

# 2016-2017 County MFIP Biennial Service Agreement

January 1, 2016 – December 31, 2017



Minnesota Department of **Human Services**

## Type of Biennial Service Agreement



Individual county agreement



Multi-county agreement

County name: Scott

Lead county name:

List county partner's names:

## Biennial Service Agreement Contact Information

Contact person:	Kari Ouimette
Title:	Economic Assistance Director
Address:	752 Canterbury Rd. S., Shakopee, MN 55379
Telephone:	952-496-8540
Email address:	KOuimette@co.scott.mn.us

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

**A. Needs Statement**

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

The biggest challenge for the next two years is the uncertainty of how new programs and program changes will impact financial assistance programs. More specifically, the implementation of the Affordable Care Act (ACA) and the potential of a pilot regarding the Work Participation Rate (WPR).

Continued implementation of the ACA will bring additional changes to our programs including expanding the number of participants that receive Medical Assistance through our office, implementing new processes for policies that are still being developed, and launching upgrades to a new technology system. Many of these changes such as upgrades to the new computer system used to the run the program are needed and will hopefully increase functionality and efficiencies in the long run. However, due to both the complexity and enormous reach of this program, it is certain to impact all areas of our business.

In addition to ACA challenges, Minnesota has been discussing the possibility of changes to performance outcomes. While Scott County supports moving to a system that is more efficient, currently our county is successfully meeting the WPR. Over the years Scott County has streamlined processes across program staff including child care, income maintenance and employment services to ensure that program guidelines are being followed and outcomes are being achieved. Moving to a new system will require a realignment of those processes to ensure that new program outcomes are achieved or exceeded.

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

Many participants have multiple barriers to employment. These barriers impact both placement and job retention for each participant. Employment Counselors need to work more intensively with each participant to achieve program success. Barriers include ex-offender status, mental health issues, chemical dependency, and involvement in the child protection system. In addition to these widely documented barriers, Scott County's Employment Counselors have documented additional barriers to employment shared by significant numbers of Scott County MFIP participants, including: unaffordable/unstable housing, physical health, issues with domestic violence, learning disabilities, low levels of educational attainment, lack of job training and work preparation, transportation, child care, and lack of soft skills. In addressing barriers to employment, Scott County utilizes strength-based approaches that empower participants to discover and implement solutions that are appropriate to their family's situations.

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.

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

Job club	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job search workshops	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mental health services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-the- job training programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paid work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation assistance (gas cards, bus cards)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle repair funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Volunteer opportunities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: PSOP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

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.

<b>MFIP Staff Contact Name</b>	Kari Ouimette
Contact phone	952-496-8540
Contact email address	KOuimette@co.scott.mn.us

<b>DWP Staff Contact Name</b>	Kari Ouimette
Contact phone	952-496-8540
Contact email address	KOuimette@co.scott.mn.us

<b>Financial Services Staff Contact Name</b>	Deb Greening
Contact phone	952-496-8527
Contact email address	DGreening@co.scott.mn.us

<b>Name of Teen Parent Staff Contact</b>	Jean Sinell
Contact phone	952-496-8273
Contact email address	JSinell@co.scott.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 workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

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

Name	Address	Contact Person	Phone Number
Workforce Center-Scott County E&T	752 Canterbury Rd S, Shakopee, MN 55379	Jean Sinell	952-496-8273

<b>Population Served</b>	<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
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**B. Service Models**

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> African immigrant |
| <input type="checkbox"/> American Indian  | <input type="checkbox"/> Asian American    |
| <input type="checkbox"/> Asian immigrant  | <input type="checkbox"/> Hispanic/ Latino  |
| <input type="checkbox"/> Other            |  |

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

- Home visits
- Sanction outreach services
- Incentives please specify: Child Care, Gas Cards, Transit Tickets, Zoo Passes, etc.
- Off-site meeting opportunities
- Other, please specify in the text box below.

Provide child care, gas cards, transit tickets, zoo passes, etc.

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

Sector job development  Individual job development  Other please specify in the text box below.

WIB Members, Business Services Specialists, Chamber of Commerce.

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

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Interview opportunities      | <input checked="" type="checkbox"/> Job skills training |
| <input checked="" type="checkbox"/> Job placement                | <input checked="" type="checkbox"/> Job shadowing       |
| <input type="checkbox"/> On-site job training                    | <input checked="" type="checkbox"/> Work experience     |
| <input checked="" type="checkbox"/> Helps plan training programs | <input type="checkbox"/> Other                          |

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

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Available to assist with issues that develop on the job                         | <input checked="" type="checkbox"/> Soft skills training |
| <input checked="" type="checkbox"/> Financial planning  | <input checked="" type="checkbox"/> Transportation       |
| <input type="checkbox"/> Mentoring  |  |
| <input checked="" type="checkbox"/> Personal contact with the employee and how often: <u>as requested or needed</u> |  |



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

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

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> ABE/ELL classes     | <input checked="" 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 type="checkbox"/> Training/ Job Skills classes          |
| <input checked="" type="checkbox"/> Job postings        | <input type="checkbox"/> Other                                 |

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

1. Are any 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 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 type="checkbox"/>            | <input type="checkbox"/>            | Child care 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, **check all that apply.**

- | Minors (under age 18)               | Age 18/19                           |                                 |
|-------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/>            | <input 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 type="checkbox"/>            | <input type="checkbox"/>            | Public health nurse             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Child care worker               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 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?

