

MFIP Employment Services
MSTED EC CHECKLIST

The MSTED checklist is a guide for employment counselors to ensure participant receives all the information necessary about the MSTED project. Please complete and email the MSTED checklist, MSTED referral form, along with other necessary documents (if applicable) to: wsted@co.ramsey.mn.us

Participant Name: _____ ES Agency: _____
 Referred MSTED Agency: _____ ES Name: _____

1. ___ EC connects with participants to review and discuss eligibility criteria.
MSTED Eligibility Criteria:
 An adult receiving MFIP assistance unless
 - they are between 18 and 24 and enrolled in a fulltime education plan or
 - are a parent taking the “infant” exemption with a baby younger than one year old.
2. ___ EC explains MSTED project, goals and process to participant. (refer to MFIP EC reference sheet)
3. ___ EC provides participant flyer and orientation schedule of desired MSTED agency.
4. ___ EC discusses and assists participant to ensure childcare is in place for MSTED.
5. ___ EC discusses with participant to ensure participant has Social Security Card and ID. (refer to I-9 form for required documents)
6. ___ EC addresses employment goals with participant and case note in WF1.
 (Case Note: **select category:** Information and Referral, **select subject:** MSTED)
 - Career goals/pathway
 - Employment goals
 - Schedule date and time for the orientation
 - Hours available for work
 - Work limitations
7. ___ EC opens **local flag** activity in WF1 with **subtype (MSTED)**, select **MSTED** funding stream.
8. ___ EC provides copies of Skills/Certificate/Diploma/Degree if applicable or available.
9. ___ EC provides most recent copy of medical opinion form if participant has work limitations.
10. ___ EC completes MSTED Referral Form and EC checklist and emails forms and necessary documentations to: wsted@co.ramsey.mn.us

****Additional steps once Employment Counselor receives status of orientation notification from MSTED agency.***

- EC case note, closes local flag (MSTED) activity as **successful** if participant is enrolled in MSTED (Treatment and Control Group).
- EC case notes and closes local flag (MSTED) as **NOT successful** if participant has two no shows for MSTED orientation.
- EC assigns MSTED as secondary staff within 48 hours of notification. (Assign up to 2 MSTED staff only)
- EC completes Employment Plan to address employment goals for the participant assigned into the treatment group and ensure childcare is in place for participant to complete MSTED.