

Contact Information – Please fill in and complete each section

Tribal Nation Name / County / Consortium	Meeker County Health and Human Services
Plan Year	2026 - 2027
Contact Person	Mallie Dowdell
Title	Financial Assistance Supervisor
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State	MN
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Needs Statement

Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

Meeker County has identified three primary areas that impact the ability of the county’s Eligibility Staff to assist families in attaining self-sufficiency through the MFIP program:

The first challenge is insufficient child care. This includes child care openings for children of varying ages and providers who offer care during the extended hours needed for evening and shift work. Meeker County currently has 30 registered child care providers. Of those, 8 are approved to provide care for children enrolled in the Child Care Assistance Program. Few, if any, are available to provide care for children whose parents work second or third shift. There are multiple employers in Meeker County and the surrounding area where this type of work is needed: manufacturing, healthcare, assisted living, food industry. Two parent households will often need to juggle different shifts so that one caregiver is home with the child(ren). Although this has helped resolve the lack of childcare for some households this can also put an added strain on familial relationships. In single parent households this is not an option at all and the parent often cannot accept offered employment because of the lack of reliable child care.

Secondly, 50 % of families active on the MFIP program in Meeker County receive Family Stabilization Services (FSS) through our employment services partner Central Minnesota Jobs and Training Services. These services are for families who face significant barriers to employment. In Meeker County, 41.83% of families receive FSS due to a member of their household experiencing their own mental health, domestic violence and/or substance abuse issues. 8.17 % receive FSS for a special needs child in the home. 2.08 % receive FSS because of a combination of the above two.

Finally, families face the challenge of reliable transportation throughout Meeker County and the connecting counties. As with child care, this is a particular issue for people working second or third shift or on weekends as Litchfield's scheduled public transit routes only run from 6:00 AM – 6:45 PM Monday through Friday, 8:00 AM – 12:30 PM Saturday, and 7:30 AM – 12:00 PM Sunday with designated times for varying locations and towns. If a person does not have a vehicle or is not within walking/bike riding distance (in fair weather) of an employer, they are reliant on friends, family, and public transport to get to work. Limited public transport options, hours, and scheduled routes limit people's opportunities to achieve employment.

Meeker County continues to work with the child care consortium in partnership with the Meeker County Economic Development Authority and the Chamber of Commerce to enhance availability of and fill gaps in service. There is also a Meeker County Child Care Providers' group that works to support child care providers.

Meeker County Health and Human Services continues to work with the Central Community Transit Board to advocate for more robust transportation options both within the County and connecting to neighboring counties.

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

The current economy is holding steady on a seasonally adjusted basis, with Minnesota's unemployment rate reporting to be 3.5% in July, while the labor force participation rate held steady at 67.7% according to the Department of Employment and Economic Development mn.gov.

According to the Meeker County profile compiled by MN DEED, data through July 2025 shows that at 4.3% seasonally adjusted, Meeker County had a higher unemployment rate than the state. Labor force growth slowed in recent years as well. The labor market has grown extremely tight in recent years with employers still seeing challenges finding enough workers for open jobs which implies that the needs of some MFIP and DWP participants may be beyond the scope of services that are typically available through employment and training services alone, necessitating more intensive case management.

Many of our public assistance recipients have spent years in poverty where their immediate concerns are whether they can afford next month's rent or heating bill rather than finding work. When participants do find a job, they face the added barriers of lack of transportation and childcare.

Additional challenges that have been on the rise are mental health including substance use disorder (SUD) and children with special needs. Both challenges affect the participants ability to participate with employment services. Serving the "hard to serve" requires increased staff time spent completing multiple outreach attempts to connect with clients, administering staff-assisted assessments, job search coaching, individualized plan development, and making referrals to community-based organizations for those needing additional resources and often guiding/assisting with the process side by side even after a referral is made, to address challenges. Although caseload numbers can fluctuate, the higher level of need for the participants being served requires more one-on-one time and attention.

Identify resources in your community that benefit MFIP families.

