

	2014-2015 County MFIP Biennial Service Agreement January 1, 2014 - December 31, 2015	DHS-3863-ENG 8-13		
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Type of Biennial Service Agreement				
Enter the county's unique ID number				
<input type="text" value="78TRA243"/>				
<input checked="" type="radio"/> Individual county agreement	<input type="text" value="Traverse"/>	COUNTY NAME		
<input type="radio"/> Multi-county agreement				
Contact Information				
<input type="text" value="Rhonda Antrim"/>	<input type="text" value="Social Services Director"/>	<input type="text" value="320-563-8255"/>		
CONTACT PERSON		TITLE		
PHONE NUMBER				
<input type="text" value="202 8th Street North"/>	<input type="text" value="Wheaton"/>	<input type="text" value="MN"/>	<input type="text" value="56296"/>	
ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS (where correspondence related to this form will be sent)		CONFIRM EMAIL ADDRESS		
<input type="text" value="rhonda.antrim@co.traverse.mn.us"/>		<input type="text" value="rhonda.antrim@co.traverse.mn.us"/>		
Note: Prior to the completion of this document, please review the 2014-2015 MFIP Biennial Service Agreement Bulletin for more details.				

County MFIP Biennial Service Agreement	Page 2 of 22
A. Needs Statement	
What is the single biggest challenge you are facing in financial assistance services besides funding?	8000 characters remaining
<div style="border: 1px solid black; height: 225px;"></div>	
What is the single biggest challenge you are facing in employment services besides funding?	3766 characters remaining
<p>Because Traverse County is mostly rural and there is no county-wide transportation infrastructure, it is difficult for many clients to seek and obtain/retain employment. Transportation is the biggest challenge in employment services.</p> <div style="border: 1px solid black; height: 225px;"></div>	

County MFIP Biennial Service Agreement			Page 3 of 22
A. Needs Statement (continued)			
What strengths and resources do you have available to address the need of your participants? Please check all the resources available to you and check whether the resource is in-house or a community resource or both. If you lack the resources, check Resource Gaps column.			
In-house Resources	Community Resources	Resource Gaps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Culturally appropriate services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job club
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job placement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job retention
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supported work/paid work experience
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other
County Program Contact Information			
If you have multiple contacts, please list one in each area. Otherwise, list one and indicate that the contact is for multiple program areas.			
MFIP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS	
Sue Fridgen	320-563-8255	sue.fridgen@co.traverse.mn.us	
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS	
same			
FAS STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS	
same			
TEEN PARENT STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS	
same			
STAFF CONTACT NAME (SERVING 200% FPG FAMILIES)	PHONE NUMBER	EMAIL ADDRESS	
same			

A. Needs Statement (continued)

Employment Services Provider(s) Information

List your current employment services provider(s) and check the respective box to indicate which population served.

Name	Address	Contact Person	Phone Number
Rural Minnesota CEP (RMCEP)	303 22nd Ave W, Suite 107, Alexandria, MN 56308	Karen Burr	320-762-7800
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	
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Population Served	<input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG	

B. Service Models

Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)

1. Do you have culturally specific employment service provider(s) for different racial/ethnic groups?
 No Yes

2. What strategies do you use for hard-to-engage participants? Check all that apply.

- Home visits
- Sanction outreach services
- Incentives
- Other: Supportive Services
- Off-site meeting opportunities
- Other: Work Training

3. What types of job development do you do? Check all that apply.

- Sector job development
- Individual job development
- Other

4. Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?

- No Yes Check all activities employers provide.
- Interview opportunities
- Job skills training
- Job placement
- Job shadowing
- On-site job training
- Work experience
- Other

5. How do you develop and sustain an employer network?

8880 characters remaining

RMCEP has developed a strong network of employers and employer associations over the 45 years of its existence. RMCEP Job Counselors, Job Developers and Administration are in constant contact with employers for a variety of projects, including work training and On-the-Job experiences. Additionally, the majority of the Local Workforce Investment Board membership is made up of private and public employers and these members expand our network in the local area.

RMCEP organizes and hosts job fairs, attends Business after Hours and other business-related events, is involved with the Chambers of Commerce and Economic Development. RMCEP staff conduct one-on-one outreach to area employers and work individually with them to help them meet their hiring needs, arrange for work training experiences or provide On-the-Job training.

RMCEP also works closely with the local MNSCU college. This relationship allows for access to additional employers and employment needs in the area, as well as partnering with the college and employers to develop needed training opportunities that are needed by area employers.

