How to Use the MFIP/DWP Employment Services Manual (ESM) on the Web

How Do I Access the Employment Services Manual?

1. You can link directly to the current Employment Services Manual by using this URL: https://www.dhs.state.mn.us/TOC_ESM_0001. Add this site to your “Favorites” for easy access.

2. The Employment Services Manual Home Page can be opened by using the URL: https://www.dhs.state.mn.us/id_016957. Add this site to your “Favorites” for easy access. See below for information about the Employment Services Manual Home Page.

3. From CountyLink, click on “Manuals” on the top, gray tab bar. This will take you to the main Manuals web page. Scroll down to “Employment Services Manuals” and click.

How is the Employment Services Manual Arranged?

To open the current Employment Services Manual, click on this link: https://www.dhs.state.mn.us/TOC_ESM_0001.

The Employment Services Manual is organized into 3 main navigation parts:

**Top Navigation.** This area contains links to the DHS Home Page, CountyLink and the Manuals Home Page. The Manuals Home Page contains links to other DHS policy manuals. The top navigation bar also contains the Search box, which is explained in more detail below, and Bread Crumb navigation. Bread crumbs track where you are in the Employment Services Manual. For example: > MFIP/DWP EMPLOYMENT SERVICES MANUAL > 04 - Participants' Rights > 4.3 Rights to Appeal

**Left Navigation.** When first accessing the Employment Services Manual, the left navigation area contains the Employment Services Manual Table of Contents (TOC). Once you navigate to a particular section in a chapter, the left column will list all of the sections within the specific chapter you chose.

**Center Navigation.** When first accessing the Employment Services Manual, the Table of Contents is displayed in the center column. When you click on a specific chapter, the center column will display the section numbers within that chapter. Once you click on a specific section, the chapter sections will move to the left column and the policy for the section you chose will appear in the center column.

How do I navigate within the Employment Services Manual?

You can click into the chapter you wish to review in either the left or center column.
Clicking into a chapter using either Table of Contents List will display all sections in that chapter in the center of the page. Once you click into a section, the list of all sections in that chapter moves over to the left hand side of the page. To return to the Table of Contents, click on the Employment Services Manual Table of Contents in the light gray bar at the left top of the page.

Each section contains links to any cross-referenced section. There are also links to any eDocs forms and any other outside sites referenced.

**How do I search in the Employment Services Manual?**

There are 3 search methods you can use.

1. Look at the **Table of Contents (TOC)**. This is the easiest search method. For example, if you are looking for teen parent policy, then expand Chapter 9 Teen Parents and scan the section titles for the one you want.

2. The Search box is located on all pages of the Employment Services Manual. The Search will ONLY search the Employment Services Manual.

   Type your search term in the Search box and click SEARCH. It is best to search by terms rather than section or chapter numbers.

   The Search Results page will display your results. This list contains the section title, chapter and section number. The section title contains a link to the section. If, after you click into a section, you decide that is not the section you want, you can click your back arrow to return to the Results Page.

3. There is also an **Advanced Search** option. To use this:

   Click on the Advanced Search link located under the Search box. This is located on all pages of the Employment Services Manual.

   The Advanced Search page gives you the option of searching by Full Text, Keyword or Document Title. It is best to search by terms rather than chapter or section number. Use the Table of Contents if you know the section number you want.

   After you type in your search criteria, click SEARCH.

   The Search Results page will display your results. This list contains the section title, chapter and section number. The section title contains a link to the section. If, after you click into a section, you decide that is not the section you want, you can click your back arrow to return to the Results Page.

**Tips for using Search and Advanced Search:**

Use the correct term, for example, participant not client or employment counselor not job.
counselor.

Narrow the search by not using too broad of a term.

If you are searching for a form number, use the dash. For example, use DHS-4026, not DHS 4026.

Be sure to spell your word correctly.

What will I find on the Employment Services Manual Home Page?

The Employment Services Manual Home Page summarizes the Employment Services Manual and contains a lot of other information. Scroll down the page to find:

1. A link to the current monthly updates to the Employment Services Manual.
3. An Archive page which has links to past monthly updates as well as links to past entire Employment Services Manuals.
4. A link to the Bulletins web site.
5. A link to a copy of this handout, How to Use the MFIP/DWP Employment Services Manual (ESM) on the Web.

How can I give feedback about the Employment Services Manual?

Email the Manuals Team at: Beth.Dunsmoor@state.mn.us