Meeker County is proud of the strong collaboration between agencies and community entities that provide a variety of services to our families. A large contributor to this collaboration is the close proximity of community resources. In January 2024 Meeker County Social Services and Public Health offices merged to become Meeker County Health and Human Services in order to offer more encompassing support to our residents. Meeker County Health and Human Services, WIC, Central Minnesota Jobs and Training (CMJTS – ES & workforce center), Veteran’s Affairs, Safe Avenues (victim services), Woodland Centers (outpatient mental health), and New Beginnings (outpatient addiction services) are all housed in the Meeker County Government Center. The Meeker County Food Shelf, United Community Action Partnership offices, and Meeker Area Ministries are all less than a 10-minute walk away from the Meeker County Government Center. This provides clients with easy access to any array of services. The working relationships forged between entities further enhances our ability to meet the needs of MFIP/DWP families, whether physical, mental, or emotional.

From the beginning of the enrollment process, CMJTS believes in an individualized approach to serving program participants. The employment services counselor 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, Youth Programs, and additional grants to serve the entire family, CMJTS improves participant and family outcomes. In addition, co-enrolling participants into programs increases 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 has several locations across central Minnesota to serve our participants’ job search needs. While we find that in person meetings with employment services are more effective and help establish the relationship between the employment services counselor and MFIP/DWP participant, the counselor does accommodate client’s needs when a remote session is required using virtual meetings, phone conversations, and other technology.

The CMJTS Employment Services counselor 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 counselor will discuss support services. A referral is made to community resources when the customer cannot meet some or all of their needs alone.

Identify resources that are **not available in your community** that would benefit MFIP families.

An analysis completed in March 2025 determined that Meeker County has a need for at least 573 more child care spots than the 490 current capacity. Increased child care capacity, and providers that are available for extended hours to cover evening and shift work, are needed to fully support single and two-parent households in Meeker County.

Reliable transportation options for those without their own vehicle that have work schedules beyond the standard current public transportation route schedule.

More affordable housing to help families establish a safe, stable living environment for their families.

Tribal and County Contact Information Fields

MFIP Employment Services Supervisor Contact

Name	Michelle Johnson
Email	Michelle.johnson@cmjts.org
Phone	(612)-271-4101

DWP Supervisor Contact

Name	Michelle Johnson
Email	Michelle.johnson@cmjts.org
Phone	(612)271-4101

Financial Assistance Services Supervisor Contact

Name	Mallie Dowdell
Email	mallie.dowdell@co.meeker.mn.us
Phone	(320) 693-5300 x325

Service Models

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

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

X	Home Visits
X	Off-site meeting opportunities
X	Virtual Appointments
X	Workforce One Connect App
X	Sanction outreach services
	Incentives, please specify: (fill-in)
	Other, please specify in the text box below (fill in)

What type of job development do you do? **Check all that apply.**

	Sector job development
X	Individual job development
	Other, please specify in the text box below (fill in)

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

For example, some of these activities could include, but are not limited to: Interview opportunities, job skills training, job placement, job shadowing, on-site job training, work experience, helping to plan training programs, other.

X	Yes
	No

(*If YES is selected, then the following question appears.)

Please check all activities community employers provide to help participants with employment.

X	Interview opportunities
X	Job skills training
X	Job placement
X	Job shadowing
X	On-site job training
X	Work experience
	Helps plan training programs
	Other, please specify in the text box below (fill in)

Do you provide the following services to prepare participants for work?

For example, some of these services could include, but are not limited to: Transportation, soft skills training, financial planning, mentoring, other.

X	Yes
	No

*(*If YES is selected, then the following question appears.)*

When it comes to the services provided to help prepare participants for work, please **check all activities that are provided.**

X	Transportation
X	Soft Skills Training
X	Financial Planning
X	Mentoring
	Other, please specify in the text box below (fill in)

Do you provide job retention services for employed participants?

For example, some of these services could include, but are not limited to: Assist with issues that develop on the job, transportation, financial planning, soft skill training, mentoring, personal contact with employee and how often, other.

X	Yes
	No

*(*If YES is selected, then the following questions appear.)*

When it comes to job retention services for employed participants, **please check all that apply.**

X	Available to assist with issues that develop on the job
X	Transportation
X	Financial planning
X	Soft skills training
X	Mentoring
X	Personal contact with the employee, and how often (Fill in) Monthly at minimum
	Other, please specify in the text box below (fill in)

*(*If YES is selected from the previous question, then the following question appears.)*

How long do you provide job retention services?

