

Enter the county's unique ID number

73STE049

## Contact Information

COUNTY/CONSORTIUM NAME

Stearns

PLAN YEAR

2018-2019

CONTACT PERSON

Janet Goligowski

TITLE

Director

ADDRESS

705 Courthouse Square, PO Box 1107

CITY

St Cloud

STATE

MN

ZIP CODE

56302

PHONE NUMBER

320-656-6202

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

peggy.sammons@co.stearns.mn.us

CONFIRM EMAIL ADDRESS

peggy.sammons@co.stearns.mn.us



Note: Please review the 2018-2019 MFIP Biennial Service Agreement Bulletin for more details before you complete this document.

A. Needs Statement

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

The single biggest challenge in financial assistance services is System Modernization: specific to double entry of data happening by both the client and worker and the inability of clients to access their own information.

7779 characters remaining
2. Besides funding, what is the single biggest challenge you are facing in employment services?

The single biggest challenge in employment services is the State/Federal outcome measurements we are expected to meet. The excessive documentation and stringent requirements hinder our ability to counsel clients in an effective manner and develop plans to meet their specific needs.

7713 characters remaining

A. Needs Statement (continued)

3. What strengths and resources do you have available to address the needs of your participants?

Please check all the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (county resources with developed connections to MFIP), and/or an external community resource or both. If you lack sufficient resources in your area, check the Resource Gaps column, even if there are some resource sources. Add any "other" resources that you consider necessary.

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

4. County Program Contact Information

Please name contacts for the following programs if different from the contact on the cover page. You only need to give a person's phone and email once.

MFIP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Andrea Swenson	320-227-1333	andrea.swenson@avivomn.org
DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Andrea Swenson	320-227-1333	andrea.swenson@avivomn.org
FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Janet Goligowski	320-656-6202	janet.goligowski@co.stearns.mn.us

A. Needs Statement (continued)

Employment Services Provider(s) Information

Statute 256J.50, subdivision 8: Each county, or group of counties working cooperatively, shall make available to participants the choice of at least two employment and training service providers as defined under Minnesota Statutes, section 256J.49, subdivision 4, except in counties contracting with workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

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

NAME	ADDRESS	CONTACT PERSON	PHONE NUMBER
Stearns County Human Services Public Health Division	PO Box 1107, St. Cloud, MN 56302	Jodi Leraas	320-656-6287
Population Served <input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents <input type="checkbox"/> 200% FPG			

NAME	ADDRESS	CONTACT PERSON	PHONE NUMBER
RESOURCE, Inc.	3333 W Division St, Ste 100, St. Cloud, MN 56301	Julie Kizlik	320-227-1333
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 checked="" type="checkbox"/> 200% FPG			

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B. Service Models

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

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

☐ No

☒ Yes

Check all that apply.

☐ African American

☒ African immigrant

☐ Asian American

☐ Asian immigrant

☐ American Indian

☒ Hispanic/Latino

☐ Other

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

☒ Home visits

☒ Sanction outreach services

☒ Incentives

SPECIFY: Gas and bus cards, interview clothing, work clothing, others as appropriate

☒ Off-site meeting opportunities

☐ Other

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

☒ Sector job development

☒ Individual job development

☐ Other

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

☐ No

☒ Yes

Check all activities employers provide.

☒ Interview opportunities

☒ Job skills training

☒ Job placement

☐ Job shadowing

☒ On-site job training

☒ Work experience

☐ Helps plan training programs

☒ Other

SPECIFY: Avivo is a member of the Immigrant Employment Connection Group (IECG)

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

☐ No

☒ Yes

Check all that apply.

☒ Available to assist with issues that develop on the job

☒ Financial planning

☒ Soft skills training

☒ Mentoring

☒ Transportation

☒ Personal contact with the employee

HOW OFTEN? Weekly

☒ Other

SPECIFY: Avivo hosts monthly networking groups of employed clients and provides 1:1 career counseling for cli

How long do you provide job retention services?

☐ Less than 3 months

☐ 3-6 months

☐ 7-12 months

☒ More than one year

6. Do you provide job advancement services to employed participants?

☐ No

☒ Yes

Check all that apply.

☒ Career laddering

☒ Networking

☒ Coaching/mentoring

☒ Ongoing job search

☒ Education/training

☐ Other

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

☐ No

☒ Yes

Check all that apply.

