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**2024-2025 County and Tribal Nation  
MFIP Biennial Service Agreement**  
January 1, 2024 - December 31, 2025

DHS-3863-ENG 7-23

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Enter the county or tribal nation's unique ID number

Lookup

\*Required field

**Contact Information**

COUNTY/CONSORTIUM NAME

Kanabec

PLAN YEAR

2024-2025

\* CONTACT PERSON

Timothy Dahlberg

\* TITLE

Financial Assistance and Child Support Supervisor

\* ADDRESS

905 Forest Ave E, Suite 150

\* CITY

Mora

\* STATE

MN

\* ZIP CODE

55051

\* PHONE NUMBER

320-679-6350

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

tim.dahlberg@co.kanabec.mn.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

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.

A big challenge we continue to face is keeping up with program changes, especially in the post-PHE era. We are a small financial assistance unit and each of our staff works in essentially all programs. This can make it difficult to stay on top of program changes for each program and ensure we are administering programs correctly.

Cooperation from program recipients continues to be a problem area. |

9595 characters remaining

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

The current economy is holding steady on a seasonally adjusted basis, with Minnesota's unemployment rate reporting to be 2.9 percent in June, while the labor force participation rate held steady at 68.4 percent according to the Department of Employment and Economic Development mn.gov.

However, those who are not working in this economy truly are the "hardest to serve," which implies that the needs of some MFIP and DWP participants may be beyond the scope of services that are typically available through employment and training services alone, necessitating more intensive case management.

Many of our public assistance recipients have spent years in poverty, where their immediate concerns are whether they can afford next month's rent or heating bill rather than finding work. When participants do find a job, they face added barriers of lack of transportation and childcare. Additional challenges that have been rising are mental health, including substance use disorder (SUD) and children with special needs. Both challenges affect the participant's ability to participate in employment services. Serving the "hard to serve" requires increased staff time spent administering staff-assisted assessments, job search coaching, individualized plan development, and making referrals to community-based organizations for those needing additional resources and often guiding them and assisting with that process side by side even after a referral is made, to address challenges. Although caseload numbers may not increase per ES, the higher need level for the participant being served will require more one-on-one time.

8376 characters remaining

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

From the beginning of the enrollment process, CMJTS Employment Specialists (ES) believe in an individualized approach to serving program participants. The ES supports participants and guides individuals through difficult times, helping maintain the positive momentum that will result in eventual self-sufficiency, by blending and braiding many funding streams like WIOA Adult, Youth Programs, and additional grants to serve the entire family, CMJTS improves participant and family outcomes. In addition, co-enrolling participants into programs increases the opportunity for MFIP and DWP participants to benefit from training that leads to careers that show strong demand for workers and pay self-sufficient wages. CMJTS is a Proud Partner of CareerForce, allowing for several locations across central Minnesota to serve our participants' job search needs. For those still resistant to a meeting in person, the ES accommodates their needs via virtual meetings, over the phone, and through technology.

The CMJTS ES has a strong knowledge of local community resources that may be particularly important for sustaining program success. If a participant's current circumstances indicate the need for assistance, the ES will discuss support services. A referral is made to community resources when the customer cannot meet some or all of their needs alone.

8642 characters remaining

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A) Needs Statement (cont)

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County and Tribal Nation MFIP Biennial Service Agreement

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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Re-entry support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Veteran Services Support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" 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"/>

#### i. 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.

<b>* MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME</b>	<b>* PHONE NUMBER</b>	<b>* EMAIL ADDRESS</b>
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>
<b>* DWP STAFF CONTACT NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>
<b>* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
<input type="text" value="Tim Dahlberg"/>	<input type="text" value="320-679-6360"/>	<input type="text" value="tim.dahlberg@co.kanabec.mn.us"/>

### 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.

<b>NAME</b>	<b>ADDRESS</b>		
<input type="text" value="Central Minnesota Jobs and Training Ser"/>	<input type="text" value="406 East 7th Street, Monticello, MN 55362"/>		
<b>CONTACT PERSON</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>	
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>	
<b>Population Served</b> <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			

## 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 laddering
 ☒ 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 checked="" type="checkbox"/> Licensed physician | <input checked="" type="checkbox"/> Physician assistant | <input checked="" type="checkbox"/> Advanced practice registered nurse |
| <input checked="" type="checkbox"/> Physical therapist | <input type="checkbox"/> Occupational therapist         | <input checked="" 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:               |  |

2. \* Do you make referrals for children of FSS participants?

