

Enter the county or tribal nation's unique ID number

*Required field

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 Bulletin #23-11-02: 2024-2025 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines for more details before you complete this document.

A. Needs Statement

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

Challenges are still stemming from the pandemic regarding available skilled workers in the workforce as well as the workload current employees are faced with. The population is increasing with individuals needing services; however, the ability to hire, train and retain county workers while dealing with staffing shortages has greatly impacted organizational success.

Challenges in financial assistance include keeping current on ever changing policies and procedures in combination with the following: dealing with multiple systems, staff changes/shortages and no local or in person training offered in Rural Minnesota.

Another barrier to timely enrolments is specific to the difficulty with receiving required documentation in a timely manner. Documentation to approve case statuses consisting of verification of disability, employment, and/or inability to work.

Increased homeless populations which prevent effective communication with the participants also prohibits effective enrollments.

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

Currently, based on intake questions completed in the last 3 months, in addition to researching the region, the biggest challenge that is prohibiting our agency from properly serving MFIP/DWP families in our community is the lack of childcare, housing and the barriers they are facing.

Licensed childcare and/or legal non-licensed available childcare are limited. Research performed has determined the next available scheduled opening for an infant at any childcare facility locally is not until the summer of 2024, unless an unforeseen situation changes where an opening becomes available. According to DEED Labor Market Analysis, there were 99 self-employed child day care services providers in Kandiyohi County in 2020. That was down compared to 194 self-employed day care services in 2010.

For Child Day Care Services, employer establishments, the number in Region 6E was 16 in 2022, which was up by 1 center compared to 2012. However, employment at these day care centers went from 136 jobs in 2012 down to 126 jobs in 2022. So, one more establishment, but less people employed there which means less children per worker available.

As reported in the 2021 United States Census Bureau, the rental vacancy rate for Kandiyohi County was 2.9%. Furthermore, Willmar's population is now 21,015. That's up 1405 people from the 2010 census. Kandiyohi County's population also grew by 3.5% over the past decade and is now at 43,732. The increase in population and decrease in available housing has contributed to the increase costs for rental units. The median rent for Willmar was \$769 per month based off of 2021 statistics. The average renter in the market currently can expect to pay \$852 - \$1,161. Combine high rent single primary wage earners. As of 2021, there were 1,756 single-parent households in Willmar, MN with 16.5% of Willmar residence living in poverty which exceeds The United States poverty level which is 12.8%.

7207 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.

Public transportation is 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 Willmar 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 or University of Minnesota Extension services. Many of the workers in these offices have longevity with the respective agencies and have a wealth of information available to assist our participants in an efficient and timely manner.

7997 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/Tribal Nation resources with developed connections to MFIP), and/or an external community resource or both. If you lack the resources in your service area, check the Resource Gaps column. Add any "other" resources that you consider necessary.

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	Re-entry support
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	Veteran Services Support
<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="text"/>

5. County/Tribal Nation 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

MN Statute 256J.50, Subdivision 8: Each county, or group of counties working cooperatively, must make available to participants the choice of at least two employment and training service providers as defined under MN Statute 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 I 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 MFIP ES DWP ES FSS Teen Parents 200% FPG Other

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B. Service Models

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

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

- Home visits
- Sanction outreach services
- Off-site meeting opportunities
- Incentives – specify:
- Virtual appointments
- Workforce One Connect app
- Other – specify:

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

- Sector job development
- Individual job development
- Other – specify:

3. * 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 employer provides:
- Interview opportunities
- Job skills training
- Job placement
- Job shadowing
- On-site job training
- Work experience
- Helps plan training programs
- Other – specify:

4. * Do you provide the following services to prepare participants for work?