☒ Pathways to Prosperity (P2P)

☒ Work Keys

☒ National Career Readiness Certificate (NCRC)

☐ Other

B. Service Models (continued)

Family Stabilization Services (FSS)

1. Do you have professionals available to assist with FSS cases?

☐ No ☒ Yes *Check all that apply*

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

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

☐ No ☒ Yes *Check all that apply*

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

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

☐ No ☒ Yes

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

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

☐ No ☒ Yes *Check all the services that apply*

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

B. Service Models (continued)

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Are there specialized workers who work primarily with teens (for example, child care worker provides child care resources to teens only)?

☐ No ☒ Yes *Check all that apply for each age group*

Minors (under age 18)	Age 18/19	
<input type="checkbox"/>	<input type="checkbox"/>	Financial worker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input type="checkbox"/>	<input type="checkbox"/>	Social worker (Social Services)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public health nurse
<input type="checkbox"/>	<input type="checkbox"/>	Child care worker
<input type="checkbox"/>	<input type="checkbox"/>	Other job role

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

☐ Other job role

Age 18/19

☐ Financial worker

☒ Employment service worker

☐ Social worker (Social Services)

☐ Public health nurse

☐ Child care worker

☐ Other job role

3. Does your county have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? *Check one for each age group.*

Minors (under age 18)

☐ Yes, mandatory

☒ Yes, voluntary

☐ No

Age 18/19

☐ Yes, mandatory

☒ Yes, voluntary

☐ No

## C. Measures

### Performance Measures

1. Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on Statute 256J.626, subdivision 7.

Starting for calendar year 2016, each service area funding allocation starts at 100 percent. Each year starting with the 2016 allocation, a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

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

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the MFIP Annualized S-SI and WPR report for 2017 on the MFIP Reports page on the DHS website. A service area with an annualized S-SI "above" its customized Range of Expected Performance for 2017 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2018.

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

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

Stearns County is Within and we do not have a success story to share at this time.

7918 characters remaining

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

Supplemental information about the Performance Management System and Performance Improvement Plans can be found on CountyLink: [www.dhs.state.mn.us/HSPM](http://www.dhs.state.mn.us/HSPM). If you would like additional information, contact the DHS Performance Management team at [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) or 651-431-5780.

C. Measures (continued)

Racial/Ethnic Disparities

2. A racial/ethnic disparity for a service area is defined as a one-year Self-Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in that area. Access the report "Two-Year Performance Trends of Racial/Ethnic and Immigrant Group". This report lists (1) service areas that have any racial/ethnic disparities requiring action and (2) the table of differences for all service areas.

[Performance Measures by Racial/Ethnic or Immigrant Group \(PDF\)](#)

If your service area is in the disparity list, please answer the following question:

DHS will work with you to reduce these disparities.

What strategies and action steps for each of the groups with disparities do you plan for the coming biennium?

MFIP Three-year Self-Support Index by County and by Race, January-March 2017 [Stearns County NOT on this list]

TANF Participation by County and By Race, January-March 2017 [STEARNS IS ON THIS LIST for African American and Somali  
Data: County TANF Rate: 36.20% (263 cases); White TANF Rate: 42.25% (88 cases); African American TANF Rate 37.13% (56 cases); Somali TANF Rate 28.75% (91 cases)]

\*Monitor and support the hiring of Somali Immigrants to local businesses and educate and prepare these candidates for hire.  
\*Promote the selection of quality childcare programs in an attempt to provide children of participants with the early childhood education and skills needed to enter and be successful throughout their academic paths.  
\*Promote internal and external education and credential opportunities in an effort to increase wages and household income levels.  
\*Referrals to programming, which includes focus on job search strategies for felony backgrounds.

D. Program Monitoring/Compliance

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

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

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

- ☒ Case consultation
- ☒ Sample case review by workers
- ☐ Sample case review by supervisors
- ☒ Other SPECIFY: 

Case review upon appeal request; financial worker eligibilit

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

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

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

If your random drug testing policy has changed since the last BSA, please submit a copy to Tria Chang at Tria.Chang@state.mn.us

## E. Collaboration and Communication with Others

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

15

How many employment services front-line staff in your county or consortium have MAXIS access?

11

How many managers/supervisors have MAXIS access?

2

2. Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

\*Monthly case-reviews and consistent dialogue between ES and Family Financial/County Staff.

\*Review of monthly DEED reports.