☐ No ☒ Yes – check all that apply:

- |   |  |  |
|---|--|--|
| <input checked="" 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 type="checkbox"/> Follow Along Program                                  |  |
| <input type="checkbox"/> Other – specify:                                     |  |  |

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

Career services are available to all individuals

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 type="checkbox"/> Job retention services         | <input type="checkbox"/> GED              | <input checked="" 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:        |   |   |  |

If yes, how long do you provide these services?

☐ Up to 3 months ☐ 6 months ☐ 12 months ☒ Other – specify: As long as they need universal services

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:

Career services are available to all individuals

4. \* Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

ENT verifies all income for the prior 6 months.

**B. Service Models (continued)****Minnesota Family Investment Program (MFIP) Services for Teen Parents**

1. \* Are there specialized workers who work primarily with teens?

☐ No ☒ Yes – check all that apply for each age group:

Minors (under age 18)	Age 18/19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial worker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social worker
<input type="checkbox"/>	<input type="checkbox"/>	Public health nurse
<input type="checkbox"/>	<input type="checkbox"/>	Child care worker
<input type="checkbox"/>	<input type="checkbox"/>	Child protection worker
<input type="checkbox"/>	<input type="checkbox"/>	Other job role – specify: <input type="text"/>

2. \* Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

☐ No ☒ Yes

**Minors (under age 18)**

- ☐ Financial worker  
☐ Employment service worker  
☒ Social worker (Social Services)  
☐ Public health nurse  
☐ Child care worker  
☐ Child protection worker  
☐ Other job role

**Age 18/19**

- ☐ Financial worker  
☒ Employment service worker  
☐ Social worker (Social Services)  
☐ Public health nurse  
☐ Child care worker  
☐ Child protection worker  
☐ Other job role

3. \* Does your County/Tribal Nation have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Check one for each age group.

**Minors (under age 18)**

- ☐ Yes, mandatory  
☒ Yes, voluntary  
☐ No

**Age 18/19**

- ☐ Yes, mandatory  
☒ Yes, voluntary  
☐ No

### C. Addressing Equity

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

CMJTS strives to provide inclusive and accessible services to all. CMJTS leverages experience and lessons learned from past and current programs to engage persons of color and customize all services to meet the needs of each participant. In addition, CMJTS has provided training and continues to offer ongoing training to staff to ensure participants are treated with respect and are sensitive to cultural and ethnic customs.

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

Recently CMJTS has established an internal Diversity, Equity, Inclusion and Belonging Committee. The group is focused on assessing CMJTS staff on their cultural competency using the Intercultural Developmental Inventory (IDI). This is helping CMJTS identify gaps in cultural competence and providing additional training to make sure service delivery is Inclusive across the board.

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. \* How many Financial Workers have access to Workforce One?

2. \* How many Child Care assistance workers have access to Workforce One?

3. \* How many support staff have access to Workforce One?

#### Workforce One Connect App

1. \* 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. \* How many employment services staff have MAXIS access?

2. \* How many managers/supervisors have MAXIS access?

1

3. \* 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.

Employment Service staff and the Financial Assistance Supervisor print and review monthly reports and identify any areas where discrepancies appear. The ES staff meets regularly with the Eligibility Workers to resolve any discrepancies. The more important task of these meetings is to collaborate and share information on the progress and struggles our families are experiencing. If the ES or financial worker receives documentation or information indicating a participant cannot fully participate in required work activities, the ES or county financial worker will notify the other party immediately. Likewise, when the ES or financial worker receives documentation of activity participation hours (e.g., copies of pay stubs), this information is shared as appropriate. ES staff regularly enter documentation of all activities (e.g., job search and job readiness, unpaid employment, education, and training) into Workforce One participation hours.

The Department of Employment and Economic Development (DEED) pulls required data (in MAXIS and Workforce One) from the Data Warehouse to ensure performance measures are met, including DEED data sets, the FSS Mismatch Report, and the County WPR Report. Regularly scheduled data meetings with county financial workers are essential to significant improvement in participant accessibility and success; it fosters relationship-building and promotes effective communication between CMJTS and county staff. These meetings verify MAXIS coding and Workforce One activity hours for each participant.

