



# 2022-2023 County MFIP Biennial Service Agreement

January 1, 2022 - December 31, 2023

Enter the county's unique ID number

### Contact Information

COUNTY/CONSORTIUM NAME

PLAN YEAR	CONTACT PERSON	TITLE
<input type="text" value="2022-2023"/>	<input type="text" value="LoAnn Shepard"/>	<input type="text" value="Eligibility Supervisor"/>

ADDRESS	CITY	STATE	ZIP CODE	PHONE NUMBER
<input type="text" value="114 N Holcombe Ave # 180"/>	<input type="text" value="Litchfield"/>	<input type="text" value="MN"/>	<input type="text" value="55355"/>	<input type="text" value="320-693-5311"/>

EMAIL ADDRESS (where correspondence related to this form will be sent)	CONFIRM EMAIL ADDRESS
<input type="text" value="loann.shepard@co.meeker.mn.us"/>	<input type="text" value="loann.shepard@co.meeker.mn.us"/>

**Note: Please review the 2022-2023 MFIP Biennial Service Agreement Bulletin for more details before you complete this document.**

A. Needs Statement

1. Identify challenges in financial assistance services that are prohibiting you from properly serving MFIP/DWP families in your community.

The three primary challenges that we have identified in properly serving MFIP/DWP families in Meeker County are lack of child care options, lack of transportation options, and lack of affordable housing options.

Child care: One of the primary barriers to employment cited by MFIP/DWP applicants and participants is lack of child care openings. Pre-COVID, this was primarily an issue for people employed evenings or overnight. At present, it is a pervasive issue. Some child care providers have shut down and some have decreased their capacity limits. Parents are always aware of the possibility that a provider may need to respond to COVID exposure quickly. Most do not have a reliable back up plan for those unanticipated temporary shutdowns. This has led to a hesitancy to look for work, or to maintain employment. The Meeker County Child Care Coalition is aware of the lack of providers and the challenges that existing providers and their customers face; alternatively, people considering becoming a child care provider are also aware of the unique challenges that currently exist. Compensation remains low for this important service, and the need to meet stringent safety and training requirements may also play into the reluctance of people to become child care providers.

Transportation: Litchfield is Meeker County's county seat, and is also the city where the majority of jobs are centered. It is surrounded by a ring of smaller communities (Grove City, Eden Valley, Watkins, Kingsport, Dassel, Darwin, and Cosmos) with fewer employment opportunities. People are also employed in Willmar and Hutchinson, as well as more distant communities. Central Community Transit (CCT), is the only public transit provider in Meeker County. It runs buses on an hourly schedule within the City of Litchfield from 8:30 am through 6:30 pm. It also runs buses from Litchfield to Willmar at 7:15 am Monday through Friday, and at 12:00 pm on Tuesdays and Thursdays; buses from Willmar to Litchfield run at 8:30 am and 4:45 pm on Mondays through Friday, and at 1:15 pm on Tuesdays and Thursdays. The frequency of these routes was greater prior to COVID. CCT will also make stops in Grove City, Darwin, Dassel, Kingsport, Cosmos, Watkins,

6240 characters remaining

2. Identify challenges in employment services that are prohibiting you from properly serving MFIP/DWP families in your community.

The Governor's Executive Orders' restrictions, including a stay-at-home order during PY20, made it difficult for jobseekers to participate in an active job search. Additionally, many CMJTS and CareerForce locations were temporarily closed to in-person meetings. There are many factors impacting program participants and their willingness to seek employment during a pandemic. Participants are nervous about returning to work. There is a real fear of contracting the Coronavirus. Mental or physical health issues are having some individuals second-guess if they are job-ready or even want to return to the workforce. And workers with young children need to stay home to care for kids due to limited childcare and hybrid schooling. The Peacetime Emergency and the Governor's Executive Orders led to the commissioner temporarily ordering that MFIP participants could not be sanctioned for failing to attend overview and meetings, submit paperwork, or comply with other specific requirements. Although the waivers were necessary and understood by CMJTS staff, they ultimately hurt program participation and client engagement. With the distribution of vaccines, the return to in-person services, and peacetime emergency waivers ending, employment services anticipate much greater participation in job search, training, and other work-related activities.

Serving the "hard to serve" requires increased staff time spent administering staff-assisted assessments, job search coaching, individualized plan development, and making referrals to community-based organizations for those needing additional resources to address challenges. For example, caseloads in the county are manageable, but the more significant needs of the participants served do require more intensive one-on-one time. And even though MFIP and DWP are intended to focus on work, in reality, the program provides little funds to help participants prepare for and obtain good jobs. Instead, employment specialists often focus on documenting and measuring participation in a limited number of allowed and countable activities.