No  Yes, **check one for each age group.**

- | Minors (under age 18)                              | Age 18/19  |
|--|--|
| <input type="checkbox"/> Yes, mandatory            | <input type="checkbox"/> Yes, mandatory            |
| <input checked="" type="checkbox"/> Yes, voluntary | <input checked="" type="checkbox"/> Yes, voluntary |
| <input type="checkbox"/> No                        | <input type="checkbox"/> No                        |

### C. 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.

Starting for calendar year 2016, each service area funding allocation starts at 100 percent. Each year starting with the 2016 allocation, a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year. While some service areas will get a bonus starting in 2016, there will be no performance-based decreases for the coming biennium.

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

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the MFIP Annualized S-SI and WPR report for 2015 on the MFIP Reports page on the DHS website. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2015 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2016.

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

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

Scott County uses a variety of strategies (see below for more detail) to build rapport and engage clients in activities that lead to effective steps in assessing their strengths, addressing family needs, and development of employment plans that build skills, and stabilize families. Continuing to promote activities to enhance education and vocational skills is expected to result in job attainment and positively impact outcomes over time.

Counselors will continue to focus on the importance of GED/High School completion, skill training and life-long learning. Service needs will be identified and plans made to address those needs with support services information and referrals. Utilization of the Employability Measure enhances identification of strengths and barriers for our clients leading to the development of more effective employment plans that lead to positive outcomes.

Efforts to improve the education, work and life skills and outcomes for all clients are expected to continue to have a positive impact on the Self Support Index over time. It is challenging, without a research study, to determine which of the service strategies utilized are most effective in assisting our clients to remain off welfare three years following the close of their grants. Scott County and the surrounding area may have a more favorable employment climate that affords local job opportunities and supports employment retention.

- Frequent review of data reports and multiple system data accuracy with ES, Income Maintenance and Child Care Assistance Program (CCAP) staff.
- Early identification of transfer cases. Assist families to make connections for services in their new community.
- Early identification of Family Stabilization (FSS) Program families. Assist these families in securing required documentation and referral for advocacy services.

- Implemented unpaid work experience, Supported Work Program (SWP) or work experience, Innovation Grant activities, FSS, and transitioned clients after six weeks of job search to these activities.
- Promote participation in activities including Computer Lab, job search workshops, and WFC activities to increase countable activities wherever possible.
- Contracted for an Ex-Offender Workshop for clients with criminal records which assist them to address issues in their background checks and to secure and retain jobs. Encourage attendance at New Leaf workshops as available.
- ES staff will continue to review and identify clients who may be good referrals to MSTED (Supported Work Program) and Youth Program work Experience opportunities for our clients including expanded efforts to create private sector work sites. Clients will gain new work skills, practice job keeping skills and positively impact their employability.
- Counselors will continue to focus on the importance of GED/High School completion, skill training and life-long learning.
- Regular referrals to ABE, GED, High School Diploma and ELL educational services.
- Activities that enhance education and vocational skills are expected to result in job attainment and positively impact outcomes over time.
- Utilize short term skill training opportunities including FasTRAC grant opportunities.
- Co-enroll in WIOA programs for training and work experience opportunities.
- Promote Work Benefit Program to clients entering employment. Regularly contact clients to encourage participation and completion of recertification for this benefit - SUSPENDED.
- Referral and coordination with Parent Support Outreach Program (PSOP).
- Regular case coordination with Minor Parent Social Worker.
- Refer clients for assistance in applying for Social Security benefits.
- Increase utilization of ARMHS services.
- Continue coordination with probation/parole officers.
- Increase referrals and case coordination with Rehabilitation Services.
- Increase integration of services for MFIP/DWP families in need of multiple services from county and community service providers.
- Increase referrals and coordination with Public Health Services.
- Expand utilization of individualized job readiness and training activities in our computer lab and Workforce Center.
- Explore additional transit options - volunteer driver options to transport families who need to get children to a child care provider in order to attend job readiness activities or work.
- Increase mentor or volunteer services to support MFIP families.

In the future, if your service area has an annualized S-SI below its range for two consecutive years, you will have to **negotiate a multi-year improvement plan** with the commissioner. If no improvement is shown by the end of the second year of the multi-year plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance. For example, a service area scoring "below" for 2016 and 2017 would need to put in place a multi-year improvement plan. If continuing "below" for 2018 and 2019, there would be a 2.5 percent decrease for the 2020 Consolidated Fund allocation which would continue until an annualized S-SI above or within its Range. Then the service area would receive 100 percent of the allocation.

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.

*Note:* The link to this report will be available in early September.

**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?

Scott County has a disparity in outcomes for African Americans.