X	Up to 3 months
	6 months
	12 months
	Other, please specify (fill in)

Do you provide job advancement services to employed participants?

For example, some of these services could include, but are not limited to: career laddering, coaching / mentoring, education / training, networking, ongoing job search, other

X	Yes
	No

*(*If YES is selected, then the following question appears.)*

When it comes to job advancement services for employed participants, please **check all that apply**.

X	Career laddering
X	Coaching / mentoring
	Education / training
X	Networking
X	Ongoing job search
	Other (fill in)

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

For example, some of these programs include, but are not limited to: Pathways to Prosperity, Work Keys, National Career Readiness Certificate

X	Yes
	No

*(*If YES is selected, then the following question appears.)*

When it comes to the programs that you utilize for career pathway, skills assessment, or credentialing, please check all that apply.

	Pathways to Prosperity (P2P)
	Work Keys
X	National Career Readiness Certificate (NCRC)
	Other (fill in)

Family Stabilization Services (FSS)

Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements?

For example, qualified professionals could include, but are not limited to: licensed physician, physician assistant, advanced practice registered nurse, physical therapist, occupational therapist, licensed social worker, licensed psychologist, certified school psychologist, mental health professional, certified psychometrist, other)?

X	Yes
	No

*(*If YES is selected, then the following question appears.)*

When it comes to having qualified professionals available to assist with FSS cases in your area who meet the licensure and accreditation requirements, please **check all that apply**.

X	Licensed physician
X	Advanced practice registered nurse
	Occupational therapist
	Licensed psychologist
X	Mental health professional
X	Physician assistant
X	Physical therapist
X	Licensed social worker
	Certified school psychologist
	Certified psychometrist
	Other (fill in)

Do you make referrals for children of FSS participants?

For example, some referrals for children of FSS participants could include, but are not limited to:

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

X	Yes
	No

*(*If YES is selected, then the following questions appear.)*

When it comes to making referrals for children of FSS participants, please **check all that apply**.

X	Children’s Mental Health Services
X	Child Wellness Check-ups
	Follow Along Program
X	Public Health Nurse home visiting services
X	Women, Infants, Children Program (WIC)
	Other (fill in)

(*If YES is selected from the previous question, then the following question appears.)

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

X	Yes
	No

Services for families under 200% of Federal Poverty Guideline (FPG)

Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, Adult Basic Education (ABE) / English Language Learning (ELL) classes, computer lab access, transportation / vehicle repair, other.

X	Yes
	No

(*If YES is selected, then the following questions appears.)

For families who you serve that are under 200% of Federal Poverty Guidelines, that have either exited MFIP/DWP or at risk of receiving MFIP or DWP, please **check all services that apply** for these families.

	Child care
	GED
X	Job postings
	Support services
	Job retention services
X	ABE / ELL classes
X	Computer lab classes
	Transportation / vehicle repair
X	Other (fill in) Career Services are available to all individuals

(*If YES is selected from the previous question, then the following question appears.)

How long do you provide these services?

	Up to 3 months
	6 months
	12 months
X	Other (please specify) (fill in) as long as they need universal assistance

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

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, ABE / ELL classes, computer lab access, transportation / vehicle repair, other.

X	Yes
	No

*(*If YES is selected, then the following questions appears.)*

Please check all services that apply.

	Child care
	GED
X	Job postings
	Support services
	Job retention services
X	ABE / ELL classes
X	Computer lab classes
	Transportation / vehicle repair
X	Other (fill in) Career services are available to all individuals

*(*If YES is selected from the previous question, then the following questions appear.)*

How long do you provide these services?

	Up to 3 months
	6 months
	12 months
X	Other (please specify) (fill in) as long as they need universal assistance

How many NCPs are you currently serving? *(text fill in response)*

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Describe the process you have in place to verify income below 200% FPG for families who are not on MFIP or DWP. *(text fill in response)*

ENT verifies all income for the prior 6 months
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Minnesota Family Investment Program (MFIP) Services for Teen Parents

Are there specialized workers who work primarily with teen parents?

X	Yes
	No

(*If YES is selected, then the following questions appears.)

Please indicate the specialized workers for each age group, **check all that apply** for each age group.

