



**MFIP EMPLOYMENT SERVICES MANUAL  
DESCRIPTION OF CHANGES ATTACHMENT  
REVISED SECTIONS – ISSUED 02/2024**

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

**24.13 (Workforce One Electronic Document Storage Requirements)** new section added containing a list of required and optional documents to be uploaded into WF1 EDS.

**DHS requires certain documents to be uploaded to Workforce One EDS. This guidance applies to all county and Tribal Nation MFIP/DWP Employment Service Providers.**

Utilizing the WF1 EDS system creates consistency in document storage, a streamlined the process for transferring cases, and ensures documents are available for county and Tribal Nation MFIP/DWP employment services case files for the TANF WPR Case File Documentation Reviews.

The following chart contains a list of required and optional documents to be uploaded into WF1 EDS. Documents denoted with an asterisk are required.

The chart also indicates which EDS Document Type and EDS Document Name is chosen when uploading the document. The EDS User Defined Document Name are suggestions to further categorize specific documents.

Document Name	EDS Document Type	EDS Document Name	EDS User Defined Document Name
N/A	Appeals and Complaints	Sanction Document	N/A
N/A	*Appeals and Complaints	* Appeal	N/A
N/A	Appeals and Complaints	Verification of Good Cause	N/A
Brief Screening Tool for Special Learning Needs (DHS-3504)	Assessments	Skills Assessment or Inventory	N/A
MFIP Special Learning Needs Scoring Form (DHS-3504A)	Assessments	Skills Assessment or Inventory	N/A
Other Assessment Forms	Assessments	Skills Assessment or Inventory	Examples: WorkKeys, other assessments
MFIP Self-Screen (DHS-3482)	Assessments	Assessment	N/A
MFIP Self-Screen Scoring Form (DHS-3482A)	Assessments	Assessment	N/A
Personality Assessment	Assessments	Personality Assessment or Inventory	N/A
Extension Assessments and Documents	Assessments	Assessment	Example: 48 Month Interview Paperwork
Face to Face Extension Checklist	Assessments	Assessment	N/A
Employability Measure	Assessments	Assessment	N/A
Interests and Skills Summary Sheet (Assessment Summary)	Assessments	Interest Assessment or Inventory	N/A
Job Search Readiness Checklist	Assessments	Job Search Readiness Checklist	N/A
Self-Directed Search (SDS), Career Assessment Inventory (CAI), Campbell Interest and Skill Survey (CISS)	Assessments	Career Assessment	N/A
TABE Test	Assessments	Reading, Math Assessment	N/A
Employment Service Responsibilities, Rights and Consent (DHS-3172)	Consent, Release of Information	Rights and Responsibilities	N/A
MFIP Overview Checklist	Consent, Release of Information	Overview Document	N/A

Notice of Privacy Practices (DHS-3979).	Consent, Release of Information	Data Privacy Form or Tennessean Notice	N/A
	Consent, Release of Information	Equal Opportunity (EO), How We Use your Personal Information	N/A
Notice of Requirement to Attend MFIP Overview (DHS-2929)	Consent, Release of Information	Overview Document	N/A
	Consent, Release of Information	Consent to Share Wage and Employment Information	N/A
Release of Information	Consent, Release of Information	Consent for Release or Exchange of Information	Example: Consent for credential training
Authorization to Communicate Through Email and Texting	Consent, Release of Information	Authorization to Communicate via Email and Texting	N/A
Letters	Correspondence	Letter	Examples: correspondence with participant letters sent by program staff, letters received
Email Correspondence	Correspondence	Email	N/A
*MFIP Notice of Intent to Sanction (DHS-3175)	*Correspondence	*Non-Compliance Letter or Failure to Comply Notice	Example: NOITS if completed in paper form
Sanction Outreach	Correspondence	Non-Compliance Letter or Failure to Comply Notice	N/A
Background Check	Court and Legal	Background Check or Criminal History Record	N/A
N/A	Court and Legal	Court Document, Order Document or Record	N/A
N/A	Court and Legal	Other Legal Document	N/A
Books and Fees/Supplies Statement	Education and Training	School Books or Supplies List	N/A
*Class Schedule	*Education and Training	*Class List or Schedule	Example: 2020 Spring Semester
Credential	Education and Training	Credential	N/A
*Credit Hour/Study Time Policy	*Education and Training	*Verification of School Attendance or Progress	Example: School Attendance Log (Agency Form)
*Study Time Statement	*Education and Training	*Study Time Statement	Example: Century College Blanket statement, 2018
Diploma/Degree	Education and Training	Certificate of Attendance or Completion	N/A
Education Career Assessment Guide	Education and Training	Career Assessment Guide	N/A
FAFSA	Education and Training	FAFSA (Free Application for Federal Student Aid) Report	N/A
Fee Statement	Education and Training	Financial Aid Award Letter or Fee Statement	N/A
Financial Aid Award Letter	Education and Training	Financial Aid Award Letter or Fee Statement	N/A

