

2024-2025 County and Tribal Nation MFIP Biennial Service Agreement

January 1, 2024 – December 31, 2025

Contact Information

County/Consortium/Tribal Nation Unique ID Number:	02ANO329
County/Consortium/Tribal Nation Name:	Anoka County
Plan Year:	2024-2025
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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.**

Family cash programs are very complex. Some progress was made in rule simplification, but financial workers still struggle with both understanding and applying policy and procedures. MAXIS programming has been limited in fixing known issues as well as automating new legislative changes. DHS training and instruction in new policy and system "work-a-rounds" are limited. Policy is issued via SIR manuals are delayed in getting updated and training is minimal. This effects a worker's ability to clearly communicate with clients, make accurate and timely benefit determinations, and correctly code cases for exemptions, sanctions, and funding sources.

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

A major challenge for Employment Services is motivating participants to utilize the program services and supports made available to them, and to meet their employment and training goals. Counselors

work with participants to develop Employment Plans that identify both strengths and barriers, personal and family motivators, education and employment goals, support services, childcare and wraparound community supports. However, many participants struggle with issues such as mental, physical, or chemical health, low basic skills, balancing work and family, financial stressors, criminal backgrounds, transportation barriers, domestic violence or caring for children that have special needs. These issues can become significant barriers to clients reaching their goals such as obtaining a GED, obtaining secondary training, maintaining self-supporting employment or other related activities. Literacy and basic skills are a huge barrier to many of the families we work with. Understandably, if a participant is reading at a 4th or 5th grade level their ability to comprehend written instruction for training and/or job search is greatly compromised. Participants with low basic skill or education levels are strongly encouraged to invest time participating in Adult Basic Education, GED or Adult Diploma classes. However, when a participant is unable to meet their financial obligations and desperately needs income from paid employment, the choice becomes employment over education. Most of the working poor continue to cycle through unstable jobs, the lack of regular full-time benefit bearing employment, and work in entry level positions that do not pay a living wage. These jobs may temporarily assist individuals with survival income, but low basic skill levels and/or lack of a high school education ensures that their reduced earnings capacity remains constant. Participants caught in the cycle of poverty find themselves having to remain on public assistance programs to fill the income gap and do not make progress in moving forward with transitioning to economic self-sufficiency. Additionally, achieving client engagement within mandatory work programs is an ongoing challenge. We as a service provider utilize Motivational Interviewing counseling technique and other supporting strategies to increase client engagement levels, which seemingly works well for those clients whose motivation level is moderate to high, but for those who struggle with trust and accountability issues it can be an overwhelming and frustrating process - one that is more comfortable to avoid or drop out of versus engage.

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

Anoka County offers a career pathway training model targeting low-income persons facing multiple barriers to employment, that is heavily marketed to all our MFIP and DWP families starting at Overview. This enhanced career pathway model aligns with industry-sector in-demand training in the region and includes healthcare, manufacturing and business services, and results from a long-standing partnership between the Job Training Center, Adult Basic Education, Anoka Technical and Anoka-Ramsey Community Colleges and local employers. Pathways programming offers multiple entry and exit points into career pathway training opportunities which increase access for those MFIP and DWP clients whose low basic skill levels frequently limits their ability to participate in occupational skill development. A comprehensive career exploration workshop along with basic skills assessment is the initial entry point to pathways and any individual who is assessed as deficient in the skill required to enter training is guided by a navigator to assist with resources and support to increase their skill levels. On-board navigation includes staff time of a senior vocational counselor with expertise in the area of support to individuals with disabilities pursuing education, training and support. Current pathways include welding certification and class-B CDL.

Anoka County Job Training Center has learned that MFIP and DWP alone cannot meet the multitude and often complex needs of the clients we serve. As a result, we developed and

maintained several community partnerships which provide the necessary wraparound supports that so many of our families require. Every Tuesday following our MFIP/DWP groups overviews we host an opportunity for community resources and partners to come together and connect with those clients who are newly enrolled in our programs. These partners currently include: Child Care Assistance (ACCAP), Transportation Services (ACCAP), Housing Services (AC), Child & Teen Clinic (AC), Education and Opportunity Center (MN Dept of Ed), Head Start (ACCAP) and Career Connections (ACJTC). We are also in our 6th year of partnering with the Minneapolis Urban League and taking steps towards increasing our engagement with the American Indian Opportunity Center as vital connections in helping us decrease our disparities of African American and American Indian MFIP/DWP clients. The Anoka County Parent Support Outreach Program along with Public Health Nursing, Alexandra House Shelter are ongoing partners in helping meet the needs of our clients. Additionally, we are very fortunate to have an onsite Anoka County social services multi-discipline team to work with the hardest to serve on our caseloads. One of our FSS employment counselors serves as the Job Training Center's liaison to this specialized team.

