

Enter the county or tribal nation's unique ID number

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*Required field

Contact Information

COUNTY/CONSORTIUM NAME

Renville

PLAN YEAR

2024-2025

* CONTACT PERSON

Melissa Williams

* TITLE

Financial Assistance/Child Support Supervisor

* ADDRESS

105 S 5th St., Suite 203H

* CITY

Olivia

* STATE

MN

* ZIP CODE

56277

* PHONE NUMBER

320-523-2202

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

melissaw@renvillecountymn.com

* CONFIRM EMAIL ADDRESS

melissaw@renvillecountymn.com

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.

Renville County is a rural county with limited employment opportunities. Many residents must commute to secure employment meaning they must have reliable transportation.

Financial assistance services is extremely complex. Complex policies that conflict between programs and systems, and are not written nor interpreted in ways that make them easily apply to the complexity of real-life situations. Mandatory verifications, how income is counted, and other policies vary across all programs despite the previous attempt at policy unification, and the systems are not designed to cope with these differences.

*Helping participants understand how to apply, renew and maintain benefits. There has always been duplicate paperwork, different forms, but with the inception of the METS the frustration on the participants end has reached a heightened level. Some participants face chemical dependency, mental or physical health conditions, have a household member with additional needs, children being removed from homes, are struggling with basic life skills or a multitude of other obstacles. Most participants work with one team for their health care, one for their cash and food benefits, a child care worker, an employment service counselor, potentially a social worker or public health nurse. For this reason something as simple as a job change while on public benefits can be overwhelming for a household member not dealing with obstacles outlined above.

*Renewals for various programs don't align and are issued on separate forms. This results in financial assistance services receiving an influx of last minute documents resulting in more emergent need situations. Many times participants are overwhelmed and not acting on the paperwork that is due until they receive their closing notice or benefits are not issued as expected. The process to apply, renew and maintain public benefits continues to get more difficult for our participants.

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

The current economy is holding steady on a seasonally adjusted basis, with Minnesota's unemployment rate reporting to be 2.9 percent in June, while the labor force participation rate held steady at 68.4 percent according to the Department of Employment and Economic Development mn.gov.

However, those who are not working in this economy truly are the "hardest to serve," which implies that the needs of some MFIP and DWP participants may be beyond the scope of services that are typically available through employment and training services alone, necessitating more intensive case management.

Many of our public assistance recipients have spent years in poverty, where their immediate concerns are whether they can afford next month's rent or heating bill rather than finding work. When participants do find a job, they face added barriers of lack of transportation and childcare.

Additional challenges that have been rising are mental health, including substance use disorder (SUD) and children with special needs. Both challenges affect the participant's ability to participate in employment services. Serving the "hard to serve" requires increased staff time spent administering staff-assisted assessments, job search coaching, individualized plan development, and making referrals to community-based organizations for those needing additional resources and often guiding them and assisting with that process side by side even after a referral is made, to address challenges. For example, caseloads in the county are manageable, but the more significant needs of the participants served do require more intensive one-on-one time. And even though MFIP and DWP are intended to focus on work, in reality, the program provides little funds to help participants prepare for and obtain good jobs. Instead, employment specialists often focus on documenting and measuring participation in a limited number of allowed and countable activities. Additionally, local medical professionals do not fully understand MFIP Employment Services and how providers can support, and help enrolled participants move forward in their self-sufficiency professionals will often provide medical opinion forms recommending zero hours of participation, and this is not necessarily in sync with the strengths-based, solution-focused approach CMJTS employment specialists would prefer to see.

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

From the beginning of the enrollment process, CMJTS Employment Specialists (ES) believe in an individualized approach to serving program participants. The ES supports participants and guides individuals through difficult times, helping maintain the positive momentum that will result in eventual self-sufficiency, by blending and braiding many funding streams like WIOA Adult, Youth Programs, and additional grants to serve the entire family, CMJTS improves participant and family outcomes. In addition, co-enrolling participants into programs increases the opportunity for MFIP and DWP participants to benefit from training that leads to careers that show strong demand for workers and pay self-sufficient wages.

CMJTS is a Proud Partner of CareerForce, allowing for several locations across central Minnesota to serve our participants' job search needs. For those still resistant to a meeting in person, the ES accommodates their needs via virtual meetings, over the phone, and through technology.

The CMJTS ES has a strong knowledge of local community resources that may be particularly important for sustaining program success. If a participant's current circumstances indicate the need for assistance, the ES will discuss support services. A referral is made to community resources when the customer cannot meet some or all of their needs alone.