Financial Aid Information Form	Education and Training	Financial Aid Information Form (DHS-2646)	N/A
*Grades / Transcripts	*Education and Training	*Grades or Transcripts	N/A
*Minnesota Family Investment Program (MFIP) education activity log (DHS-4209N)	*Education and Training	*Verification of School Attendance or Progress	Examples: Education Activity Log, Dates of Log
Post-Secondary Training Checklist	Education and Training	Post-Secondary Training Checklist and Request	N/A
*Request for Verification of School Attendance/Progress (DHS-2883)	*Education and Training	*Verification of School Attendance or Progress	N/A
*MFIP Education and Training Guide/Occupational Training Packet	*Education and Training	*Education Plan	N/A
Cover Letter	Employment	Cover Letter	N/A
Employee's Injury Report to Employer/Witness Report (all)	Employment	Workers Compensation Record or Claim	Examples: Proof of Income, Disability Status
*Employment Plan Signature Page	*Employment	*Employment Plan Signature Page	N/A
*Employment Verification Form (DHS-2146)	*Employment	*Authorization for Release of Employment Information (DHS-2146)	N/A
*Employment Verification	*Employment	*Employment Verification	Examples: proof of employment status/information, letter from employer, subsidized employment information
Injury Protection Program (IPP) - First Report of Injury (DHS-3995)	Employment	Injury Protection Program (IPP)	Example: First Report of Injury
Injury Protection Program (IPP) - Participant Information & Authorization to Release	Employment	Injury Protection Program (IPP)	N/A
Injury Protection Program (IPP) - Participant Injury Status Report (DHS-3997)	Employment	Injury Protection Program (IPP)	N/A
Injury Protection Program (IPP) - Participant Medical Referral and Medical Care	Employment	Injury Protection Program (IPP)	N/A
MFIP Paid Work Experience Program Participant Information	Employment	Paid Work Experience Program Participant Information	N/A
*Employment Plan (DHS-4209: 4209A-4209M)	*Employment	*Employment Plan	N/A
*Job Search Activity Log (DHS-5784)	*Employment	*Job Search Activity Log	Example: Week of 8/2/20-8/2/20
OJT Contract	Employment	On-the-Job Training (OJT) Contract or Documentation	N/A
Pay Stubs	Employment	Pay Stub or Check Stub	N/A
Resume	Employment	Resume	N/A

Safety Training/Compliance Agreement	Employment	Work Site Agreement	N/A
Sample Application for Employment	Employment	Sample Application for Employment	N/A
*Self-Employment Plan	*Employment	*Business Plan	N/A
WEP Time Card	Employment	WEP Time Card	N/A
Work Experience Evaluation	Employment	Work Experience Evaluation	N/A
Worksite Agreement	Employment	Work Site Agreement	N/A
*Authorization for Release of Employment Information (EVF)	*Employment	*Authorization for Release of Employment Information	N/A
*Social Service Activity Log	*Employment	*Job Search Activity Log	Examples: Week of 8/2/20-8/2/20, August 2020
Temporarily Unemployable Participant	Employment	Employability Assessment	N/A
Internship Evaluation	Employment	Internship	N/A
*Layoff Notice	*Employment	*Layoff Letter, Notice, or List	N/A
N/A	Employment	Professional References	N/A
N/A	Employment	Union Statement	N/A
Direct Deposit form	Financial - Assets, Income	Direct Deposit Form	N/A
N/A	Financial - Assets, Income	Car Title	Example: Proof of assets (vehicle value)
N/A	Financial - Assets, Income	Title/Deed Paper	Example: Proof of assets (property value)
N/A	Financial - Authorizations, Purchase Orders, Payments	Authorization	N/A
N/A	Financial - Authorizations, Purchase Orders, Payments	Purchase Order	N/A
N/A	Financial - Bills, Expenses	Transportation Support Request	N/A
N/A	Financial - Bills, Expenses	Bill or Bill Statement	Example: Proof of Expenses
N/A	Financial - Bills, Expenses	Bus Card Distribution Tracking Log	N/A
N/A	Financial - Bills, Expenses	Child Care	Example: Proof of Expenses
N/A	Financial - Bills, Expenses	Day Care Provider Statement	Example: Proof of Expenses
N/A	Financial - Bills, Expenses	Estimate or Quote	N/A
N/A	Financial - Bills, Expenses	Invoice and Supporting Documents	N/A
N/A	Financial - Bills, Expenses	Receipt	Example: Proof of expenses
N/A	Financial - Bills, Expenses	Lease Agreement	Example: Proof of Expenses
Mileage Form/Proof of Mileage	Financial - Bills, Expenses	Mileage Form or Log	N/A
Vehicle Insurance Card	Financial - Bills, Expenses	Insurance (Car, Property)	Example: Proof of expenses and residency
Obligation Worksheet	Financial Other	Obligation Form	N/A

