

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 2022-2023 MFIP Biennial Service Agreement Bulletin for more details before you complete this document.

A. Needs Statement

1. Identify challenges in financial assistance services that are prohibiting you from properly serving MFIP/DWP families in your community.

Currently, the lack of face to face contact for intake interviews and recertifications has prohibited our staff from properly serving our MFIP and DWP families over the course of the healthcare pandemic emergency and now with the legislative changes to no longer require face to face interviews for MFIP/DWP. Additional challenges are the addition of the household update form that causes confusion and extra work for participants and for county staff. Our staff have worked very hard throughout the pandemic to reach out to our consumers when there were questions or inquiries related to their case. Even when our offices were closed to the public, our staff continued top notch customer service so that our participants had access to all programs and resources available to them. As the waivers are lifted, we continue to maintain a high quality of support and customer service to our participants and applicants.

The county and participants need less barriers to assisting people in need.

9002 characters remaining

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

Currently, one challenge is specific to ensuring MFIP participants who have not established contact with employment services due to the COVID Peacetime Emergency waivers become aware of the services eligible to them since the waivers were lifted 9/2021. Communication was attempted with all clients on a monthly basis during the peacetime emergency, but lack of ability to perform corrective actions to those who did not participate or meet their plan expectations made counselors unable to enforce participation. Incentives encouraged, but did not have a high success rate. To further impact proper services to our participants, COVID has also impacted childcare availability which is another challenge for MFIP families in Kandiyohi County. For example, there were 14 Child Day Care Services establishments in EDR 6E in both Qtr. 1 2020 and Qtr. 1 2021. However, the number of jobs dropped from 110 in Q1 2020 to 90 in Q1 2021. That's an -18.2% drop at a local level with is equivalent to the loss of 20 full-time childcare worker positions and a possible 120 available childcare vacancies for children. This was prior to COVID, which has also impacted the data; however, this report dated 2020 is the most accurate 5 year data available. Evening and weekend care is almost non-existent in this county. In addition, the county reimbursement rates to daycare providers, albeit has increased, it is still low and most of the daycare centers charge families a higher rate which creates more financial hardship for participants. According to 2019 census, there were 1105 single parent households in the county with a child under age 18. When the public school system went to remote/virtual learning, this forced many single parent household to stop employment due to their children being required to attend school online at home. It was reported childcare centers were telling parents they they were not going to be childcare facilities that assisting with school aged children's online learning. Furthermore, another challenge facing Kandiyohi County is a severe housing shortage, especially in the rental market. As of 2019, the rental vacancy in Kandiyohi County was 2.8%. In 2014, the rental vacancy rate was 4.2%. Statistical significance is also specific to the homeowner vacancy rate as well which were 2.2% in 2014 but is 0.8% in 2019. There was a 336 increase in total housing units, but that accompanied population of 42,778 in 2017 increase to 43,732 in 2020. The increase in population and decrease in available housing has contributed to 42.1% of renters paying 30% or more of their household income on rent. Statistics related to the rental moratoriums being lifted have not been published as of 9/9/2021. However, the extremely low vacancy rate, rising rental costs and more people moving to Kandiyohi County has many MFIP families in shared housing/living units. With COVID variants on the rise, this can be an unhealth atmosphere in which to live, work and for the children to thrive.

6999 characters remaining

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

Willmar is the largest city in the county, and it is home to a large and robust health care system as well as retail hub. The health care system offers specialized, as well as general practice services to the community. There are many stores and restaurants that attract a large radius of visitors from rural areas in the county. Pubic transportation si available, and offers expanded services to towns on the outside of the county. This helps our participants reach services as far as St. Cloud and Marshall. Kandiyohi County is home to 6 county parks and over 35 parks in the city of Wilmar alone. Many of the activities in the parks are free or accessible through a scholarship which supports a health community dynamic. Kandiyohi County is also a richly diverse county. With a large manufacturing plant, Jennie-O Turkey Store, Kandiyohi County has welcomed a large number of East -African refugees over the past 20+ years. This population has in turn opened many local retail and restaurant shops in town, revitalizing a once dying downtown, as well as providing employment opportunities to those with limited language skills. Kandiyohi County has a strong Community Action Partner - UCAP who provides access to housing, energy assistance, Head Start and a car donation program open to our MFIP families. In addition, also located in the county is a women's Shelter, Community Food Shelf, a regional hospital, and a two-year community college which also offers four year degree options. Lastly, many community service providers are co-located in one building, making access quick and easy, whether our participants are looking for employment services at the CareerForce office, public health, community corrections, financial assistance, veteran's services of University of Minnesota Extension services. Many of the works in these offices have longevity with the respective agencies, and have a wealth of information available to assist our participants in a face, efficient and timely manner.

