



2020-2021 County MFIP Biennial Service Agreement

January 1, 2020 - December 31, 2021

Enter the county's unique ID number

Contact Information

COUNTY/CONSORTIUM NAME

PLAN YEAR

CONTACT PERSON

TITLE

ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

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

CONFIRM EMAIL ADDRESS

Note: Please review the 2020-2021 MFIP Biennial Service Agreement 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?

Child care availability is becoming more of a challenge for our young families. The jobs available to our consumers are often unconventional work hours that do not fit into a child care provider's open hours. We also have a shortage of child care openings for infants.

Our customers also continue to struggle with transportation issues.

The MFIP and DWP rules continue to be rather challenging to explain to new enrollees. DWP is especially complicated due to the requirements to vendor pay shelter costs. The sanction regulations are also cumbersome to keep track of.

9421 characters remaining

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

Brown County's job market remains strong and our job ready participants continue to find employment. However, we are experiencing an increasingly barriered caseload, as well as a growing FSS population. Some of the challenges our participants are facing are issues surrounding child care, transportation, affordable housing, criminal background checks, chemical dependency and mental health issues, and domestic violence. The biggest challenges Brown County is experiencing are issues related to transportation and child care. Limited options for public transportation, the hours of operation, and the cost associated with utilizing public transportation impact our participant's job options. A shortage of licensed child care providers and center based child care as well as limited hours of operation (i.e.: no evening or weekend child care) also impacts what jobs participants are able to accept.

9091 characters remaining

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

Brown County is fortunate to have a crisis nursery that our participants are able to utilize for emergency child care needs. We also have NUMAS Haus, which provides shelter and support to homeless women and children in the community. Heart to Home Furnishing provides individual and families with household items, free of charge. Our local food shelves provide nutritious food options to low income individuals and household in our community. Soon, Emmerson Union Apartments will open and provide more housing options for low income individuals and households.

9433 characters remaining

A. Needs Statement (continued)

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

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

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

4. County Program Contact Information

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

MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Jill Berglund	507-508-4161	jill@mnvac.org

DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Sarah Swantz	507-508-9115	sswantz@mnvac.org

FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Theresa Schroeder	507-359-6528	theresa.schroeder@co.brown.mn.us

A. Needs Statement (continued)

Employment Services Provider(s) Information

Statute [256J.50, subdivision 8](#): Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section [256J.49, subdivision 4](#), except in counties contracting with CareerForce Centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

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

NAME		ADDRESS	
<input type="text" value="Minnesota Valley Career Force Center"/>		<input type="text" value="1618 So Broadway, New Ulm MN 56073"/>	
CONTACT PERSON	PHONE NUMBER	EMAIL	
<input type="text" value="Jill Berglund"/>	<input type="text" value="507-508-4041"/>	<input type="text" value="jill@mnvac.org"/>	
Population Served	<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS
		<input checked="" type="checkbox"/> Teen Parents	<input type="checkbox"/> 200% FPG

B. Service Models

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

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

No Yes

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

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

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

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

- Sector job development Individual job development Other

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

No Yes *Check all activities employers provide.*

- Interview opportunities Job skills training Job placement Job shadowing On-site job training
 Work experience Helps plan training programs Other

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

No Yes *Check all that apply.*

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

How long do you provide job retention services?

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

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

No Yes *Check all that apply.*

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

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

No Yes *Check all that apply.*

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

B. Service Models (continued)**Family Stabilization Services (FSS)**

1. Do you have professionals available to assist with FSS cases?

No Yes *Check all that apply*

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Adult Mental Health professional | <input checked="" type="checkbox"/> Psychologist | <input checked="" type="checkbox"/> Adult Rehabilitation Mental Health Services (ARMHS) worker |
| <input checked="" type="checkbox"/> Public Health Nurse | <input checked="" type="checkbox"/> Chemical Health professional | <input checked="" type="checkbox"/> Social Worker |
| <input checked="" type="checkbox"/> Children's Mental Health professional | <input checked="" type="checkbox"/> Vocational Rehabilitation worker | <input type="checkbox"/> Other |

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

No Yes *Check all that apply*

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Children's Mental Health Services | <input checked="" type="checkbox"/> Public Health Nurse home visiting services | <input checked="" type="checkbox"/> Child Wellness Check-ups |
| <input checked="" type="checkbox"/> Women, Infants and Children Program (WIC) | <input checked="" type="checkbox"/> Other SPECIFY: <input type="text" value="HeadStart, Social Security, community and holiday projects"/> | |