Strategies to reduce this disparity include:

- Engaging community partners
- Offering specific training efforts linked to high demand occupations
- Providing cultural competency training for staff
- Providing education and training and job placement targeted to fathers, including non-custodial
- Providing subsidized work (MSTED)
- Providing targeted basic skills training and GED completion efforts
- Referral to Parent Support Outreach Program where appropriate
- Focus on Employability Measure to identify strengths and address barriers
- Follow up with client after job placement to provide support and coaching to address issues that may have come up on the job or with their families
- Assisting in expungement of criminal records
- Developing relationships and employment opportunities with specific employer

Scott County will use the strategies identified above. We will continue to review data surrounding disparities along with staff training. Culturally specific training for staff would be useful along with identification of best practices that are being used across the state to reduce disparities for African Americans.

***D. Program Monitoring/Compliance***

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

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Internal policies around used of funds, i.e. participant support services
- Other, please specify in the text box below.

Internal program review and fiscal monitoring by Accounting and Employment Services.

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

- Case consultation
- Sample case review by supervisors
- Sample case review by workers
- Other, please specify in the text box below

Monthly review with agency staff-appeals, audits and cases.

**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, please specify in the text box below

Policy and procedure is attached to this document.

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

**E. Collaboration and Communication with Others**

1. How many employment services front-line staff are employed in your county or consortium? 5  
How many employment services front-line staff in your county or consortium have MAXIS access? 2  
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.

County Financial Assistance, CCAP and ES staff are co-located at the WorkForce Center. Employment Services staff have regular contact with Financial and CCAP Workers to review cases and update data. This may take the form of a one on one contact or a group process in a monthly coordination meeting. ES staff review the monthly preliminary WPR reports and contact other staff as needed to resolve discrepancies or update information. We regularly review outcome data and strategies for meeting these standards with unit staff and county management.

**F. Emergency Services**

1. Does your county provide emergency or crisis services from your Consolidated Fund?  
 No                       Yes, Attached to this document

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

**G. Other**

**Administrative Cap Waiver**

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

If your county is interested in applying for the waiver for the coming biennium, please complete the following four questions. Email [Brandon.Riley@state.mn.us](mailto:Brandon.Riley@state.mn.us) if you need assistance with the waiver.

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

N/A

2. Explain the reasons for the increased administrative cost.

N/A

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

N/A

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.

N/A

### **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 [fill out the IPP form](#).

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

### **Provider Choice**

#### **Does your county:**

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

### **Choice of Provider**

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

Does your county utilize (select one):

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

### **Financial Hardship Request**

#### **FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement**

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

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

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

1. If the county had a choice of providers in calendar year 2015, describe:
  - factors that have changed which indicate a financial hardship
  - why the hardship is expected to persist in the near future; and
  - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the county.

N/A

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

N/A

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

N/A

The Department of Human Services (DHS) and the Department of Employment and Economic (DEED) will also review the amount budgeted by the county for employment and training during calendar year 2015 and use this amount as a guide to determine whether the amount budgeted by the county for calendar year 2016 is reasonable.

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

## ***H. Budget***

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

[MFIP Consolidate Fund Support Services \(PDF\)](#)

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2016-2017.

Also note:

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

**COUNTY: SCOTT**

<b>2016 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment Services (DWP)	<b>120,583.00</b>	<b>19.08%</b>
Employment Services (MFIP)	<b>282,898.00</b>	<b>44.77%</b>
Emergency Services/Crisis Fund	<b>34,000.00</b>	<b>5.38%</b>
Administration (cap at 7.5% for county and 15% for tribe)	<b>47,390.00</b>	<b>7.50%</b>
Income Maintenance Administration	<b>146,992.00</b>	<b>23.26%</b>
Other 1:		
Other 2:		
Total:	<b>631,863.00</b>	<b>100.00%</b>

<b>2017 Budget Line Items</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment Services (DWP)	<b>120,583.00</b>	<b>19.08%</b>
Employment Services (MFIP)	<b>282,898.00</b>	<b>44.77%</b>
Emergency Services/Crisis Fund	<b>34,000.00</b>	<b>5.38%</b>
Administration (cap at 7.5% for county and 15% for tribe)	<b>47,390.00</b>	<b>7.50%</b>
Income Maintenance Administration	<b>146,992.00</b>	<b>23.26%</b>
Other 1:		
Other 2:		
Total:	<b>631,863.00</b>	<b>100.00%</b>

## 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.

Need to review after public comment period.

### Assurances

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

### Federal Funding Sources

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

The Award number for the period of January 1, 2016 - December 31, 2017 is 2014G996115.

### Service Agreement Certification

Checking this box certifies that this 2016-2017 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)	Mailing Address	County
	Jon Ulrich	200 Fourth Avenue West Shakopee, MN 55379	Scott

# SCOTT COUNTY CRISIS FUNDS PROGRAM

(Replaces the Federal Emergency Assistance Program that was repealed effective 6/30/03)

**Revised 9/30/03**

**Revised 10/29/03**

**Revised 12/19/03 effective with Board Approval**

**Revised 2/20/04 – Board Approved 3/9/04**

**Revised 9/08 – Board Approved 9/23/08**

**Revised 9/09 – Board Approved 10/6/09**

**Attached addendum approved 10/06/09 - expires 9/30/10**

**Addendum expired - removed and policy updated 10/17/11**

**Revised 5/29/12 – Director approved 5/29/12**

## **Reference:**

Minnesota Statutes Chapter 256J. (256J.626 - MFIP Consolidated Fund) (256J.12 – Minnesota Residence)

## **Background:**

Emergency Assistance and Diversionary Assistance were repealed by the 2003 Special Legislative Session. Counties may choose to use monies from the Consolidated Fund to pay for emergency needs of eligible applicants. Because actions under the Consolidated Fund can be appealed, Counties must have policies and procedures in place effective July 1, 2003 that guarantee fair and equitable treatment of program applicants. Please note that Emergency Assistance has been repealed and is no longer an entitlement.