7999 characters remaining

A. Needs Statement (continued)

4. 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 type="checkbox"/>	<input checked="" 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 checked="" 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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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 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 type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input 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

5. 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
Melissa Ball-Warriner	320-441-6568	melissa.ball-warriner@state.mn.us

DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Melissa Ball-Warriner	320-441-6568	melissa.ball-warriner@state.mn.us

FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Deb Grunwald	320-231-7800	deb.grunwald@kcmn.us

A. Needs Statement (continued)

6. 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	
DEED, Willmar CareerForce		2200 23rd Street NE, Suite 2040 Willmar, MN 56201	
CONTACT PERSON	PHONE NUMBER	EMAIL	
Melissa Ball-Warriner	320-441-6568	melissa.ball-warriner@state.mn.us	
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 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 SPECIFY:

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

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 type="checkbox"/> Psychologist | <input checked="" type="checkbox"/> Adult Rehabilitation Mental Health Services (ARMHS) worker |
| <input checked="" type="checkbox"/> Public Health Nurse | <input type="checkbox"/> Chemical Health professional | <input 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 type="checkbox"/> 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 recently receiving MFIP/DWP or families at risk of receiving MFIP or diversionary work program but are under 200% of the Federal Poverty Guideline (FPG)?

No Yes *Check all the services that apply*

- | | | | |
|---------------------------------------------------------|-------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> ABE/ELL Classes | <input type="checkbox"/> Job retention services | <input checked="" 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 checked="" type="checkbox"/> GED | <input checked="" type="checkbox"/> Training/Job Skills Classes |
| <input checked="" type="checkbox"/> Job postings | <input type="checkbox"/> Other | | |

2. Do you serve families not recently on MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

No Yes

DESCRIBE

We offer Workforce Innovation and Opportunity Act (WIOA) services to universal customers.

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

No Yes

DESCRIBE

We offer Workforce Innovation and Opportunity Act services to universal customers.

4. Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

- MAXIS Proxy Other SPECIFY: We do not need to follow income guidelines to provide WIOA services to the universal customer.

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial worker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social worker (Social Services)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Public health nurse
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child care worker
<input checked="" type="checkbox"/>	<input checked="" 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 2021 <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4651H-ENG>. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2021 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2022.

[Minnesota Family Investment Program 2021 Annualized Self-Support Index \(PDF\)](#)

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

Kandiyohi County is within the range of expected performance.

9937 characters remaining

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

If your service area performed "below" 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 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 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. The report "The Annual Summaries for counties of the Self Support and Work Participation performance measures" <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-4214AG-ENG> on the MFIP Reports page includes a list of service areas that have a racial/ethnic disparity requiring action. (If your county has a disparity but data are missing for quarters with cell size too small to report, contact benjamin.jaques-leslie@state.mn.us to get the unpublished counts and percentage gaps.)

[MFIP Performance Measures by Racial/Ethnic or Immigrant Group, and by County or Tribal Provider July - September 2020 \(PDF\)](#)

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?

Kandiyohi County's self support index is within the appropriate range.

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?

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.

The Employment Services lead worker meets monthly with the Financial Services supervisor. Maxis enrollments and Workforce One employment service enrollments are compared monthly to identify unaccounted for cases, cases needing an administrative review or face to face meeting for nearing the end of MFIP and cases needing face to face meeting regarding 100% sanction. Status updates are used to communicate information about coding, sanctions, infant months, etc. Employment Services is located in the same building as the County Financial Services. Communication is in person, by email or telephone. Employment Services counselors with access to MAXIS review cases to identify discrepancies and communicate with Eligibility Workers to resolve inconsistent information between MAXIS and Workforce One. The FSS mismatch report is reviewed monthly by the CareerForce State Program Administrator Supervisor, Senior. Employment Services counselors participate in the quarterly ES mentor meetings for up to date program changes in addition to the weekly DHS Livestream updates for SNAP/Cash programs.

