

2014-2015 County MFIP Biennial Service Agreement

January 1, 2014 – December 31, 2015



Minnesota Department of **Human Services**

Type of Biennial Service Agreement

Individual county agreement

Multi-county agreement

County name: STEARNS

Lead county name:

List county partner's names:

Biennial Service Agreement Contact Information

Contact person:	Janet Goligowski
Title:	Gateway Services Division Director
Address:	705 Courthouse Square, PO Box 1107, Saint Cloud, MN 56302
Telephone:	320-656-6202
Email address:	Janet.Goligowski@co.stearns.mn.us

Note: Prior to the completion of this document, please review Bulletin for more details.

A. Needs Statement

1. What is the single biggest challenge you are facing in financial assistance services besides funding?

The single biggest challenge is the overwhelming amount of paperwork and timelines that are required for clients to experience success in the program. We would like to support the MACSSA (Minnesota Association of County Social Service Administration) legislative platform regarding program unification and simplification work group that is taking place right now and resulting recommendations. Particular to non-English speaking persons, the biggest gap is access to ELL (English Language Learners) resources; significantly impacting our ability to effectively address racial disparities.

2. What is the single biggest challenge you are facing in employment services besides funding?

The single biggest challenge is the rigid outcome measures we are trying to meet. The excessive amount of documentation that is required takes time away from client counseling time. We would like to support DHS (Minnesota Department of Human Services) seeking a waiver for the WPR (Work Performance Rate) and utilizing the S-SI (Self-Support Index) as our primary outcome measure.

3. What strengths and resources do you have available to address the need of your participants? *Please check all the resources available to you and check whether the resource is in-house or a community resource or both. If you lack the resources, then check the Resource Gaps column.*

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

4. County Program Contact Information

If you have multiple contacts, please list one in each area, otherwise, list one and indicate that the contact is for multiple program areas.

Name of MFIP, DWP, and FSS staff contact	Corinne Bjork and Karen O'Keefe
Contact phone	320-656-5860 320-656-6119
Contact email address	Corinne.Bjork@co.stearns.mn.us Karen.O'Keefe@co.stearns.mn.us

Name of Teen Parent staff contact	Jodi Leraas
Contact phone	320-656-6287
Contact email address	Jodi.Leraas@co.stearns.mn.us

Name of staff contact serving 200% FPG families	Do not serve this population for MFIP
Contact phone	
Contact email address	

5. Employment Services Provider(s) Information

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

Name and Address	Contact Person	Phone	Population Served?				
			MFIP ES	DWP ES	FSS	Teen Parents	200% FPG
RESOURCE, Inc. Employment Action Center, Suite 100, 3333 W Division St., St. Cloud MN 56301	Julie Kizlik	320-227-1300	X	X	X		
Stearns County Human Services Public Health Division. PO Box 1107, St Cloud MN 56302	Jodi Leraas	320-656-6287				X	
Tri-CAP WoMen Investigating New Goals and Solutions (WINGS), 1210 23 rd Ave S, Waite Park, MN 56387 (serving displaced homemakers)	Patrick Shepard	888-765-5597	X				

B. Service Models

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

1. Do you have culturally specific employment service provider(s) for different racial/ethnic groups?

- No Yes, **check all that apply.**

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> African immigrant |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> Asian immigrant | <input type="checkbox"/> Hispanic/ Latino |
| <input type="checkbox"/> Other, please specify in the text box below. | |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Home visits | <input checked="" type="checkbox"/> Sanction outreach services |
| <input checked="" type="checkbox"/> Off-site meeting opportunities | <input checked="" type="checkbox"/> Incentives, please specify: _____ |
| <input type="checkbox"/> Other, please specify in the text box below. | |

Incentives, please specify: Support services for transportation; i.e. gas cards & bus passes; support services for those who have secured interviews; i.e. appropriate interview clothing; support services for those who secure employment, i.e. work clothing, tools, etc.; additional support services/incentives for those who attend and engage in onsite, approved activity; i.e. Job Club.

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sector job development | <input checked="" type="checkbox"/> Individual job development |
| <input type="checkbox"/> Other, please specify in the text box below. | |

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

- No Yes, **check all activities employer provides.**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Interview opportunities | <input checked="" type="checkbox"/> Job skills training |
| <input checked="" type="checkbox"/> Job placement | <input type="checkbox"/> Job shadowing |
| <input type="checkbox"/> On-site job training | <input type="checkbox"/> Work experience |
| <input checked="" type="checkbox"/> Other, please specify in the text box below. | |

RESOURCE, Inc., Employment Action Center, a new provider for Stearns County Human Services, will explore participation with the area Workforce Council and the Workforce Investment Board.