Scott County has chosen to continue to address emergency needs of Scott County residents under the Consolidated Fund. The following plan was developed for this purpose.

To the extent that funds are available, Scott County will determine eligibility for Crisis Funds based on this plan. Availability of funding will be at the sole determination of the County agency.

Counties must give priority to families currently receiving Diversionary Work Program (DWP) benefits or Minnesota Family Investment Program (MFIP), including Family Stabilization Services (FSS), and families at risk of receiving MFIP or DWP.

## **Purpose:**

The goals established in redesigning this program are to help families in crisis situations and ensure the funding lasts throughout the funding period. To accomplish these goals, the primary program rules are specified below.

## **Definitions:**

**Crisis:** a family is without, or at risk of losing, a basic need (see definition) that would be detrimental to the well being of a child (ren) in the family.

**Family:** a household with a minor child, a pregnant woman, or a noncustodial parent of a minor child receiving assistance

**Assistance Unit or “unit”:** all family members and all other people that live in the same home.

**Minor Child:** 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.

**Emancipated Minor:** a person under the age of 18 who is or was married, is on active duty in the uniformed services, or has been declared emancipated by a court.

**Basic Need(s):** the minimum personal requirements of subsistence, restricted to: shelter, utilities, food and other items, the loss or lack of which, is determined by the county agency to pose a direct, immediate threat to the physical health or safety of the applicant or participant.

**Good Cause:** the circumstances beyond a person’s control which keep the person from following program requirements or specific eligibility conditions.

**Multiple Residences:** A situation where a child resides in more than one household resulting in the need to refer to and follow the current policy in Combined Manual 0014.12 under the MFIP program in determining eligibility.

## **Application Process:**

An applicant will be offered Crisis Funds information and the Application for Scott County Crisis Funds (FIN #194) the same day the person inquires about the program. The inquiry may be by mail, telephone or in person. If the crisis is imminent or already present, and the agency is able to do so, an interview will be offered the same day the application is submitted. For other requests, the interview will be conducted in time to allow the agency to provide meaningful assistance if the family is determined to be eligible for assistance.

A complete application and interview will be required for all requests for Crisis Funds.

The County must process the application upon receipt of all necessary information and verifications in time to avert the emergency, but no later than 30 days from the date the application was received in the agency. Failure on the applicant’s part to show up for an interview and provide all necessary information/verifications may result in denial of the emergency request within 30 days from the date of application.

## Eligibility Criteria:

To be eligible for Crisis Funds, a unit must meet **ALL** of the following criteria:

### General Eligibility Criteria

- The Family unit income is below 200% of Federal Poverty Guidelines (FPG) in effect at the time of the application; income considered is for the current month and for the period of 60 days prior to the date of application.
- 30-day State residency – must have lived in Minnesota for 30 days or meet an exception to waive the 30-day residency requirement as indicated in Minnesota Statute 256J.12 Subd. 2.
- The family must be residents of Scott County. We will verify that the family has established residence in Scott County; this residency will be based on the place the family unit stayed the night before the request for assistance.
- At least one caregiver and one child must not have used EA, EGA, other emergency program or Crisis Funds in Minnesota in the past 36 months.
- EGA funds cannot be used for households meeting the family definition.
- Issuance of Crisis Funds must resolve the emergency, not just delay it.
- The applicant must have legal responsibility for the expense (the eviction or utility shutoff) that results in the Crisis Funds application
- At least one child or pregnant woman in the family must meet MFIP Citizenship requirements.
- The unit must be unable to resolve its emergency by combining:
  - ◆ Liquid assets and assets they can liquidate in time to help
  - ◆ Income they will receive in time to help
  - ◆ Other funds for which they are eligible
- The County agency must resolve the client's emergency situation in the most cost-effective manner. If payment plan arrangements can be made for a portion of or the entire requested amount, this will be the first option considered in resolving the crisis.
- Vendor-direct or protective payments will be the preferred means of payment of Crisis Funds.
- If the household is already receiving an MFIP cash grant, the case will be reviewed in accordance with the Scott County Money Mismanagement policy. If it is deemed appropriate by the County, vendor payments may be made on the client's behalf for 12 months or until the agency receives verification that the household's caregivers have completed a money mismanagement class.
- The County will divide its total annual calendar year Crisis Funds allocation from the TANF Consolidated Fund by 2 with each half then allocated for a 6 month time period. The first half (1/2) will become available January 1<sup>st</sup> and the second half (1/2) will become available July 1. When the allocated funds are expended for the respective 6 month time period, further Crisis Fund requests will not be approved. There will be no waiting list.
- If there are funds unspent by the end of the first 6 months, Scott County will roll the unspent money into the second half allocation, provided that this is allowed by State regulations and policies. Funds cannot carry into the next calendar year.