Additionally, local medical professionals do not fully understand MFIP Employment Services and how providers can support and help

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

CMJTS:

From the beginning of the enrollment process, CMJTS Employment Specialists (ES) believe in an individualized approach to serving program participants. The ES provides support for participants and guides individuals through difficult times, helping maintain the positive momentum that will result in eventual self-sufficiency. By blending and braiding many funding streams like WIOA Adult, Opioids the Minnesota Initiative (OMNI), Women's Economic Stability Act, and Pathways to Prosperity to serve the entire family, CMJTS improves participant and family outcomes. In addition, co-enrolling participants into programs increase the opportunity for MFIP and DWP participants to benefit from training that leads to careers that show strong demand for workers and pay self-sufficient wages.

CMJTS is a Proud Partner of CareerForce, and we have several locations across central Minnesota to serve our participants' job search needs. For those still resistant to meet in person, the ES accommodates their needs via virtual meetings, over the phone, and through technology.

The CMJTS ES has a strong knowledge of local community resources that may be particularly important for sustaining program success. If a participant's current circumstances indicate the need for assistance, the ES will discuss support services. A referral is made to community resources when the customer cannot meet some or all of their needs alone.

Meeker County Social Services:

There are several areas of strength and strategic advantage that benefit Meeker County MFIP/DWP families

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**A. Needs Statement** (continued)

**4. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

**5. 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.

<b>MFIP EMPLOYMENT SERVICES</b> STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Erica Krueger	320-593-2224	ekrueger@cmjts.org
<b>DWP</b> STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Erica Krueger		
<b>FINANCIAL ASSISTANCE SERVICES</b> STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
LoAnn Shepard	320-693-5311	loann.shepard@co.meeker.mn.us

County MFIP Biennial Service Agreement

A. Needs Statement (continued)

6. 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.

<b>NAME</b>		<b>ADDRESS</b>	
Central Minnesota Jobs and Training Ser		406 East 7th Street, Monticello, MN 55362	
<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>	
Dina Wuornos	612-325-1652	dwuornos@cmjts.org	
<b>Population Served</b>			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input type="checkbox"/> Teen Parents <input type="checkbox"/> 200% FPG

<b>NAME</b>		<b>ADDRESS</b>	
Central Minnesota Jobs and Training Ser		406 East 7th Street, Monticello, MN 55362	
<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>	
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<b>Population Served</b>			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" 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 services for different racial/ethnic groups?

No  Yes

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

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

No  Yes Check all that apply

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

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 recently receiving MFIP/DWP or families at risk of receiving MFIP or diversionary work program but are under 200% of the Federal Poverty Guideline (FPG)?

No  Yes Check all the services that apply

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

2. Do you serve families not recently on MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

No  Yes

DESCRIBE

[Empty text box for description]

3. Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

No  Yes

DESCRIBE

[Empty text box for description]

4. Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

MAXIS  Proxy  Other

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 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 (Social Services)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Public health nurse
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child care worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child protection worker
<input type="checkbox"/>	<input checked="" 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)

- Financial worker
- Employment service worker
- Social worker (Social Services)
- Public health nurse
- Child care worker
- Child protection worker
- Other job role

Age 18/19

- Financial worker
- Employment service worker
- Social worker (Social Services)
- Public health nurse
- Child care worker
- Child protection worker
- 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)

- Yes, mandatory
- Yes, voluntary
- No

Age 18/19

- Yes, mandatory
- Yes, voluntary
- 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 2021 <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4651H-ENG>. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2021 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2022.

[Minnesota Family Investment Program 2021 Annualized Self-Support Index \(PDF\)](#)

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

Meeker County performed "above" and did receive a bonus for the year.

At the heart of our success is how closely county financial services work with CMJTS employment services staff. Collaboration and good communication between employment services and financial workers are valued between partners. Staff is just a walk down the hall, a phone call, or an email away for follow-up on cases. Regular meetings also occur to run through situations and ensure both financial and employment services are on the same page regarding participant status. Prioritizing communication has worked well for us as it focuses on the strategies of improved record keeping on MAXIS and WF1 and problem solves unaccounted participants together as a team.

Success story: Jessie encountered many life changes last year; however, he keeps moving forward with his head up. Jessie found himself, unexpectedly, becoming a single parent in early 2021. Shortly after that, he experienced another setback when he learned he was losing his housing, the landlord had rented the home to someone else, and Jessie had to move. Moving during the COVID 19 pandemic is not so easy, and Jessie soon found himself and his child homeless in late March 2021, as he could find no openings for other housing within the surrounding counties. Jessie received assistance from United Community Action Partnership with no permanent housing, helping him with a hotel room. He thought this housing to be temporary, and it turned into months of living in a small hotel room with his young child. During this time, Jessie searched and searched for housing and also employment.

