

## MFIP ES POLICY

**DATED Issued:** October 21, 2011  
**DATE Revised:** November 6, 2016  
**FROM:** Kate Probert Fagundes, DWP/MFIP/SNAP ES Division Manager  
**SUBJECT:** Participant Assignment to ES Providers

**PURPOSE:**

This memo provides guidance regarding the assignment of MFIP participants to selected Employment Services (“ES”) providers.

**BACKGROUND:**

MFIP participants should be given the option to select from which providers they receive Employment services. It is the intent of Workforce Solutions that requirements established in Minnesota Statutes are followed.

**Minnesota Statute 256J.50, subdivision 8, County Duty to ensure employment and training choices for participants: “Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers.”**

**POLICY/GUIDELINES:**

The following process will be followed when assigning MFIP participants to ES providers:

1. At FAS Orientation, MFIP participants will be given the option to select up to three ES providers of choice for the provision of ES services.
2. Most Orientations will now be presented on a DVD.
  - A. The DVD jacket contains locations where the DVD can be viewed.
  - B. The DVD is in Somali, Spanish, Hmong, and English.
  - C. The DVD contains a choice sheet to print and use to select ES providers.
3. Upon MFIP approval, FAS will notify MIS of the selected ES providers.
4. MIS will assign participants to ES providers.

**Please note the following regarding ES provider assignment:**

- A. Participants under 19 years old and any 19 year old attending high school or GED classes will be assigned to the St. Paul-Ramsey County Dept of Public Health.
- B. Participants who have been on MFIP 57 months or longer and intake participants who have been on MFIP 54 months or longer will be referred to the Workforce Solutions’ Extension Services Unit.

- C. Participants in a 2 parent household where one parent is assigned to the ETS unit, the other parent would be assigned to Workforce Solutions Assisted Services Unit.

**Exception:** participants under 19 years old or 19 years old attending high school or GED classes will be assigned to the St. Paul-Ramsey County Dept of Public Health and participants under 21 1/2 will be assigned to HIRED's Young Adult Program (YAP).

- D. Participants that have been on MFIP in Ramsey County and were assigned to a current Employment Services provider in the past will be re-referred to the same agency. Exception: participants who have turned 19 and the prior provider is no longer an option (example, PH).

- E. MFIP participants in HIRED's YAP will be transferred to an MFIP Adult program at age 22.

- When HIRED Young Adult Program (YAP) participants are approaching aging out criteria, they will be given a Provider Choice form to select an adult services vendor.
- Participants choosing to remain with HIRED will be referred to HIRED Adult program.
- Those aging out participants who do not make a selection will be assigned to another agency by WFS MIS.
- HIRED will retain the files but send a list of aging out participants who did not select an agency to WFS MIS.
- MIS will assign cases to agencies using the standard criteria and caseload vacancies. MIS will inform HIRE YAP of the assignments.
- HIRED will communicate to agencies and forward case files.
- HIRED will continue to take the responsibility to query agencies, refer and communicate to the agencies.

**EFFECTIVE DATE:** November 10, 2016

**CONTACT PERSON:** Agency Lead Planner