### Cooperation criteria:

- The crisis must not be caused by a unit member's refusing or quitting employment or training for employment without good cause, within the past 60 days. Good Cause will be evaluated using Employment Services' criteria for quitting suitable employment without good cause.
- The family must not currently be in sanction for non-cooperation with either Employment Services or Child Support. Households that are under a disqualification for fraud are not eligible during the disqualification period. The family must not have caused the emergency by non-compliance with any agency regulations or illegal activities. Bills incurred during the period of noncompliance or disqualification will not be considered for Crisis Funds payment. In determining the household eligibility for Crisis Funds, we will use the income /benefit amounts the household would have received had they not been in non-compliance (i.e. if the household is in sanction for MFIP, we would use the full grant they would have been eligible for had they not been in sanction or disqualification).
- Income received between the date of application and the date of the Crisis Funds determination may only be used for basic needs during this time period. The client will be responsible to provide documentation of how such income was spent. Use of available money by the client for purposes other than basic needs must have County approval. Failure to obtain approval or any other unauthorized usage of funds may result in denial of Crisis Funds.
- Applicants must first attempt to resolve the crisis using all available resources; this would include their own assets (no assets are excluded) and any available income. They must also make application for other programs/resources available to them, such as fuel/energy assistance, rental assistance, etc. The client must also attempt to set up payment arrangements with the landlord, utility company or other appropriate creditor.

### Assistance with housing criteria:

- If Crisis Funds are being issued for housing expenses, the household's basic need expenses must be affordable, as defined herein, on a monthly basis. Monthly housing/utility costs cannot exceed 70% of the household's net monthly income.
- If the unit owes more than one month's rent on an eviction, the unit must not have, used more than 50% of the unit's net income and liquid assets for purposes other than basic needs during the 60 days prior to the date of application without good cause. Net income will be determined by allowing a 20% deduction from gross EARNED income and adding that resulting amount to any unearned income the household received.
- If the unit has an eviction for only one month's rent, we will not look at the 60 day basic need requirement listed above, but will evaluate affordability (monthly housing/utility costs cannot exceed 70% of the household's net monthly income).

### Assistance with utilities criteria:

- If the unit has a utility shutoff, we will look at the 60 day basic need requirement. There will be a maximum Crisis Funds payment for a utility disconnect of \$750 per family, or the emergency amount negotiated with the utility company, whichever is less.

### Verifications needed for eligibility for Crisis Funds:

- The applicant's identity
- Children's ages and relationship to the applicant or verification of the applicant's pregnancy
- Citizenship or Immigration Status
- 30-day State residency
- The crisis and the cost of alleviating the crisis
- All income of all unit members; no income is excluded in determining eligibility for Crisis Funds. Actual self-employment income and expenses must be verified for the month of application and previous 11 months along with the most recent tax returns.
- All assets of the unit that may be available to resolve the crisis
- Projected income and expenses for the 60 days following the application

### Crisis Funds MAY be used for:

#### Housing:

- Housing costs, such as rent (to prevent an eviction) and/or damage deposits
  - ◆ Keeping the family in their present residence is the preference; however, if there would not be sufficient income for payment of ongoing expenses after the crisis is addressed, the County agency will not issue Crisis Funds for costs at the present residence.
  - ◆ If the County agency can verify that affordable housing exists and the family chooses not to move, the agency will not issue Crisis Funds for the family's present residence.
- Moving expenses (which includes transportation of personal property and deposits for rent and/or utilities) to move to affordable housing provided they meet the following conditions:
  - ◆ The move is due to denial of emergency funds to pay existing housing costs, the family meets other Crisis Funds eligibility requirements and the County determines moving will resolve the crisis and is the most cost effective means of resolving the emergency; and
  - ◆ The family does not have enough assets to pay moving expenses on their own; and
  - ◆ Moving expenses must be authorized before the family incurs them.

#### Utilities:

- Utility costs necessary to avoid utility shutoff or threat of shutoff and/or deposits for basic need utilities. Crisis funds issued for utility bills must meet the following requirements:
  - ◆ Charges for municipal water and sewer, wood, electric and gas service, fuel oil, and trash removal are all utility bills that may qualify for payment from Crisis Funds
  - ◆ Crisis Funds will only be used if the utility service verifies that it will continue or restore services based on the issuance of these funds
  - ◆ Before making payment for a utility disconnect, the County must determine if the utility company will negotiate a minimum payment amount that will prevent the shutoff.
  - ◆ Any Crisis Funds payment amount may not include the current month's bill

Crisis Funds may NOT be used for:

- Mortgage Payments
- Damage Deposits in excess of one month's rent
- A portion of the rent payment that is intended to cover an unpaid damage deposit
- Motels/emergency shelters (no short term housing; must be for permanent/long term housing)
- Late Fees
- Garage Rental
- Special Diets
- Costs determined by the Financial Assistance Supervisor to be inconsistent with the purpose of this plan.

Determining the amount of Crisis Funds:

The **maximum** amount of Crisis Funds per family is 2 times the MFIP Transitional Standard for the appropriate family size.

