

# 2016-2017 County MFIP Biennial Service Agreement

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January 1, 2016 – December 31, 2017



## Type of Biennial Service Agreement

County/consortium name:	Benton
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## Biennial Service Agreement Contact Information

Contact person:	Janel M. Sczublewski
Title:	Financial Assistance Supervisor
Address:	531 Dewey St Foley Mn 56329
Telephone:	320-968-5188
Email address:	<a href="mailto:jsczuble@co.benton.mn.us">jsczuble@co.benton.mn.us</a>

**Note: Please review Bulletin ## for more details before you complete this document.**

**A. Needs Statement**

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

Staff turnover and training.

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

The single biggest challenge is the State/Federal outcome measurements we try to meet. The excessive documentation and stringent requirements hinder our ability to counsel clients in an effective manner and develop plans to meet their specific needs.

3. What strengths and resources do you have available to address the needs of your participants? *Please check all the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services “in-house” or from a partner organization (county resources with developed connections to MFIP), and/or an external community resource or both. If you lack the resources in your service area, check the Resource Gaps column. Add any “other” resources that you consider necessary.*

	<u>MFIP</u> <u>Resources</u>	<u>Partner</u> <u>Resources</u>	<u>Community</u> <u>Resources</u>	<u>Resources</u> <u>GAPS</u>
ABE/GED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult/elder services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical health services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer lab access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit counseling/financial literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Language Learner (ELL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food shelf	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housing assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job search workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mental health services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-the- job training programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary education planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short-term training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supported work/ paid work experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation assistance (gas cards, bus cards)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle repair funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. County Program Contact Information

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

Name of MFIP Employment Services staff contact	
Contact phone	
Contact email address	

Name of DWP staff contact	
Contact phone	
Contact email address	

Name of Financial Assistance Services staff contact	
Contact phone	
Contact email address	

5. 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 workforce 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 Workforce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section G of this form addresses provider choice.

Name and Address	Contact Person	Phone	Population Served				
			MFIP ES	DWP ES	FSS	Teen Parents	200% FPG
RESOURCE, Inc. 3333 W Division St., Ste. 100, St Cloud, MN 56301	Julie Kizlik & Andrea Kroll	320.227.1333	X	X	X		

**B. Service Models**

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

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

No  Yes, check all that apply.

- |   |  |
|---|--|
| <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  |

Other

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: _____ |

Other

**Incentives, please specify:** RESOURCE provides support services that include, but are not limited to:

- Gas and bus cards for approved activities as outlined in employment plans; this includes transportation to and from onsite job search activities, unsubsidized employment, volunteer and supported work positions and education programs.
- Interview clothing for clients who have secured an interview for a job, internship or supported work position.

- Work clothing and other work essentials for those who have secured employment; i.e. tools, steel toed boots, scrubs.
- Additional incentives for those who are actively engaged and progressing in job search activities, those who reach employment plan goals; i.e. secured unsubsidized employment, completed job club, obtained a credential or degree.

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 base with community employers to help participants with employment?

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

Interview opportunities

Job skills training

Job placement

Job shadowing

On-site job training

Work experience

Helps plan training programs

Other

RESOURCE is part of a collaborative effort looking into bridging local employers' workforce needs with the growing Somali immigrant population. A Somali Job Fair was held on March 26, 2015 with 15 employers participating. The group is currently working on organizing employer focus groups by sector: health care, manufacturing, warehousing, etc. Other participating members are: Central Minnesota Community Empowerment Organization, St. Cloud Area Chamber of Commerce, Stearns-Benton Employment & Training Council Greater St. Cloud Development Corporation, St Cloud Workforce Center, Viking Coca-Cola, and True Blue.

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

Soft skills training

Financial planning

Transportation

Mentoring

Personal contact with the employee and how often: Weekly

Other

RESOURCE hosts monthly networking groups for employed clients and provides 1:1 career counseling services to all clients termed in unsubsidized employment, as needed, for 180 days.

**How long do you provide job retention services?**

- Less than 3 months
- 12 months
- 6 months
- Other: For as long as the MFIP case is open and for six months after closing

6. 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.

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

- No
- Yes, check all that apply.

- FastTRAC (Career Pathways)
- National Career Readiness Certificate (NCRC)
- Work Keys
- Other: \_\_\_\_\_

### 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
- Adult Rehabilitation Mental Health Services (ARMHS) worker
- Chemical Health professional
- Children's Mental Health professional
- Psychologist
- Public Health Nurse
- Social Worker
- 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
- Child Wellness Check-ups
- Public Health Nurse home visiting services
- 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 are under 200% of Federal Poverty Guideline**

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

No  Yes, check all the services that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Child care                  | <input checked="" type="checkbox"/> Job retention services     |
| <input type="checkbox"/> GED testing fees            | <input checked="" type="checkbox"/> Referral to other programs |
| <input type="checkbox"/> Job postings                | <input type="checkbox"/> Training/ Job Skills Classes          |
| <input checked="" type="checkbox"/> Support Services |  |

Other

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

1. Are there specialized workers who work primarily with teens?

No  Yes, check all that apply for each age group.