W-4	Financial - Taxes	W-4	N/A
Birth Certificate	Identity	Birth Certificate	Examples: Proof of identity, citizenship, name
Driver's License	Identity	Driver's License	N/A
Immigration and Naturalization Document	Identity	Immigration and Naturalization Document	N/A
Permanent Resident Card	Identity	Permanent Resident Card	N/A
State ID	Identity	State ID	N/A
*Medical Opinion Form (DHS-2114)	*Medical	*Request for Medical Opinion (DHS-2114)	N/A
N/A	*Medical	*Assessor/Treatment Provider Report (DHS 4316)	Example: Proof of Health Conditions
N/A	*Medical	*Chemical Dependency Evaluation	N/A
N/A	*Medical	*Doctor's Statement	N/A
N/A	Medical	Health Insurance Card or Medicare Card	N/A
Medical Opinion Form (County Specific Form - NOT DHS-2114)	*Medical	*Medical Document, Form, Record, or Report	N/A
N/A	*Medical	*Physician Certification (DHS-1503)	Example: Proof of Health Conditions
N/A	*Medical	*Psychological Document, Form, Record, or Report	N/A
N/A	*Medical	*Social Worker Document or Statement	Example: Proof of Family Status
DWP/MFIP Employability Assessment	Program Specific	Intake	N/A
*FSS Case Review/FSS Pre-Sanction Checklist/Screening	*Program Specific	*Family Stabilization Services (FSS) Eligibility	Examples: FSS Pre-Sanction Checklist, FSS Eligibility Screening Form
Referrals	Program Specific	Referral	N/A
Child Care Requests	Program Specific	DWP/MFIP Child Care Transmittal, Request for Authorization	N/A
MFIP Extension Decision Form	Program Specific	Extension Decision Form	N/A
Participant Case Transfer Form	Program Specific	Case Transfer Checklist	N/A
*Diversionary Work Program/Minnesota Family Investment Program Employment	*Program Specific	*DWP/MFIP Employment Services Referral (DHS-3166)	Example: Referral if completed in paper form
DWP/MFIP Observation Checklist (DHS-3483).	Program Specific	DWP/MFIP Observation Checklist (DHS-3484)	N/A
*DWP/MFIP Status Update Form (DHS-3165)	*Program Specific	*DWP/MFIP Status Update Form (DHS-3165)	Examples: Emailed Status Update, County Specific Status Update Form
*Family Violence Referral (DHS-3323)	*Program Specific	*Family Violence Referral (DHS-3323)	N/A

## WORKFORCE ONE ELECTRONIC DOCUMENT STORAGE REQUIREMENTS

24.13

N/A	*Program Specific	*Family Violence	Example: Verification
N/A	*Program Specific	*Family Violence Waiver Safety Plan	N/A
N/A	Program Specific	Volunteer Transportation Referral Form	N/A
N/A	*Program Specific	*Uncompensated Work Experience	Example: Activity Log
N/A	Program Specific	Sanction Policy Case Review	N/A
Notice of Intent to Sanction (NOITS)	Program Specific	Notice of Intent to Sanction (NOITS)	N/A
N/A	*Other	*Battered Women's Shelter Statement	N/A
N/A	Other	Interpreter and Translator Services	N/A
N/A	Other	Landlord Statement	Example: Proof of Residency
N/A	*Social Security	*Social Security Administration (SSA) Letter	Example: Proof of Disability Status
N/A	Veterans	DD -214 Form	N/A