If an applicant is eligible for Crisis Funds, the following steps will be followed to determine the amount of Crisis Funds to issue:

1. Determine the minimum amount needed to resolve the unit's crisis.
2. Determine the amount of income and assets the unit has or will have that can be applied to the crisis. Include all income; there are no exclusions. Use the gross income of all unit members minus actual expenses. Actual expenses depend on the type of income and include items such as: self-employment expenses, work transportation costs, taxes and dependent care. Count assets that can be converted to cash in time to be used to assist in resolution of the crisis.
3. Determine if other public or private assistance is available.
4. Add the amounts in steps 2 and 3; subtract the total from the amount in step 1. The remainder is the maximum eligibility amount.
5. Apply any limitations from eligibility standards or other requirements of Crisis Funds policy to determine the final eligibility amount.

Payment of Crisis Funds is a one-time payment and eligibility is limited to utilization of funds once in a 36-month period. The State system approves emergency funds for a 30 day period. Payment of the emergency expense must resolve the crisis and is dependent on the availability of funds within the Crisis Fund. If other emergencies arise for an applicant during the 30-day period of eligibility for Crisis Funds, the County may consider payment of those expenses in addition to the originally applied for expenses. Approval of such additional payments can only come from the Financial Assistance Supervisor or the Lead Worker and can only be made during the 30-day eligibility period.

Changes to this plan may be approved by the Scott County Health and Human Services Director; County Board approval is not required. After approval all changes must be submitted to the State for their records.

# Biennial Service Agreement 2016-2017

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## POLICY - CM 0011.27.03 Drug Felons

### **MFIP:**

If an applicant or participant admits in writing on the Combined Application Form (CAF)/Minnesota Transition Application Form (MTAF) that he/she committed a drug felony within 10 years from the date of application or recertification and was subsequently convicted, or if the county has other reliable documentation of a conviction for a drug felony that was committed within 10 years from the date of application or recertification, you must vendor pay the unit's shelter and utility costs out of the cash portion of assistance. See [0024.09 \(Protective and Vendor Payments\)](#) (in Combined Manual). Issue the balance of the grant to the unit.

People convicted of a drug felony that was committed within 10 years from the date of application or recertification are also subject to random drug testing as a condition of continued eligibility. The drug test may be conducted by the county agency, or the county agency may be informed of a test failure by a probation officer or other official entity.

Apply the following policies to an applicant or participant caregiver who fails a drug test:

- **1ST OCCURRENCE**

Vendor pay from the cash portion of the grant for shelter and utilities. Reduce the remaining amount of the unit's Transitional Standard or Shared Household Standard, whichever applies, by 30%. Issue the balance of the grant (cash and/or food portion) to the unit.

If a participant fails a drug test the 1st time and is under a sanction due to other MFIP program requirements, vendor pay from the cash portion of the grant for shelter, and at county option, the utilities. Reduce the remaining grant by 30% and issue the balance to the unit.:

Before imposing the above sanction, the job counselor must attempt to meet face-to-face with the caregiver and explain the consequences of failing a subsequent drug test and the right to appeal the sanction. If a face-to-face meeting is not possible, the county must send the adverse action notice and include the information that would have been provided in a face-to-face meeting.

Continue to apply the sanctions above until the month after the month the person documents that he/she has passed a drug test.

A caregiver who is sanctioned for failing an initial drug test may cure the 30% sanction by passing a subsequent drug test.

- **2ND OCCURRENCE:**

1. PERMANENTLY disqualify the applicant or participant caregiver from both the cash and food portions of MFIP, and from MFIP Employment Services (MFIP-ES).
2. Remove the needs of the caregiver who failed the drug test from both the cash and food portions. Deem to the assistance unit any income of the disqualified caregiver who is living in the home. Caregivers do not lose eligibility for Uncle Harry Food Support, or stand-alone SNAP. Review the case for possible health care eligibility for the disqualified caregiver.

Before disqualifying the caregiver and sending a notice of adverse action, the job counselor must attempt to meet face-to-face with the caregiver and identify other resources that may be available to the family and inform the caregiver of

his/her appeal rights. If a face-to-face meeting is not possible, counties must provide written information about other local resources that are available to meet the needs of the family. To accomplish this, counties must send a letter (which includes a list of local/county resources) to the affected caregiver at the time MAXIS issues the notice of adverse action.

This change will not be programmed in MAXIS. Contact the Transition Supports Systems (TSS) Help Desk for a workaround if you have a case that fits these criteria.

If the convicted person is NOT a part of the assistance unit, DO NOT impose vendor payments, drug testing, or grant reductions.

**DWP:**

Vendor pay the unit's shelter and utility costs out of the assistance payment if:

- An applicant or participant admits in writing on the CAF or MTAF that he/she committed a drug felony within 10 years from the date of application or recertification and was subsequently convicted. **NOTE:** There is no application form for conversion from MFIP to WB.

OR

- The county has other reliable documentation of a conviction for a drug felony that was committed within 10 years from the date of application or recertification.

Issue the balance of the grant to the unit. See [0024.09 \(Protective and Vendor Payments\)](#) (in Combined Manual).

People convicted of a drug felony that was committed within 10 years from the date of application or recertification are subject to random drug testing as a condition of continued eligibility. The drug test may be conducted by the county agency, or the county agency may be informed of a test failure by a probation officer or other official entity. Apply the following policies to an applicant or participant caregiver who fails a drug test:

- **1ST OCCURRENCE:**

Vendor pay shelter and utilities. Reduce the remaining portion of the grant by 30%. Issue the balance to the unit.

