

Enter the county or tribal nation's unique ID number

Lookup

*Required field

Contact Information

COUNTY/CONSORTIUM NAME

Western Prairie Human Services (WPHS)

PLAN YEAR

2024-2025

* CONTACT PERSON

Crystal

* TITLE

Zaviska

* ADDRESS

211 E. Minnesota Ave

* CITY

Glenwood

* STATE

MN

* ZIP CODE

56334

* PHONE NUMBER

320-634-7758

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

crystal.zaviska@westernprairiemn.us

* CONFIRM EMAIL ADDRESS

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

Start form

Previous A) Needs Statement

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County and Tribal Nation MFIP Biennial Service Agreement

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A. Needs Statement

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

It is difficult to move a household from a crisis situation into self stabilization when transportation is limited. We have Rainbow Rider, but does not run into the evening, when some of the folks we are serving are actually working. In addition, there are only limited day cares that are open after typical business hours to support folks working a second shift.

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

There are some Rainbow Rider routes available to assist clients with transportation, however the service does not provide service across county lines, with the exception of Pope. Grant county does have Rainbow Rider service, however without being able to cross county lines, the ability to access the service for work opportunities is limited. Phone and internet issues are also problem. Many clients only have a phone to access the internet and with all application pretty much being online now this is a barrier to those without reliable internet or phone.

9434 characters remaining

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

Knowing the communities and some of the things they are experiencing such as new businesses coming in, city ordinances that may be affecting housing, as well as resources surrounding communities offer expands the resources available. Sharing information about what other communities are doing to meet barrier issues such as child care are important to expand such resources. We do have a number of vendors there, connections with businesses for car repair, car insurance, housing and utilities. In this area the connections to community are imperative. Someplace Safe, Community Education, ABE and online resources for education are good examples of these connections.

In 2024 WPHS is awarded a grant to implement chore services and home making services for citizens who are in need of these services. The plan is to also partner with the CAP agency to see if the skills needed would match up with the enrollees with CEP and develop/create employment that would be flexible and during the daytime hours to allow for transportation and daycare use. This is at its infancy stage of implementation, but plan to grow rapidly.

8869 characters remaining

A. Needs Statement (continued)**4. What strengths and resources do you have available to address the needs of your participants?**

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

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Veteran Services Support
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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
Robbie Steir	320-391-9569	robbies@rmcap.com
* BWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Robbie Steir	320-391-9569	robbies@rmcap.com
* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Crystal Zaviska	320-634-7738	crystal.zaviska@westernprairiennn.ua

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	
Rural Minnesota CEP, Inc.		303 22nd Ave W, Suite, Alexandria, MN 56308	
<input checked="" type="checkbox"/>	CONTACT PERSON	PHONE NUMBER	EMAIL
<input checked="" type="checkbox"/>	Robbie Steir	320-391-9269	robblas@rmcep.com
Population Served <input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents <input checked="" type="checkbox"/> 200% FPG <input type="checkbox"/> Other			
NAME		ADDRESS	
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<input checked="" type="checkbox"/>	CONTACT PERSON	PHONE NUMBER	EMAIL
<input checked="" type="checkbox"/>			
Population Served <input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input type="checkbox"/> FSS <input type="checkbox"/> Teen Parents <input type="checkbox"/> 200% FPG <input type="checkbox"/> Other			
NAME		ADDRESS	
<input checked="" type="checkbox"/>	CONTACT PERSON	PHONE NUMBER	EMAIL
<input checked="" type="checkbox"/>			
Population Served <input type="checkbox"/> MFIP ES <input type="checkbox"/> DWP ES <input 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 ladder/ing
 ☒ 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 type="checkbox"/> Licensed physician | <input type="checkbox"/> Physician assistant | <input type="checkbox"/> Advanced practice registered nurse |
| <input type="checkbox"/> Physical therapist | <input type="checkbox"/> Occupational therapist | <input 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 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 checked="" 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

DESCRIBE

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

☐ No ☒ Yes – check all the services that apply:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Child care | <input checked="" type="checkbox"/> Job retention services | <input type="checkbox"/> GED | <input type="checkbox"/> ABE/ELL classes |
| <input checked="" type="checkbox"/> Job postings | <input checked="" 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.