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

No Yes

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

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

No Yes *Check all the services that apply*

- | | | | |
|---|---|-------------------------------------|--|
| <input type="checkbox"/> ABE/ELL Classes | <input type="checkbox"/> Job retention services | <input type="checkbox"/> Child care | <input checked="" type="checkbox"/> Referral to other programs |
| <input checked="" type="checkbox"/> Computer Lab Access | <input type="checkbox"/> Support Services | <input type="checkbox"/> GED | <input type="checkbox"/> Training/Job Skills Classes |
| <input checked="" type="checkbox"/> Job postings | <input type="checkbox"/> Other | | |

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents

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

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

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

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

No Yes

Minors (under age 18)

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

Age 18/19

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

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

Minors (under age 18)

- Yes, mandatory
- Yes, voluntary
- No

Age 18/19

- Yes, mandatory
- Yes, voluntary
- No

C. Measures

Performance Measures

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

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

The **three-year Self-Support Index (S-SI)**: This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

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

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

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

Brown County strives to build relationships with our participants, Eligibility Workers, CCAP Workers, Social Workers, and other professionals in the community. County workers and ES providers work closely and communicate frequently to ensure we are providing the best services for our participants. We assess numerous areas of our participant's lives to identify barriers and unmet needs in order to refer them to appropriate resources and services in the area.

9524 characters remaining

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

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

C. Measures (continued)

Racial/Ethnic Disparities

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

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

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

DHS will work with you to reduce these disparities.

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

9999 characters remaining

D. Program Monitoring/Compliance

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

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

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

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

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

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

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

E. Collaboration and Communication with Others

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

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

How many managers/supervisors have MAXIS access?

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

Employment Service staff and Eligibility Workers review monthly reports and identify any areas where discrepancies appear. The ES staff meets regularly with Eligibility Worker and Child Care Assistance staff to resolve any issues. We collaborate and share information on customer progress on a daily basis. Our staff have ongoing communication by phone, fax and email. We hold joint meetings with consumers concerning sanctions and also when a case is between 48-60 months.

Eligibility Workers, Child Care Workers and Employment Services staff in Brown County have strong, long-term working relationships and do not wait for a formal meeting to track down and work together to address an issue. All of the staff involved have a common goal of helping our customers achieve their goals.

7207 characters remaining

F. Emergency Services

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

- No Yes

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

Please see Brown County's plan attached separately.

9948 characters remaining

**BROWN COUNTY EMERGENCY ASSISTANCE (EA) and
EMERGENCY GENERAL ASSISTANCE (EGA) POLICY
Effective: 1-1-2020**

Revised: September 24, 2019 – Effective 1-1-2020

- I. LEGAL AUTHORITY:** MFIP Consolidated Fund Minnesota Statute 256J.626 and Minnesota Statute 256D.06 subdivision 2

II. ELIGIBILITY:

- A. To be eligible, an applicant must meet all of the following conditions:
1. Utilization of EA or EGA Funds is limited to once in 12 months per household. If an applicant has received EA or EGA Funds within the last 12 months in any Minnesota County, they are ineligible to receive EA or EGA Funds in Brown County. Emergency Assistance funding is available to households with a child age 18 or younger. Emergency General Assistance is available to adults without children. EGA can also be available on a limited basis to a household with a child if the household is not open on a cash program.
 2. An applicant must meet the 30-day State residency requirements and must currently be a resident of Brown County.
 3. At least one household member must be a resident of the State of Minnesota for at least 30 days. One adult member must also either be a US Citizen or have LPR status and possess a valid social security number. Current recipients of MFIP or DWP are not eligible for EGA.
 4. Any applicant under sanction or disqualification from Employment Services, Child Support, MFIP, DWP or GA is not eligible for EA or EGA.
 5. The unit must be without resources available to meet the emergency need. They must provide proof of their current assets and income. The unit must also provide proof of their emergency situation, such as a shutoff notice or a threat of eviction.
 6. The household must provide proof that they have insufficient resources to resolve their own emergency. They must provide a statement of their last 60 days income and expenses and have used at least 50% of their income towards basic needs items. These items include but are not limited to shelter, utilities, food,

employment related expenses, reasonable transportation expenses and personal needs items.

7. Household must have resolvability for future shelter costs once EA/EGA funds are issued.
8. EA or EGA Funds will be issued by vendor payments.
9. For EA: Household gross income in the last 60 days must not be in excess of 200 % of Federal Poverty Guidelines (FPG) that is in effect at the time of application. Funds can only be used once in a 12-month period. .
10. For EGA: The applicant must be ineligible for assistance under chapter 256J (MFIP or DWP) and must have annual net income no greater than 200 percent of the federal poverty guidelines for the previous calendar year. Funds can only be used once in a 12-month period. Note: Net Income = gross minus tax withholding.