F. Emergency Services

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

No Yes

If your service area has made changes to your emergency services policy since the last BSA, submit your emergency/crisis plan:

Policy: Kandiyohi County will grant Emergency Assistance when funding for the program is available through the MFIP Consolidated Fund. This policy is effective through 12/31/2020 or may be extended due to the pandemic emergency.

I. BASIC ELIGIBILITY FACTORS

1. The household must meet one of the following definitions of family:

- a. A minor child, along with their natural, step or adoptive parent(s) or other caregiver(s); or
- b. A pregnant woman who is not a minor and has no other eligible children and her spouse, if living with her; or
- c. A minor caregiver's parent(s) who has no other minor children; or
- d. A minor caregiver and child; or
- e. non-custodial parent of a minor child receiving assistance.

(Definition of minor child. (256J.08, Subd 60) "Minor child" means a child who is living in the same home of a parent or other caregiver, is not the parent of a child in the home, and is either less than 18 years of age or is under the age of 19 years and is a full-time student in a secondary school or pursuing a full-time secondary level courses of vocational or technical training designed to fit students for gainful employment.)

- 2. At least one member of the household must have resided in Minnesota for at least thirty days immediately preceding the application for Crisis Funds.
- 3. At least one child or pregnant woman in the household must meet the MFIP citizenship requirements.
- 4. At least one caregiver and one child must not have used the following in the past 12 months in Minnesota:
 - a. Emergency Assistance
 - b. County Crisis Funds
 - c. Emergency General Assistance
- 5. The household must be in compliance with all human services (child support) and employment services requirements.
- 6. Shelter and utility payment will be limited to a maximum of \$500.00 towards past and current, if necessary, to prevent further emergency.

II. POLICY COMPONENTS

- 1. Emergency Assistance Funds are a capped county allocation. When the allocated funds are depleted, all future requests will be denied.
- 2. Emergency Assistance Funds, including all other available funds must resolve the crisis, not postpone it.
- 3. Emergency Assistance will be approved for the most cost effective solution to the emergency.
- 4. Emergency Assistance 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 12 months have passed from the month of receipt from any emergency program.
- 5. Emergency Assistance Funds are not available for a crisis resulting from fraud or misrepresentation on the part of any household member
- 6. Emergency Assistance Funds will be issued by vendor payments only

III. DEFINITION OF BASIC NEEDS

- 1. Emergency Assistance Funds will only be used to pay for basic needs. 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. To resolve the emergency the minimum amount will be issued.
- 2. Basic needs are defined as:
 - a. Housing:
 - o Damage deposit
 - o First month's rent
 - o Past due monthly rent (including lot rent)
 - o Late fee (if necessary)
 - o Late Mortgage Payment
 - b. Utilities:
 - o Utility deposits
 - o Reconnect fees
 - o Past due charges & late fees if necessary.
 - o Heating fuel, including delivery and hook up fees.
 - o Water services.

IV. DOCUMENTED NEED FOR COUNTY CRISIS FUND PAYMENT

- 1. Referrals will be made to partner agencies to determine eligibility for those emergency programs to assist with the emergencies. Partner agencies are UCAP, HRA, Salvation Army and any other agencies that may be a resource.
- 2. The household must complete a Combined Application Form and complete a face to face interview.
- 3. The household must provide proof of identity, assets, income, work expenses, children's age, immigration status, and relationship. The household must provide documentation of their emergency by remitting an eviction notice, utility or water shut off notice. Eviction notices written by parties other than bona fide property managers/owners will not be considered sufficient proof that a housing crisis exists.
 - a. Housing lease/rental agreement must be in the name of client/applicant/household.
 - b. Utility bills must be in the name of client/applicant/household.
- 4. Documentation must be received within 30 days of the application or assistance will be denied.
- 5. Appeal rights will be included on all notices and are included on the Combined Application Form.