Specialized Workers	Minors (Under age 18)	Age 18 / 19	Not Applicable (n/a)
Financial Worker	X	X	
Employment Services Worker		X	
Social Worker	X	X	
Public Health Nurse	X	X	
Child Care Worker			X
Child Protection Worker	X	X	
Other job role (please specify – fill in)			X

When it comes to **Teen parents who are considered minors (participants who are under age 18)**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **considered minors (under age 18)**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

Specialized Workers	Yes, for Minors (Under age 18)	No, not for Minors (under age 18)	Not Applicable (n/a)
Financial Worker			X
Employment Services Worker		X	
Social Worker (Social Services)			X
Public Health Nurse			X
Child Care Worker			X
Child Protection Worker	X		
Other job role (please specify)			X

When it comes to **Teen Parents who are age 18 - 19**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **age 18 - 19**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

Specialized Workers	Yes, for ages 18 - 19	No, not for ages 18 - 19	Not Applicable (n/a)
Financial Worker			X
Employment Services Worker	X		
Social Worker (Social Services)			X
Public Health Nurse			X
Child Care Worker			X
Child Protection Worker			X
Other job role (please specify)			X

Does your Tribal Nation / County have an active partnership with local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Please **select one option for each age group**.

Age Group	Yes, mandatory	Yes, voluntary	No
Minors (under age 18)		X	
Age 18 / 19		X	

Using a Whole Family Approach

Describe how you are ensuring your services are **inclusive** for all. *(text fill in response)*

CMJTS leverages experience and lessons learned from past and current programs to engage persons of color and customize all services to meet the needs of each participant. In addition, CMJTS has provided training and continues to offer ongoing training to staff to ensure participants are treated with respect and are sensitive to cultural and ethnic customs.

Describe how you are ensuring your services are **accessible** for all. *(text fill in response)*

CMJTS provides language line services to ESL participants. Employment services offers virtual options to participants who have transportation barriers and flex schedules outside of normal business hours to accommodate participant’s needs.

How are you working to **advance equity in service delivery** in your Tribal Nation / County? *(text fill in response)*

CMJTS identifies gaps in cultural competence and provides additional training to make sure service delivery is inclusive across the board.

Do you provide trainings to prepare your staff to work effectively with people from various backgrounds and perspectives?

X	Yes, mandatory. If yes, provide the title of the training and how often it is provided: Unconscious Bias Training – Office of Diversity and Outreach, Non-Binary Best Practices, Understanding the Transgender Communities, Tips for Allies of Transgender People – GLAAD, National Center for Transgender Equality, Our Hidden Biases. Also, all CMJTS staff took the IDI assessment and received an individual cultural competency plan. Training resources and webinars are available to staff, they are encouraged to work through their cultural competency plan.
	Yes, voluntary. If yes, provide the title of the training and how often it is offered (fill in)
	No. If no, please explain (fill in)

Do you have culturally specific employment services for different racial / ethnic groups?

X	No
	Yes, please describe. (fill in)

Collaboration and Communication with Others

Workforce One Connect App

Does your Tribal Nation / County have the Workforce One Connect app available to participants?

	No, please explain (fill in)
X	Yes

(*If YES is selected, then the following questions appears.)

Since you indicated "yes" in making Workforce One Connect app available to participants, please indicate which of the following groups are utilizing the app features in Workforce One:

X	Employment Services
	Financial Workers
	Childcare Workers
	Other (please specify) (fill in)

MAXIS

Do you limit the number of employment services staff that have MAXIS access?

Note: MN Department of Children, Youth, and Families does not limit the number of employment services staff that can have MAXIS access.

X	No
	Yes, please explain (fill in)

Describe the process your service area uses to identify and resolve discrepancies between MAXIS and Workforce One data in areas such as Family Stabilization Services coding, employment / hours, sanction status, etc. *(text fill in response)*

Employment services staff and the Financial Assistance supervisor review monthly MFIP participant reports together to identify and troubleshoot any areas where discrepancies appear. The ES staff communicates regularly with the Eligibility Workers via email, phone, and the MFIP/DWP Status Update form to resolve discrepancies. The more important task of these monthly case review meetings is to collaborate and share information on the progress and struggles our families are experiencing. If either the ES counselor or financial worker receive documentation or information indicating a participant is unable to fully participate in required work activities, they will notify the other party immediately. Likewise, when the ES counselor or financial worker receives documentation of activity participation hours (for example copies of paystubs), this information is shared as appropriate. ES staff regularly enter documentation of all activities (for example job search and job readiness activities, unpaid employment activities, educational and training activities) into

Workforce One participation hours. The financial assistance department has ease of communication and interaction with the employment services staff as CMJTS maintains an office at the same county building.