Continue to apply the sanctions above until the month after the month the person documents that he/she has passed a drug test.

A caregiver who is sanctioned for failing an initial drug test may cure the 30% sanction by passing a subsequent drug test.

- **2ND OCCURRENCE:**

1. PERMANENTLY disqualify the applicant or participant caregiver from WB or DWP. For WB, if the disqualified caregiver is the only member working the required hours, close the case.
2. Remove the needs of the caregiver who failed the drug test. Deem to the assistance unit any income of the disqualified caregiver who is living in the home.

## SCOTT COUNTY DRUG FELON REFERRAL PROCEDURE

If client is identified as a likely convicted drug felon on a list provided by DHS to the county in March and September of each year (Bulletin 13-69-07)

1. The county will mail DHS-6749B to MFIP and DWP recipients to notify them that they are subject to random drug testing and must have cash benefits vendor paid.
2. The letter must also notify the individuals of their right to appeal if they feel they have been misidentified and must include Important Information document DHS-3353, which contains appeal hearings information and legal services contact information.
3. If the individual is already identified in MAXIS under the DFLN panel as a convicted drug felon a notice does not need to be sent. MAXIS case notes should be entered.
4. If there is no appeal within the applicable timeframe by a matched individual, the county shall proceed as required under CM 11.27.03
5. If an appeal contesting the match is received, the county will consider the following approach(es)
  - A. Explain the appeal process to the matched individual. Assure that the individual is provided appropriate contact information and timeframes for appeal. Appropriate e-doc forms include DHS-3353, DHS -0033 and DHS-0033A.
  - B. If it is determined by the county that the individual identified as a match is clearly not accurate, the county may disregard the match. If a match is disregarded, case notes must be entered in MAXIS and the department notified that a match was disregarded and the reason for it.

If client declares on application or if you find out through another means that client has a drug felony (<http://pa.courts.state.mn.us/default.aspx> - for MN, other states you would need to search court records within the state site)

1. Ask if client is still open to probation or other official entity, request their probation officer's or case manager's name.
  - A. If yes, client needs to sign release (DHS-2243A) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2243A-ENG> during interview for intake; this will allow us to contact probation or other official entity for UA information and test results. If phone interview completed or you find out in another way, send the release with the MFIP Drug Felon Letter (FIN-252) or DWP Drug Felon Letter (FIN-275) The signed release must be received back from the client.
    - a. Send email to probation officer or case manager with a copy of the signed release, letting the Probation Officer or case manager know that you are now working with the client and to forward you information concerning drug testing results.
  - B. If they are unsure if they are open to probation and the felony was charged in Scott County, call 952-496-8260 for probation officers name.
  - C. If the felony was charged in a different county, we would then need to contact that county's probation office.
2. If client is no longer active to probation, or the terms of their probation do not require random drug testing, they will be subject to random drug testing through Scott County's contracted provider. Scott County's annual testing period will be selected by Income Maintenance management each year. Do not tell the clients when the randomly selected time is until we notify them. (For the year 2014 the annual random UA drug testing was in August) We will use the following process:

- A. Give the client the Scott County Income Maintenance UA Testing Referral Form (FIN- 276) and have them sign it. Give the client a copy of the signed FIN- 276 and inform the client the UA referral will be made on an annual basis; the client should watch for their notification letter and instructions. The worker or other designated person will notify the client by written correspondence when to start the UA referral calling process.
- B. The worker will enter a TIKL on MAXIS for the next predetermined county drug testing period (upon intake or recertification) indicating that the client is an identified drug felon and that they will need to have an annual random UA drug test by the Scott County vendor.
- C. Complete the FIN -276 only if the client is not active to Probation or other programs requiring drug testing

Scott County Income Maintenance UA Testing Referral Form (FIN- 276) needs to contain the following:

- Worker name/program
  - Client Full Name (First, Middle and Last Name)
  - Date of Birth
  - Client ID (PMI #)
  - Client address
  - Gender
- D. Send the completed FIN- 276 to the IM Supervisor; it will be forwarded to the county contact person, as determined by the Scott County contract with the UA vendor, for the scheduling of drug testing.
  - E. The worker will notify the client by written correspondence (FIN- 256) that they must complete a random drug test; the worker will also send a copy of the FIN - 276 that was previously signed by the client.
  - F. MAXIS case notes should be entered.
  - G. Worker is contacted by email from the county contact person if:
    1. Client doesn't cooperate and show up as scheduled
    2. Completes drug testing
    3. Client tests positive

**WORKER NEEDS TO DOCUMENT IN CASE/NOTE**

**HEADING\*\*\*DRUG FELON\*\*\* - WITH A SUMMARY OF ALL ACTIONS TAKEN**

**AND/OR**

**INCLUDE AS PART OF INTAKE/RECERT CASE NOTES AS DFLN: "Client declared on the application Drug Felony Conviction..." OR "Agency became aware that client has a drug felony..."**

**If you are going through the information during a telephone interview, you must put in CASE/NOTE that you have "discussed drug felon procedures and sanction policy with the applicant/participant" make a notation on the application/recert and file to ECF**