- No Yes – check all that apply:
- Transportation
- Soft skills training
- Financial planning
- Mentoring
- Other – specify:

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

- No Yes – check all that apply and answer the follow up question below:
- 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 – specify:

If yes, 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 – specify:

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

- No Yes – check all that apply:
- Pathways to Prosperity (P2P)
- Work Keys
- National Career Readiness Certificate (NCRC)
- Other – specify:

B. Service Models (continued)

Family Stabilization Services (FSS)

1. * Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements below?

No Yes – check all that apply:

- Licensed physician
- Physical therapist
- Licensed psychologist
- Certified psychometrist
- Physician assistant
- Occupational therapist
- Certified school psychologist
- Other – specify:
- Advanced practice registered nurse
- Licensed social worker
- Mental health professional

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

No Yes – check all that apply:

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

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

No Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

1. * Do you serve families not receiving MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

No Yes

DESCRIBE

2. * Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

No Yes – check all the services that apply:

- Child care
- Job retention services
- GED
- ABE/ELL classes
- Job postings
- Computer lab access
- Support services
- Transportation/vehicle repair
- Other – specify:

If yes, how long do you provide these services?

Up to 3 months 6 months 12 months Other – specify:

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

No Yes

Describe below, including how many NCPs you are currently serving:

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

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents

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

No Yes – check all that apply for each age group:

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
<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 – specify: <input style="width: 400px; height: 20px;" type="text"/>

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/Tribal Nation 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. Addressing Equity

1. * Describe how you are ensuring your services are inclusive and accessible for all.

Our agency meets accessibility requirements to include accessible spaces, format, interpretation, language options through the language line, lighting, restrooms, separate spaces, transportation, video options and written materials. We offer flexible service options and practice person-first language. In addition, we practice growth to welcome and utilize comments and suggestions for improvement with our best practice policy to help create a more supportive and open environment in general.

2. * How are you working to advance equity in service delivery in your county/Tribal Nation?

DEED is committed to moving diversity, equity and inclusion in the workplace and across all aspects of life. We're dedicated to a Minnesota that welcomes everyone. The Office of Economic Opportunity (OEO) leads internal DEED efforts and external community engagement to reduce the disparities faced by populations with barriers to employment. Additionally, helping state government bring together New Americans, employers, local governments, nonprofits and other partners.

3. * Do you provide equity and diversity training for workers?

- No
- Yes, voluntary
- Yes, mandatory

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

- No Yes - check all that apply:

- African American
- African immigrant
- American Indian
- Asian American
- Asian immigrant
- Hispanic/Latino
- Newly arrived immigrant
- Other - specify:

D. Collaboration and Communication with Others

Workforce One

1. * How many Financial Workers have access to Workforce One?
2. * How many Child Care assistance workers have access to Workforce One?
3. * How many support staff have access to Workforce One?

Workforce One Connect App

1. * Does your county/Tribal Nation have the Workforce One Connect app available to participants?
 - No – explain:
 - Yes – indicate which of the following groups are utilizing the app features in Workforce One:
 - Employment services
 - Financial workers
 - Child care workers
 - Other – specify:

MAXIS

1. * How many employment services staff have MAXIS access?
2. * How many managers/supervisors have MAXIS access?
3. * 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 bimonthly 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, Principal. Employment Services counselors participate in the quarterly ES mentor meetings for up-to-date program changes in addition to the monthly SNAP/Cash programs updates.

Additionally, Employment Services Supervisor runs the self-support index BOE/BI report monthly to identify cases that may benefit from greater attention and/or referral services to include offering assistance to apply for other maintenance benefits. This report is merged with an internal report that displays historic data on actions taken to address participants in this report.

D. Collaboration and Communication with Others (continued)

Child Care Assistance Program

1. *What strategies does your agency use that involve MFIP and/or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? *Check all that apply.*

- Shared electronic document management system
- Regular case consultation meetings
- Workers with dual MFIP and CCAP role
- Workers with dual Employment Services and CCAP role
- Specific CCAP workers process MFIP child care cases
- MFIP and/or Employment Services workers receive training related to CCAP
- Communication with CCAP worker via phone, email or fax
- Use of agency-developed forms or documents
- MFIP and/or Employment Services workers assist families with completing CCAP paperwork (for example, the CCAP application)
- MFIP and/or Employment Services workers have MEC2 Inquiry access
- Other – specify:

2. * What barriers prevent timeliness?

