



**MFIP EMPLOYMENT SERVICES MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2023**

The EFFECTIVE DATE of the changes is the same as the issuance date unless stated otherwise.

10.03 (Full-Time & Part-Time Employment) added Americorps

11.03 (Unpaid Work: Definition & Limits) removed Americorps programs

18 (Time Limits and Extensions) updated format

18.18.06 (Ill/Injured or Incapacitated) adds “and the condition must last or be expected to last longer than 30 days” in numbers one and two and removed for number 3.

18.21 (Two-Parent Families & Extensions) updated wording to remove one parent

19.39 (Post-60 Month Sanctions) Removed wording on “follow the directions about the steps to take before a sanction is imposed in the Family Stabilization Services” under Participants may claim good cause reasons for not complying and updated the first bullet point under the 4th Occurrence in the table

19.42 (Two-Parent Families Post-60 Months) removed tables and added content throughout the section

24.3 (MFIP Initial Eligibility Threshold Guide) removed

24.6 (Amount of Earnings Needed to Exit MFIP) removed

Paid employment can include:

- A job in the competitive labor market (also called unsubsidized employment).
- Paid internships.
- Americorps.
- Work study.
- Self-employment, see [10.12 \(Self-Employment: Described\)](#).
- Work for Rent Reduction only if the participant receives a cash payment or paystub.

Full-time or part-time employment cannot include work done for political purposes.

Full-time employment: work that totals 30 hours or more a week and can include 1 or more jobs.

Part-time employment: work that totals less than 30 hours a week and can include 1 or more part-time jobs.

Include other allowable activities in the employment plan to meet hourly requirements if the paid employment alone does not do so.

- Those activities should support getting fulltime employment as soon as possible.
- At each 3-month review of the employment plan, gauge the progress toward full-time employment.

Unpaid work must meet participant or community needs.

Activity	Definition
Unpaid Work Experience.	Done to provide participants an opportunity to develop skills and experience increase the possibility of getting a job in the competitive labor market.
Community Service (also called Community Work Experience).	<p>Fulfills a useful public purpose and provides meaningful, productive work. Examples of the sort of needs community service projects may address:</p> <ul style="list-style-type: none"> • Health. • Social services. • Environmental protection. • Education. • Urban or rural development. • Public assistance. • Recreation. • Public facilities. • Public safety. • Community service. • Aged citizens. • Citizens with disabilities. • Child care. <p>This can include:</p> <ul style="list-style-type: none"> • Placements the employment services agencies arrange. • Volunteer opportunities that the participant identifies. • Court-ordered community service.
Providing child care for another parent working in a community service program.	<p>Provides child care when another parent receiving MFIP is doing community service work.</p> <p>Do not count child care work in this category if the participant is paid for the child care. Instead treat it as self-employment. See 10.12 (Self-Employment: Described).</p>

An unpaid work experience can occur in all types of work sites:

- Public.
- Non-Profit.
- Private Sector.

Definitions of these sectors are available at [10.21 \(Paid Work Experience: Described\)](#).

Limitations on unpaid work or community service include the following:

<p>Unpaid work done for political purposes cannot be part of the employment plan.</p>	<ul style="list-style-type: none"> • This means any work done to directly or indirectly influence voting in public elections. • Child care assistance cannot be authorized to cover hours in political work.
<p>Unpaid work can be part of an employment plan only if:</p>	<ul style="list-style-type: none"> • The participant agrees to do unpaid work. • The participant has been unable to get or keep a job in the competitive labor market. • There are no paid work experience programs available. • The unpaid work experience offers specific skills and experience that the participant could not get in other activities that are available in the local area. • The skills or experience will result in higher wages than the participant would earn without the unpaid work experience.
<p>Do not place a participant in community services unless these 2 conditions are met.</p>	<ul style="list-style-type: none"> • The participant has exhausted all other employment opportunities. • The participant has been given an opportunity to choose to participate in other work activities.
<p>Unpaid work or community service can be done for religious organizations – but it cannot include religious activities.</p>	<p>Examples of non-religious activities that might occur in a religious setting:</p> <ul style="list-style-type: none"> • Food shelf work. • Preparing or serving meals for community members. • Clothes closets. • Staffing overnight shelters for the homeless. • Office work. <p>Examples of religious activities:</p> <ul style="list-style-type: none"> • Worship or prayer services. • Religious instruction. • Attempting to convert people.
<p>Periodic assessments are necessary.</p>	<p>Re-assess the participant’s needs and revise the employment plan as necessary:</p> <ul style="list-style-type: none"> • At the end of a community service assignment. • Every 6 months.
<p>Unpaid work cannot displace other workers.</p>	<p>See information on:</p> <ul style="list-style-type: none"> • Non- displacement, see 23.27 (Non-Displacement). • Criteria for unpaid work, see 23.30 (Criteria for Unpaid Work).