F. Emergency Services

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

☐ No

☒ Yes

If yes, enter your most up-to-date emergency/crisis services plan

STEARNS COUNTY HUMAN SERVICES  
GATEWAY SERVICES DIVISION  
FAMILY EMERGENCY FUNDS  
Purpose: Stearns County Human Services shall use monies made available through the Minnesota Family Investment Program (MFIP) Consolidated Fund to assist people in emergency situations.  
Effective Date: July 1, 2003; Revised April, 2005; Revised January, 2006; Revised July 1, 2006; Revised June 14, 2007; Revised September 2009; Revised December 15, 2009; Revised March 1, 2011; Revised 7/1/2014.  
Applicable to: Gateway Services Division; Finance and Technology Division  
  
Statutory Authority/Related Reference:  
(The full plan is available by emailing Peggy Sammons, Planning Coordinator, peggy.sammons@co.stearns.mn.us)  
  
Policy:  
Stearns County shall grant Family Emergency Funds in a fair and equitable manner for short-term, non-recurring housing and utility needs through the Stearns County-designated portion of the MFIP Consolidated Fund. Stearns County shall establish the designated portion for Family Emergency Funds on an annual basis as part of the Human Services budget process. Funds will be issued only to the extent that funding is available; when funds are depleted, applications will be denied.  
Stearns County is committed to assisting families in resolving emergency in a cost-effective manner. Staff will provide guidance to families related to ability to sustain, over time, housing and utility expenses. This is suggested to be at 75% or less than the family's net income. The County has no duty to provide cost-effective alternative solutions.  
  
Sections of the Policy:  
PART 1: APPLICATION PROCEDURES  
  
I. Fund Provisions  
A. An emergency is defined as the actual or anticipated loss of housing or utilities posing a direct, immediate threat to the physical health or safety of the assistance unit.  
B. Stearns County shall grant Family Emergency Funds only when and to the extent that funding is available through the county-designated portion of the MFIP Consolidated Fund.  
C. Family Emergency Fund assistance shall resolve the emergency, not postpone it. Funds shall be approved on behalf of a client for the most cost-effective solution.  
D. The goals established for the Family Emergency Fund portion of the MFIP Consolidated Fund are to:  
1. Help families whose gross income is at or below 200% of the Federal Poverty Guideline, (FPG) and who are in crisis situations.  
2. Provide emergency payments in a fair and consistent manner;  
3. Spend the allocation designated.  
E. All payments made on behalf of a family unit shall be vendor paid.  
F. All payments shall be reviewed and logged by a designated supervisory employee.  
  
II. Eligibility Factors  
A. To be eligible, a household must:  
1. Be a pregnant woman or family unit with minor children (under age of 18 or up to age 19 if still in school) who is experiencing an emergency and is a recipient of MFIP or Diversionary Work Program (DWP). (An unborn child of a pregnant woman meets the definition); or,  
2. A family unit with minor children whose gross income is at or below 200% of the Federal Poverty Guideline (FPG) as published in by the Department of Health and Human Services in the Federal Register.  
3. Be a resident of Minnesota for at least 30 days.  
B. In addition, all of the following apply:  
1. Income and assets of all adults and children who reside in the same household regardless of relationship will be considered when determining:  
a. Whether the household has the ability to resolve its own emergency; and  
b. If the unit is below the 200% FPG.  
2. All household members must not have used FEF or Emergency General Assistance Funds in the state of MN in the past 18 months. Anyone in the household who previously received FEF or EGA, or any other type of county emergency aid in the past 18 months makes the entire unit ineligible for that 18 month period.  
3. All members of the household with the emergency shall be in compliance with all Human Services requirements and case plans, including but not limited to mandatory activities related to employment and training, child support, as well as other social services requirements.  
4. The household shall be unable to resolve its emergency by combining liquid assets, assets they can liquidate in time to help, income they shall receive in time to help, and other funds for which they are eligible.  
C. A household will not be eligible for Family Emergency Funds if any one or more of the following factors apply:  
1. Households with one or more members presently serving an MFIP or DWP sanction or disqualification are not eligible.  
2. Households with one or more adult members who have paid court fees, house arrest fees, or other legal fees within 60 days of applying for emergency help, resulting from criminal activity or conviction and in excess of the amount of the emergency are not eligible.  
3. Households that are homeless, or are in jeopardy of losing their home, because of a lease violation other than the non-payment of rent are not eligible.  
  
III. Application Processing  
A. To apply for Family Emergency Funds, a family unit shall have completed a DHS Combined Application and/or other forms designated by Stearns County Human Services.  
B. Verification of all factors needed to determine eligibility and emergency circumstances is required prior to issuance of emergency funds.  
C. Within 30 days after Stearns County Human Services receives a completed application with the necessary verifications, the household shall be notified in writing whether the application was approved, denied, or pending.  
D. The period of eligibility for the use of the Family Emergency Fund is 30 days from the date of application.  
  
