## **Vendor Housing Referral Process:**

Housing Agency faxes
Housing Transmittal form to
Workforce Solutions - Housing
Planner, who then sends to
the WFS Case Aide

The Case Aide researches participant's MFIP status in Workforce One (WF1). Case Aide notes in upper right corner of transmittal which MFIP agency participant belonas to and the current

If NOT currently enrolled in Ramsey County MFIP

Case Aide marks transmittal form as "WF1 Pending", emails the transmittal form and housing tracking form stating that the participant is "Pending" as ES assignment to the MIS staff and cc: Housing Planner.

MIS staff watch for the Employment Services Referral (ESR) from MAXIS to appear in WF1 Case Aide prepares Housing Tracking Form to notify each agency that one of their participants has a change in their housing status. This could be either 1) entered housing program, 2) exited housing program. This form is emailed along with the housing transmittal form to the MFIP Employment Services (ES) Data Specialist, MFIP Housing Employment Counselor and the Housing Financial Worker stating that the participant is in the housing program.

The Data Specialist at each agency will:

If currently enrolled in

Ramsey County MFIP

For participants entering housing: 1) Open the Local Flag activity in WF1 with the appropriate activity status subtype code for the housing program the participant is assigned to. 2) Take necessary steps to transfer the housing client to the housing counselor per agency protocol. For participants exiting housing: 1) Close the housing Local Flag in WF1 using the housing exit date as the end date.

Workforce Solutions' MIS staff Once the Financial assigns **FSR** Worker approves participant received participant for MFIP to an in Ramsey County in WF1. **Employment** Services (ES) agency.

Workforce Solutions' MIS staff sends email notification & housing referral to the Housing Planner, MFIP ES agency's Data Specialist, ES Employment Counselor, WFS Case Aide and Housing Financial Worker

<sup>\*</sup> Workforce Solutions' staff are not able to enroll participants in the Ramsey County MFIP program. The participant must complete the enrollment process through their financial worker at Ramsey County Human Services.