In this chapter you can find information about:

- The 60-month time limit policy.
- Agency responsibilities.
- Transition period in MFIP.
- Extension Decisions.
- Sanctions and extensions.
- Extension categories.
 - Employed.
 - Ill/injured or incapacitated.
 - The participant's illness, injury or incapacity. See [18.18.6 \(Ill/Injured or Incapacitated\)](#).
 - Need in the home to care for a household member. See [18.18.12 \(Needed in the Home\)](#).
 - Special Medical Criteria. See [18.18.15 \(Special Medical Criteria\)](#).
 - Hard to employ.
 - Developmental Disability.
 - Mental illness.
 - Learning Disability.
 - IQ Below 80.
 - Unemployable.
 - Family Violence.
- Two-Parent families and extensions.

Extension policies for 2-parent families differ on whether both parents reach 60 months at the same time or not.

If both parents reach 60 months in the same month, BOTH parents must meet both of the following conditions:

1. Be in compliance in the 60th month.
2. Qualify for additional time for 1 of the following reasons:
 - Meeting the criteria for extension.
 - Having banked months because of special medical criteria, see [18.18.15 \(Special Medical Criteria\)](#).

If 1 parent reaches the 60-month time limit first, that parent must:

1. Be in compliance the 60th month.
2. Qualify for additional time for 1 of the following reasons:
 - Meeting the criteria for extension.
 - Having banked months because of special medical criteria, see [18.18.15 \(Special Medical Criteria\)](#).

Families can choose to remove 1 parent from the MFIP grant. Families may want to remove a parent because the parent:

- Does not meet the criteria for an extension.
- Is disqualified due to a sanction in the 60th month.
- Is non-compliant with Employment Services. This option ONLY applies when the post-60 parent is extended under the Hard-to-Employ or the Employed (including Employed with Limited Hours) extension categories. See ESM 19.42 (Two-Parent Families Post-60 Months).

Removing a parent from the MFIP grant means:

- The MFIP case will not close for no extension
- The household benefits will be reduced to reflect the reduced number of people counted for the grant.
- The parent removed from the grant does not have to move out of the household.
- The removed parent can apply for SNAP and medical assistance.
- The removed parent's income will continue to count towards the household's MFIP benefits.

When a parent is removed from the grant due to no extension, there is no limit on how many times they can be added back to the MFIP grant.

When a parent is removed due to non-compliance, they can be added to the MFIP grant one additional time. If the same parent is removed a 2nd time, they are permanently disqualified from MFIP.

Direct participants who want to remove a parent from the MFIP grant to their eligibility worker. The option to remove a parent must occur as part of a discussion and decision-making process between the county or tribe, the Employment Services Provider, and the parents. The county or tribe must not automatically remove or add a parent.

The minimum hourly requirements for 2-parent families extended as employed:

Scenarios	Which Minimum Hourly Requirements Apply
Both parents are extended.	Two-parent family standard: 55 hours a week – at least 45 of those hours must be in employment.
The family has removed 1 parent from the MFIP benefits. See 18.18.3 (Employed) .	Single-parent standard: 30 hours a week – at least 25 of those hours must be in employment.
One parent is extended but the other parent is not and only the extended parent is working.	Single-parent standard: 30 hours a week – at least 25 of those hours must be in employment.

One parent is extended, but the other parent is not and both parents are working.

Two-parent family standard:
55 hours a week – at least 45 of those hours must be in employment.

Participants in 3 different types of situation can qualify for this extension category:

1. The participants themselves are ill, injured or incapacitated, and the condition must last or be expected to last longer than 30 days. See [18.18.9 \(Illness, Injury/Incapacity: Participant\)](#).
2. Another adult or a child in the MFIP assistance unit (the members of a household eligible for MFIP benefits) or a relative or foster child in the household is ill, injured or incapacitated and needs the participant's care, and must last or be expected to last longer than 30 days. See [18.18.12 \(Needed in the Home\)](#).
3. Another adult or a child in the household has a medical or disability condition meeting Special Medical Criteria. See [18.18.15 \(Special Medical Criteria\)](#).

For more details, see [Chapter 17 \(Family Stabilization Services\)](#).

Sanction policies are different for participants extended on MFIP beyond the 60-month time limit.

The differences include:

- Non-compliance can result in permanently closing a participant's case.
- The count of sanction occurrences may start over after month 60.
- Two-parent provisions are more complex.

Participants extended for a reason other than employed are considered Family Stabilization Services participants.

- Follow the directions about the steps to take before a sanction is imposed in [17.61 \(Sanctions\)](#).

Participants may claim good cause reasons for not complying. See [19.9 \(Good Cause\)](#).