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.

<u>MFIP Resources</u>	<u>Partner Resources</u>	<u>Community Resources</u>	<u>Resource Gaps</u>	
<input type="checkbox"/>	X	X	<input type="checkbox"/>	ABE/GED
X	X	X	X	Adult/elder services
X	X	X	<input type="checkbox"/>	Career planning
X	X	X	<input type="checkbox"/>	Childcare funds
<input type="checkbox"/>	X	X	<input type="checkbox"/>	Chemical health services
X	X	X	<input type="checkbox"/>	Computer lab access
X	X	X	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	X	X	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	X	X	<input type="checkbox"/>	Food shelf
X	X	X	X	Housing assistance
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Job club
X	X	<input type="checkbox"/>	<input type="checkbox"/>	Job development
X	X	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
X	X	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
X	X	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	X	X	<input type="checkbox"/>	Mental health services
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training programs
X	X	X	<input type="checkbox"/>	Post-secondary education planning

X	X	X	<input type="checkbox"/>	Re-entry support
X	X	X	<input type="checkbox"/>	Short-term training
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work/paid work experience
X	X	X	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
X	X	X	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	X	X	<input type="checkbox"/>	Veteran Services Support
X	X	X	<input type="checkbox"/>	Volunteer opportunities
X	X	X	<input type="checkbox"/>	Youth programs
X	X	X	<input type="checkbox"/>	Other: PFS; PSOP _____

4. **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:	Nicole Swanson

Phone:	763.324.2313
Email Address:	Nicole.swanson@anokacountymn.gov
DWP staff contact	
Name:	Nicole Swanson
Phone:	763.324.2313
Email Address:	Nicole.swanson@anokacountymn.gov
Financial Assistance Services staff contact	
Name:	Jessica Leth
Phone:	763.324.2504
Email Address:	Jessica.leth@anokacountymn.gov

5. **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.

ES provider name and address	Contact Person	Phone	Email	Population Served					
				MFIP ES	DWP ES	FSS	Teen Parents	200% FPG	Other
Anoka County JTC	Nicole Swanson	763.324.2313	Nicole.swanson@anokacountymn.gov	X	X	X	X	X	

B. Service Models

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

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

- Home visits
- Off-site meeting opportunities
- Virtual appointments
- Other, please specify in the text box below.
- Sanction outreach services
- Incentives, please specify: Gift Cards
- Workforce One Connect app

Career counselors trained in Motivational Interviewing

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

- Sector job development - Individual job development

Other, please specify in the text box below.

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

No – Yes, check all activities employer provides.

Interview opportunities Job skills training

Job placement Job shadowing

On-site job training Work experience

Helps plan training programs

Other, please specify in the text box below

4. Do you provide the following services to prepare participants for work? **Check all that apply.**

Transportation Soft skills training

Financial planning Mentoring

Other, please specify in the text box below.

5. Do you provide job retention services for employed participants?

No Yes, check all that apply and answer the follow up question below.

Available to assist with issues that develop on the job Transportation

Financial planning Soft skills training

Mentoring

Personal contact with the employee and how often: Monthly

Other, please specify in the text box below.

If yes, how long do you provide job retention service?

up to 3 months 6 months

12 months Other: _____

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, please specify in the text box below.

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: MN Job Skills Partnership Grant

Family Stabilization Services (FSS)

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

- No Yes, check all that apply.
- Licensed physician Physician assistant
 Advanced practice RN Physical therapist
 Occupational therapist Licensed social worker
 Licensed psychologist Certified school psychologist
 Mental health professional Certified psychometrist
 Other, please specify in the text box below.

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)
 Follow Along Program
 Other, please specify in the text box below.

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

- No Yes

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

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

- No Yes, describe below:

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 checked="" type="checkbox"/> Child care | <input checked="" type="checkbox"/> Job retention services |
| <input checked="" type="checkbox"/> GED | <input checked="" type="checkbox"/> ABE/ELL classes |
| <input checked="" type="checkbox"/> Job postings | <input checked="" type="checkbox"/> Computer lab access |
| <input checked="" type="checkbox"/> Support services | <input checked="" type="checkbox"/> Transportation/vehicle repair |
| <input checked="" type="checkbox"/> Other, please specify in the text box below. | |

Support services for eligible working families

If yes, how long do you provide these services?

