



2020-2021 County MFIP Biennial Service Agreement

January 1, 2020 - December 31, 2021

DHS-3863-ENG 8-19

Page 1 of 17

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.

County MFIP Biennial Service Agreement

Page 2 of 17

A. Needs Statement

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

The biggest Challenges facing the Financial Assistance Unit are:

1. Consumers are presenting with more barriers to employment. Multiple consumers are not in the mind set of going to work or able to work when applying for benefits and have stated such.
2. Child Care for nights and weekends is a barrier because we have very little availability of providers who work during those times.
3. We are a rural community with very little employment options.
4. Limited access to public transportation due to limited hours.
5. Limited English skills.

characters remaining

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

The Biggest Challenges facing the E & T provider staff include:

1. The increasing barriers that the customers bring to the table. The population continues to be the harder to serve customers, that really aren't work ready. More time and resources are expended to help customers become work ready.
2. Limited funding and mental health resources to assist customers with overcoming extreme barriers. (Example: Psychological testing-2 month waiting list for the testing, and then another month for results).
3. Lack of Child Care and public transportation.
4. Child Protection issues.
5. Small town issues related to "reputations" and businesses willingness to work with customers
6. Limited English skills

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

1. Strong community partners where we work together to achieve mutual goals.
2. Employer partners and customer opportunities (e.g. hiring, work experiences, volunteer opportunities).
3. Access to local community services (e.g. food shelf, free community meals, clothes, items for pregnant moms).
4. Friendliness and willingness of community members to assist.

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County MFIP Biennial Service Agreement

Page 3 of 17

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

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
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS

County MFIP Biennial Service Agreement

Page 4 of 17

A. Needs Statement (continued)

Employment Services Provider(s) Information

Statute 256.50, 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 256.49, 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
Southwest Minnesota Private Industry Ct	607 W. Main Street, Marshall, MN 56258
CONTACT PERSON	PHONE NUMBER EMAIL
Mary Mulder	507-476-4055 mmulder@swmnpic.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 checked="" 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 *Check all that apply.*

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

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

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

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*

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

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

No Yes *Check all that apply*

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

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

No Yes

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

1. Do you provide services to families 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*

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

County MFIP Biennial Service Agreement

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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Employment service worker |
| <input type="checkbox"/> | <input 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) | Age 18/19 |
|---|---|
| <input type="radio"/> Financial worker | <input type="radio"/> Financial worker |
| <input type="radio"/> Employment service worker | <input type="radio"/> Employment service worker |
| <input type="radio"/> Social worker (Social Services) | <input type="radio"/> Social worker (Social Services) |
| <input type="radio"/> Public health nurse | <input type="radio"/> Public health nurse |
| <input type="radio"/> Child care worker | <input type="radio"/> Child care worker |
| <input type="radio"/> Child protection worker | <input type="radio"/> Child protection worker |
| <input type="radio"/> Other job role | <input type="radio"/> 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)	Age 18/19
Yes, mandatory	Yes, mandatory
Yes, voluntary	Yes, voluntary
No	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/lfservlet/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:

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?

characters remaining

D. Program Monitoring/Compliance

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

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

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

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

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

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

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

E. Collaboration and Communication with Others

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

1

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.

The ES Provider and County Staff conduct regular coordination meetings (minimum-monthly) to review current cases and determine if the data reflected in both MAXIS and WF1 match. ES staff are provided monthly reports from DEED and the reports are utilized during the coordination meetings with the counties to assure that all cases are accounted for and that the date is accurate. When discrepancies are identified, personnel from both the county and ES make the identified corrections on the appropriate data base (MAXIS and WF1). In addition, status update forms are exchanged on an as needed basis (daily if necessary) to coordinate communication between both the county and the ES provider to assure that information, changed in status, and other relevant information is shared as quickly as possible, allowing for "real-time" updating of the data bases and client files.

characters remaining

County MFIP Biennial Service Agreement

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.

We are using \$7,000 of our grant to fund this Crisis fund.

characters remaining

County MFIP Biennial Service Agreement

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.

characters remaining

- 2. Explain the reasons for the increased administrative cost.

characters remaining

characters remaining

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

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.

characters remaining

County MFIP Biennial Service Agreement

Page 14 of 17

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.

County MFIP Biennial Service Agreement

Page 15 of 17

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.

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).

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.

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.

County MFIP Biennial Service Agreement

Page 16 of 17

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
28,622.00	18.54%	Employment Services (DWP)
66,786.00	43.27%	Employment Services (MFIP)
7,000.00	4.54%	Emergency Services/Crisis Fund
11,051.00	7.16%	Administration (cap at 7.5%)
40,889.00	26.49%	Income Maintenance Administration
	0.00%	Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Capital Expenditures
	0.00%	Other 1 <input type="text"/>
	0.00%	Other 2 <input type="text"/>
\$154,348.00	100.00%	Total

2021 Budget

Budgeted Amount	Percent	Line Items
28,622.00	18.54%	Employment Services (DWP)
66,786.00	43.27%	Employment Services (MFIP)
7,000.00	4.54%	Emergency Services/Crisis Fund
11,051.00	7.16%	Administration (cap at 7.5%)
40,889.00	26.49%	Income Maintenance Administration
	0.00%	Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Capital Expenditures
	0.00%	Other 1 <input type="text"/>
	0.00%	Other 2 <input type="text"/>
\$154,348.00	100.00%	Total

County MFIP Biennial Service Agreement

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 (CDA) 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) *Gary Herdich* COUNTY *Swift*

MAILING ADDRESS *301 14th St. N* CITY *Benson* STATE *MN* ZIP CODE *56215*

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.