Jessie eventually landed a job and began working in mid-April. Jessie continued to work, provide for his child and drive 40 minutes to his job while continuing to look for housing. Finally, Jessie came across a new work opportunity that was closer to his desired area. He made a job change to another full-time job. Jessie indicated he likes the new position much better and is happy with the job change.

All the while working, the housing search continued, and eventually, he secured housing within Meeker County, and moved in June. Although he has a long commute to his job, Jessie is determined to continue working and keep looking for other housing closer to his worksite.

Jessie has encountered a lot of change in a short time, from being a single parent, losing housing, moving into a motel, securing employment, and changing jobs. However, nothing keeps Jessie down, and he is a determined, motivated person and does anything he can to provide for his child!

7399 characters remaining

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

If your service area performed "below" for two consecutive years, you 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** 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 the county or consortium. The report "The Annual Summaries for counties of the Self Support and Work Participation performance measures" <https://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-4214AG-ENG> on the MFIP Reports page includes a list of service areas that have a racial/ethnic disparity requiring action. (If your county has a disparity but data are missing for quarters with cell size too small to report, contact [benjamin.jaques-leslie@state.mn.us](mailto:benjamin.jaques-leslie@state.mn.us) to get the unpublished counts and percentage gaps.)

[MFIP Performance Measures by Racial/Ethnic or Immigrant Group, and by County or Tribal Provider July - September 2020 \(PDF\)](#)

**If your county or consortium is *not* in the list, skip the following question.**

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

Meeker County is not on the list.

However, CMJTS continues to embrace the state's mission to serve higher percentages of populations experiencing disparities in education and employment and face multiple employment barriers. Furthermore, CMJTS is committed to continued outreach to priority populations outlined in the Local Unified Plan of our 11-county service area, including Meeker County.

CMJTS Employment Services will take steps to address our population's economic difficulties and, most importantly, to help ensure the people hardest hit by the pandemic, our BIPOC communities, have access to the resources available through MFIP and DWP services. The local workforce system faces some complex challenges in addressing inequities to employment and education for targeted populations. Strategies will include targeted outreach and engagement, increased staff knowledge, and specific program development for those populations experiencing disparities, disabilities, offenders, new Americans, older workers, and veterans. Strategies include:

- DEED offers frequent diversity and inclusion sessions for all managers and staff.
- CMJTS leadership and all staff have received training on implicit biases and inclusive behaviors and communication.
- All CareerForce partners actively seek out diverse communities in recruitment for job vacancies.
- CMJTS completes an annual affirmative action plan and meets the requested annual reports back to this plan.
- Annually, the local board submits a letter from the CEO reaffirming our commitment to affirmative action.

For CMJTS to reduce these disparities, employment services will participate in targeted outreach and subsequent co-enrollment into CMJTS employment and training programs. Program goals will include using a training curriculum specific to low-skilled English speakers and sharing best practices for workplace accommodations for new immigrant employees. Economic disparities will be reduced as participants gain work skills, earn workplace credentials, and obtain employment or further education within in-demand occupations.

7901 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.

Written status updates and verbal communication between the county eligibility workers, employment specialists, and direct supervisors of both staff remain frequent. The ES has monthly preliminary data meetings with the Financial Assistance Supervisor and with MFIP workers to discuss cases one-on-one, including any discrepancies between MAXIS and WF1. During the preliminary data meeting, staff works together to verify MAXIS coding and WF1 activity hours and check for differences between the two systems. The FSS mismatch report is also reviewed. MAXIS data and WF1 work hours are compared for each customer on the preliminary report. Other factors and information is used as is found helpful in determining and reaching participation hours. MAXIS and WF1 data validation is further enhanced by frequent interactions between team members throughout the month, made easy through the proximity of CMJTS ES staff and the Meeker County Human Services offices.

Additionally, it is shared with the other if the EW or ES receives documentation of participation hours, such as paystubs. ES will place all job search and readiness documentation, unpaid employment, education and training, and other activity hours into WF1 weekly, bi-weekly, or monthly as required.

6737 characters remaining

### F. Emergency Services

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

- No  Yes

If your service area has made changes to your emergency services policy since the last BSA, submit your emergency/crisis plan:

No changes have been made to our Emergency Assistance plan since the last BSA.

