

DATE ISSUED: April 28, 2009

UPDATED: December 12, 2012

FROM: Joan Truhler, DWP/MFIP Employment Services Division Manager

TO: Ramsey County MFIP-Employment Services (MFIP-ES) Staff

SUBJECT: Family Stabilization Services (FSS) Update

PURPOSE

Ramsey County Workforce Solutions issued guidelines for MFIP-ES for FSS screening in December 2007. The guidelines provided information on documents/forms to help determine eligibility.

This memo provides updated forms for FSS screening. The policy should be read for guidelines on FSS in conjunction with the Minnesota Department of Human Services (DHS) ¹MFIP ES manual FSS sections 11 and 12.

POLICY AND GUIDELINES

A- General Guidelines-The following forms have been updated and should replace previous versions. MFIP-ES staff must start using these forms effective May 1, 2009.

- **FSS Eligibility Screening Form**- List of categories of eligibility and types of documentation needed for each category.
- **Definition of Qualified Professionals**- Defines criteria and sources of diagnosis or verification of condition.
- **Request for Medical Opinion Form**- This form is completed by qualified professionals to document a participant's (or his/her dependents') mental and/or physical conditions and limitations on employment.
- **Request for Medical Opinion: Severe Emotional Disturbance (SED)**- This form is completed by qualified professionals to document the illness or incapacity of a child in the home, and how the condition affects the employability of the participant.
- **Request for Medical Opinion: Serious and Persistent mental Illness (SPMI)**- This form verifies the participant or his/her adult dependent's illness and how the condition affects the employability of the participant.
- **Screening for Temporarily Unemployable**- This form is used by a qualified professional to document significant issues that affect the participant's ability to obtain and retain employment.

All forms listed above can be found, after July 2010, on the Workforce Solutions MFIP-ES provider web page at: <http://www.co.ramsey.mn.us/workforce/providersinfo>.

B- Data Sharing- Within the constraints of HIPAA and other privacy laws, copies of psychological assessments, and other relevant medical and chemical dependency records cannot be shared between MFIP-ES and Financial Assistance workers without a current release of information form signed by the participant.

Effective Date: December 12, 2012

Contact Person: Your agency lead planner

¹ MFIP ES manual available at the DHS website
http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs16_143731.pdf