**AND/OR**

**SANCTION SPECIFIC CASE NOTES:**

**MM/YY – MF/DW/WB/FS – Drug Felon: Client failed drug test or tested positive, sanction imposed OR Client passed drug test by (date) \_\_\_\_, sanction lifted.**

**File to ECF:**

<u>Taxonomy/ CW Name</u>	<u>Short Note Field</u>
1.2 UADT	MF Notice of Drug Felon Match (DHS – 6749B)
1.2 UADT	Release of information (DHS - 2243A)
1.2 UADT	MF Drug Felon Letter (FIN – 252)
1.2 UADT	DW Drug Felon Letter (FIN – 275)
1.2 UADT	Scott Co IM UA Testing Referral Form (FIN-276)
1.2 UADT	Scott County clt ltr re: UA process (FIN-256)
1.2 UADT	No Show UA notice – email or whatever is received
1.2 UADT	UA negative
1.2 UADT	UA results

**MAXIS SYSTEM PROCEDURES - TEMP Manual TE13.014**

FAMILY CASH DRUG FELON COOPERATION      TE13.014  
EFFECTIVE DATE: 09 / 2013

People with a known drug felony conviction (documented by a CAF or other source) are subject to conditions for eligibility, which vary by program. See 0011.27.03 (Drug Felons). Use the following procedures in MAXIS.

**MFIP**

MFIP applicants and participants are subject to random drug testing. There are 2 distinct issues related to drug felons for MFIP:

**1. NO DRUG TEST FAILURE:**

If an MFIP household contains a person convicted within the last 10 years of a drug felony, but this person HAS NOT failed a random drug test, the household is subject to mandatory vendoring of shelter and utilities. Use code "22" (Drug Felon) for vendor reasons in FIAT and code "7" (Convicted Drug Felon in HH) on PACT. Using 1 or both of these codes will bring up the VNDA panel at approval so that you can set up shelter and utility vendoring.

- > Enter a Drug Felon (DFLN) panel in MAXIS for the individual in the MFIP household who has the confirmed offense. NOTE: The DFLN panel is for information purposes and to support the use of DISQ panel. Coding on DFLN will not automatically affect programs through background.
- > MAXIS will issue the following notice text, upon vendor approval: "Your household includes a person convicted of a drug felony. Your shelter and utilities will be vendor paid from your MFIP cash benefits for October 01, 2013 (Auth: 0711.24.03)

**2. RANDOM DRUG TEST FAILED:**

If an MFIP member convicted of a drug felony fails a random drug test, enter the details on the Drug Felon (DFLN) panel for that individual.

**a. First failure of a random drug test:**

Enter a DISQ panel for this individual, listing the program as {MF}, the "Type" as {28 Convicted Of Drug Felony Failed Drug Test}, and the "Disqualification Begin Date" should be the 1st of the next benefit month for which 10-day notice can be given.

This coding will FAIL the DRUG FELON Person Test. FIAT will need to be used for the 1st offense sanction, as with all sanctions. Failure of this test requires vendoring. However, the case is already subject to mandatory vendoring of shelter and utilities due to the drug felon's presence in the household, so the failure of the DRUG FELON person test doesn't add to this vendoring. Upon approval of the sanctioned ELIG version, MAXIS will issue a notice with the following text:

"{CLIENT NAME} is sanctioned as a drug felon who has failed a drug test." When issuance occurs for the effected benefit month, MAXIS will mark the MFIP Sanction Tracking (SANC) with a {DF - Drug Felon} code. Note that this sanction type DOES NOT count toward the 7th and post-7th occurrence sanction policy.

b. Second failure of a random drug test:

The 2nd time a person fails a drug test, permanently disqualify that person. Enter pertinent information on DFLN and DISQ to record the 2nd failure. When a 2nd DISQ panel for a {28 Convicted Of Drug Felony Failed Drug Test} reason is entered, MAXIS background should read older DISQs with the same "Type" code, where the program is either {MF, or DW}. Background will read the new DISQ period as the 2nd failure of a random Drug Test. A prior DISQ for WB for that reason will not be picked up by MAXIS, so FIAT will be needed in this situation.

Background will fail the UNLAWFUL CONDUCT Person Test for the individual, and will set the Individual's Membership code to {F Upon approval, the MAXIS notice will read:

"CLIENT NAME is ineligible due to unlawful conduct. (Auth: CM 0014.06)"

WB

Follow MFIP, except {DF - Drug Felon} Sanctions mark on Work Benefit Sanction Tracking (WBSN) upon issuance.

DWP

Because DWP functionality is geared toward closing Households where the caregiver is disqualified for Employment Services, there is no method of sanctioning a DWP household or auto-tracking the sanctions. If a DWP caregiver who is subject to Random Drug testing fails a 1st test, enter DFLN and DISQ as you would for MFIP. The worker will need to issue the full grant, then calculate off-line the 30% sanction and enter this as a claim for each effected month.

REFERENCES:

For current Cash and Food Support program policy, access the Combined Manual located on the Web at <http://www.dhs.state.mn.us/CombinedManual>

CM DRUG FELONS

Also: Review POLI/TEMP Sanctions for MFIP TE17.08