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

Sustaining any employer relationship involves creating trust and delivering the service you state you can deliver. It involves consistent and clear communication between us and them on a regular basis and ensuring that we are providing qualified candidates for current openings and providing follow up after placement.

EAC also offers a variety of engagement opportunities to local businesses learn about and understand the services and applicants we have available to them. (Mock interviews, employer panels, industry info sessions, job fairs, etc.)

6. How are job leads generated and shared?

Community job leads are communicated through emails and job boards. Targeted job leads, as they pertain to specific clients, are provided to individual clients via one-on-one visits, phone calls, or emails.

7. 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

Mentoring

Personal contact with the employee and how often: **weekly**

Other, please specify in the text box below.

Soft skills training

Transportation

How long do you provide job retention services?

Less than 3 months

12 months

6 months

Other: **for as long as their MFIP case is open and up to 6 months after closing**

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

No

Yes, **check all that apply.**

Career laddering

Coaching/mentoring

Education/training

Networking

Ongoing job search

Other, please specify in the text box below.

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

No

Yes, **check all that apply.**

FastTRAC

Work Keys

National Career Readiness Certificate (NCRC)

Other: _____

Family Stabilization Services (FSS)

1. Do you have non-MFIP professionals involved 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, please specify in the text box below.

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

Services that are provided include: (1) outreach services and home visits; (2) assessing on an on-going basis and making appropriate referrals as needed as well as follow up; (3) maintaining monthly contact; (4) assisting clients in completing necessary documentation for tracking purposes, and (5) offering soft skill classes on-site.

3. 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, please specify in the text box below.

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

- Assessing and providing appropriate referrals as needed; follow-up.
 - Maintaining monthly contact with families and other involved providers to ensure appropriate services are in place and being utilized.

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

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

- No Yes, **check all the services that apply.**

- | | |
|--|---|
| <input type="checkbox"/> ABE/ELL Classes | <input type="checkbox"/> Job retention services |
| <input type="checkbox"/> Child care | <input type="checkbox"/> Referral to other programs |
| <input type="checkbox"/> Computer Lab Access | <input type="checkbox"/> Support Services |
| <input type="checkbox"/> GED | <input type="checkbox"/> Training/ Job Skills Classes |
| <input type="checkbox"/> Job postings | <input type="checkbox"/> Other, please specify in the text box below. |

Minnesota Family Investment Program (MFIP) Services for Teen Parents

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

- No Yes, **check all that apply.**

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

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

Minors
(under age 18)

Age 18/19

- | | |
|--|--|
| <input type="checkbox"/> Yes, mandatory | <input type="checkbox"/> Yes, mandatory |
| <input type="checkbox"/> Yes, some mandatory | <input type="checkbox"/> Yes, some mandatory |
| <input checked="" type="checkbox"/> Yes, voluntary | <input checked="" type="checkbox"/> Yes, voluntary |
| <input type="checkbox"/> Yes, some voluntary | <input type="checkbox"/> Yes, some voluntary |
| <input type="checkbox"/> No | <input type="checkbox"/> No |

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

- No Yes, how? Please specify in the text box below.

Public Health Nurses work with teens to promote education completion. The PHNs keep the financial workers up to date with progress or if there are issues or concerns so if sanctions are needed, they can be completed.

4. Living arrangements for minor teen parents are approved by (**check one**):

- Employment service worker Child protection worker
 Social worker Other, please specify in the text box below.

Public Health Nurse

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

Public Health Nurses assess the minors for appropriate living arrangements. If there are concerns identified with the living arrangement, the PHN works with the client. If the client is uncooperative, a referral is made to child protection. The records are kept by the Public Health Nurse.

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

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

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

Minors
(under age 18)

Age 18/19

No

Yes

No

Yes

8. Are parents or guardians of minor teen parents required to attend any MFIP appointments?

No

Yes

9. In the transition from the minor to the 18/19 MFIP service, teens: **Check all that apply.**

Are referred to employment services (ES) at reaching age 18

Continue a previously established relationship with an ES worker

Receive formal post-secondary education planning

Other, describe in the text box below

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

After concentrated strategic planning, Stearns County Human Services intentionally changed the structure of the family home visiting program to the evidence-based programming of Nurse Family Partnership and Healthy Families America, which have evidence-based outcomes for self-sufficiency and education completion.

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

For 2012, Stearns County has a graduation rate of 82.3%, which is above the state graduation rate of 77.6%. Our graduation rate is comparable to counties of the same size (Olmsted and Dakota). In recognition that there is always room for growth, we will continue to implement evidence-based programming of Nurse Family Partnership and Healthy Families America, which have evidence-based outcomes for self-sufficiency and education completion.