Reference: Minnesota Statute 256J.626

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 and you don't already have an Injury Protection Plan (IPP) in place, please click on eDocs to find any IPP forms that may be needed. 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

Financial Hardship requests will be reviewed by The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) leadership. DHS and DEED will also review the amount budgeted by the county for employment and training during calendar year 2021 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2022 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. For additional info or if you have questions please email Pamela McCauley.

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 2022-2023. Also note:

- Refer to the 2022-23 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.

2022 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="105,280.00"/>	12.95%	Employment Services (DWP)
<input type="text" value="514,041.00"/>	63.25%	Employment Services (MFIP)
<input type="text" value="71,666.00"/>	8.82%	Emergency Services/Crisis Fund
<input type="text" value="41,679.00"/>	5.13%	Administration (cap at 7.5%)
<input type="text" value="80,000.00"/>	9.84%	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%	Under 200% Services
<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"/>
\$812,666.00	100.00%	Total

2023 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="105,280.00"/>	12.95%	Employment Services (DWP)
<input type="text" value="514,041.00"/>	63.25%	Employment Services (MFIP)
<input type="text" value="71,666.00"/>	8.82%	Emergency Services/Crisis Fund
<input type="text" value="41,679.00"/>	5.13%	Administration (cap at 7.5%)
<input type="text" value="80,000.00"/>	9.84%	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%	Under 200% Services
<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"/>
\$812,666.00	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.

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this Agreement shall be terminated immediately upon written notice of such fact by STATE to County. In the event of such termination, County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

1. *Pass-through requirements.* County acknowledges that, if it is a subrecipient of federal funds under this Agreement, County may be subject to certain compliance obligations. County can view a table of these obligations in the Health and Human Services Grants Policy Statement, Exhibit 3 on page II-3. To the degree federal funds are used in this contract, STATE and County agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and 2 C.F.R. §§ 200.501-521 (Subpart F – Audit Requirements). Counties (and all tiers of sub grantees) must comply with 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 federally funded grants. https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. General Terms and Conditions for the Administration of Children & Families awards can be found here: General Terms and Conditions (hhs.gov), and are incorporated into this agreement by reference. Terms and Conditions specific to TANF funds can be found here: TANF Official Terms & Conditions for State and Territories (April 2021) (hhs.gov), and are incorporated into this agreement by reference.

2. *County:*

Kandiyohi

(Must match the name associated with the DUNS number.)

3. *County's Data Universal Numbering System (DUNS) number:*

099053332

The DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities and must match GRANTEE's name.

- 4. *Federal Award Identification Number (FAIN):* 2201MNTANF and 2301MNTANF
- 5. *Federal Award Date:* October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)
- 6. *Period of Performance:* Start date: January 1, 2022. End date: December 31, 2023.
- 7. *Budget period start and end date:* January 1, 2022 – December 31, 2023
- 8. *Amount of federal funds:*
 - A. Total Amount Awarded to DHS for this project: \$103,290,000 (projected)
 - B. Total Amount Awarded by DHS for this project to county named above: See Budget Table in Section H of this Agreement.
- 9. *Federal Award Project description:* Temporary Assistance for Needy Families (TANF)
- 10. *Name:*
 - A. Federal Awarding Agency: Administration for Children and Families
 - B. MN Dept. of Human Services (DHS)
 - C. Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us
- 11. *CFDA Number & Name:* Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No. 93.558 (TANF)
- 12. Is this federal award related to research and development? Yes No
- 13. Indirect Cost Rate for this federal award is: up to 15% (including if the *de minimis* rate is charged.)
- 14. Closeout terms and conditions for this federal award: County shall close-out its use of funds under this agreement by complying with the closeout procedures in 2 C.F.R. § 200.343. County's obligations shall not end until all close-out requirements are completed. Terms specific to tangible personal property purchased with federal funds can be found here: [Property Guidance | The Administration for Children and Families \(hhs.gov\)](#)

Service Agreement Certification

Checking this box certifies that this 2022-2023 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	
MAILING ADDRESS	CITY	STATE	ZIP CODE

If your county agency is unable to complete your BSA by October 15, 2021 you will need to request an extension by clicking on the button below. Please provide additional information about why you were not able to complete this form.

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.