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B. Service Models (continued)	
6. How are job leads generated and shared? 7726 characters remaining	
MinnesotaWorks.net is the job bank we most frequently use. Employers call RMCEP staff with job openings, RMCEP work closely with staffing agencies, local and regional newspapers and radio are utilized. RMCEP staff are alert to area job leads and keep our network informed.	
7. Do you provide job retention services to employed participants while they are receiving MFIP?	
<input type="radio"/> No <input checked="" type="radio"/> Yes <i>Check all that apply.</i>	
<input checked="" type="checkbox"/> Available to assist with issues that develop on the job <input type="checkbox"/> Financial planning <input checked="" type="checkbox"/> Soft skills training	
<input checked="" type="checkbox"/> Mentoring <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Personal contact with the employee how often: <u>Every 30 days at least</u>	
<input type="checkbox"/> Other	
How long do you provide job retention services?	
<input type="radio"/> Less than 3 months <input type="radio"/> 6 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other specify: <u>until the MFIP case is closed</u>	
8. Do you provide job advancement services to employed participants?	
<input type="radio"/> No <input type="radio"/> Yes	
<input checked="" type="checkbox"/> Career laddering <input checked="" type="checkbox"/> Networking <input checked="" type="checkbox"/> Coaching/mentoring <input checked="" type="checkbox"/> Ongoing job search	
<input checked="" type="checkbox"/> Education/training <input checked="" type="checkbox"/> Other specify: <u>Consideration for enrollment in other RMCEP employment programming</u>	
9. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?	
<input type="radio"/> No <input checked="" type="radio"/> Yes <i>Check all that apply.</i>	
<input checked="" type="checkbox"/> FastTRAC <input checked="" type="checkbox"/> Work Keys <input checked="" type="checkbox"/> National Career Readiness Certificate (NCRC) <input checked="" type="checkbox"/> Other specify: <u>National Retail Career Council</u>	

B. Service Models (continued)

Family Stabilization Services (FSS)

10. Do you have non-MFIP professionals involved with FSS cases?

No Yes *Check all that apply*

- Adult Mental Health professional
- Public Health Nurse
- Children's Mental Health professional
- Psychologist
- Chemical Health professional
- Vocational Rehabilitation worker
- Adult Rehabilitation Mental Health Services (ARMHS) worker
- Social Worker
- Other

11. What types of services do you provide to increase the participation level of FSS participants?

7412 characters remaining

All MFIP services are offered including assessment, orientation, career planning, employment plan development, engagement in work training, support groups, job clubs, obtaining authorization to work more closely with the FSS participants medical or mental health community, appropriate referrals and providing wrap-around services with a variety of other agency and professionals. All services are based on the client's needs and needs priorities. FSS participants may work on furthering their education by obtaining their GED, job searching or participating in work training options.

12. Do you make referrals for children of FSS participants?

No Yes

- Children's Mental Health Services
- Women, Infants and Children Program (WIC)
- Public Health Nurse home visiting services
- Other
- Child Welfare Check-ups

13. How do you help ensure that disabled children in an FSS family receive necessary services?

8000 characters remaining

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B. Service Models (continued)

Services for families no longer on MFIP/DWP but under 200% of Federal Poverty Guideline

1. Do you provide services to families who are not receiving DWP or MFIP assistance but are under 200% of the Federal Poverty Guideline (FPG)?

No Yes *Check all the services that apply*

<input checked="" type="checkbox"/> ABE/ELL Classes	<input checked="" type="checkbox"/> Job retention services	<input checked="" type="checkbox"/> Child care	<input checked="" type="checkbox"/> Referral to other programs
<input checked="" type="checkbox"/> Computer Lab Access	<input type="checkbox"/> Support Services	<input type="checkbox"/> GED	<input checked="" type="checkbox"/> Training/Job Skills Classes
<input checked="" type="checkbox"/> Job postings	<input checked="" type="checkbox"/> Other: <u>Universal client services are provided through the WorkForce Center/RMCEP</u>		

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Is there a single point of contact (staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services) or a specialized worker who works primarily with some or all teens in your county?

