

Contact Information

COUNTY/CONSORTIUM NAME

Todd

PLAN YEAR

2020-2021

CONTACT PERSON

Jackie Och

TITLE

Director

ADDRESS

212 2nd Ave So

CITY

Long Prairie

STATE

MN

ZIP CODE

56347

PHONE NUMBER

320-732-4444

EMAIL ADDRESS (where correspondence related to this form will be sent)

jackie.och@co.todd.mn.us

CONFIRM EMAIL ADDRESS

jackie.och@co.todd.mn.us

**Note: Please review the 2020-2021 MFIP Biennial Service Agreement
Bulletin for more details before you complete this document.**

Start form

A. Needs Statement

1. Besides funding, what is the single biggest challenge you are facing in financial assistance services?

Lack of higher wage employment that would allow participants to achieve self support.

9914 characters remaining

2. Besides funding, what is the single biggest challenge you are facing in employment services?

Working with clients that have limited English. Interpreters are scarce in Todd county. While we are able to access interpreter service through the language line, the restriction of not knowing English causes a significant reduction in the types of employment that the participant can do or will be offered.

9691 characters remaining

3. Identify the strengths in your community that you are most proud of that benefit MFIP/DWP families.

- Great support team with Todd County and all of the available resources through the county
- Tri-County Community Action
- Quality Disability Resources- Social Security Income Advocates
- The local Churches
- Good employers

9772 characters remaining

A. Needs Statement (continued)

3. What strengths and resources do you have available to address the needs of your participants?

Please **check all** the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (county resources with developed connections to MFIP), and/or an external community resource or both. If you lack sufficient resources in your area, check the Resource Gaps column, even if there are some resource sources. Add any "other" resources that you consider necessary.

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

4. County Program Contact Information

Please name contacts for the following programs if different from the contact on the cover page. You only need to give a person's phone and email once.

MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Darla Hoemberg	218-631-7660	darlah@rmcep.com
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Darla Hoemberg	218-631-7660	darlah@rmcep.com
FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Lisa Chapin	320-732-4493	lisa.chapin@co.todd.mn.us

A. Needs Statement (continued)

Employment Services Provider(s) Information

Statute [256J.50, subdivision 8](#): 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 [256J.49, subdivision 4](#), except in counties contracting with CareerForce Centers that use multiple employment and training services or that 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.

List your current employment services provider(s) and check the respective box to indicate which population served. If a CareerForce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section G of this form addresses provider choice.

NAME		ADDRESS			
Rural Minnesota CEP, Inc		124 1st Street SE, Ste. #3			
CONTACT PERSON	PHONE NUMBER	EMAIL			
Darla Hoemberg	218-631-7660	darlah@rmcep.com			
Population Served	<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input checked="" type="checkbox"/> Teen Parents	<input checked="" 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 services for different racial/ethnic groups?

No Yes *Check all that apply.*

- African American African immigrant Asian American Asian immigrant
 American Indian Hispanic/Latino Other

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

- Home visits Sanction outreach services Incentives
 Off-site meeting opportunities Other

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 Helps plan training programs Other

5. Do you provide job retention services to employed participants while they are receiving MFIP?

No Yes *Check all that apply.*

- Available to assist with issues that develop on the job Financial planning Soft skills training
 Mentoring Transportation Personal contact with the employee HOW OFTEN?
 Other

How long do you provide job retention services?

- Less than 3 months 3-6 months 7-12 months More than one year

6. Do you provide job advancement services to employed participants?

No Yes *Check all that apply.*

- Career laddering Networking Coaching/mentoring Ongoing job search
 Education/training Other

7. Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

No Yes *Check all that apply.*

- Pathways to Prosperity (P2P) Work Keys National Career Readiness Certificate (NCRC)
 Other

B. Service Models (continued)

Family Stabilization Services (FSS)

1. Do you have professionals available to assist 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

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

No Yes *Check all that apply*

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

3. Are any of these services for children offered to non-FSS families?

No Yes

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*

- ABE/ELL Classes
- Computer Lab Access
- Job postings
- Job retention services
- Support Services
- Other SPECIFY:
- Child care
- GED
- Referral to other programs
- Training/Job Skills Classes

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Are there specialized workers who work primarily with teens (for example, child care worker provides child care resources to teens only)?

No Yes *Check all that apply for each age group*

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

2. Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

No Yes

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

3. Does your county have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? *Check one for each age group.*

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

C. Measures

Performance Measures

1. Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on Statute 256J.626, subdivision 7.

Each year a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

The **three-year Self-Support Index (S-SI)**: This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those 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 if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the annualized report on the MFIP Reports page on the DHS website for 2019 <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4651F-ENG>. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2019 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2020.

[MFIP Annualized S-SI and WPR report \(PDF\)](#)

If your service area is receiving a bonus, congratulations! Please share a success strategy here:

N/A

9996 characters remaining

If your service area performed "above" or "within," you can go to item 2.