- | | |
|---|--|
| <input type="checkbox"/> up to 3 months | <input checked="" type="checkbox"/> 6 months |
| <input type="checkbox"/> 12 months | <input type="checkbox"/> Other: _____ |

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, and utilization of self-attested income worksheet

Minnesota Family Investment Program (MFIP) Services for Teen Parents

1. Are there specialized workers who work primarily with teen parents?

No

Yes, **check all that apply for each age group.**

Minors

(Under age 18)

-
-
-
-
-
-
-
-

Age 18/19

-
-
-
-
-
-
-

- Financial worker
- Employment services worker
- Social worker
- Public health nurse
- Child care worker
- Child protection worker
- Other job role (specify): _____

2. Is there a single point of contact for teen parents, 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.

	<u>Minors</u> <u>(Under age 18)</u>	<u>Age 18/19</u>
	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Financial worker	<input type="checkbox"/>	<input type="checkbox"/>
Employment service worker	<input type="checkbox"/>	<input checked="" 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"/>
Child protection worker	<input type="checkbox"/>	<input type="checkbox"/>
Other job role: _____	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

C. Addressing Equity

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

Building Accessibility - Our facility has wide doorways, accessible bathrooms, and automatic door openers to the main door. Provide adaptive equipment in the career lab for hearing impaired and limited vision abilities. The Job Training Center provides a welcoming environment for persons of all backgrounds and specifically with program brochures, outreach materials and building signage.

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

Anoka County Job Training Center has an Equities Asset Committee to promote cultural inclusiveness of the Job Training Center as a public entity serving all customers, to include the customer voice in the process regardless of gender, race, culture, sexual orientation, disability and/or age.

Partnership with Minneapolis Urban League provides in-depth assistance to all participants regarding education and training pathways leading to economic self-sufficiency.

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
 - American Indian
 - African immigrant
 - Asian American
 - Asian immigrant
 - Newly arrived immigrant
 - Hispanic/Latino
 - Other, please specify in the text box below
- Project Focus

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
- Yes

If yes, please indicate which of the following groups are utilizing the app features in Workforce One:

- Employment Services
- Financial Workers
- Childcare Workers
- Other (specify):

If no, please explain:

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.

Data is reviewed monthly to reconcile the case status of clients. Anoka County Employment Services specializes our FSS cases with a small team of highly trained career counselors to ensure documentation, communication and coding is up to date. Counselor meets with EA worker to ensure proper coding at time of FSS enrollment. A report is used for the reconciliation of employment plan type with MAXIS panel. Employment Services staff have access to electronic documents resource management system, OnBase. Employment Services staff utilize OnBase to review pay stubs, medical information, etc., allowing quick access to information to update time tracking in Workforce One (WF1) if necessary and/or adjust case management services with clients such as job search goals. As a result, staff receive updates in a timely manner with quicker participant follow-up when reporting changes to employment services. Economic Assistance workers, career counselors, and childcare assistance staff are co-located at CareerForce in Blaine allowing for in-person communication with one another on a daily basis. In 2019 Employment Services successfully transitioned to Workforce One's Electronic Data Storage (EDS).

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 childcare assistance through the Child Care Assistance Program? Select 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, please specify:

Referrals to PSOP, PFS to receive support and navigation for childcare (and other needs)

2. **What barriers prevent timeliness?**

Barriers that prevent timeliness include:

- Complex CCAP application
- MFIP ES workers do not have access to MEC2
- CCAP workers do not have access to MAXIS
- Language barriers for client with LEP
- Client barriers: incomplete applications; lack of required client documents/verifications; no access or limited access to technology; low digital literacy skills
- Employee turnover/new worker/CCAP or ES worker vacancies
- Changing CCAP policies

E. Emergency Services

1. Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?
- No Yes

Submit a copy of your Emergency Assistance policy as an attachment. Describe any major changes you've made to this policy below.

Emergency Assistance Policy will be included with the final submission to DHS

F. Performance Measures

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

Each year a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

The three-year Self-Support Index (S-SI): This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected

Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the annualized report on the MFIP Reports page on the DHS website for 2023: [Minnesota Family Investment Program 2023 Annualized Self-Support Index \(state.mn.us\)](https://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:

N/A

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

If your service area performed "below" 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.

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?

STRATEGY:

During the time period of August 2014 - December 2016, Anoka County participated in a Racial Disparities Project funded through the MN

Department of Human Services to provide comprehensive case management strategies serving up to 80 African American and American Indian participants receiving services from the Minnesota Family Investment Program (MFIP), in education and employment activities as a pathway to long-term economic self-sufficiency. Minnesota Family Investment Program participants served include those without a high school diploma/GED or a recognized post-secondary training credential that aligned with labor market demands, and/or a criminal record. Anoka County and the Urban League Twin Cities (ULTC) remained committed to providing culturally appropriate supports to disparaged populations,

with a target of serving 30-40 DWP and MFIP families annually. Currently this specialized service provides added support of an onsite MUL staff person to help individuals who are employed part-time to transition to full-time employment.

ACTION STEP:

Continue to maintain partnership with ULTC to provide additional support for the BIPOC community.