To impose a sanction:

- Send a [MFIP Notice of Intent to Sanction \(DHS-3175\) \(PDF\)](#).
- Notify the eligibility worker if both of the following occur:
 - The participant does not respond within 10 days.
 - The participant does not follow through with the steps necessary to comply as outlined in the Notice of Intent to Sanction.

For participants extended under the ill/injured or incapacitated hardship categories or using banked months, apply the sanction policies for pre-60 months MFIP.

For information about each extension category, see [18.18 \(Extension Categories\)](#):

Sanction Sequence: For participants extended under the Employed or Hard to Employ categories.

1st Occurrence,	<ul style="list-style-type: none"> • The eligibility worker issues a notice of adverse action. • A 10% reduction to the grant is imposed if the participant still does not reply or take the steps necessary to comply.
2nd Occurrence.	<p>A case review must occur. 19.36 (Sanction Reviews and Outreach).</p> <ul style="list-style-type: none"> • The eligibility worker sends a notice of adverse action. • A 30% sanction with vrending is imposed. See 19.15 (Vending Benefits).
3rd Occurrence.	<p>A 30% sanction with vrending is imposed. See 19.12 (Sanction Types).</p>
4th Occurrence.	<ul style="list-style-type: none"> • Prior to closing, the County or tribe responsible for administering MFIP must make a good faith effort to meet with the participant face-to-face. See 19.33 (Face-to-Face Meetings for 100% Sanctions). • The participant's case is closed. • The participant must apply and meet the following conditions to reopen the case <ul style="list-style-type: none"> • Comply with employment services for up to 1 month. • Meet the criteria for an extension category.
5th Occurrence.	<p>The eligibility worker issues a notice of adverse action.</p> <p>A 10% reduction to the grant is imposed if the participant still does not reply or take the steps necessary to comply.</p>
6th Occurrence.	<ul style="list-style-type: none"> • The County or tribe responsible for administering MFIP must review the participant's employment plan to determine if it is still appropriate. • Prior to closing, the County or tribe responsible for administering MFIP must make a good faith effort to meet with the participant face-to-face. • The eligibility worker must send a notice of adverse action, if the first 2 steps do not resolve the non-compliance. <ul style="list-style-type: none"> • The notice must inform the participant that the participant will be permanently disqualified. • The participant's case is closed. • The participant is permanently disqualified from MFIP.

Post 60-month sanction policies for 2-parent families.

- If both parents are sanctioned at the same time, that counts as only 1 occurrence.

If both parents reach month 60 at the same time and both are extended, the sanction policies to use will be:

Apply post-60 month sanction policies, if one or both parents are extended under the hard-to-employ or employed categories. If one parent is extended under the ill/injured or incapacitated hardship categories, follow pre 60-month sanction policies. (See 19.27 Link to pre-60 month ESM Chapter).

If 1 parent reaches the 60 month time limit before the other and the case is extended, the sanction policies to use will be:

As long as the parent is extended past 60 months under the hard-to-employ or employed categories, the policies for post-60 month sanction apply no matter which parent is out of compliance. See [19.39 \(Post-60 Month Sanctions\)](#).

If the parent is extended under the ill or incapacitated hardship category, follow pre 60-month sanction policies. (See 19.27 Link to pre-60 month ESM Chapter).

A household has the option to remove 1 of the parents from the MFIP grant, if that parent is non-compliant.

- Only 1 parent may be removed at a time.
- This decision belongs to the household. The county or tribe MUST NOT automatically remove a non-compliant parent.
- Either parent can make the request to have themselves removed or to have the other parent removed.
- The removal of the parent in non-compliance will take effect the 1st of the month after a 10-day notice of adverse action is sent. See 18.21 Two-Parent Families & Extensions for more information.

Removal does not mean the parent actually has to leave the household. It means that the parent is no longer counted for MFIP benefit purposes.

- If that occurs, the family is treated as a 1-parent household and the sanction policy procedures that apply to the 1-parent families will depend on whether the parent is pre or post 60-months on MFIP. See [19.39 \(Post-60 Month Sanctions\)](#).
- If the parent is in post 60-months, the hardship extension category will determine which sanction policy to follow. See 19.39 (Post-60 Month Sanctions).
- Any income the removed parent has will count in calculating the household's benefits. This is called "deeming".
- If the parent remaining on assistance is employed, that parent must meet the hourly requirements for single parent families.

Before removing a parent, the county or tribe responsible for administering MFIP must:

- Review the participant's case to determine if the employment plan is still appropriate. See [19.18 \(Steps Before Imposing a Sanction\)](#).
- Attempt a face to face meeting with that parent. See [19.30 \(Closing Cases for 100% Sanction\)](#).

The removed parent can be added back on the MFIP grant 1 time.

The household must request to add the removed parent back onto the grant.