C. Performance Measures; Racial/ethnic Disparities

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

Definitions

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

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

Annualized Value Reports:

http://www.dhs.state.mn.us/main/groups/economic_support/documents/defaultcolumns/dhs16_177674.pdf

Annualized values of the **S-SI** for 2013 are reported on CountyLink.

- **If your county's annualized S-SI was below the expected range, complete the S-SI section of the MFIP Performance Improvement Plan. -OUTCOME MET**

Annualized values of the **WPR** for 2013 are also reported on CountyLink.

- **If your county's annual WPR has "No" in the "Eligible for 2014 Performance-Based Funds" column, complete the WPR section of the MFIP Performance Improvement Plan. -OUTCOME NOT MET, PIP REQUIRED-see separate document. Submitted to DHS 10/14/13, revision submitted 12/19/13, approved 12/27/2013.**

- (b) If you need to complete the [link]

Save this file, complete it off-line, and send it to Mayjoua.ly@state.mn.us

If your county's S-SI was above or within the expected range, describe your S-SI success strategies.

We can't attribute the success to any particular strategy.

WPR PIP Responses:

What was your biggest challenge in reaching the WPR? The single biggest challenge is the overwhelming amount of paperwork and timelines that are required for clients to experience success in the program. Particular to non-English speaking persons, the biggest gap is access to ELL (English Language Learners) resources; significantly impacting our ability to effectively address racial disparities.

What new strategies are you planning to try? Stearns County Human Services will be contracting with a new employment services provider that has demonstrated strong success with outcome measures.

In what ways can DHS provide support, guidance, or resources? Move forward with planned DHS training on topics regarding disparities. Also, continue to release funding for disparity efforts.

2. A **racial/ethnic disparity** is defined as a one-year S-SI or WPR that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the county. Counties that have such a performance gap on either measure in *both* the most recent quarter reported (January to March 2013) and the average of the four quarters ending in March 2013 are listed on CountyLink http://www.dhs.state.mn.us/main/groups/children/documents/pub/dhs16_163602.pdf , along with data on these differences. (If your county has a disparity but data are missing for quarters with cell size too small to report, you can contact erika.martin@state.mn.us to get the unpublished counts and percentage gaps.)

If your county is not in the list, skip the following questions and proceed to the next question below on Other Measures.

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

ONLY NEED TO COMPLETE FOR AFRICAN AMERICAN POPULATION.

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

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

Move forward with planned DHS training on these topics. Also, continue to release funding for disparity efforts. Ongoing discussions with DHS and similarly situated counties regarding effective strategies to address racial disparities. It would be helpful to convene a statewide workgroup of DHS and counties experiencing racial disparities.

Other Measures

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

3. Does your county use any measures in addition to those provided by the Department of Human Services (in the Management Indicators Report) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4042D-ENG> to manage program performance?

No Yes

If No, skip to question 1(d) of this section .

- (a). What other measures does your county use?

- (b). How do you collect and track data for these measures?

- (c). How do you use these measures to manage your program?

- (d). What additional types of measures would you find helpful if the Department of Human Services or others were able to provide them?

There is nothing at this time.

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 used of funds, i.e. participant support services
- Other, please specify in the text box below.

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
- Other, please specify in the text box below.
- Sample case review by supervisors

3. Do you contract part of your services to another entity(s)?

- No Yes

If yes, what oversight do you have in place for monitoring your provider(s) to ensure that they follow program policy and apply policy accurately? **Check all that apply.**

- Annual review
 6 month review
 Performance by contracted provider used in selecting and/or paying providers.
 Other, please specify in the text box below.

Management review of monthly performance outcome and budget data.
Regular communication with staff. [Management review of mo. Performance outcome and budget data]

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

- Annual fiscal review Monthly/quarterly review of provider's invoices
 Other, please specify in the text box below.

Management review of monthly performance outcome and budget data.
[Management review of mo. Performance outcome and budget data]

5. What procedures/policies do you have in place for administering random drug tests of convicted drug felons on MFIP as required by Minnesota Statutes, section 256J.26, subdivision 1? **Check one.**

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

If you have a policy in place on random drug test, please submit a copy to Larry Hosch at Larry.Hosch@state.mn.us

E. Collaboration and Communication with Others

1. Do you provide MAXIS Access for selected employment services staff?

- No Yes

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

The employment services provider contacts Stearns County Human Services and we work through the discrepancy.

3. If your county has chosen not to allow access to MAXIS for employment services, briefly explain why you made that decision as well as how you will ensure that employment counselor questions are responded to in a timely manner?

