

# Workforce One Status Update

Beginning February 1, 2019, Ramsey County Employment Services will begin utilizing the Outgoing Status Update found on Workforce One. You can find the Outgoing Status Update in the list of menu options found on the left side of the screen.

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**Outgoing Status Update Summary**

Carl Newberg  
Birth Date 06/22/1980

Record ID 202013502  
MAXIS Case 135626586

Status Update Create Date	Status Update Type	Program: Seq	Staff: Agency	Action
01/10/2019	EMPS Status Family Stabilization Services (FSS)	MFIP: 1	Breann WF Sol	

Add Outgoing Status Update

To create a Status Update on Workforce One, click **Outgoing Status Update** tab on the left navigation panel.

Click **Add Outgoing Status Update**

**Outgoing Status Update Form**

Carl Newberg  
Birth Date 06/22/1980

\*Program: Seq MFIP Seq 1

Status Change **No change** Select/Deselect

Sanction Action **No change**

Child Care Action **No change**

Next Cancel

**Status Change Type:** Select from list of drop-down options or click Select/Deselect to choose multiple change options.

**Status Change**

Select All

Select	Status Change
<input type="checkbox"/>	Case Transfer (Teen)
<input type="checkbox"/>	Education/Training
<input type="checkbox"/>	Employment
<input type="checkbox"/>	EMPS Status
<input type="checkbox"/>	Extension Status
<input type="checkbox"/>	Family Stabilization Services (FSS)
<input type="checkbox"/>	Family Violence
<input type="checkbox"/>	Name/Address/Phone
<input type="checkbox"/>	Other Changes

**Sanction Action:** No Change, Cure, Impose, Postpone

**Child Care Action:** Change to Provider, New Provider, Terminate Provider

# Workforce One Status Update

**Outgoing Status Update Form**

**Carl Newberg** **Record ID 202013502**  
**Birth Date 06/22/1980** **MAXIS Case 135626586**

**\*Program: Seq** MFIP Seq 1  
**Status Change** Education/Training; Name/Address/Phone  
**Sanction Action** No change  
**Child Care Action** No change

**\*Recipient**   
**Agency**   
**Phone**   
**Fax**

**▼ Hide Status Change(s)**

**For name/address/phone, update contact information on WF1 Contact page, then complete status update form.**

**Name** Carl Newberg  
**Address** 1234 Carl Street  
St. Paul Minnesota 55101  
**Phone** 651-555-1255 Home  
**\*Effective Date**

**▼ Hide Comments**

**Auto populated Information:**

**Recipient** will show current Financial Worker and worker contact information.

**Name/Address/Phone** will generate from Workforce One contact tab. Ensure that Workforce One contact information is updated prior to creating Status Update.

**Comments** is to be used to clarify information being communicated

Select **Save and Print** to create a PDF of your Status Update. This PDF will be sent to the assigned Financial Worker as currently practiced according to the Ramsey County Workforce Solutions Communication Policy.

# Workforce One Status Update

## Status Change Types:

- Case Transfer (Teen)
  - Teen has Received High School Diploma or GED
  - Teen has selected the work option
  - Teen No Longer Eligible for Teen Services (Due to Age)
  - Other (explain)
- Education/Training
  - Effective Date/End Date
  - Explain
- Employment
  - Effective Date
  - Employment Change
    - Changed Employers (Hours, Salary)
    - Had a Change in Hours of Employment
    - Had a Change in Salary
    - Has Accepted Employment (Hours, Salary)
    - Quit Employment
    - Other
  - Explain
- EMPS Status
  - Effective Date
  - Current EMPS Code (Select from drop-down)
  - New EMPS Code (Select from drop-down)
- Extension Status
  - Effective Date
  - Extension Status
  - Current Extension Reason (Select from drop-down)
  - New Extension Reason (Select from drop-down)
- Family Stabilization Services (FSS)
  - FSS Status
    - Closed/Open
  - Effective Date
  - (include End date in Comments)

## Workforce One Status Update

- Family Violence
  - Effective Date/End Date
- Name/Address/Phone
  - Information automatically generated from Workforce One. **Contact** information needs to be updated prior to completing Status Update
- Other Changes
  - Effective Date/End Date
  - Explain
- Sanction Action
  - Cure
    - Compliance Date
    - Cure Sanction Reason
      - Became Exempt
      - Came into Compliance
      - Good Cause has been Established for Failure to Comply
  - Sanction
    - Non-Compliance Date
    - Sanction Reason
      - Under 20; Failed Educational Requirements
      - Failed to Accept Suitable Employment
      - Failed to Attend Employment Services Overview
      - Failed to Develop Employment Plan
      - Non-Compliance with Employment Plan
      - Quit Suitable Employment Without Good Cause
  - Postpone
    - Conciliation/Fair Hearing Date
    - Reason (explain)
- Child Care Action
  - Change to Provider
    - Effective Date
    - Provider Care Reasons
      - Change in employment hours/work schedule
      - Change in hours required for other activities in the employment plan
      - No longer on MFIP
      - Other Changes (explain)
  - New Provider
    - Effective Date
    - Provider Name/Address/Phone
  - Terminate Provider
    - Effective Date
    - Explain