

REFERENCE: WF1 Policy Initiatives for MFIP and WF1

TO: Ramsey County MFIP-Employment Services (“ES”) Providers

FROM: Kate Probert Fagundes- MFIP/DWP Employment Services Division Manager

DATE ISSUED: March 8, 2013

PURPOSE: This memo intends to summarize the electronic memo sent by Steve Erbes, DEED. The memo was sent on February 5, 2013 and titled: “WF1 Policy Initiatives for MFIP and WF1

I. Policy Initiative 1: Enrollment in MFIP

Workforce Solutions’ policy regarding the referral queue has always been that that participants need to be enrolled onto WF1 as soon as possible. This means that the referral queue must be checked by the ES Provider agencies at least every three days and participants should be enrolled within five days, unless there are extenuating circumstances such as the participant case is still open in another county.

II. Policy Initiative II: Sanctioning MFIP Participants

In order for the State to better monitor and track the overall sanctioning process that takes place between the ES counselor and the Financial Assistance (FAS) worker, the following is required:

1. When a participant is out of compliance with ES, the ES counselor must send a Notice of Intent to Sanction (NOITS) by using the WF1 interactions process. Following are instructions for creating a NOITS on WF1:
 - a. Go to the ‘Program” tab
 - b. Click on “Interactions”
 - c. Click on “NOITS”
 - d. Once NOITS created, then click on “Create NOITS”
 - e. Click “OK”, and a print icon will appear with a .pdf of the document
 - f. Print and mail the NOITS to the participant
2. If a participant fails to fully comply with the directives outlined in the NOITS within 10 days, then the ES counselor must sanction the participant. Following are the sanction steps within WF1 that must be followed:
 - a. On the day that the Status Update to sanction a case is issued, the ES counselor must develop a case note by selecting the “Start Sanction Process” case note category
 - b. On the same date the status update is sent and the “Start Sanction Process Case Note” is developed, the ES counselor must also open the “Holding Sanction” activity

EFFECTIVE: Immediately. Contact your planner if you have questions.

REFERENCE: “WF1 Policy Initiatives for MFIP and WF1,” Erbes, Steve (See Attachment A below).

From: "Erbes, Steve (DEED)" <steve.erbes@state.mn.us>
To: Undisclosed recipients;;
Subject: WF1 Policy Initiatives for MFIP and WF1

Two WF1 policy initiatives are listed below regarding MFIP participants and WF1 actions. Please review and implement these changes immediately. DHS and DEED staff believe these initiatives are required to further quality controls.

Policy Initiative #1

Enrollment in MFIP

The large number of unassigned participants in Workforce One has become a significant issue for DHS reporting as well as other research and evaluation efforts. A major contributing factor is the number of referrals that are not accepted because the participant has not attended an overview.

Effective immediately all MFIP referrals must be accepted or declined no later than seven calendar days after receipt of the referral, and the participant must be placed in either an enrolled or eligible, not enrolled status.

Policy Initiative #2

Sanctioning MFIP Participants

Currently, there is no way to track dates of the sanctioning process between the counselor and the county financial worker. It is impossible to determine if each of the parties is taking appropriate action to ensure the sanction process is implemented.

This is change necessary to monitor the coordination and timeliness of sanction actions between ES counselors and county financial workers to sanction MFIP participants for non-compliance with ES plans. In order for this to effectively monitored, WF1 has developed a case note category of "Start Sanction Process". This category of case note is to be used when counselors send a status update to sanction to workers. By using this case note and dating it, we will be able to track time lines and actions of the sanction process from the send date of the NOITS to determine which entities are performing their responsibilities as required.

Please note that in order to track this process all NOITS notices must be created in WF1 and a "Start Sanction Process" case note must be entered on the date the Status Update is sent to the financial worker.

Instructions for creating a NOITS in WF1

For those of you who do not create the NOITS in WF1 follow the instructions below:

To create a NOITS in WF1 go to the “Program” tab, click on “Interactions”, then click on “NOITS”. If you do not have a ”NOITS” option on the Interactions page contact your Security Administrator.

Once you have completed the NOITS, click “Create NOITS”. When you click “OK” a window appears with a .pdf of the document and the Print icon appears in the panel at the bottom. You have to move the mouse over the bottom of the page to make the panel display. It IS the only opportunity to print the forms from the icon panel. The case note is also created at the point “OK” is clicked.

Questions regarding either of these actions should be addressed to me via my email address above or Lynn Dahn at lynn.dahn@state.mn.us

Thank you.

Steve Erbes

E&T Program Coordinator