list-style-type: none"> Face to Face Extension Interview Form (for Initial Extension Only) Extension Decision Form 9 2021 (for All Extensions) <p>Common Supporting Documentations for Extension:</p> <ol style="list-style-type: none"> Authorization for Release of Employment Information <p>Request for Medical Information Cover Letter (include cover letter with medical opinion form)</p> <ol style="list-style-type: none"> Medical Opinion Form: Participant Medical Medical Opinion Form – Serious and Persistent Mental Illness (SPMI) Medical Opinion Form – Family Member needing Care Medical Opinion Form – Severe Emotional Disturbance (SED) Medical Opinion Form: Temporarily Unemployable Participant <p>Other Types of Supporting Documentations:</p> <ol style="list-style-type: none"> Domestic Violence Documentation IEP (SED Child) Doctor’s Note Psychological Evaluations 	

PROCESS: The Extension Process



A. REPORTS:

Monthly Reports to assist with EXS Process are distributed on or near the first of every month.

1. **Pre-Extension Report:** Flag 48+ month cases to assist counselors in identifying pre EXS communication and document needs.
2. **Extension Due Report:** Identifies cases that require EXS redetermination. This report highlights cases that have EXS end dates two months before redetermination is due. (July report will showcase redetermination's due in September).
3. **Extension Clean Up Report:** Highlights cases with overdue extensions. These cases require review and follow-up action.

B. TOOLS:

1. DS Data Spreadsheet
 - Initial Extension – Active Participants Tab
 - Redetermination – Extension Review Tab
 - Overdue Extensions – Extension Review Tab
 - EMPS/EXS Mismatch – Employment Plan Tab
2. Reports in WF1
 - Employment Plan report

C. PROCESS

1. WFS MIS creates and distributes the Data Specialist Report (spreadsheet) weekly to agency Data Specialists to track eligible Extension Cases. Agency Data Specialists are responsible to distribute lists to Counselors to ensure services and proper documentations are received in a timely manner.
2. ES is responsible for informing participants about EXS and assisting participants in gathering required eligibility documentation needed to apply. This includes: Referring participants for assessments of conditions that might make them eligible for an extension, Helping obtain the necessary documentation, Assisting employed participants increase paid work hours – including using subsidized work, if it is available, Reaching out to participants and working with each participant as intensively as needed.
3. Provide documentation that will be used to determine EXS eligibility to participant (MOF, EVF, etc.). Allow 30 days for participant to receive and return documentation and another 30 days for ES/FAS processing.
4. Complete EXS Decision Form and attach completed supporting documentation, submit to Manager/Supervisor for review and approval. (For Initial Extension, Include Face to Face Checklist also)
5. Submit WF1 Status Update form to FAS to communicate approved or denied EXS request. If approved, include EXS category, start and end date. See [FAS Coding Tips](#). Include all categories that qualify a participant for EXS. MAXIS follows a hierarchy to determine which EXS code will be used.

Preferred: **FAX:** 651-266-3930

Option 2: **Email:** fas.forms@co.ramsey.mn.us

WFS Only: Index Extension Decision form into Laserfiche. No Status Update required.

5. Store all documentations in WF1 EDS or Laserfiche.
6. If EXS is Denied, hold for pending MFIP closure and close EXS Local Flag activity. Case note EXS decision. If EXS approved, continue to step 7.
7. Update WF1 Local Flag using MIS approved subtype. Include start and end date. Case note EXS decision.
8. Identify services, supports, education, training, and accommodations needed and enable meeting personal and family obligations.
9. Develop EP with participant, using supporting EXS documentation, include activities and hours of participation as appropriate. Create a plan to help reduce barriers, stabilize family and securing employment.

10. Provide monthly follow-up and case notes and assist families to access the identified services and supports when necessary. Case note minimum necessary information: Rarely include an actual diagnosis Ex: “Medical condition present” or “medical condition restricts activities. See file”
11. Monitor progress, track participation hours. Help the participant in any way that makes sense to document activities. Ex: Monthly Activity Log, Phone call, Email, Case note by counselor. Monthly activity log is required - If participant is receiving Chemical dependency treatment, Mental health treatment, Rehabilitation services.
11. Review the EP (minimum every 6 months) and modify the plan as appropriate, or as often as needed. Case note.
11. Request new/updated documentation to support continued EXS two months before EXS end date. Case note.
12. Provide ongoing resources and support.

D. SPECIAL CIRCUMSTANCES

1. 2 Parent Families

- EXS is individualized, only the parent who reaches 60 months applies for EXS. A parent who is pre 60 does not apply for EXS until month 59.
- The 60-month parent has the option of applying for EXS or to be removed from the MFIP grant.
- Direct participants who want to remove a parent from the MFIP grant to FAS.

2. Banked Months

- Participants eligible for special medical criteria receive “banked months”: Each month a participant is eligible for Special Medical Criteria before reaching the 60-month limit is “banked”.
- MAXIS uses these banked months once a participant has reached 60 months.
- Only after the banked months are expended is the participant assessed for an extension.

3. Sanctions

- Participants sanctioned in the 60th MFIP month are not eligible for EXS.
- Participants sanctioned more than 2 months between months 48 and 60 are not eligible for employed extensions.
- All post 60 sanctions mirror the FSS Sanction process except for employed extensions (ESM 18.18.3 Employed).

4. Appealed Extension Decisions

- Vendor Agency/Counselor/Designated staff will be responsible for gathering supporting documentation required for appeals.
- EXS is approved under “other” category during the appeal process.

E. SUPPORTING DOCUMENTS & RESOURCES

1. [Extension Manager/Supervisor Training](#)
2. [Extension Staff Training](#)
3. [EXS Categories and Plan Types](#)
4. [Maxis Coding Hierarchy](#)
5. [Qualified Professionals Definition](#)
6. [FAS Coding Tips for Employment Services](#)
7. [WF1 Outgoing Status Update User Guide](#)
8. [WF1 Valid Codes for Activity Sub Type](#)

CONTACT PERSON: Assigned Agency Planner