If your service area performed "below" for 2018 and performs "below" again for 2019, you then will have to **negotiate a multi-year improvement plan** with the commissioner. If no improvement is shown by the end of the multiyear plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance.

C. Measures (continued)

Racial/Ethnic Disparities

- 2. A **racial/ethnic disparity** for a service area is defined as a **one-year Self-Support Index** that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in that area. Access the report "Two-Year Performance Trends of Racial/Ethnic and Immigrant Group". This report lists (1) service areas that have any racial/ethnic disparities requiring action and (2) the table of differences for all service areas.

[Performance Measures by Racial/Ethnic or Immigrant Group \(PDF\)](#)

If your service area is in the disparity list, please answer the following question:

DHS will work with you to reduce these disparities.

What strategies and action steps for each of the groups with disparities do you plan for the coming biennium?

N/A

9996 characters remaining

D. Program Monitoring/Compliance

- 1. What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? *Check all that apply.*

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Internal policies around use of funds, i.e. participant support services
- Other

- 2. What procedures do you have in place to ensure program policies are followed and applied accurately? *Check all that apply.*

- Case consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

If your service area has not made changes to your random drug testing policy since the last BSA, go to Section E.

- 3. 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?

- Written policy within the MFIP unit
- Coordination with Corrections
- Currently establishing new policy/procedure(s)
- Other

E. Collaboration and Communication with Others

1. How many employment services front-line staff are employed in your county or consortium?

How many employment services front-line staff in your county or consortium have MAXIS access?

How many managers/supervisors have MAXIS access?

2. Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

RMCEP and Todd county EW's have a strong line of communication. Communication is across all levels between MFIP Counselors and EW's, Supervisors and Team Leaders. WF1 reports such as the FSS mismatch report, status updates and exit reasons are discussed on a monthly basis.

7726 characters remaining

F. Emergency Services

1. Does your county provide emergency or crisis services from your Consolidated Fund?

- No
- Yes

If yes, attach a copy of your emergency/crisis plan.

TODD COUNTY HEALTH AND HUMAN SERVICES
 EMERGENCY ASSISTANCE POLICY AND PROCEDURE
 DEFINITIONS:
 Assistance Unit: All individuals who live together in the same location with a pregnant woman or with a child (defined as one who is less than 18 years old OR is under the age of 19 and a full-time student in a secondary school) who is living with an eligible caregiver.
 Child: An individual who is less than 18 years old OR is under the age of 19 and a full-time student in a secondary school.
 Allowable Work Expenses: Includes mandatory payroll deductions, self employment expenses (including depreciation), child care and transportation expenses.
 ELIGIBILITY CRITERIA: A unit must meet ALL of the following conditions:
 1. At least one unit member must have established residency in Minnesota as per MN Statute 256J.12 subdivisions 1 and 1a, without exception. (30 day residency requirement)
 2. Must be a resident of Todd County at the time of application.
 3. An assistance unit includes all individuals who live together, regardless of their legal relationship, in the same location with a pregnant woman or with a child who is living with an eligible caregiver.
 4. Unit income must be below 175% of the FPG that are in effect at the time of application; income to be considered is for the current month.
 5. The unit must have paid 40% of its gross income after allowable work expenses toward housing costs, utility bills, and medical bills in the 60 days prior to date of application. Gross income of all unit members should be counted - there is no excluded income. Count only payments made directly by the household. Payments made by Energy Assistance, including Crisis payments should not be counted as household payments.
 6. EA payments will not exceed 3 times the cash portion of the MFIP standard based on household size.
 EA Limits by Household Size
 1 person.....\$ 750 6 persons.....\$ 2,319
 2 persons.....\$ 1,311 7 persons.....\$ 2,550
 3 persons.....\$ 1,596 8 persons.....\$ 2,748
 4 persons.....\$ 1,863 9 persons.....\$ 2,940
 5 persons.....\$ 2,091 10 persons.....\$ 3,105
 Each additional person; add \$159
 7. The unit must be unable to resolve the emergency by:
 • Working out an agreement with the landlord or utility company
 • Using liquid assets or assets that can be liquidated in time to help, including equity loans on home, vehicles, and recreational items (boats, campers, etc.). Proof of denial of the equity loan is required.
 • Using income that will be received in time to help
 • Accessing other funds the household may be eligible for
 8. In the past 12 months, no member of the unit has received EA or EGA anywhere in the State of Minnesota.
 9. Household income must be sufficient to continue to meet the need after EA has been issued. It should not simply postpone the problem, creating another emergency.
 10. At least one child or pregnant woman in the EA unit meets citizenship requirements in Minnesota Statute 256J.11.
 11. The unit must be in an emergency situation in which it is without, or will lose within 30 days after the date of application, a basic need item which would threaten their health or safety. Basic need items are defined as: shelter and utilities.
 12. Within the last 60 days from date of application, the household must not currently, or have been in, a disqualification, sanction status or refusal to accept employment or training for employment, voluntary quit or discharge due to employee conduct.
 PROCEDURE:
 1. Offer EA information and the Combined Applications Form (CAF) the same day a person inquires about the program. An inquiry includes communication through mail, telephone, or in person, by a person or their authorized representative.
 2. EA will only be available once in a 12 month period from the date of application. EA will remain open for 30 days from date of application.
 3. Assess the income, assets, and current living expenses of each member of the unit.
 4. Assess all emergencies jeopardizing a child's health or safety.
 5. Issuance of EA funds will be made in the form of vendor payments.
 6. For all requests for damage/utility deposits, worker will review case to see if a deposit was previously issued through EA and verify the availability of that deposit for reuse.
 VERIFICATION: The following must be verified:
 1. The applicant's identity.
 2. The emergency and cost of alleviating the emergency. Examples of verification include utility shut-off notices, rental statements, and foreclosure notices.
 3. In addition, verify factors that establish eligibility. Eligibility factors include assets, income, work expenses, children's age, immigration status, and relationship. However, do not delay assistance pending verification of eligibility factors if the delay jeopardizes the unit's health or safety.
 4. The bill to be paid must be in the household's name.
 EMERGENCY SHELTER PROCEDURES:
 1. To provide emergency aid for shelter, the following must occur:
 a) The landlord or mortgagor must have legally served an eviction notice.