No Yes *Check all that apply*

Minors (under age 18)	Age 18/19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial worker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Social worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Public health nurse
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child care worker
<input type="checkbox"/>	<input type="checkbox"/>	Other

2. Are public health nurse home visiting services available for MFIP teens? *Check one for each age group.*

Minors (under age 18)	Age 18/19
<input checked="" type="radio"/> Yes, mandatory	<input checked="" type="radio"/> Yes, mandatory
<input type="radio"/> Yes, some mandatory	<input type="radio"/> Yes, some mandatory
<input type="radio"/> Yes, voluntary	<input type="radio"/> Yes, voluntary
<input type="radio"/> Yes, some voluntary	<input type="radio"/> Yes, some voluntary
<input type="radio"/> No	<input type="radio"/> No

3. Do public health nurses without a formal MFIP role coordinate with MFIP services?

No Yes

HOW? SPECIFY: 3078 characters remaining

Child Protection Team

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents (continued)

4. Living arrangements for minor teen parents are approved by:

- Employment service worker
- Child protection worker
- Social worker
- Other

5. What follow-up information is collected on living arrangements for minors after approval? What triggers an action to intervene in living arrangements that have previously been approved? Who keeps these records?

7950 characters remaining

Assessment

Social Worker or Public Health Nurse

6. High school attendance of minor MFIP parents and some 18/19 year old MFIP parents must be tracked. Which of these types of school information can you get from the school district(s) attended by MFIP teen parents in your county?

School/district routinely supplies	School/district will supply upon request	Not available from the school/district	
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	School attendance log
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Grade in school
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Individualized Education Plan (IEP)
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits required for graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Credits completed and grades
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	State graduation test results
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	On track to graduate on time
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Anticipated date of graduation
<input type="radio"/> Routinely supplies	<input checked="" type="radio"/> Supplies on request	<input type="radio"/> Not available	Date of high school graduation

7. Do you permit on-line high school classes and/or GED classes in place of school attendance?

- | | | | |
|--------------------------|--------------------------------------|--------------------------|--------------------------------------|
| Minors (under age 18) | | Age 18/19 | |
| <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes |

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B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents (continued)

8. Are parents or guardians of minor teen parents required to attend any MFIP appointments?
 No Yes

9. In the transition from services for minors to services for 18/19 year old, teens: *Check all that apply.*

Are referred to employment services (ES) at reaching age 18 Continue a previously established relationship with an ES worker
 Receive formal post-secondary education planning Other

10. Describe a promising practice in your county for preparing teen parents to become independent. 7801 characters remaining

For teen parents 18/19, RMCEP provides career exploration and planning, support for High School or GED completion, and as appropriate, work training experiences to foster employment readiness skills.

11. What strategy(ies) will your county use in the next two years to improve the teen graduation rate? 8000 characters remaining

C. Measures

Performance Measures

1. (a) Performance-based funding is determined by a county's annualized performance measures. Review the material in this section to determine if your county has earned performance-based funding or if a performance improvement plan is required.

Definitions

The three-year Self-Support Index (S-SI): This measure tracks whether eligible adults are working an average of 30 or more hours per week or no longer receiving family cash assistance during the quarter three years from a baseline quarter. Adults who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or began receiving Supplemental Security Income after family cash assistance ended. The range of expected performance is estimated for each county based on caseload characteristics and economic conditions. The S-SI is either above, within, or below the expected range.

The TANF Work Participation Rate (WPR): This measure identifies the percentage of federal TANF participants that were fully engaged in employment or employment-related activities per federal work activity requirements. The target is 50 percent.

Annualized values of the S-SI for 2013 are reported on CountyLink. Annualized values of the WPR for 2013 are also reported on CountyLink. If your county's annualized S-SI was below the expected range, complete the S-SI section of the MFIP Performance Improvement Plan. If your county's annual WPR has "No" in the "Eligible for 2014 Performance-Based Funds" column, complete the WPR section of the MFIP Performance Improvement Plan.

(b) If you need to complete the MFIP Performance Improvement Plan, save this file, complete it off-line, and send it to mav@ova.ly@state.mn.us.

(c) If your county's S-SI was above or within the expected range, describe your S-SI success strategies. 5945 characters remaining

Traverse County met the S-SI requirement.

The RMCEP Job Search System and related curriculum have been strong strategies and resources that have contributed to a positive performance for the S-SI measure. The services of RMCEP are designed to enhance the earning and employment potential of participants. Soft skills and work ethics are addressed by RMCEP staff and resources are identified and/or provided to assist with daycare, transportation and other work issues.

RMCEP is a leader in this area in identifying regional and local occupations in demand. This information is vital in assisting individuals to enter the workforce in jobs that are sustaining.

In addition, RMCEP job counselors identify basic education, licensure and mental health issues early on during the process and continue to monitor and assist progress with these areas.