Stearns County Human Services considers allowing outside agency access to MAXIS a data privacy issue. When the employment counselors have questions, they email the Stearns County Human Services Gateway Services Central Email Bank. These emails are checked daily and the employment counselors receive timely responses to their questions. Our current process is considered to be most effective in limiting county exposure for data privacy liability.

F. Technical Assistance

1. What MFIP technical assistance and or training will you need in the next biennium?

New worker and experienced worker training. Continued training for new worker, but topic training for experienced workers.

G. Emergency Services

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

No Yes, **please complete the questions below.**

2. Do you have a Tribal Nation in your county boundaries?

No Yes, how do you consult with tribes?

- | | |
|---|---|
| <input type="checkbox"/> By face-to-face meeting | <input type="checkbox"/> By phone |
| <input type="checkbox"/> By sharing a copy of the policies | <input type="checkbox"/> No consultation or sharing of policy |
| <input type="checkbox"/> Do not have Tribal Nation in the county boundaries | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Other, please specify in the text box below. | |

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

Combined Application Form (CAF) County created form
 Other, please specify in the text box below.

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Family with minor child | <input checked="" type="checkbox"/> Pregnant woman |
| <input type="checkbox"/> Noncustodial parent of a minor child receiving assistance | <input type="checkbox"/> Priority given to MFIP/DWP/FSS families and families at risk of receiving MFIP or DWP |
| <input checked="" type="checkbox"/> 30 days State residency | |
| <input type="checkbox"/> Other, please list them in the box below. | |

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

- 200% FPG
- 175% FPG
- 150% FPG
- 125% FPG
- Other, please list them in the box below.

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

- Damage deposit or utility deposit
- Mortgage payments
- Rent assistance
- Utility payments – i.e. water, gas, electricity
- Other, please specify in the text box below.

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

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

The assistance unit must have spent at least 50% of their net income in the 60 days preceding the date of application in basic needs. [Spent 50%+ of net income in past 60 days on basic needs]

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

- Up to the MFIP transitional cash standards
- Up to \$1000
- Up to the amount needed to resolve the crisis
- Up to \$1500
- Other, please specify in the text box below
- Up to \$2000

Damage deposits: an amount not to exceed one month's rent
Evictions or foreclosures: an amount not to exceed 2 month's rent or mortgage payment
Loss of Utilities: \$3000 maximum [Loss of Utilities: \$3000 max; other situations: 1-2 mo rent]

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

- Once a year
- Once every 18 months
- Once every 24 months
- Other, please specify in the box below.

**Please submit your most up-to-date emergency/crisis services plan to mayjoua.ly@state.mn.us
Submitted documents on 10/31/13.**

H. Other

Administrative Cap Waiver - NOT REQUESTING A WAIVER

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work or community work experience program for a major segment of the county’s MFIP population. Counties that are operating such a program may request up to 15% administrative costs.

If your county is interested in applying for the waiver, please complete the following questions.

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

2. Explain the reasons for the increased administrative cost.

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

Addendum for Unpaid Work Experience Activities

STEARNS COUNTY DOES NOT PROVIDE THIS SERVICE

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

[Link]

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

Choice of Provider

Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 256J.49, subdivision 4, except in counties utilizing workforce centers that use multiple employment and training services, offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

Does your county utilize (select one):

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

Financial Hardship Request

- STEARNS COUNTY DOES NOT HAVE A FINANCIAL HARDSHIP

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 2013, 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.

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).

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 Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2013 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2014 is reasonable.

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.

I. Budget

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

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs16_177124

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

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

COUNTY: STEARNS		
2014 Budget Line Items	Budgeted Amount	Percent
Employment Services (DWP)	\$ 270,386	16.37
Employment Services (MFIP)	811,159	49.12
Emergency Services/Crisis Fund	185,885	11.26
Administration (cap at 7.5% for county and 15% for tribe)	123,846	7.50
Income Maintenance Administration	260,000	15.75
Other 1:		
Other 2:		
Total:	\$1,651,276	100.00

2015 Budget Line Items	Budgeted Amount	Percent
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Other 1:		
Other 2:		
Total:	\$1,651,276	100.00

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.

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.

Federal Funding Sources

The catalog of Federal Domestic Assistance (CDFA) Number is 93.558 – Temporary Assistance for Needy Families (TANF)

The Award number for the period of January 1, 2014 – December 31- 2014 is 2014G996115.

SERVICE AGREEMENT CERTIFICATION

Checking this box certifies that this 2014-2015 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

Name (chair or designee)	Mailing address	County
Jeffery H. Mergen, Chair Stearns County Human Services Board	PO Box 1107 Saint Cloud, MN 56302	Stearns

DATE OF CERTIFICATION

9/10/2013