4. The bill to be paid must be in the household's name.

EMERGENCY SHELTER PROCEDURES:

1. To provide emergency aid for shelter, the following must occur:

- a) The landlord or mortgagor must have legally served an eviction notice.
- b) Landlord must agree to accept EA issuance.
- c) Payment will prevent the eviction.

2. Late charges may be paid at county's discretion.

3. For units with no existing shelter, payments will be provided for shelter, first month's rent and/or deposit only. Rental deposit cannot exceed one month's rent.

4. For units facing loss of shelter, a determination must be made if the unit's income is enough for the rent and utility costs of their present residence. If there is not enough income, EA funds should not be used for rental costs of their present residence.

Emergency aid for moving expenses should be offered.

FORCLOSURE PROCEDURES: Units may request aid for an arrearage on contract-for-deed, balloon, or mortgage payments, or property tax delinquency, when a foreclosure action occurs. Payments to prevent foreclosure have the following conditions:

1. The unit must own, occupy, and maintain the home.
2. The unit's anticipated income must be enough to pay housing costs over the next 12 months.
3. The unit must verify that a lending institution denied refinancing.
4. The creditor will accept EA and any other payments as full payment of the arrearage.
5. EA should be used to pay back taxes and insurance only when the creditor escrows taxes and insurance and will not stop foreclosure unless they are paid. This amount shall be included in the maximum issuance listed above.
6. If a unit is not eligible for assistance to prevent foreclosure, but otherwise meets EA requirements, assistance with moving expenses should be offered.

MOVING EXPENSES PROCEDURE:

1. The county agency may issue EA for expenses incurred when a unit must move to a different shelter.
2. Moving expenses may include the cost to transport personal property belonging to the unit and the cost for utility connection.
3. Moving expenses may be paid only when the county agency determines that a move is cost-effective.
4. Moving expenses may be paid when the county agency denies assistance to pay rent to prevent an eviction because the county agency has determined that the assistance unit's anticipated income will not cover continued shelter obligation at that location.

UTILITY BILLS PROCEDURE:

1. Termination or threat of termination of service must be documented.
2. Late charges and reconnect fees may be paid at county's discretion.
3. The bill must be in a household members name.
4. Charges for municipal water and sewer, wood, electric and gas service, fuel oil, and trash removal are EA-eligible utility bills.
5. EA should be used for utility charges only if the utility service verifies it will continue or restore service based on the EA (and any other) payment. The Eligibility Worker should negotiate the minimum amount that the utility co. will accept.

VENDOR PAYMENTS: Vendor payments may be made if deemed the most effective way to resolve the emergency. MFIP households showing a pattern of money mismanagement, who use EA funds, may be required to have their housing and utilities vendor paid for up to 12 months.

APPEALS: The unit may request an appeal hearing in writing within 30 days of receiving a notice of proposed action, or show good cause for not making a request within that time. They must state which action they are appealing. The county agency staff must refer all appeal requests to the State Appeals Office.

Do not issue benefits while an appeal is pending.

Send the written request for appeal to the Appeals Office within 5 working days of receiving it. The Appeals Office schedules a hearing on the earliest available date. The Human Services judge recommends an order to the commissioner designee, who then issues an order affirming, reversing, or modifying the action of the agency.