In the Job Search System, individuals learn the skills necessary to find employment. This enhances their ability to find new jobs if necessary. Work training allows participants to become accustomed to work and learn basic job skills. Participants also enhance their employability and opportunities for promotion by working toward a diploma or GED. RMCEP staff provide information on basic job retention issues such as teamwork, employer expectations, balancing work and family, problem solving, communication, time management, and how to get promoted. KeyTrain software also provides MFIP participants with an opportunity to upgrade skills.

Post-secondary education and training is also a successful strategy in helping individuals gain the skills necessary to enter good jobs and become self-sufficient. RMCEP supports this strategy through career planning and including education in their employment plan. RMCEP Job Counselors provide advocacy and encouragement to individuals in completing post-secondary training.

All of these strategies, with the emphasis on work training, have been successful strategies as evidenced by the positive outcomes in the SSI measurement.

C. Measures (continued)

Racial/Ethnic Disparities

2. A racial/ethnic disparity is defined as a one-year S-SI or WPR that is five or more percentage points lower for a non-whites racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the county. Counties that have such a performance gap on either measure in both the most recent quarter reported (January to March 2013) and the average of the four reporting quarters ending in March 2013 are listed on CountyLink along with data on these differences. If your county has a disparity but data are missing for quarters with cell size too small to report, you can contact grke.marin@state.mn.us to get the unpublished counts and percentage gaps.

If your county is not in the list, skip the following questions and proceed to the next page: Other Measures .

(a) What strategies and action steps for each of the groups with disparities do you plan for the coming biennium to reduce these disparities? Check all that apply

- | African American | American Indian | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Assisting in expungement of criminal records |
| <input type="checkbox"/> | <input type="checkbox"/> | Contracting with culturally specific consultants |
| <input type="checkbox"/> | <input type="checkbox"/> | Developing relationships and employment opportunities with specific employers |
| <input type="checkbox"/> | <input type="checkbox"/> | Engaging community partners |
| <input type="checkbox"/> | <input type="checkbox"/> | Establishing county wide workgroup or consortium |
| <input type="checkbox"/> | <input type="checkbox"/> | Offering specific training efforts linked to high demand occupations |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing cultural competency training for staff |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing education and training and job placement targeted to fathers, including non-custodial |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing mentoring |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing subsidized work |
| <input type="checkbox"/> | <input type="checkbox"/> | Providing targeted basic skills training and GED completion efforts |
| <input type="checkbox"/> | <input type="checkbox"/> | Other |

(b) What guidance, support, or resources would you need from the Department of Human Services and/or another source?

8000 characters remaining

Empty text box for providing guidance, support, or resources.

C. Measures (continued)

Other Measures - All counties must answer the next question on other measures and proceed as directed:

3. Does your county use any measures in addition to those provided by the Department of Human Services (in the Management Indicators Report) to manage program performance? MFEP Management Indicators Report (MIR)
 No Yes

(a) What other measures does your county use? 3848 characters remaining
RMCEP employment and training internal reports and measures to include attachment to the labor market. This measure is a percentage of the total caseload.

(b) How do you collect and track data for these measures? 3771 characters remaining
RMCEP Job Counselors obtain employment data through client and employment verification. The attached to the labor force measure is then obtained by looking at how many individuals are working in paid employment during a month.

(c) How do you use these measures to manage your program? 3882 characters remaining
This measure allows for early identification of potential issues and provides for the ability to address them quickly.

(d) What additional types of measures would you find helpful if the Department of Human Services or others were able to provide them? 3868 characters remaining
We would like to see the educational cap removed. Training in the skills needed by employers is key to obtaining a sustainable job.