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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 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 type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="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
Crystal Steffen	320-523-3525	csteffen@cmjts.org
* DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Crystal Steffen		
* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Melissa Williams		melissaw@renvillecountymn.com

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	
<input type="text" value="Central Minnesota Jobs and Training Ser"/>		<input type="text" value="406 E 7th St., PO Box 720, Monticello, MN 55362"/>	
CONTACT PERSON	PHONE NUMBER	EMAIL	
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>	
Population Served			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input type="checkbox"/> Teen Parents
		<input type="checkbox"/> 200% FPG	<input type="checkbox"/> Other

NAME		ADDRESS	
<input type="text" value="Central Minnesota Jobs and Training Ser"/>		<input type="text" value="406 E3 7th St., PO Box 720, Monticello, MN 55362"/>	
CONTACT PERSON	PHONE NUMBER	EMAIL	
<input type="text" value="Christina Pflueger"/>	<input type="text" value="763-325-4061"/>	<input type="text" value="cpflueger@cmjts.org"/>	
Population Served			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input type="checkbox"/> Teen Parents
		<input type="checkbox"/> 200% FPG	<input type="checkbox"/> Other

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:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Licensed physician | <input checked="" type="checkbox"/> Physician assistant | <input checked="" type="checkbox"/> Advanced practice registered nurse |
| <input type="checkbox"/> Physical therapist | <input type="checkbox"/> Occupational therapist | <input checked="" type="checkbox"/> Licensed social worker |
| <input type="checkbox"/> Licensed psychologist | <input type="checkbox"/> Certified school psychologist | <input checked="" type="checkbox"/> Mental health professional |
| <input type="checkbox"/> Certified psychometrist | <input type="checkbox"/> Other – specify: <input type="text"/> | |

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

No Yes – check all that apply:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Children's Mental Health Services | <input checked="" type="checkbox"/> Public Health Nurse home visiting services | <input checked="" type="checkbox"/> Child Wellness Check-ups |
| <input checked="" type="checkbox"/> Women, Infants and Children Program (WIC) | <input type="checkbox"/> Follow Along Program | |
| <input type="checkbox"/> Other – specify: <input type="text"/> | | |

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

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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:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Job retention services | <input type="checkbox"/> GED | <input type="checkbox"/> ABE/ELL classes |
| <input type="checkbox"/> Job postings | <input type="checkbox"/> Computer lab access | <input type="checkbox"/> Support services | <input type="checkbox"/> Transportation/vehicle repair |
| <input type="checkbox"/> Other – specify: <input type="text"/> | | | |

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.

MAXIS is used to verify if participants income in below 200%.

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 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
<input type="checkbox"/>	<input type="checkbox"/>	Public health nurse
<input type="checkbox"/>	<input type="checkbox"/>	Child care worker
<input type="checkbox"/>	<input type="checkbox"/>	Child protection worker
<input type="checkbox"/>	<input type="checkbox"/>	Other job role – specify: <input style="width: 400px;" 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.

CMJTS strives to provide inclusive and accessible services to all. CMJTS leverages experience and lessons learned from past and current programs to engage persons of color and customize all services to meet the needs of each participant. In addition, CMJTS has provided training and continues to offer ongoing training to staff to ensure participants are treated with respect and are sensitive to cultural and ethnic customs.

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

Recently, CMJTS has established an internal Diversity, Equity, Inclusion, and Belonging Committee. The group focuses on assessing CMJTS staff's cultural competency using the Intercultural Developmental Inventory (IDI). This is helping CMJTS identify gaps in cultural competence and providing additional training to ensure service delivery is Inclusive across the board.

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.

Written status updates and verbal communication between the county eligibility workers, employment specialists, and direct supervisors of both staff remain frequent. The ES meets monthly regarding preliminary data reports with the Financial Assistance Supervisor and with MFIP workers to discuss cases one-on-one, including any discrepancies between MAXIS and WF1. During the preliminary data meeting, staff works together to verify MAXIS coding and WF1 activity hours and check for differences between the two systems. The FSS mismatch report is also reviewed. MAXIS data and WF1 work hours are compared for each customer on the preliminary report. Other factors and information is used as is found helpful in determining and reaching participation hours. MAXIS and WF1 data validation is further enhanced by frequent interactions between team members throughout the month, made easy through the proximity of CMJTS ES staff within the Renville County Family Services building.