If the Commissioner's decision favors the unit, a corrective payment will be issued within 7 days of receiving the appeal decision.

OVERPAYMENTS: EA is subject to the same overpayment provisions as MFIP, except recoupment is not an allowable recovery method. Funds received for reimbursement of an overpayment will be put back into the EA fund balance for future issuance under the county's program provisions.

FUNDING LIMITS AND APPROVAL PROCESS:

1. All EA approvals and denials will require Supervisor approval.
2. Payments may not exceed the maximum established under #6 in the Eligibility Criteria section.
3. Todd County will only grant the EA Program when funding for the program is available through the designated portion of the MFIP consolidated fund, as established by Todd County. There will be no waiting lists established for assistance. Availability of funding will be at the sole determination and discretion of the county agency.

EXCEPTIONS: Exceptions to the above policy will be allowed only with the approval of the Director or the Director's designee.

G. 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 for the coming biennium, please complete the following four questions.

1. Describe the activity(s) you will provide.

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

3. Describe the target population and number of people expected to be served.

4000 characters remaining

4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

4000 characters remaining

G. Other (continued)

Addendum for Unpaid Work Experience Activities

If your county is providing unpaid work experience activities for MFIP participants, please fill out the [Unpaid Work Experience Form](#). Email the completed form to Tria.Chang@state.mn.us.

Provider Choice

Does your county:

- Have at least two employment and training services providers. Go to Section H.
- Have a CareerForce 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. Go to Section H.
- Intend to submit a financial hardship request.

G. Other (continued)

Financial Hardship Request

FINANCIAL HARDSHIP - 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 8). 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.

1. If the county had a choice of providers in calendar year 2019, describe:
 - 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

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:
 - 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

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. The description should include information about what steps will be taken to ensure that county staff have the experience and skills to deliver employment services.

2000 characters remaining

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 2019 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2020 is reasonable.

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.

H. Budget

Click on the link below to review your service area's 2020 MFIP allocation and Federal Funding Sources:

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

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2020-2021.

Also note:

- Refer the 2020-21 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is approved for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions in Section G under Administrative Cap Waiver.
- The percentage of Employment Services DWP budget should be significantly less than, the Employment Services MFIP budget.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- If "other" is used, briefly state or describe the line item. "Other" expenditures include any costs that are not related to administering MFIP, DWP or Emergency program services or atypical costs. All services must be an allowable service under the MFIP Consolidated Fund.
- Email Brandon Riley at brandon.riley@state.mn.us, if you need assistance or have questions with the budget section.

2020 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="28,530.00 x"/>	10.68%	Employment Services (DWP)
<input type="text" value="142,653.00"/>	53.38%	Employment Services (MFIP)
<input type="text" value="10,000.00"/>	3.74%	Emergency Services/Crisis Fund
<input type="text" value="19,020.00"/>	7.12%	Administration (cap at 7.5%)
<input type="text" value="67,035.00"/>	25.08%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$267,238.00	100.00%	Total

2021 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="28,530.00"/>	10.68%	Employment Services (DWP)
<input type="text" value="142,653.00"/>	53.38%	Employment Services (MFIP)
<input type="text" value="10,000.00"/>	3.74%	Emergency Services/Crisis Fund
<input type="text" value="19,020.00"/>	7.12%	Administration (cap at 7.5%)
<input type="text" value="67,035.00"/>	25.08%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$267,238.00	100.00%	Total

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?

No Yes

Was public input received?

No Yes

If received but not used, please explain.

4000 characters remaining

Assurances

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.

Counties may use the funds for any allowable expenditures under subdivision 2, including case management outlined in Minnesota Statutes, section 256J.

Counties or Tribes (and all tiers of subgrantees) must use the U.S. Office of Management and Budget (OMB) Uniform Grant Guidance, Code of Federal Regulations, title 2, subtitle A, chapter II, part 200, as applicable (including modifications) in the administration of all DHS federal and/or state funded grants. https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly. The catalog of Federal Domestic Assistance (CDDFA) Number is 93.558 – Temporary Assistance for Needy Families (TANF).

The Award number for the period of January 1, 2020 – December 31, 2021 will be published with the MFIP Consolidated Fund Calendar Year 2020 and Calendar Year 2021 Allocation with Performance Bonus.

Service Agreement Certification

Checking this box certifies that this 2020-2021 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 designee, their mailing address and the name of the county.

DATE OF CERTIFICATION	NAME (CHAIR OR DESIGNEE)	COUNTY
	Gary Kneisl	Todd
MAILING ADDRESS	CITY	STATE ZIP CODE
215 1st Ave S, Suite 300	Long Prairie	MN 56347

If your county agency is unable to complete your BSA by October 15, 2019 you will need to request an extension. Please email Tria.Chang@state.mn.us to provide additional information about why you were not able to complete this form and when you expect to submit the form by.