

DWP/MFIP Child Care Transmittals

Transmittals

Impacts Employment – Priority Continuation of Open Case Open or Re-Open Case

DWP/MFIP Child Care Transmittal
Request for Authorization



Complete all fields in this section →

TODAY'S DATE:	5/1/2023	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

Complete participant name and case number. If there are two participants in the household, each participant needs their own transmittal. →

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

Complete the activities above on field with a start date, but an end date is not required. Complete the travel time field. →

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search Start: End:		8AM-3PM	8AM-3PM	8AM-3PM	8AM-3PM	8AM-3PM	
Employment Start: End:							
Training/School Start: End:							
Study Time Start: End:							
Social Service Start: End:							
Work Experience Start: End:							
Housing Start: End:							
The activities above on: 5/1/2023 and end on: The above schedule includes travel time: Yes							

- Complete the supporting documentation information section for all approved activities:
- If indicated as attached, the verification must be attached.
 - If indicated in ES, the verification does not need to be provided.
 - If the supporting documentation section is not complete, the transmittal cannot be used.
 - If the supporting documentation section, does not correspond with the approved activity, the transmittal cannot be used. For instance, job search is approved but work schedules are in ES file.

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

This transmittal form is to request authorization from Ramsey County to assist with payment for child care for Employment Plan activities; I understand that this transmittal is NOT an authorization for child care. Ramsey County Child Care Unit will issue a separate authorization form if child care is approved. I also understand that if the participant's activities change, a new transmittal form may be required.

Activity begin and end dates

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Request for Authorization**



TODAY'S DATE:	2/2/2022	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search Start: End:							
Employment Start: End:							
Training/School Start: End:		8AM-4PM	8AM-4PM	8AM-4PM	8AM-4PM	8AM-4PM	
Study Time Start: End:							
Social Service Start: End:							
Work Experience Start: End:							
Housing Start: End:							
The activities above on: 2/5/2018 and end on: 4/30/2013 The above schedule includes travel time: Yes							

Activity begin date is 2018
and end date is 2013



SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Activity begin and end dates

Impacts Employment – Priority Continuation of Open Case Open or Re-Open Case

**DWP/MFIP Child Care Transmittal
Request for Authorization**



TODAY'S DATE:	3/16/2023	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search							
Start:							
End:							
Employment		2PM-8PM	2PM-8PM	2PM-8PM	2PM-8PM		
Start:							
End:							
Training/School							
Start:							
End:							
Study Time							
Start:							
End:							
Social Service							
Start:							
End:							
Work Experience							
Start:							
End:							
Housing							
Start:							
End:							
The activities above on: Click here to enter a date. and end on: Click here to enter a date.							
The above schedule includes travel time: Choose an item.							

Activity above on begin date was not provided and travel time was not answered

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Overlapping Activities

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TODAY'S DATE:	2/2/2022	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search							
Start:							
End:							
Employment			7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM	7:30AM-4PM
Start:							
End:							
Training/School		9:30AM-10AM	9:30AM-10AM	9:30AM-10AM	9:30AM-10AM	9:30AM-10AM	
Start:							
End:							
Study Time							
Start:							
End:							
Social Service							
Start:							
End:							
Work Experience							
Start:							
End:							
Housing							
Start:							
End:							
The activities above on: 9/20/2022 and end on: 9/20/2023							
The above schedule includes travel time: Yes							

← Authorized activities overlap Tues - Fri

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Supporting Documentation Information

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TODAY'S DATE:	3/16/2023	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search Start: End:		12:30AM- 4:30PM	9:30AM- 4:30PM	8:30AM- 4:30PM	8:30AM- 4:30PM	8:30AM- 4:30PM	
Employment Start: End:							
Training/School Start: End:							
Study Time Start: End:							
Social Service Start: End:		8:30AM- 12:30PM	8:30AM- 9:30AM				
Work Experience Start: End:							
Housing Start: End:							

The activities above on: 10/1/2022 and end on: [Click here to enter a date.](#)
The above schedule includes travel time: No

Job search and social service is authorized but the supporting documentation is incomplete



SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Mickey will turn in job/activity logs at the end of the month.

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Supporting Documentation Information

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TODAY'S DATE:	7/6/2022	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search							
Start:							
End:							
Employment		8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	
Start:							
End:							
Training/School							
Start:							
End:							
Study Time							
Start:							
End:							
Social Service							
Start:							
End:							
Work Experience							
Start:							
End:							
Housing							
Start:							
End:							

The activities above on: 10/1/2022 and end on: [Click here to enter a date.](#)
The above schedule includes travel time: No

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other: Child Care Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

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Paystubs were attached to the transmittal.



CCAP application cannot be used as supporting documentation on a transmittal

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TODAY'S DATE:	7/6/2022	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search							
Start:							
End:							
Employment		8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	8:30AM-5:30PM	
Start:							
End:							
Training/School							
Start:							
End:							
Study Time							
Start:							
End:							
Social Service							
Start:							
End:							
Work Experience							
Start:							
End:							
Housing							
Start:							
End:							

The activities above on: 10/1/2022 and end on: [Click here to enter a date.](#)
The above schedule includes travel time: No

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other: Child Care Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

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Paystubs were attached to the transmittal.



CCAP application cannot be used as supporting documentation on a transmittal

Supporting Documentation Information

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**DWP/MFIP Child Care Transmittal
Request for Authorization**



TODAY'S DATE:	5/10/2023	Employment Counselor Name:	Donald Smith
Child Care Worker Name:	Lisa Sellers	Counselor Phone Number:	651-266-1234
Worker Phone Number:	651-266-2345	Counselor E-mail Address:	Donald.smith@co.ramsey.mn.us
		Agency Name:	Workforce Solutions

PARTICIPANT INFORMATION			
Participant Name:	Mickey Mouse	Maxis Case Number:	234523
2nd Parent Name:			

AUTHORIZATION INFORMATION							
<i>If participant is engaged in more than one activity, please provide information for all that apply, including daily start and end times.</i>							
Current Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Job Search Start: End:							
Employment Start: End:		8AM-3PM	8AM-3PM	8AM-3PM	8AM-3PM	8AM-3PM	
Training/School Start: End:							
Study Time Start: End:							
Social Service Start: End:							
Work Experience Start: End:							
Housing Start: End:							
The activities above on: 5/1/2023 and end on:							
The above schedule includes travel time: No							

← Days and times for therapy not provided

SUPPORTING DOCUMENTATION INFORMATION					
	Attached	In ES File		Attached	In ES File
Employment Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Training/School Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Job Search Logs	<input type="checkbox"/>	<input type="checkbox"/>
Training/School Monthly Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Other: therapy logs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments: A new transmittal for above activities. Participant verbally disclosed these hours and attend 1 to 2 hours for each week. The activities for therapy is various throughout the week.

ES worker disclosed taking clients verbal for hours →

QUESTIONS?