Additionally, it is shared with the other if the EW or ES receives documentation of participation hours, such as paystubs. ES will place all job search and readiness documentation, unpaid employment, education and training, and other activity hours into WF1 weekly, biweekly, or monthly as required.

The CMJTS Employment Specialist meets regularly with the Eligibility Workers to resolve any discrepancies. The more important task of these one-on-one meetings is to collaborate and share information on the progress and struggles our families are experiencing. We have open communication as employment service staff maintains an office at the county building with the Eligibility Workers. Eligibility Workers and Employment Services staff in Renville County have strong, long-term working relationships and communicate on a very regular basis.

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?

At this time there aren't any barriers that prevent timeliness. Employment services staff effectively communicate any changes on a case to the child care assistance staff quickly via email or phone. The employment services staff work in our building so often times they will just stop into each others offices if questions arise to resolve them quickly.

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 changes have been made to our policy from the last MFIP Biennial Service Agreement.

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RENVILLE COUNTY HUMAN SERVICES POLICY AND PROCEDURE

TITLE: Emergency Assistance Program

EFFECTIVE DATE: 07/01/2003

CURRENT REVISION DATE: 10/10/2023

UNIT/DEPARTMENT: Financial Assistance

POLICY & PROCEDURE#: II-1.11

Renville County Emergency Assistance Program (EA) - MFIP Consolidated Fund

Eligibility:

To be eligible, for Emergency Assistance funds available through the MFIP Consolidated Fund the unit must meet all of the following conditions:

1. The unit must contain a minor child, a pregnant woman, or a noncustodial parent of a minor child receiving assistance.
2. Utilization of Emergency Assistance is limited to once in 12 months per applicant/household. If the applicant/household has received EA funds within the last 12 months in any Minnesota county, they are ineligible to receive Emergency Assistance funds in Renville County.
3. A family member must meet the 30-day State residency requirement (per MN State Statute 256J.12, subd 1, 1a) and must currently be a resident of Renville County. Migrant workers and their families are exempt from the 30-day residency requirement if they can provide verification that they have worked in Minnesota within the last 12 months and earned at least \$1,000 in gross wages during the time they worked in Minnesota.
4. A child under the age of 18 must reside with the caregiver on the date of application.
5. Gross household income in the preceding two months of application, must not exceed 200% of the Federal Poverty Guidelines that are in effect at the time of the application.
6. At least one child or pregnant woman in the unit must meet the MFIP citizenship requirements in MN State Statute 256J.11.
7. If the applicant or any member of the household is in sanction or disqualification, for any reason, they are not eligible for these funds.
8. The family unit is without resources available to meet emergency needs. The County Agency will assess the income, assets and current living expense of each member of the family unit, including anticipated income to determine if there is any available income/assets available to resolve the emergency.
9. The applicant/household must first attempt to resolve the emergency by all available means including:
 - a. Utilizing the applicant/household liquid assets and any available household income.
 - b. Make application for other program resources available in the community, including, but not limited to, energy assistance and rental assistance.

10. Household must complete an income and expense worksheet with their last 60 days of income and expenses. During the two months prior to application, the applicant/household must not have used, without good cause, more than 50% of its net income and liquid assets for purposes other than basic needs, the Thrifty food Plan amount for the appropriate household size, child care expenses and/or car expenses, if employed and court-ordered paid child support.
11. Emergency Assistance payments must resolve the emergency situation, not delay it. The emergency cannot be predicted to reoccur within the foreseeable future. (An emergency payment is not cost-effective if the client's anticipated income is not sufficient to cover the client's basic needs for the future month.)
12. All approved Emergency Assistance payments will be vendor paid whenever possible.

Determination of Consolidated Fund/EA Funds:

1. To apply for Emergency Assistance, a family unit must complete a DHS Combined Application Form or other forms designated by Renville County.
2. Verification of all factors needed to determine eligibility and emergency need is required prior to approval and issuance of EA funds. Failure to provide requested documentation will be grounds for denial of the request for Emergency Assistance.
3. Approved Emergency Assistance payments will not exceed the amounts covered elsewhere in this policy.
4. Renville County Human Services will notify the applicant within 7 days of receiving the application, or sooner if the immediacy and severity of the emergency warrants it, if their application is approved, denied or pended.
5. Application processing period may not exceed 30 days.

