The Purpose

- Ramsey County Workforce Solutions Policy (WS 2014–04) outlines the full procedure for the extension packet development, information exchange/transfer, extension review and communicating decision regarding extension of MFIP benefits beyond the 60-month time limit.
Federal rules limit public assistance eligibility for caregivers to 60 months in their lifetime. Minnesota began counting months toward the 60-month lifetime limit 7–1–97.

Financial workers use the STAT/TIME panel in MAXIS to record the history of a caregiver’s receipt of assistance toward the 60-month limit. This tracking triggers MAXIS to mail person-specific notices regarding the limits.

The 1st notice is sent to participants in the 48th month of cash assistance.
Extension Fun Facts

- The first extension were granted in 2002

- There are approximately 1100 participants extended in Ramsey County

- The Extension Services Unit reviews approximately 250 current extensions monthly
What qualifies as an extension?

- Hardship Extensions Categories
  - 1. Ill/Injured Incapacitated 11.19%
    - Illness, Injured or Incapacity for more than 30 days
    - Needed in the home
    - Special Medical Criteria 21.07%
  - 2. Hard to Employ 52.71%
    - Developmental Disabilities
      - Mental Illness 47.13%
      - IQ below 80
      - Learning Disability
      - Unemployable
  - 3. Employed 9.35%
    - Employed Single
    - Employed Two Parent
    - Employed Reduced Hours
Employment Services Expectations

- Same exemptions in pre-60 MFIP cases apply to extension cases

- All Extended case are mandatory and required to participate.

- MOF and medical documentation is a means of determining eligibility, but we want the participant to guide the Employment Plan.
Employment Services (con’t)

- The Extension process begins during a participant’s final year of MFIP eligibility.

- Employment Services activities should continue and the efforts to assist a participant obtain employment should be the first priority.

- Extension are used only as a last option
Employment Services (con’t)

MFIP Providers can help carry a message forward to the participants.

Although a participant has applied for an extension, it does not guarantee an extension.

Extension are TEMPORARY

If a participant is extended the same Employment Services rules, regulations and expectations still apply.
Employment Services

- Same exemptions apply in pre-60 MFIP cases apply to extension cases

- All Extended case are mandatory and required to participate.

- MOF and medical documentation is a means of determining eligibility, but we want the participant to guide their own Employment Plan
Process

- Agency initiates 48 month checklist
- Face to Face interview completed between 54th and 59th month
- Extension packet sent to the Extension Review Team (ERT) no later than the 5th day of the 59th month
- ERT decision made by the end of the 59th month
- If Extension is approved – case is transferred to EXS after the 60th month
- If Extension is denied – close case at agency after 30 days
Procedures

See Ramsey County MFIP–ES Policy Memo (WS2014–04)

Allowable Documentation

- MOF’s
  - Needed in the Home (family member)
  - Severe Emotional Disturbance
  - SPMI

- Vocational Assessment/Psychological Evaluations

- Other – anything which documents a person’s hardship, documentation and work restrictions less than 20 hours per week
Extension Packet Review Process and Decision

- The agency Data Specialist sends the hard copy of the Extension Review Packet to the EXS Supervisor in the 59th month.

- Packet includes
  - Extension Decision form
  - Signed Release
  - 48-month check list
  - Face to Face form
  - All unexpired supporting
  - All documents showing documentations
Extension Decision Process

- Extension Packet arrives to ERT by the 5\textsuperscript{th} day of the month

- ERT member determines a decision by the end of the 59\textsuperscript{th} month

- WFS agency alert Financial Worker and the provider agency of the decision

- For cases denied, the Agency JC closes the case at the end of the 60\textsuperscript{th} month
Financial Worker Procedure

- Extension Decision Form received by the 10th day of the 60th month
- NOTE – Extension is not complete or approved until the Financial Worker reviews case.
- Financial Worker reviews case looking to see if extension is correct for household
  - Examples:
    - Is the MFIP case still open
    - Has the case reached the 60th month
    - Needed in the home– is the person who is listed as being needed in the home for been reported/listed as being in the home to the financial worker
    - Employed – Do the hours meet the criteria for an employed extension
    - Special Medical Criteria – Are there BANKED MONTHS involved
- Financial Worker codes MAXIS based on the recommendation of the ERT and their review of the case for approval or denial
Cases approved, should be transferred to the EXS unit by the end of the 60th month.
Questions

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