The Department of Employment and Economic Development (DEED) pulls required data (in MAXIS and Workforce One) from the Data Warehouse to ensure performance measures are being met, including DEED data sets, the FSS Mismatch report and the County WPR Report. Recurring data meetings with the county financial assistance department are scheduled and are essential to significant improvement to participant accessibility and participant success; it also fosters relationship building and promotes effective communication between CMJTS and county staff. These meetings are used to verify MAXIS coding and Workforce One activity hours for each participant.

Child Care Assistance Program

What strategies does your agency use that involve MFIP and / or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? **Select all that apply.**

	Shared electronic document management system
X	Regular case consultation meetings
X	Workers with dual MFIP and CCAP role
	Workers with dual Employment Services and CCAP role
X	Specific CCAP workers process MFIP child care cases
	MFIP and / or Employment Services workers receive training related to CCAP
X	Communications with CCAP worker via phone, email, or fax
	Use of agency-developed forms or documents
	MFIP and / or Employment Services workers assist families with completing CCAP paperwork (for example: the CCAP application)
	MFIP and / or Employment Services workers have MEC2 Inquiry access
	Other, please specify (fill in)

What barriers prevent timeliness? *(text fill in response)*

Families have difficulty finding reliable child care providers with openings and/or ones that can support their work schedule. Meeker County has 30 registered child care providers. Of those, 8 are approved to provide care for CCAP families. Few, if any, are available to provide care for children whose parents work second or third shift. With the small number of providers throughout the county, parents often express frustration on their inability to find child care that will allow them to work. Without the ability to locate appropriate child care, active participation in CCAP is not possible.

Emergency Services

Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

	No
X	Yes – Change to maximum shelter emergency grant amount (increase)

Performance Measures

Please review [Bulletin # 25-11-02](#) for more details before you complete this section. You can also access the Bulletin from this

link: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mndhs-072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

If your service area is receiving a bonus, please share successful strategies of engagement: *(text fill in response)*

N/A

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities. *(text fill in response)*

Meeker County Health and Human Services and CMJTS remain committed to advancing the state’s mission to serve higher percentages of individuals who experience disparities in education and employment, and who face multiple barriers to workforce participation. We recognize that the economic challenges faced by many in our community—particularly our BIPOC populations, who were disproportionately impacted by the COVID-19 pandemic and ongoing economic hardships—require intentional, targeted efforts.

To ensure equitable access to resources available through MFIP and DWP services, CMJTS implements several strategies to address systemic inequities in employment and education. These strategies include:

- CMJTS leadership and all staff received training on implicit biases and inclusive behaviors and communication. Staff receive an individualized cultural competency plan and are encouraged to work through their cultural competency plan. Training resources and webinars are available to staff ongoing.
- 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
- Annually, the local board submits a letter from the CEO reaffirming our commitment to affirmative action.

To further reduce disparities, employment services will conduct targeted outreach and support co-enrollment into training and employment programs. Program development will include culturally responsive training curricula designed for low-skilled English language learners and sharing of best practices for workplace accommodations, particularly for new immigrant employees.

By equipping participants with work-ready skills, industry-recognized credentials, and support for pursuing employment or further education in high-demand sectors, we aim to reduce economic disparities and increase long-term self-sufficiency.

Additionally, our agency has applied for consideration of extenuating circumstances related to our overall Self-Support Index rating, due to the local shortage of child care providers as previously noted in this survey.