III. DETERMINATION OF EA/EGA FUNDS:

A. General Requirements & Verifications

1. Verification of emergency circumstances and eligibility is required prior to issuance of EA or EGA Funds. Failure to provide requested documentation will be valid grounds for denial of a request for EA or EGA Funds.
2. The maximum amount of the EA Funds must not exceed \$1000. The maximum amount of the EGA Funds must not exceed \$812.00 for a household of one and \$900.00 for a household of two.
3. The eligibility period for EA or EGA funds is 30 days from the date of application for the program.
4. Applicants who wish to appeal an agency decision must request reconsideration within 30 days of the denial.

IV. SERVICES COVERED UNDER EA/EGA FUNDS

A. Housing

1. The county agency may issue EA or EGA Funds to prevent

eviction from rented, leased shelter or mortgage foreclosure. Funding can also be used to house a homeless household.

- a) EA or EGA Funds can be denied when the county agency has determined that the unit's anticipated income will not cover continued payment for the shelter.
- b) EA or EGA Funds will not be issued for rent or damage deposit When a unit member is not listed on the lease; or for mortgage payments if they are not named as a borrower on the mortgage.
- c) Verification of pending eviction or mortgage foreclosure is required.
- d) No more than a total of 2 month's costs of rent or mortgage payment is permitted.
- e) To establish a new residence, EA or EGA Funds issuance will be limited to one month's rent plus one month's damage deposit if the household has not moved into the property yet. Funds cannot be used to pay a damage deposit if they have already been allowed to move into a property. Total allocation cannot exceed program maximums.

B. Utilities

- 1. EA or EGA Funds for utility costs may be made when an eligible unit has a threat of utility shut-off. A rural household would need to provide proof that they cannot have fuel delivered to their residence.
 - a) Verification of pending utility shut-off is required.
 - b) Utility bill must be in the assistance unit member's name.
 - c) Household must have made two personal payments to the utility company in the last year.
 - d) Deposits to utility companies are allowed if needed to connect service.
 - e) Payments for water and/or sewer bills can be considered on a case-by-case basis.

V. RESOURCES AND AVAILABILITY OF SERVICE

A. Availability of Funds:

EA Funds are allocated by the county on a quarterly basis and EGA Funds are allocated to the county once per fiscal year. Brown County will not authorize funds in excess of the allocation.

B. Exceptions:

The Financial Assistance Supervisor or appointed designee can choose to waive a local eligibility requirement, except for maximum benefit amounts, in cases of undue hardship.

G. Other

Administrative Cap Waiver

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

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

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

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

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

4000 characters remaining

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

4000 characters remaining

G. Other (continued)**Addendum for Unpaid Work Experience Activities**

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

Provider Choice

Does your county:

- Have at least two employment and training services providers. Go to Section H.
- Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section H.
- Intend to submit a financial hardship request.

G. Other (continued)

Financial Hardship Request

FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement

MFIP provisions require counties to make a choice of at least two employment service providers available to participants unless a workforce center is being utilized (Minnesota Statutes, section 256J.50, subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (Minnesota Statutes, section 256J.50, subdivision 9).

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

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

1. If the county had a choice of providers in calendar year 2019, describe:
 - factors that have changed which indicate a financial hardship
 - why the hardship is expected to persist in the near future and
 - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county.

2000 characters remaining

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
 - major factors which prevent the county from utilizing these options and include a cost analysis of each option considered; and
 - the process used to determine the cost of other options (RFP or other county process).

2000 characters remaining

3. If the county proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant county funds. The description should include information about what steps will be taken to ensure that county staff have the experience and skills to deliver employment services.

2000 characters remaining

The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2019 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2020 is reasonable.

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

H. Budget

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

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

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

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

2020 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="42,786.00"/>	14.60%	Employment Services (DWP)
<input type="text" value="128,358.00"/>	43.79%	Employment Services (MFIP)
<input type="text" value="40,000.00"/>	13.65%	Emergency Services/Crisis Fund
<input type="text" value="21,985.00"/>	7.50%	Administration (cap at 7.5%)
<input type="text" value="60,000.00"/>	20.47%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$293,129.00	100.00%	Total

2021 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="42,786.00"/>	14.60%	Employment Services (DWP)
<input type="text" value="128,358.00"/>	43.79%	Employment Services (MFIP)
<input type="text" value="40,000.00"/>	13.65%	Emergency Services/Crisis Fund
<input type="text" value="21,985.00"/>	7.50%	Administration (cap at 7.5%)
<input type="text" value="60,000.00"/>	20.47%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$293,129.00	100.00%	Total

Certifications and Assurances

Public Input

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

No Yes

Was public input received?

No Yes

If received but not used, please explain.

4000 characters remaining

Assurances

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

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

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

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

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

Service Agreement Certification

Checking this box certifies that this 2020-2021 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

DATE OF CERTIFICATION	NAME (CHAIR OR DESIGNEE)	COUNTY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
MAILING ADDRESS	CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Save or Submit

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

To submit your information to DHS, click the 'Submit Final Form' button.