IV. Uses of the Family Emergency Funds  
A. A Allowable Expenses under the Emergency General Assistance Funds are for the following:  
1. Housing:  
a. Mortgage Foreclosures  
(1) Past due mortgage payments  
(a) No more than two (2) months of previous unpaid mortgage is permitted  
b. Rental Evictions  
(1) Past due rent  
(a) Court fees are excluded from payment.  
(b) An eviction notice from a person or party other than a bona fide landlord does not constitute an emergency.  
(c) No more than two (2) months of previous unpaid rent is permitted  
(2) First month's rent and damage deposit if client is homeless or evicted  
(a) Housing support is limited to dwellings with a current rental certificate as required by local jurisdiction, or if a dwelling is not required by local ordinance to have a certificate, verification of a landlord-tenant relationship must be provided.  
c. Emergency Funds will not be issued for the following housing expenses:  
(1) Motels  
(2) Emergency shelters  
(3) Any other type of housing not considered permanent  
(4) Mortgage or rental application fees  
2. Utilities:  
a. Payment of utilities is available only if verification of a disconnect notice has been received or if utilities have already been disconnected or discontinued.  
3. The maximum payment allowed for any combination of housing or utilities is \$3,000.  
  
PART II: ADMINISTRATIVE PROCEDURES  
  
I. Administrative Rules Governing Benefit Issuance  
A. Financial workers can issue benefits up to \$1,200 per case without supervisor authorization. Issuance of amounts \$1,200 and over must be completed by a supervisor.  
B. Financial supervisors can issue benefits up to \$3,000.  
C. For any payment in excess of \$3,000, the financial programs supervisor will seek approval from the Division Director. Upon reviewing the application, the Division Director will provide approval to issue emergency funds. The Division Director may seek County Attorney consultation regarding eligibility or ineligibility for funding.  
D. After receiving the Division Director's approval for an issuance greater than \$3,000, the financial programs supervisor will contact the Minnesota Department of Human Services as directed in the Policy/Temp Manual section E02.10.69.  
  
II. Administrative Monitoring of Emergency Fund Allocations and Expenditures  
(The full plan is available by emailing Peggy Sammons, Planning Coordinator, peggy.sammons@co.stearns.mn.us)  
  
III. County of Financial Responsibility for Applicants Living in Excluded Time Facilities  
(Note: For further clarification, refer to Combined Manual, Chapter 0006.)  
A. Applicants living in an excluded time facility shall be able to apply in the county where the facility is located. That county is defined as the servicing county.  
B. The servicing county shall accept, process, and service the applicant/recipient's case.  
1. However, the county of financial responsibility is the county where the applicant lived immediately before entering the excluded time facility, or the county they lived in before receiving excluded time services.  
2. Prior to approving an application, the financial worker from the servicing county shall contact the county of financial responsibility to discuss the case.  
3. Eligibility determination, approval, or denial shall be determined by the county of financial responsibility.  
a. Cases shall be electronically transferred to the county of financial responsibility for this determination after a discussion has taken place with that county. After approval, the case shall be electronically transferred back to the servicing county.  
4. For resolution of disputes regarding county of financial responsibility, follow procedures in Combined Manual 6.27 and Department of Human Services Bulletin 93-85A.  
  
IV. When the Gateway Services Division Director or designee has determined that funds will be depleted prior to the end of the calendar year the following procedures will be implemented  
(The full plan is available by emailing Peggy Sammons, Planning Coordinator, peggy.sammons@co.stearns.mn.us)

G. Other

Administrative Cap Waiver

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

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

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

Avivo will continue to develop and build relationships with local businesses and other community organizations that can provide work experience opportunities for clients. Currently, Avivo has 12 community partners.

The current Supported Work (SW) model is a 12-week program. Avivo will recruit participants who may have a harder time finding employment on their own for a variety of reasons: not enough work experience or gaps in employment history, criminal backgrounds or significant barriers such as limited English skills.

Participants referred to the program will have an intake and initial assessment and inventory of current skills. This will assist in matching participants with work partner sites that best suit their situation. The intake process also includes discussion of program expectations and completion of paper work.

After a participant is matched with a work partner site, a worksite orientation is scheduled. The participant's start date and work schedule are established in this meeting. This ensures that participant is clear of his or her job duties and worksite partner is clear on their role in the supervision and role in developing job skills.