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Program Monitoring and Compliance

What procedures are in place to ensure that program funds are being used appropriately as directed by law? **Check all that apply.**

X	Budget control procedures for approving expenditures
X	Cash management procedures for ensuring program income is used for permitted activities
X	Internal policies around use of funds (i.e., participant support services)
	Other, please specify in the text box below (fill in)

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

X	Case consultation
X	Sample case review by supervisors
X	Sample case review by lead worker / mentor
X	Sample case reviews by peers
	Other, please specify in the text box below (fill in)

Administrative Cap Waiver

If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.

Describe the activity(s) you will provide.

Text fill in

Explain the reasons for the increased administrative cost.

Text fill in

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

Text fill in

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.

Text fill in

If your County / Tribal Nation 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 the eDocs to fill out the IPP form. Email the completed form to Jonathan.Hausman@state.mn.us

Provider Choice

The following section will be collecting information on your current employment service providers. Please select one of the following options and answer the following questions.

	We have multiple Employment Service Providers we work with.
X	We have a Workforce Center that is our only Employment Service Provider.

*If a Workforce Center is the only employment service provider, please upload a document that lists the multiple employment and training services among which participants can choose. The list will be used to verify current providers available in Workforce One.

Choose file to upload.

Current Employment Service Providers

In this section, you will have an opportunity to list all of your current employment services provider(s). As you enter their information, you will receive a follow-up question that will ask which populations this provider serves. Please indicate which respective population is served with each employment services provider. These questions will repeat for multiple entries if you have multiple employment service providers to include.

The list will be used to verify current providers available in Workforce One.

Helpful Tip: It may be easier to complete this section by compiling the list of information needed for this section before you enter the information into this BSA survey. We will need the ES provider name, address, contact person, phone number and email for each ES provider. In addition, a follow-up question will ask about which populations the provider serves (for example: MFIP ES, DWP ES, FSS, Teen Parents, 200% FPG, *Other).

ES Provider Name	Central MN Jobs and Training Services
Address	406 East 7 th Street Monticello, MN 55362
Contact Person	Michelle Johnson
Phone Number	(612-271-4101
Email	Michelle.johnson@cmjts.org

Please check the respective box to indicate which population is served by [ES Provider Name]

<input checked="" type="checkbox"/>	MFIP ES
<input checked="" type="checkbox"/>	DWP ES
<input checked="" type="checkbox"/>	FSS
<input checked="" type="checkbox"/>	Teen Parents Age 18-19
<input checked="" type="checkbox"/>	200% FPG
<input type="checkbox"/>	Other (fill in)

Please check the respective box to indicate if you have additional providers to add.

<input checked="" type="checkbox"/>	I have entered all of the current Employment Service providers we work with.
<input type="checkbox"/>	I have additional Employment Service providers I need to add.

****If you select that you have additional Employment Service providers to add,*** you will be able to add up to 20 Employment Service providers. These questions will repeat until you select the option: "I have entered all of the current Employment Service providers we work with."

****If you select that you have entered all of the current Employment Service providers we work with...*** the following question will pop up.

Does your Tribal Nation / County (select one):

	Have at least two employment and training service providers.
X	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.
	Intend to submit a financial hardship request. See the following question.

Financial Hardship Request

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.

If the Tribal Nation/County had a choice of providers in calendar year 2025, describe: *(fill in)*

- Factors that have changed which indicate a financial hardship
- Why the hardship is expected to continue; and,
- The magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the Tribal Nation/County

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: *(fill in)*

- Major factors which prevent the Tribal Nation/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 Tribal Nation/County process).

*(*If "Intend to submit a financial hardship request. See the following question." Is selected...)*

If the Tribal Nation/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 Tribal Nation/County funds. The description should include information about what steps will be taken to ensure that staff have the experience and skills to deliver employment services.

Budget

Budget

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2026 – 2027.

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	\$4,522	2%
Employment Services (MFIP)	\$133,267	59%
Emergency Services / Crisis Fund	\$7,000	3%
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	\$12,655	6%
Income Maintenance Administration	\$60,000	27%
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	\$0	0%
Under 200% Services	\$0	0%
Capital Expenditures	\$0	0%
Other Participant support services	\$7,536	3%
Total	\$224,980	100%

2027 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	\$0	0%
Employment Services (MFIP)	\$137,789	61%
Emergency Services / Crisis Fund	\$7,000	3%
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	\$12,655	6%
Income Maintenance Administration	\$60,000	27%
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	\$0	0%
Under 200% Services	\$0	0%
Capital Expenditures	\$0	0%
Other Participant support services	\$7,536	3%
Total	\$224,980	100%

Certifications and Assurances

Public Input

Prior to submission, did the Tribal Nation / County solicit public input for at least 30 days on the contents of the agreement?