9921 characters remaining

**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 and you don't already have an Injury Protection Plan (IPP) in place, please click on [eDocs](#) to find any IPP forms that may be needed. Email the completed form to [tria.chang@state.mn.us](mailto: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

Financial Hardship requests will be reviewed by The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) leadership. DHS and DEED will also review the amount budgeted by the county for employment and training during calendar year 2021 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2022 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. For additional info or if you have questions please email [Pamela McCauley](mailto:Pamela.McCauley).

**County MFIP Biennial Service Agreement**

**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 2022-2023. Also note:

- Refer to the 2022-23 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](mailto:brandon.riley@state.mn.us), if you need assistance or have questions with the budget section.

**2022 Budget**

Budgeted Amount	Percent	Line Items
29,797.00	12.94%	Employment Services (DWP)
113,447.00	49.25%	Employment Services (MFIP)
8,000.00	3.47%	Emergency Services/Crisis Fund
12,250.00	5.32%	Administration (cap at 7.5%)
58,989.00	25.61%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
7,846.00	3.41%	Other 1 Client Support Services ES
	0.00%	Other 2
<b>\$230,329.00</b>	<b>100.00%</b>	<b>Total</b>

**2023 Budget**

Budgeted Amount	Percent	Line Items
29,797.00	12.94%	Employment Services (DWP)
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7,846.00	3.41%	Other 1 Client Support Services ES
	0.00%	Other 2
<b>\$230,329.00</b>	<b>100.00%</b>	<b>Total</b>

## 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.

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this Agreement shall be terminated immediately upon written notice of such fact by STATE to County. In the event of such termination, County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

1. **Pass-through requirements.** County acknowledges that, if it is a subrecipient of federal funds under this Agreement, County may be subject to certain compliance obligations. County can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#), Exhibit 3 on page II-3. To the degree federal funds are used in this contract, STATE and County agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#). Counties (and all tiers of sub grantees) must comply with 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 federally funded grants. [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). General Terms and Conditions for the Administration of Children & Families awards can be found here: [General Terms and Conditions \(hhs.gov\)](#), and are incorporated into this agreement by reference. Terms and Conditions specific to TANF funds can be found here: [TANF Official Terms & Conditions for State and Meeker](#)

(Must match the name associated with the DUNS number.)

3. *County's Data Universal Numbering System (DUNS) number:*

052691714

The DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities and must match GRANTEE's name.

County MFIP Biennial Service Agreement

- 4. Federal Award Identification Number (FAIN): 2201MNTANF and 2301MNTANF
- 5. Federal Award Date: October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)
- 6. Period of Performance: Start date: **January 1, 2022**. End date: **December 31, 2023**.
- 7. Budget period start and end date: January 1, 2022 – December 31, 2023
- 8. Amount of federal funds:
  - A. Total Amount Awarded to DHS for this project: \$103,290,000 (projected)
  - B. Total Amount Awarded by DHS for this project to county named above: See Budget Table in Section H of this Agreement.
- 9. Federal Award Project description: Temporary Assistance for Needy Families (TANF)
- 10. Name:
  - A. Federal Awarding Agency: Administration for Children and Families
  - B. MN Dept. of Human Services (DHS)
  - C. Contact information of DHS's awarding official: Jovon Perry, [Jovon.perry@state.mn.us](mailto:Jovon.perry@state.mn.us)
- 11. CFDA Number & Name: Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No. 93.558 (TANF)
- 12. Is this federal award related to research and development?:  Yes  No
- 13. Indirect Cost Rate for this federal award is: up to 15% (including if the *de minimis* rate is charged.)
- 14. Closeout terms and conditions for this federal award: County shall close-out its use of funds under this agreement by complying with the closeout procedures in [2 C.F.R. § 200.343](#). County's obligations shall not end until all close-out requirements are completed. Terms specific to tangible personal property purchased with federal funds can be found here: [Property Guidance | The Administration for Children and Families \(hhs.gov\)](#)

Service Agreement Certification

Checking this box certifies that this 2022-2023 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.

<b>DATE OF CERTIFICATION</b>	<b>NAME (CHAIR OR DESIGNEE)</b>	<b>COUNTY</b>
11/2/2021	Julie Bredeson	Meeker
<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>STATE</b> <b>ZIP CODE</b>
325 N Sibley Avenue	Litchfield	MN   55355

If your county agency is unable to complete your BSA by October 15, 2021 you will need to request an extension. Please email [Tria.Chang@state.mn.us](mailto:Tria.Chang@state.mn.us) to provide additional information about why you were not able to compete this form and when you expect to submit the form by.

Save or Submit

**To save your work**, click the 'Save Form for Later' button. Your information will be saved, and you may finish the form later.  
**To submit your information to DHS**, click the 'Submit Final Form' button.