Avivo staff conduct regular evaluations with both participants and worksite supervisors to ensure progress is being made and job skills development goals are being met.

Avivo staff continue to work with participants to assist them in finding unsubsidized employment while enrolled in the program and at completion.

2497 characters remaining

2. Explain the reasons for the increased administrative cost.

- Increased staffing to support the needs of ELL job seekers.
- Payroll support functions to support paid Supported Work programming.

3862 characters remaining

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

Our targeted population will include participants who face multiple barriers to employment; these include, but are not limited to: gaps in employment history, criminal backgrounds, limited education (lacking GED or high-school diploma) and limited English language skills.

We expect to serve approximately 30-40 participants.

3668 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.

During the period of Supported Work, participants have regular check-ins with an Avivo staff and on-site supervisor to review their progress in terms of job skills development. If a participant is hired by the community partner site after the SW program, retention services are provided. However, most partner sites do not have the capacity to hire SW participants. Individualized job search services, such as resume development, online job application assistance, mock interviewing are provided during and after SW program to assist them find unsubsidized employment.

3428 characters remaining

## G. Other (continued)

### Addendum for Unpaid Work Experience Activities

If your county is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please fill out the IPP form. Email the completed form to [Tria.Chang@state.mn.us](mailto:Tria.Chang@state.mn.us)

### Provider Choice

Does your county:

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

G. Other (continued)

Financial Hardship Request

FINANCIAL HARDSHIP - Exception to Choice of Employment Service Providers Requirement

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

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

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

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

2000 characters remaining

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

2000 characters remaining

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

2000 characters remaining

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

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

## H. Budget

Click on the link below to review your service area's 2018 MFIP allocations:

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

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2018-2019. Also note:

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

### 2018 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="274,585.00"/>	13.56%	Employment Services (DWP)
<input type="text" value="1,098,342.00"/>	54.24%	Employment Services (MFIP)
<input type="text" value="180,000.00"/>	8.89%	Emergency Services/Crisis Fund
<input type="text" value="151,859.00"/>	7.50%	Administration (cap at 7.5%)
<input type="text" value="320,000.00"/>	15.80%	Income Maintenance Administration
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$2,024,786.00	100.00%	Total

### 2019 Budget

Budgeted Amount	Percent	Line Items
<input type="text" value="274,585.00"/>	13.56%	Employment Services (DWP)
<input type="text" value="1,098,342.00"/>	54.24%	Employment Services (MFIP)
<input type="text" value="180,000.00"/>	8.89%	Emergency Services/Crisis Fund
<input type="text" value="151,859.00"/>	7.50%	Administration (cap at 7.5%)
<input type="text" value="320,000.00"/>	15.80%	Income Maintenance Administration
<input type="text"/>	0.00%	Other 1 <input type="text"/>
<input type="text"/>	0.00%	Other 2 <input type="text"/>
\$2,024,786.00	100.00%	Total

Email [Brandon.Riley@state.mn.us](mailto:Brandon.Riley@state.mn.us) if you need assistance with this section.

Certifications and Assurances

Public Input

Prior to submission, did the county solicit public input for at least 30 days on the contents of the agreement?

☐ No ☒ Yes

Was public input received?

☒ No ☐ Yes

If received but not used, please explain.

The Draft MFIP BSA is posted on the public Stearns website. Public comment period is 11/18/17-12/18/17. The BSA was taken to the publically broadcast board meeting on 11/14/17 and the Human Services Advisory Committee on 12/14/17. No comments have been received to date resulting in a change to the Draft MFIP BSA. The discussion at the HSAC (1) confirmed the key resource gaps in Stearns County include Childcare funds and Transportation assistance and (2) highlighted the fact that although the BSA only shows that Stearns County has a single point of contact for teen parents on MFIP (p. 7), those teen clients receive comprehensive case management services similar to the services listed in the questions for Family Stabilization Services (p. 6).

3729 characters remaining

Assurances

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

Federal Funding Sources

The catalog of Federal Domestic Assistance (CDFA) Number is 93.558 - Temporary Assistance for Needy Families (TANF)  
The Award number for the period of January 1, 2018 - December 31, 2019 is 2014G996115.

Service Agreement Certification

☒ Checking this box certifies that this 2018-2019 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

DATE OF CERTIFICATION

11/14/2017

NAME (CHAIR OR DESIGNEE)

DeWayne F. Mareck, Chair

COUNTY

Stearns

MAILING ADDRESS

PO Box 1107

CITY

St Cloud

STATE

MN

ZIP CODE

56302

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