Housing Referral Process Chart

Housing Agency/Advocate faxes/emails current Housing Transmittal form to WFS-Housing Planner

Planner notify agency that participant has a change in their housing status.
1) entered housing program
2) exited housing program
Include in email housing transmittal form to:
- ES Data Specialist
- ES Housing Counselor
- ES Current Counselor
- Housing Financial Worker
- Housing Advocate

Housing Planner researches participant’s MFIP status in Workforce One (WF1).

If currently enrolled in MFIP Ramsey

The Data Specialist at each agency will:
- **Enter housing**: Open the Local Flag activity in WF1 with subtype code for the housing program the participant is assigned to.
- **Exit housing**: Close housing Local Flag in WF1 using the housing exit date as the end date.
*Refer to WF1 Housing Guide for coding
*Take necessary steps to transfer the housing client to the housing counselor per agency protocol.
*Assign housing counselor needs to communicate and collaborate with housing advocate once participant is assigned to a housing counselor, vice versa.

If NOT currently enrolled in Ramsey County MRP

Planner notify MIS as “WF1 Pending”

Emails the transmittal form and note participant is “Pending” MIS staff watch for the Referral from MAXIS to appear in WF1.

Planner notify Housing Advocate participant is not On MFIP

If/When participant enrolled in MFIP Ramsey

Referral received in WF1. WFS MIS staff assigns participant to an Employment Services agency.

WFS MIS staff sends email notification & housing referral to the
- Housing Planner
- ES Data Specialist or WFS Case Aide
- ES Counselor
- Housing Financial Worker
*Planner will notify Housing Advocate

* Workforce Solutions’ staff are not able to enroll participants in the Ramsey County MFIP program. The participant must complete the application process through Ramsey County Human Services for Financial Worker to determine MFIP eligibility.

*Pending Housing Transmittals for participants not on Ramsey MFIP are for flagged 6 months only (Date upon receiving pending transmittals example: 3.1.18 to 9.1.18)

Revised: 3.8.18