X	Yes, public input was gathered for at least 30 days regarding the contents of this agreement.
	No, public input was <i>not</i> gathered for at least 30 days regarding the contents of this agreement.

Was public input received?

	Yes, public input was received and used.
	Yes, public input was received but <i>not</i> used.
X	No public input was received.

*(*If “Yes, public input was received but not used” is selected, then the following question pops up)*

If public input was received, but not used, please explain

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Assurances

It is understood and agreed by the board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 142G](#); that the commissioner of the Minnesota Department of Children, Youth, and Families (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 Tribal Nation/County 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 Tribal Nation/County agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Tribal Nations and Counties may use the funds for any allowable expenditures under [Minnesota Statute, 142G.76.2](#), including case management outlined in [Minnesota Statutes, section 142G](#).

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 CONTRACT shall be terminated immediately upon written notice of such fact by STATE to Tribal Nation/County. In the event of such termination, Tribal Nation/County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that Tribal Nation/County is a “contractor” and not a “subrecipient” pursuant to 2 C.F.R section 200.331.

Pass-through requirements. Tribal Nation/County acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, Tribal Nation/County may be subject to certain compliance obligations. Tribal Nation/County can view a table of these obligations in the [Health and Human Services Grants Policy Statement, \[1\]](#) Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and Tribal Nation/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 \(Subpart F – Audit Requirements\). \[2\]](#)

Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)

Meeker

Tribal Nation / County Unique Entity Identifier (UEI): Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](#) to uniquely identify business entities and must match Tribal Nation / County name.

47MEE792

Federal Award Identification Number (FAIN): 2601MNTANF and 2701MNTANF

Federal Award Date: October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

Period of Performance (please use words and numbers, for example: May 23, 2025)

Start Date	January 1, 2026
End Date	December 31, 2027

Budget period start and end date: January 1, 2026 – December 31, 2027

Amount of federal funds:

A. Total Amount Awarded to DCYF for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DCYF for this project to Tribal Nation / County named above:

\$224,980

Federal Award Project description: Temporary Assistance for Needy Families (TANF)

Name

Federal Awarding Agency: Administration for Children and Families

MN Dept. of Children, Youth, and Families (DCYF)

Contact information of DHS’s awarding official: Jovon Perry, Jovon.perry@state.mn.us.

Assistance Listings Number & Name (formerly known as CFDA No.): Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

Number	93
Title	Temporary Assistance for Needy Families (TANF)
Total amount made available at time of disbursement	\$224,980

Is this federal award related to research and development?

X	No
	Yes

Indirect Cost Rate for this federal award is: up to 15% (including if the de minimis rate is charged)

SERVICE AGREEMENT CERTIFICATION

X	Checking this box certifies that this 2026 – 2027 MFIP Biennial Service Agreement has been prepared as required and approved by the Tribal Nation / County board(s) under the provisions of Minnesota Statutes, section 142G
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State the name of the chair of the Tribal Nation / County board of commissioners or authorized designee, their mailing address and the name of the Tribal Nation / County.

Name (chair or designee)	Paul Johnson
Mailing Address	114 N Holcombe Ave, Litchfield, MN 55355
Tribal Nation / County	Meeker County

If your Tribal Nation / County agency is unable to complete your BSA by October 15th, 2025, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. Please provide additional information about why you were not able to compete this form.

DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025) (fill in)

October 7, 2025

Public Comment Period

You are about to see a summary of your responses on the next page when you click "Next." This is a spot to review your answers to your questions and to help prepare a PDF summary of your answers for the 30-day Public Comment Period.

Once you click "Next" and are taken to the following page, please do **NOT** click "next" or "submit" on the next page at this stage in the process. Your responses to the PDF summary need to be posted for 30 days prior to your submission of your answers and responses. Once you have had 30 days for public review and comment on BSA responses entered here, then you can log back in on the link that was provided in your original email and access the survey to submit for completion of the 2026-2027 BSA.