One barriers that impact timeliness is partially due to participants not obtaining the necessary verifications or documentation to either to Employment Services or the county. This can be specific to employment, medical, county report forms, and returning required overview forms to complete intake. There is no issue with timeliness between ES and the county. Additionally, the participants are having trouble finding childcare approved licensed providers.

7542 characters remaining

E. Emergency Services

1. * Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?

No Yes

2. *Submit a copy of your Emergency Assistance policy as an attachment.

Describe any major changes you've made to this policy below.

No major changes made.

7977 characters remaining

F. Measures

Performance Measures

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 [MN 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 2023: [Minnesota Family Investment Program 2023 Annualized Self-Support Index \(state.mn.us\)](#). A service area with an annualized S-SI ~~above its customized Range of Expected Performance for 2023~~ will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2024.

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

Kandiyohi County is within range of the expected performance.

9937 characters remaining

If your service area performed "above" or "within," you can go to Section G.

If your service area performed "below" for two consecutive years, you will have to **negotiate a multi-year improvement plan** with DHS. If no improvement is shown by the end 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.

F. Measures (continued)

Racial/Ethnic Disparities

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/Tribal Nation or consortium. The report "Annualized MFIP Performance Measures by Racial/Ethnic or Immigrant Group and by County, County Consortium, and Tribal Provider" is now available at <https://public.tableau.com/app/profile/tyler.borgmann/viz/AnnualizedS-SISuccessRatebyRacialEthnicorImmigrantGroup/SSISuccessRateDashboard-intro>

To view your agency's measurement, click on the "S-SI Success Rate by Agency" button. This will bring you to the statewide data for 2022. From the first drop down you can select your county, county consortium or Tribal Nation. If you note any groups that are below the line (indicated by a green bar) your county, county consortium or Tribal Nation will answer the next question below:

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities?

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

9929 characters remaining

G. Program Monitoring and Compliance

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

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

Other - specify:

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

- Case consultation
- Sample case review by supervisors
- Sample case review by lead worker/mentor
- Sample case reviews by peers

Other - specify:

3. Effective August 1st, 2023, counties and Tribal Nations are no longer required to administer random drug tests to MFIP participants who are convicted drug felons but may do so at the county or Tribal Nation's option. If applicable, what procedures/policies do you have in place for administering random drug tests to MFIP participants who are convicted drug felons as allowed by [MN Statute 256J.26, Subdivision 1](#)? **Select one.**

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

Other - specify:

Submit a copy of your written policy as an attachment.

H. 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 a 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 per MN Statute 256J.626, Subdivision 2.

If your County/Tribal Nation 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.

N/A

3997 characters remaining

2. Explain the reasons for the increased administrative cost.

N/A

3997 characters remaining

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

N/A

3997 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.

N/A

3997 characters remaining

If your County/Tribal Nation 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 fill out the IPP form. Email the completed form to: Jonathan.Hausman@state.mn.us.

I. Provider Choice

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

Does your County/Tribal Nation:

- Have at least two employment and training services providers. Go to Section J.
- 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 J.
- Intend to submit a financial hardship request.

I. Provider Choice (continued)

Financial Hardship Request

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/Triban Nation had a choice of providers in calendar year 2023, describe:
 - factors that have changed which indicate a financial hardship,
 - why the hardship is expected to continue, and
 - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the County/Tribal Nation.

N/A

1997 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/Tribal Nation 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/Tribal Nation process).

N/A

1997 characters remaining

3. If the County/Tribal Nation 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/Tribal Nation funds. The description should include information about what steps will be taken to ensure that staff have the experience and skills to deliver employment services.