	<u>Minors</u> <u>(under age 18)</u>	<u>Age 18/19</u>
Financial worker	<input type="checkbox"/>	<input type="checkbox"/>
Employment service worker	<input type="checkbox"/>	<input checked="" 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"/>
Child protection worker	<input type="checkbox"/>	<input type="checkbox"/>

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.

<u>Minors</u> <u>(under age 18)</u>		<u>Age 18/19</u>	
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

- |                                 |                                     |                                     |
|---------------------------------|-------------------------------------|-------------------------------------|
| Financial worker                | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Employment service worker       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Social worker (Social Services) | <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 job role: _____           | <input type="checkbox"/>            | <input type="checkbox"/>            |

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

Minors  
(under age 18)

Age 18/19

- Yes, mandatory  
 Yes, voluntary  
 No

- Yes, mandatory  
 Yes, voluntary  
 No

**C. Performance Measures; Racial/Ethnic Disparities**

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.

Starting for calendar year 2016, each service area funding allocation starts at 100 percent. Each year starting with the 2016 allocation, 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. While some service areas will get a bonus starting in 2016, there will be no performance-based decreases for the coming biennium.

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 2015. A service area with an annualized S-SI “above” its customized Range of Expected Performance for 2015 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2016.

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

Continued services to assist clients in retaining employment; i.e. career counseling, support services, referrals to community partners as needed.

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

In the future, if your service area has an annualized S-SI below its range 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 second year of the multi-year 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. For example, a service area scoring "below" for 2016 and 2017 would need to put in place a multi-year improvement plan. If continuing "below" for 2018 and 2019, there would be a 2.5 percent decrease for the 2020 Consolidated Fund allocation which would continue until an annualized S-SI above or within its Range. Then the service area would receive 100 percent of the allocation

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. Access the report "Two-Year Performance Trends of Racial/Ethnic and Immigrant Group". This report lists (1) service areas that have any racial/ethnic disparities requiring action and (2) the table of differences for all service areas.

2.

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?

#### **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 supervisors
- Sample case review by workers

Other, please specify in the text box below.

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 to MFIP participants who are convicted drug felons 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, please specify in the text box below.

If your random drug testing policy has changed since the last BSA, please submit a copy to Larry Hosch at [Larry.Hosch@state.mn.us](mailto:Larry.Hosch@state.mn.us)

### **E. Collaboration and Communication with Others**

1. How many employment services front-line staff are employed in your county or consortium? **Does this include both ES and County employees?**

How many employment services front-line staff in your county or consortium have MAXIS access? \_\_\_1\_\_\_

How many managers/supervisors have MAXIS access? \_\_\_1\_\_\_

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.

Monthly case-reviews and consistent dialogue between ES and Eligibility Specialists/County Staff.

### **F. Emergency Services**

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

No                      x YES

If yes, please submit your most up-to-date emergency/crisis services plan to [tria.chang@state.mn.us](mailto:tria.chang@state.mn.us)

### **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. Email [Brandon.Riley@state.mn.us](mailto:Brandon.Riley@state.mn.us) if you need assistance with the waiver.

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.

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.

### **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 this [LINK] to fill out the IPP form.

Email the completed form to: [dhs.dwp-mfib@state.mn.us](mailto:dhs.dwp-mfib@state.mn.us)

### **Provider Choice**

Does your county (select one):

- Have at least two employment and training services providers. Go to Section H.

YES -Have 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. Go to Section H.

- Intend to submit a financial hardship request. See below.

### **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 2015, 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

We did not change providers in 2015

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).

N/A

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.

N/A

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 2015 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2016 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor county programs to ensure outcomes are achieved and services are being delivered consistent with state law.

## **H. Budget**

Click on the link below to review your service area's 2014 and 2015 MFIP allocations:

[MFIP Consolidated Fund Support Services](#)

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2016 to 2017 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 G under Administrative Cap Waiver.
- If "other" is used, briefly state or describe the line item.

<b>Service Area:</b>
----------------------

<b>2016 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment Services (DWP)	\$0	0
Employment Services (MFIP)	\$415,945.00	70.00%
Emergency Services/Crisis Fund	\$ 50,000.00	8.40%
Administration (cap at 7.5% for county and 15% for tribe and county with administrative cap waiver)	\$ 44,571.00	7.40%
Income Maintenance Administration	\$ 85,000.00	14.20%
Other 1:		
Other 2:		
Total:		

<b>2017 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment Services (DWP) Not set yet...		
Employment Services (MFIP)		
Emergency Services/Crisis Fund		
Administration (cap at 7.5% for county and 15% for tribe and county with administrative cap waiver)		
Income Maintenance Administration		
Other 1:		
Other 2:		
Total:		

## Certifications and Assurances

PUBLIC INPUT-none

Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?

Yes

Was public input received? No  
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, 2016 – December 31, 2017 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
Spencer Buerkle	P O Box 740 Foley Mn 56329	Benton

**DATE OF CERTIFICATION**

November 3, 2015

Chairman of County Human Service Board  
Signature \_\_\_\_\_  
Spencer Buerkle

Date \_\_\_\_\_