

MFIP - ES POLICY MEMO

DATE ISSUED	May 23, 2017
SUBJECT	Graduation Transfer Meetings and Employment Plans for Career Navigator teen parents
PURPOSE	To clarify transfer process involving MFIP teen parents graduating high school
POLICY GUIDELINES	There are two agencies that are working together to collaboratively assist teen parents as they transition from Youth Services with Public Health, to Adult Services with HIRED.

PROCEDURE:

GRADUATION TRANSFER MEETING

The purpose of the graduation transfer meeting is to 1) celebrate the participant's efforts and graduation accomplishment, 2) listen to participant regarding their goals for the summer, 3) partner with participant, Public Health Nurse (PHN), and Career Navigator (CN) to create an Employment Plan that reflects the participant's goals, 4) educate participant on services, resources, and information in preparation for a smooth transition to HIRED, and 5) help participant understand PHN and CN roles and responsibilities.

Timeframe - The Graduation Transfer Meeting should occur up to three weeks prior to graduation. PHN and CN will coordinate services for the next 2 – 3 weeks during the transition between agencies. Once participant transfers to HIRED, the CN will be the contact for any services related to MFIP employment services.

Topics Covered During Meeting Include:

Responsibilities of PHN

- Update Employment Plan to identify participant post-graduation activities which will continue until participant transfers from PHN to HIRED.
- Update Child Care Transmittal to support the new activity up to 90 days after participant leaves Public Health. Determination of the length of the transmittal is dependent upon the consistency and reliability of the activity.
- Issue 1 month of support services during transition from PHN to CN for transportation, uniforms, or other activity related needs.

Responsibilities of CN

- Educate participant on correct documentation of logs per activity (job search logs, school logs, volunteer logs) and provide logs to participant
- Provide information on support services that are offered
- Provide information on resources as needed
- Exchange contact information with participant (if this has not been communicated previously) and set up next meeting with participant

EMPLOYMENT PLANS

There should be a conversation between the participant, the CN and the PHN to explore post-graduation options. This conversation will involve 1) CN and PHN listening to plans and ideas that the participant has, 2) PHN providing background information and sharing any additional information regarding plans previously discussed 3) CN (if previously met with participant) provide more information that the participant and CN already discussed regarding plans.

- If the participant already has a plan in place, the PHN will proceed with completing the EP document in collaboration with the participant and the CN.
- If the participant does not have a plan in place, the CN will help facilitate this conversation by providing additional available options that the participant may want to consider (such as supported work options, short-term trainings, etc.). The PHN will also provide any additional options and input. After having a collaborative conversation and deciding the on next steps, the PHN will proceed with completing the EP document in collaboration with the participant and the CN.

Who Completes the Employment Plan Paperwork?

Because the case is still officially with PH, the PHN would do this. However, the information that is included on the EP itself will be a result of the conversation that is conducted during the Graduation Transfer Meeting. After the EP is completed, the PHN, CN and participant all receive a copy.

Which Employment Plan should be used?

The EP that should be used for participants who are 18 years or older, and for those who graduate high school and are transferred to HIREd, is the DHS Employment Plan. This plan can either be 1) accessed on Workforce One (if access to a computer at the school, this would be a great option), or 2) the paper form version, which can be found under the Provider Forms – MN DHS section of the website outlined below.

To accurately complete the paper form:

- 1) Use this form with all participants (this is Page 1 of all EPs): MFIP/DWP Employment Plan - Case Information Form (4209), <https://edocs.dhs.state.mn.us/lfsrver/Legacy/DHS-4209-ENG>
- 2) In addition to the MFIP/DWP Employment Plan - Case Information Form (4209), additional forms are included (at least one) depending on the activities that the participant is in such as:
 - a. [MFIP/DWP Employment Plan – Education \(4209D\)](#)
 - b. [MFIP/DWP Employment Plan – Job Search Requirements \(4209B\)](#)
 - c. [MFIP/DWP Employment Plan – Employment \(4209A\)](#)
 - d. [MFIP/DWP Employment Plan – Child Care or Transportation](#)(others include: housing, family safety, social services, health, legal issues, unpaid work, personal/family activities.)

The forms can be found on the Provider Page under Provider Forms – MN DHS section: <https://www.ramseycounty.us/your-government/departments/economic-growth-and-community-investment/workforce-solutions/dwp-mfip-snap-provider-resources>

EFFECTIVE DATE	May 23, 2017 - Kate Probert Fagundes, DWP/MFIP/SNAP ES Division Manager
CONTACT PERSON	Your Agency's Lead Planner