The removed parent being added back on the MFIP case must comply for up to 30 days with employment services before the parent can be approved for MFIP benefits.

- If non-compliance leads to this parent being removed from MFIP for a second time, that parent will be permanently disqualified.

Removing 1 parent from the MFIP grant for receiving a sanction in the 60th month:

Parents in sanction in the 60th month are permanently disqualified from MFIP.

When both parents reach month 60 at the same time:

If one parent receives a sanction in the 60th month and the other parent qualifies for an extension, the household may request for the sanctioned parent's permanent removal from the MFIP grant effective month 61. The case will remain open as a 1-parent household.

If both parents are in sanction the 60th month, they are permanently disqualified from MFIP and the case will close effective month 61. There is no option to remove a parent since there is no eligibility.

When one parent reaches month 60 before the other parent:

If the parent that has reached month 60 receives a sanction in that month the case will close effective month 61, unless the parent is removed from the MFIP grant. If the parent is removed, the removal takes effect month 61 and the case remains open as long as all other eligibility criteria is met.

To be eligible for MFIP, the assistance unit's gross earnings minus the earned income disregard must be below the Family Wage Level for that size unit in the month of application. The earned income disregard subtracts the first \$65 earned per wage earner and then half of the assistance unit's remaining earned income. These earnings thresholds also apply to a DWP family who applies for MFIP after having received 4 months of DWP benefits.

The maximum earnings on this initial eligibility threshold chart are calculated assuming that all the following conditions characterize the household:

- Is employed at application.
- Has only earned income.
- Receives the regular Transitional Standard.
- Has no child care expenses.
- Makes no child or spousal support payments.
- Allocates no income to others in the household.

Unless otherwise noted, the table assumes working 40 hours per week and 4.3 weeks per month.

The current state minimum wage is \$10.59/hour for large employers.

This chart should be used only as a guide and not to determine eligibility.

Household Size	10/01/2022 Family Wage Level	Maximum Monthly Gross Earnings of Applicant to Be Eligible for MFIP	Maximum Hourly Wage & Number of Hours Worked of Applicant to Be Eligible for MFIP	Monthly 2022 Federal Poverty Guidelines*	Percent of Federal Poverty Guideline at Threshold
1	\$677	\$1,417	31.11 hrs/wk @ \$10.59	\$1,133	125%
2	\$1,115	\$2,293	40hrs/wk @ \$13.33	\$1,526	150%
3	\$1,436	\$2,935	40hrs/wk @ \$17.06	\$1,919	153%
4	\$1,727	\$3,517	40hrs/wk @ \$20.44	\$2,313	152%
5	\$1,991	\$4,045	40hrs/wk @ \$23.51	\$2,706	149%
6	\$2,305	\$4,673	40hrs/wk @ \$27.16	\$3,099	151%
7	\$2,510	\$5,083	40hrs/wk @ \$29.55	\$3,493	146%
8	\$2,781	\$5,625	40hrs/wk @ \$32.70	\$3,886	145%
9	\$3,049	\$6,161	40hrs/wk @ \$35.81	\$4,279	144%
10	\$3,310	\$6,683	40hrs/wk @ \$38.85	\$4,673	143%

*The 2022 Federal Poverty Guideline amounts are effective for Calendar Year 2022.

This table is used to calculate the amount of earnings needed to exit the MFIP program (both the cash and food portion) effective October 1, 2022.

Household Size	Family Wage Level	Monthly Income	Annual Income	Hourly Wage	Child Care Bi-Weekly Copay when Exit MFIP*	Annual 2022 Federal Poverty Guidelines (FPG)**	Percent of FPG when Exit MFIP
1	\$677	\$1,418	\$17,016	31.13 hrs/wk @ \$10.59	N/A	\$13,590	125%
2	\$1,115	\$2,294	\$27,528	40 hrs/wk @ \$13.33	\$32	\$18,310	150%
3	\$1,436	\$2,936	\$35,232	\$17.06	\$41	\$23,030	153%
4	\$1,727	\$3,518	\$42,216	\$20.45	\$48	\$27,750	152%
5	\$1,991	\$4,046	\$48,552	\$23.52	\$54	\$32,470	150%
6	\$2,305	\$4,674	\$56,088	\$27.17	\$64	\$37,190	151%
7	\$2,510	\$5,084	\$61,008	\$29.55	\$78	\$41,910	146%
8	\$2,781	\$5,626	\$67,512	\$32.70	\$101	\$46,630	145%
9	\$3,049	\$6,162	\$73,944	\$35.82	\$128	\$51,350	144%
10	\$3,310	\$6,684	\$80,208	\$38.86	\$156	\$56,070	143%

* The child care co-pay amounts are effective October 3, 2022.

** The 2022 amounts are effective for calendar year 2022.