Policy Name	County Crisis Funds
Policy Number	2.704
Origination Date	7/1/2003 (reviewed 9/22/08 & 12/9/09)
Board Approval Date	10/15/19
Policy Owner	Financial Services Supervisor
Responsible Personnel	Financial Services Staff
Regulatory Requirement	NA
Cross References	
Attachments	

Appendix Purpose

To delineate the policy components of the crisis fund as it applies to accessing resources for county-funded emergency assistance.

Procedure

A. Basic Eligibility Factors

- a. The household must meet one of the definitions below of family:
 - i. A minor child (under the age of 18 or is under the age of 19 and is a full-time student in a secondary school) or a group of minor children related to each other as siblings, half-siblings, step-siblings, or adopted siblings, along with their natural, step or adoptive parent(s) or other caregiver(s); or
 - ii. A pregnant woman who is not a minor and has no other eligible children and her spouse, if living with her; or
 - iii. A minor caregiver's parent(s) who has no other minor children; or
 - iv. A minor caregiver and child; or
 - v. A noncustodial parent of a minor child receiving assistance
- b. At least one member of the household must have resided in Minnesota for at least thirty days.
- c. At least one child or pregnant woman in the household must meet the MFIP citizenship requirements.
- d. At least one caregiver and one child must not have used the following in the past 18 months:
 - i. Emergency Assistance
 - ii. County Crisis Funds
 - iii. Emergency General Assistance
 - iv. Emergency Minnesota Supplemental Aid
- e. A household member's refusing or quitting employment or refusing training for employment without good cause must not have caused the emergency. Employment Services criteria will be used to evaluate good cause.
- f. The emergency must jeopardize a child's health or safety.
- g. The household must be in compliance with all Human Services and Employment Services requirements.

- h. The household's gross income must be at or below 200% Federal Poverty Guidelines (FPG) for a family of the applicable size at the time of application.
- i. The household must have paid 50% of net income toward basic needs in the past two months from month of application.
- j. Shelter and utility payment will be limited to the current and past two months and shall not exceed \$1,000.
- k. Priority will be given to families receiving DWP or MFIP, including Family Stabilization Services and families at risk of receiving MFIP or DWP.

B. Policy Components

- a. County Crisis Funds (CCF) are a capped county allocation. When the allocated funds are depleted, all future requests will be denied. There will be no waiting list.
- b. CCF (included with other available funds) must resolve the crisis, not postpone it.
- c. CCF will be approved for the most cost-effective solution to the emergency.
- d. CCF eligibility will be determined for the applicant's initial request(s) at the time of application and will not be available again until at least 18 months have passed from the month of application. Additional assistance will not be authorized once an application is approved.
- e. When a determination is made that the household's mismanagement of money caused the crisis, the County may require the assistance unit to cooperate with vendor, protective or two-party payments for an indefinite period of time. Money mismanagement is defined as:
 - i. Repeated inability to plan the use of income to meet necessary expenditures;
 - ii. Repeated observation that the recipient is not properly fed or clothed;
 - iii. Repeated failure to meet obligations for rent, utilities, food and other essentials;
 - iv. Evictions or a repeated incurrence of debts
- f. CCF are not available for a crisis resulting from fraud disqualification on the part of any household member.
- g. CCF will be issued by vendor payments only.

C. Definition of Basic Needs

- a. The household must be in an emergency situation in which it is without or will lose within thirty days after the date of application a basic need item which would threaten the household's health or safety. Basic needs are defined as:
 - i. Housing
 - 1. First month's rent
 - 2. Past due monthly rent (including lot rent)
 - 3. Note: CCF does not cover damage deposits, contract-for-deed, balloon or mortgage payments
 - ii. Utilities
 - 1. Utility deposits, reconnect fees and past due charges
 - 2. Heating fuel, including delivery and hook-up fees
 - 3. Water service
- b. To resolve the emergency the minimum amount will be issued.

- c. CCF can be used for moving expenses (utility hookups and deposits only) only if the move is due to denial of CCF to pay existing shelter costs, the household meets other CCF eligibility requirements and the county agency determines moving will resolve the emergency.
- d. CCF may be used if immediate action is needed to protect the life or health of a child and non-payment will result in out of home placement of a child.
- e. In addition to basic needs, there may be assistance with employment related expenses if referred to agency by an Employment Services provider is approved by a supervisor.

D. Determining Applicant's Portion of Payment

- a. Within the time necessary to resolve the crisis, all members of the household must be unable to resolve the emergency by combining:
 - i. Liquid assets or any other assets that can be liquidated; and
 - ii. Income they anticipate to receive; and
 - iii. Other funds the household is eligible to receive
- b. Exception: Assets and income the unit has or will have that they will need to cover their basic needs (rent, utilities and food) are not counted.

E. Documented Need for County Crisis Fund Payment

- a. The household must complete an Emergency Assistance Form and complete a face-to-face interview.
- b. The household must have experienced a documented, verifiable change in circumstances resulting in the crisis, including but not limited to:
 - i. An event which prevents a household member from obtaining or retaining employment.
 - ii. Health conditions impairing the ability to work
 - iii. Other unexpected occurrences
- c. The household must provide proof of identity, assets, income, work expenses and immigration status. The county may also request proof of children's age and relationship, if questionable.
- d. The household must provide documentation of their emergency by remitting an eviction notice, utility or water shut of notice. Eviction notices written by parties other than bona fide property managers will not be considered sufficient proof that a housing crisis exists.
- e. Documentation must be received within 30 days of the application or assistance will be denied.
- f. Appeal rights will be included on all notices and are on the Emergency Assistance Form.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:



 Catherine Lee, Director

10-15-19

 Date

Board Approval:



Gary Hendrickx, Board Chair

Date