Services covered under Consolidated Fund/EA Funds:

1. Housing
 - a. Renville County may issue Emergency Assistance funds to prevent an eviction from rented, leased shelter or mortgage foreclosure.
 - b. Emergency Assistance funds will not be issued for rent/damage deposits if the applicant is not named as a lessee on the lease or for mortgage payments if not named as a borrower on the mortgage.
 - c. Emergency Assistance will not be issued for a damage deposit or first month's rent when the unit has already moved into the residence.
 - d. To establish a new residence, Emergency Assistance will be limited to the maximum amount of the total of one month of rent and a damage deposit equal to no more than one month of rent.
 - e. Emergency Assistance is limited to occupancy payments and will not cover repairs of any kind.
 - f. Verification of pending eviction, mortgage foreclosure or utility shut-off is required.
 - g. Emergency Assistance is limited to no more than two months of rent, mortgage.
 - h. Moving expenses may be paid when Renville County Human Services denies assistance to pay rent or mortgage payments because the applicant household's income will not cover continued shelter obligation at that location. The maximum amount of Consolidated Fund/EA payments is limited to the total of one month's rent plus damage deposit equal to or less than one month's rent.

2. Utilities

- a. Emergency Assistance payments may be made when an eligible household has had a termination or has received a notice of termination of municipal water and sewer service, electricity (when needed for heating source or drinking water) or gas or heating fuel services, or lacks wood when that it the main heating source.
 - i. Verification of shut-off is required
 - ii. Maximum amount of Emergency Assistance is limited to an amount equal to two average month's bills.

Resources and availability of service:

1. Allocated dollars will be available on a quarterly basis.
2. The maximum amount of Emergency Assistance that may be approved and issued for a family unit, adding together all expenses needing payment to resolve the crisis, cannot exceed \$2,000.
3. Priority will be given to families currently receiving Diversionary Work Program (DWP) benefits or MFIP, including family stabilization services, and families at risk of receiving MFIP or DWP.
4. If the quarterly allocation is expended prior to the end of that quarter, no further funds will be approved. Renville County will not supplement the program using county funds.
5. If there are excess funds at the end of a quarter, they will carry forward to the next quarter of the current calendar year.
6. If excess funds are anticipated to be available at the end of the calendar year, they may be transferred to another allowable program area under the MFIP Consolidated Fund to meet client needs.

The Financial Assistance Supervisor or Director's approval is required on all Consolidated Fund/EA payments.

County discretion is available to over-ride exceptions to eligibility based on availability of funding and approval of the Financial Supervisor or the Director.

REFERENCES: Minnesota Statute 256J.626

AUTHORED BY: Jerry Brustuen and Jill Pelzel

REVISED BY:

COUNTY BOARD APPROVAL DATE: 10/10/2023

HISTORICAL REVIEW/APPROVAL DATES: 8/10/2004, 10/14/2014

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 Z](#).

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:

Renville County was "within"

9971 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?

Renville County is not in the disparity list.

9954 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.

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

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

4000 characters remaining

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

4000 characters remaining

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.

2000 characters remaining

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
 - major factors which prevent the County/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).

2000 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.

2000 characters remaining

Financial Hardship requests will be reviewed by the Department of Human Services (DHS) and the Department of Employment and Economic (DEED) leadership. DHS and DEED will also 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.
- Email Arina Preston at Arina.Preston@state.mn.us, if you need assistance or have questions with the budget section.

2024 Budget

Budgeted Amount	Percent	
<input type="text" value="24,327.00"/>	11.73%	Employment Services (DWP)
<input type="text" value="114,820.00"/>	55.35%	Employment Services (MFIP)
<input type="text" value="10,000.00"/>	4.82%	Emergency Services/Crisis Fund
<input type="text" value="11,282.00"/>	5.44%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
<input type="text" value="47,000.00"/>	22.66%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Under 200% Services
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other: <input type="text"/>
\$207,429.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="24,327.00"/>	11.73%	Employment Services (DWP)
<input type="text" value="114,820.00"/>	55.35%	Employment Services (MFIP)
<input type="text" value="10,000.00"/>	4.82%	Emergency Services/Crisis Fund
<input type="text" value="11,282.00"/>	5.44%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
<input type="text" value="47,000.00"/>	22.66%	Income Maintenance Administration
<input type="text"/>	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
<input type="text"/>	0.00%	Under 200% Services
<input type="text"/>	0.00%	Capital Expenditures
<input type="text"/>	0.00%	Other: <input type="text"/>
\$207,429.00	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 comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and 2 C.F.R. §§ 200.501-521 (Subpart F – Audit Requirements).[2]

1. County/Tribal Nation

Renville

(Must match the name associated with the Unique Entity Identifier.)

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

65REN843

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* MAILING ADDRESS	* CITY	* STATE	* ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your county/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.