



MFIP Employment Services Manual Description of Changes

Revised Sections – Issued April 2013

The following revisions have been made to the MFIP Employment Services Manual. These revisions are effective immediately.

3.24.00 GLOSSARY: H-K...

Added definition for “known to the agency.” “KNOWN TO THE AGENCY: Information about a family’s circumstances that the county agency receives from the family or discovers from sources: such as MAXIS, PRISM, or MMIS. For the purposes of this determination, the county agency includes the Minnesota Department of Human Services and the county human service agency(s) responsible for the administration of the child care, cash, food, and health care programs. It also includes any agency(s) that contracts with the human service agency(s) for the delivery of financial, health care, child care programs, and employment services.”

4.21.00 GRANT STANDARDS

Added the following information: “Effective March 1, 2013, use of cash benefits on the EBT card is restricted to vendors and ATMs in Minnesota, Iowa, North Dakota, South Dakota and Wisconsin. This restriction does not apply to food benefits.

5.09.00 REFERRING PARTICIPANTS TO ES/CHOICE OF PROVIDERS

Added the following information: “All MFIP referrals must be accepted or declined in WF1, no later than seven calendar days after receipt of the referral, and the participant must be placed in either an enrolled or eligible, not enrolled status.”

8.09.00 OJT & PAID WORK EXPERIENCE

Further explanation for calculating Americorp hours of participation was added: “Divide the stipend by hours worked to calculate an hourly wage to enter in WF1.”

11.09.00 FSS SERVICE TIMELINES

Clarified requirement to attempting to meet with client: “Within 30 days after FSS eligibility is determined, the job counselor or a county-designated case manager (social services, disability services, or housing services) must attempt to meet with the participant, and document the attempt, to develop a plan.”

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APPENDIX A-1 MFIP INITIAL ELIGIBILITY THRESHOLD GUIDE

Updated “Monthly 2013 Federal Poverty Guidelines” and “Percent of Federal Poverty Guideline at Threshold” figures.

APPENDIX A-2 AMOUNT OF EARNINGS NEEDED TO EXIT MFIP CASH

Updated figures in the following columns: “2013 Federal Poverty Guidelines (FPG)” and “Percent of FPG when Lose Cash Portion.”

APPENDIX A-3 AMOUNT OF EARNINGS NEEDED TO EXIT MFIP

Updated figures in the following columns: “Annual 2013 Federal Poverty Guidelines (FPG)” and “Percent of FPG when Exit MFIP.”