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D. Program Monitoring/Compliance	
<p>1. What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? <i>Check all that apply.</i></p> <p> <input checked="" type="checkbox"/> Budget control procedures for approving expenditures <input type="checkbox"/> Cash management procedures for ensuring program income is used for permitted activities <input type="checkbox"/> Internal policies around use of funds, i.e. participant support services <input type="checkbox"/> Other </p>	
<p>2. What procedures do you have in place to ensure program policies are followed and applied accurately? <i>Check all that apply.</i></p> <p> <input checked="" type="checkbox"/> Case consultation <input type="checkbox"/> Sample case review by workers <input checked="" type="checkbox"/> Sample case review by supervisors <input type="checkbox"/> Other </p>	
<p>3. Do you contract part of your services to another entity(s)?</p> <p> <input type="radio"/> No <input checked="" type="radio"/> Yes </p> <p>If yes, what oversight do you have in place for monitoring your provider(s) to ensure that they follow program policy and apply policy accurately? <i>Check all that apply.</i></p> <p> <input checked="" type="checkbox"/> Annual review <input type="checkbox"/> 6 month review <input checked="" type="checkbox"/> Performance by contracted provider used in selecting and/or paying providers <input checked="" type="checkbox"/> Other specify: <u>Review of monthly detailed fiscal expenditures</u> </p>	
<p>4. What procedures do you have in place to ensure fiscal policies are followed and applied accurately? <i>Check all that apply.</i></p> <p> <input type="checkbox"/> Annual fiscal review <input checked="" type="checkbox"/> Monthly/quarterly review of providers' invoices <input type="checkbox"/> Other </p>	
<p>5. What procedures/policies do you have in place for administering random drug tests of convicted drug felons on MFIP as required by Minnesota Statutes, section 256J.26, subdivision 1?</p> <p> <input type="radio"/> Written policy within the MFIP unit <input type="radio"/> Coordination with Corrections <input checked="" type="radio"/> Currently establishing new policy/procedure(s) <input type="radio"/> Other </p> <p>If you have a policy in place on random drug tests, please submit a copy to Larry Hosch at Larry.Hosch@state.mn.us</p>	

E. Collaboration and Communication with Others

1. Do you provide MAXIS Access for selected employment services staff?
 No Yes

2. Describe the process your county will use to resolve possible discrepancies (Family Stabilization Services coding, employment/hours, sanction status, etc.) between MAXIS and WF1 data identified by employment services staff. 7748 characters remaining

Quarterly meetings are conducted to review reports, identify and discuss any problems, and develop potential resolutions. Cases are reviewed using the status update process, and as necessary, consultation with county family unit/RMCEP Job Counselor.

3. If your county has chosen not to allow access to MAXIS for employment services, how will you ensure that employment counselor questions are responded to in a timely manner? 8000 characters remaining

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F. Technical Assistance		
1. What MFIP technical assistance and/or training will you need in the next biennium?		7995 characters remaining
None.		

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G. Emergency Services

1. Does your county provide emergency or crisis services from your Consolidated Fund?
 No Yes *Complete the questions below*

2. Do you have a Tribal Nation in your county boundaries?
 No Yes *Go to question 3*

- By face-to-face meeting
- By phone
- No consultation or sharing of policy
- By sharing a copy of the policies
- Other

3. What application are you using for emergency services or crisis services? *Check all that apply.*

- Combined Application Form (CAF)
- County created form
- Other *specify:* RMCEP/County created form

4. What eligibility criteria do you apply? *Check all that apply.*

- Family with minor child
- Noncustodial parent of a minor child receiving assistance
- Pregnant woman
- Priority given to MFIP/DWP/FSS families and families at risk of receiving MFIP or DWP
- 30 days State residency
- Other *specify:* Meets MFIP or SNAP citizenship

5. What income limit do you apply to families applying for emergency or crisis services?

- 200% FPG
- 175% FPG
- 150% FPG
- 125% FPG
- Other

6. What emergency assistance do you provide for the family? *Check all that apply.*

- Damage deposit or utility deposit
- Mortgage payments
- Rent assistance
- Utility payments - i.e. water, gas, electricity
- Other

7. What types of verifications do you require? *Check all that apply.*

- Applicant identity
- Child's ages and relationship to the applicant or verification of the applicant's pregnancy
- Citizenship or immigration status
- 30 days State residency
- Description of the crisis and the cost of alleviating the crisis (i.e. eviction notice, utilities disconnect)
- Income of all household unit members
- All assets of the household unit member available to resolve the crisis
- Other

8. What is the maximum amount of assistance any family may receive to resolve their emergency?

- Up to the MFIP transitional cash standards
- Up to the amount needed to resolve the crisis
- Up to \$1000
- Up to \$1500
- Up to \$2000
- Other *specify:* Not to exceed 4 times the MFIP cash standa

9. How often is a family eligible for emergency/crisis services?

- Once a year
- Once every 18 months
- Once every 24 months
- Other *specify:* Cannot be for the same crisis within a

Please submit your most up-to-date emergency/crisis services plan to mavious.lv@state.mn.us.