STRATEGY:

Anoka County Economic Assistance (EA) and the Anoka County Job Training Center (ACJTC) has a designated team of MFIP staff who blend the job functions of an Economic Assistance Worker and Employment Services Counselor, working exclusively with African American and American Indian individuals. We focus on maintaining cultural competencies to best provide culturally sensitive services.

ACTION STEP:

Continue to maintain staff with blended role of Economic Assistance Worker and Employment Service Counselor as one point of contact for both African American and American Indian participants. Staff use MAXIS and Workforce One to more effectively engage with this specialized caseload. Participants are provided seamless services within a complex system. During the next biennium Cultural Competency training opportunities will be made available to staff. During the next biennium, require staff to complete a minimum of eight hours of Cultural Aware training annually. Topics may include by are not limited to the following: African American History/Culture, Native American History/Culture, Historical Trauma, Unconscious Bias, Microaggressions, Systemic Racism, Healing amongst the Hurt, Secondary Trauma.

STRATEGY:

Provide specialized services to our Limited English Proficiency caseload. Designated EA Workers provide intake services for both Non-Citizens and Citizens with Employment Services and Child Care Assistance maintaining a team approach. Due to the language and cultural barriers that these families face, focused services help expedite LEP families to economic self-sufficiency. Anoka County Human Services maintains an LEP Plan for fair and equitable delivery of services to non/limited English Speaking families. We target subsidized work experience, on-the-job training, and placement opportunities for LEP clients.

ACTION STEP:

Continue to maintain current efforts in streamlining communication between Economic Assistance and Employment Services in working with LEP clients.

STRATEGY:

Over the past year, Anoka County Job Training Center staff have also formed an Equities Asset Committee to promote cultural inclusiveness of the Job Training Center as a public entity serving all customers, to include the customer voice in the process regardless of gender, race, culture, sexual orientation, disability and/or age.

ACTION STEP:

Continue to support the work of the Equities Asset Committee.

G. Program Monitoring and Compliance

1. What procedures do you have in place to ensure that program funds are being used appropriately as directed by 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, please specify in the text box below.

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, please specify in the text box below.

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](#)?

Check one.

- Written policy within the MFIP unit
 Coordination with Corrections
 Currently establishing new policy/procedure(s)
 Other, please specify in the text box below

Submit a copy of your written policy as an attachment.

Policy will be included in the final submission to DHS

H. Administrative Cap Waiver

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work, or a community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs per MN Statute [256J.626, Subdivision 2](#).

If your County/Tribal Nation is interested in applying for the waiver for the coming biennium, please complete the following four questions.

1. Describe the activity(s) you will provide. **N/A**
2. Explain the reasons for the increased administrative cost. **N/A**
3. Describe the target population and number of people expected to be served. **N/A**
4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work. **N/A**

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.

3. **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 (**select one**):

- 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**. See below.

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.

If the County/Tribal 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

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).

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.

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.

4. **Budget**

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

[MFIP Consolidated Fund](#)

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.

Service Area:		
Budgeted Amount	Percent	2024 Budget Line Items
445,628.00	10.45%	Employment Services (DWP)
1,782,513.00	41.80%	Employment Services (MFIP)
645,807	15.14%	Emergency Services/Crisis Fund
319,823	7.50%	Administration (<i>cap at 7.5% or up to 15% with an approved administrative cap waiver</i>)
521,970	12.24%	Income Maintenance Administration
		Incentives (<i>include the total amount of funds budgeted for participant incentives but don't include support services here</i>)
		Under 200% Services
		Capital Expenditures
548,570	12.24%	Other - Intensive Services (PFS)
\$4,264,311.00	100.00%	Total

Budgeted Amount	Percent	2025 Budget Line Items
445,628.00	10.45%	Employment Services (DWP)
1,782,513.00	41.80%	Employment Services (MFIP)
645,807	15.14%	Emergency Services/Crisis Fund
319,823	7.50%	Administration (<i>cap at 7.5% or up to 15% with an approved administrative cap waiver</i>)
521,970	12.34%	Income Maintenance Administration
		Incentives (<i>include the total amount of funds budgeted for participant incentives but don't include support services here</i>)
		Under 200% Services
		Capital Expenditures
548,970	12.86%	Other
\$4,264,311.00	100.00%	Total

5. 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.

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:** Anoka
(Must match the name associated with the Unique Entity Identifier.)
2. **County/Tribal Nation Unique Entity Identifier (UEI):** 02ANO329 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:** Start date: January 1, 2024 End date: 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:
\$ 8,528,622.00
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.: 93.558, Temporary Assistance for Needy Families (TANF), \$4,264,311
11. **Is this federal award related to research and development?** Yes No
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.

Name (chair or designee)	Mailing Address	County/Tribe

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 compete this form.

DATE OF CERTIFICATION

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