N/A

1997 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 look at the amount budgeted by the County/Tribal Nation for employment and training during calendar year 2023 and use this amount as a guide to determine whether the amount budgeted by the County/Tribal Nation for calendar year 2024 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor County/Tribal Nation programs to ensure outcomes are achieved and services are being delivered consistent with state law. For additional information or if you have questions, please email Pamela McCauley at Pamela.McCauley@state.mn.us.

J. Budget

Click on the link below to review your service area's 2024 MFIP allocation and Federal Funding Sources:

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

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2024-2025. Also note:

- Refer to the 2024-25 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund.
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year.
- Medical expenditures are NOT allowable.

2024 Budget

Budgeted Amount Percent Line Items [Email Arina Preston at Arina.Preston@state.mn.us](mailto:Arina.Preston@state.mn.us), if you need assistance or have questions with the budget section.

Budgeted Amount	Percent	Line Items
132,415.56	19.00%	Employment Services (DWP)
390,277.44	56.00%	Employment Services (MFIP)
62,723.16	9.00%	Emergency Services/Crisis Fund
41,815.44	6.00%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
69,692.40	10.00%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$696,924.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
132,416.56	19.00%	Employment Services (DWP)
390,277.44	56.00%	Employment Services (MFIP)
62,723.16	9.00%	Emergency Services/Crisis Fund
41,815.44	6.00%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
69,691.40	10.00%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$696,924.00	100.00%	Total

K. Certifications and Assurances

Public Input

* Prior to submission, did the County/Tribal Nation 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

K. Certifications and Assurances

Assurances

It is understood and agreed by the County/Tribal Nation 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/Tribal Nation 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/Tribal Nation agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Counties and Tribal Nations 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 CONTRACT shall be terminated immediately upon written notice of such fact by STATE to County/Tribal Nation. In the event of such termination, County/Tribal Nation shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that County/Tribal Nation is a "contractor" and not a "subrecipient" pursuant to 2 C.F.R section 200.331.

Pass-through requirements. County/Tribal Nation acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, County/Tribal Nation may be subject to certain compliance obligations. County/Tribal Nation can view a table of these obligations in the Health and Human Services Grants Policy Statement,^[1] Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract. STATE and County/Tribal Nation agree to pass-through the following requirements: 200.501-521 (Subpart F – Audit Requirements).^[2]

1. **County/Tribal Nation:** Na Kandiyohi

2. **County/Tribal Nation Unique Entity Identifier (EUI):**

34KAN422

Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match County/Tribal Nation name.

3. **Federal Award Identification Number (FAIN):** 2201MNTANF and 2301MNTANF

4. **Federal Award Date:** October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)

5. **Period of Performance:** January 1, 2024 – December 31, 2025

6. **Budget period start and end date:** January 1, 2024 – December 31, 2025

7. ***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/Tribal Nation named above: \$

8. **Federal Award Project description:** Temporary Assistance for Needy Families (TANF)

9. **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

10. ***Assistance Listings Number & Name** (formerly known as CFDA No.):

Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

NUMBER:

NAME:

Total amount made available at time of disbursement: \$

11. *** Is this federal award related to research and development?** No Yes

12. **Indirect Cost Rate for this federal award is:** up to 15% (including if the de minimis rate is charged)

Service Agreement Certification

- Checking this box certifies that this 2024 - 2025 MFIP Biennial Service Agreement has been prepared as required and approved by the County/Tribal Nation board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the County/Tribal Nation board of commissioners or authorized designee, their mailing address and the name of the county.

* DATE OF CERTIFICATION

* NAME (CHAIR OR DESIGNEE)

* COUNTY/TRIBE

* MAILING ADDRESS

* CITY

* STATE

* ZIP CODE

If your county/tribal agency is unable to complete your BSA by October 15th, 2023, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. 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.