RMCEP uses a formal intake form that validates income.

C. Addressing Equity

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

RMCEP completes annual ADA assessments and works to remain compliant with all regulations that promote accessibility for all users. We have earned the description of an Inclusive Workforce Employer and continue to work with our staff and partners to improve on our systems that support Diversity, Equity and Inclusion. RMCEP is committed to provide on-going training to our staff to continue to bring knowledge and understanding around all aspects of inclusivity.

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

RMCEP seeks to reveal the underlying conditions that lead to disparity within the hardest to serve, we are committed to promoting diversity and equity within all aspects of service delivery. We regularly train our staff to better understand and serve under-represented populations.

WPHS is invested in a person centered model, that meets the needs of each person being served. This means taking more time for interpreter services, meeting in person and helping outside basic eligibility criteria.

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. ^a How many Financial Workers have access to Workforce One?

0

2. ^a How many Child Care assistance workers have access to Workforce One?

0

3. ^a How many support staff have access to Workforce One?

0

Workforce One Connect App

1. ^a 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. ^a How many employment services staff have MAXIS access?

1

2. ^a How many managers/supervisors have MAXIS access?

1

3. ^a 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.

RMCEP uses both WF1 and MAXIS to verify status of cases. WF1 is used to run many reports that assist in managing cases. RMCEP will use the mismatch report to locate any discrepancies in FSS categories. When questions arise ES counselors will connect with Financial Eligibility workers.

D. Collaboration and Communication with Others (continued)

Child Care Assistance Program

1. ^a 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: CCAP workers attend monthly case meetings with CAP agency, Child Support officers, and EW's.

2. ^a What barriers prevent timeliness?

Overall timeliness is not an issue, when something is needed, it is requested and response times are within the day.

E. Emergency Services

1. ¹⁰ Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?

☐ No ☒ Yes

2. ¹⁰ Submit a copy of your Emergency Assistance policy as an attachment.

Manage attachments

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

Assistance with housing is also defined when a tenant receives a right to quit, a step prior to a formal eviction.

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 2561.626, Subdivision 2](#).

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.

[Minnesota Family Investment Program 2023 Annualized Self-Support Index \(PDF\)](#)

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

n/a

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.boromann/viz/Annualized-S-SuccessRatebyRacialEthnicImmigrantGroup/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?

n/a

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: All funds are reviewed as a team to ensure they meet stat policy.

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 MV Statute 256.26, Subdivision 1? Select one.

- ☐ Written policy within the MFIP unit
- ☐ Coordination with Corrections
- ☐ Currently establishing new policy/procedure(s)
- ☒ Other - specify: Board approved to remove the Drug Felon testing policy as a whole for all cash programs.

Submit a copy of your written policy as an attachment.

Manage attachments

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 2561.626, 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.

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 2561.50, Subdivision 6). Counties may request an exception if meeting this requirement results in a financial hardship (MN Statute 2561.50, 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.

[Go to Budget section](#)

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/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/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.

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	Line Items
20,415.00	15.95%	Employment Services (DWP)
65,213.00	50.95%	Employment Services (MFIP)
3,000.00	2.34%	Emergency Services/Crisis Fund
9,600.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
29,767.00	23.26%	Income Maintenance Administration
	0.00%	Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$127,995.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
20,415.00	15.95%	Employment Services (DWP)
65,213.00	50.95%	Employment Services (MFIP)
3,000.00	2.34%	Emergency Services/Crisis Fund
9,600.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
29,767.00	23.26%	Income Maintenance Administration
	0.00%	Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$127,995.00	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.

County and Tribal Nation MFIP Biennial Service Agreement

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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.

Save Form for Later

Submit Final Form