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H. Other	
Administrative Cap Waiver Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work or community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs.	
If your county is interested in applying for the waiver, please complete the following questions.	
1. Describe the activity(s) you will provide.	4000 characters remaining
<div style="border: 1px solid black; height: 100px;"></div>	
2. Explain the reasons for the increased administrative cost.	4000 characters remaining
<div style="border: 1px solid black; height: 100px;"></div>	
3. Describe the target population and number of people expected to be served.	4000 characters remaining
<div style="border: 1px solid black; height: 100px;"></div>	

H. Other (continued)**Addendum for Unpaid Work Experience Activities**

If your county is providing unpaid work experience activities for MFIP participants and you don't already have an addendum in place, please click on the link below to fill out the form. This form can also be used to make changes to your current addendum.

[Unpaid Work Experience Activities \(PDF\)](#)

Email the completed form to:
dhs.dwp-mfp@state.mn.us

Choice of Provider

Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 2563.49, subdivision 4, except in counties utilizing workforce centers that use multiple employment and training services, offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

Does your county utilize:

- Has at least two employment and training services providers
- A workforce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.
- County is submitting a financial hardship request.

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H. Other (continued)	
Financial Hardship Request	
FINANCIAL HARSHIP - Exception to Choice of Employment Service Providers Requirement	
MFIP provisions require counties to make a choice of at least two employment service providers available to participants unless a workforce center is being utilized (Minnesota Statutes, section 256J.50, subdivision 9). Counties may request an exception if meeting this requirement results in a financial hardship (Minnesota Statutes, section 256J.50, subdivision 9).	
A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.	
To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.	
<p>1. If the county had a choice of providers in calendar year 2013, describe:</p> <ul style="list-style-type: none"> • factors that have changed which indicate a financial hardship; • why the hardship is expected to persist in the near future; and • the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county. 	
2000 characters remaining	
<p>2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:</p> <ul style="list-style-type: none"> • major factors which prevent the county from utilizing these options and include a cost analysis of each option considered; and • the process used to determine the cost of other options (RFP or other county process). 	
2000 characters remaining	
<p>3. If the county proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant county funds.</p>	
2000 characters remaining	
<p>The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2013 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2014 is reasonable.</p> <p>If a financial hardship is approved, DHS and DEED will closely monitor county programs to ensure outcomes are achieved and services are being delivered consistent with state law.</p>	

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I. Budget

Click on the link below to review the 2014 MFIP allocations:

[MFIP Consolidated Fund Support Services \(PDF\)](#)

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2014-2015. The percent will be calculated in the table. Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions on Section H. Under Administrative Cap Waiver.
- If "other" is used, briefly describe the line item.

2014 Budget

Budgeted Amount	Percent	Line Items
	0.00%	Employment Services (DWP)
	0.00%	Employment Services (MFIP)
	0.00%	Emergency Services/Crisis Fund
	0.00%	Administration (cap at 7.5%)
	0.00%	Income Maintenance Administration
55,710.00	100.00%	Other 1 Budget is in development
	0.00%	Other 2
\$55,710.00	100.00%	Total

2015 Budget

Budgeted Amount	Percent	Line Items
	0.00%	Employment Services (DWP)
	0.00%	Employment Services (MFIP)
	0.00%	Emergency Services/Crisis Fund
	0.00%	Administration (cap at 7.5%)
	0.00%	Income Maintenance Administration
	0.00%	Other 1
	0.00%	Other 2
\$0.00	0.00%	Total

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Certifications and Assurances		
Public Input		
Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?		
<input type="radio"/> No <input checked="" type="radio"/> Yes		
Was public input received?		
<input checked="" type="radio"/> No <input type="radio"/> Yes		
If received but not used, please explain. 4000 characters remaining		
Assurances		
<p>It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and federal law and guidance from the department.</p>		
Federal Funding Sources		
<p>The catalog of Federal Domestic Assistance (CFDA) Number is 93.558 - Temporary Assistance for Needy Families (TANF) The Award number for the period of January 1, 2014 - December 31, 2014 is 2014G996115.</p>		
Service Agreement Certification		
<input checked="" type="checkbox"/> Checking this box certifies that this 2014-2015 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designees, their mailing address and the name of the county.		
DATE OF CERTIFICATION	NAME (CHAIR OR DESIGNEE)	COUNTY
	Rhonda Antrim	Traverse
MAILING ADDRESS	CITY	STATE ZIP CODE
PO Box 45	Wheaton	MN 56296
Save Your Work		
<p>To save your work, please click the SUBMIT button. Your information will be saved, and you can come back to the form any time before October 15, 2013.</p>		
<input type="button" value="Submit"/>		