## D. Collaboration and Communication with Others (continued)

### Child Care Assistance Program

1. \*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:

2. \* What barriers prevent timeliness?

A barrier that seems to affect timeliness and the avoidance of administrative churn, would be the application process. Time management can be quite difficult when juggling a new job, finding childcare, applying for and maintaining various program eligibility, etc. In an effort to help with this, we are seeking approval through the state to extend eligibility from 12 months to 18 months for approved CCAP applicants.



## E. Emergency Services

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

☐ No ☒ Yes

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

[Manage attachments](#)

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

## 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.borgmann/viz/AnnualizedS-SISuccessRatebyRacialEthnicorImmigrantGroup/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?

CMJTS continues to embrace the state's mission to serve higher percentages of populations experiencing disparities in education and employment and face multiple employment barriers. Furthermore, CMJTS is committed to continued outreach to priority populations outlined in the Local Unified Plan of our 11-county service area, including Meeker County.

CMJTS Employment Services will take steps to address our population's economic difficulties and, most importantly, to help ensure the people hardest hit by the pandemic, our BIPOC communities, have access to the resources available through MFIP and DWP services. The local workforce system faces some complex challenges in addressing inequities to employment and education for targeted populations. Strategies will include targeted outreach and engagement, increased staff knowledge, and specific program development for those populations experiencing disparities, disabilities, offenders, new Americans, older workers, and veterans. Strategies include:

- DEED offers frequent diversity and inclusion sessions for all managers and staff.
- CMJTS leadership and all staff have received training on implicit biases and inclusive behaviors and communication.
- All [CareerForce](#) partners actively seek out diverse communities in recruitment for job vacancies.
- CMJTS completes an annual affirmative action plan and meets the requested annual reports back to this plan.
- Annually, the local board submits a letter from the CEO reaffirming our commitment to affirmative action.
- CMJTS has an internal DEI committee that was newly established

For CMJTS to reduce these disparities, employment services will participate in targeted outreach and subsequent co-enrollment into CMJTS employment and training programs. Program goals will include using a training curriculum specific to low-skilled English speakers and sharing best practices for workplace accommodations for new immigrant employees. Economic disparities will be reduced as participants gain work skills, earn workplace credentials, and obtain employment or further education within in-demand occupations.

|

## 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:

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 [MN Statute 256J.25, Subdivision 1](#)? **Select one.**

- ☐ Written policy within the MFIP unit
- ☐ Coordination with Corrections
- ☐ Currently establishing new policy/procedure(s)
- ☒ Other – specify:

**Submit a copy of your written policy as an attachment.**

[Manage attachments](#)

## 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 256J.50, Subdivision 8](#)). Counties may request an exception if meeting this requirement results in a financial hardship ([MN Statute 256J.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](#)

## J. 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](mailto:Arina.Preston@state.mn.us), if you need assistance or have questions with the budget section.

### 2024 Budget

Budgeted Amount	Percent	Line Items
39,771.00	17.68%	Employment Services (DWP)
125,960.00	56.00%	Employment Services (MFIP)
9,000.00	4.00%	Emergency Services/Crisis Fund
16,869.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
24,908.00	11.07%	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
8,420.00	3.74%	Other: ES Support Service Items
<b>\$224,928.00</b>	<b>100.00%</b>	<b>Total</b>

### 2025 Budget

Budgeted Amount	Percent	Line Items
39,771.00	17.68%	Employment Services (DWP)
125,960.00	56.00%	Employment Services (MFIP)
9,000.00	4.00%	Emergency Services/Crisis Fund
16,869.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
24,908.00	11.07%	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
8,420.00	3.74%	Other: ES Support Service Items
<b>\$224,928.00</b>	<b>100.00%</b>	<b>Total</b>

**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.

4000 characters remaining



## K. Certifications and Assurances

### Assurances

It is understood and agreed by the County/Tribal Nation board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 256J](#); that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the County/Tribal Nation make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the County/Tribal Nation agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Counties and Tribal Nations may use the funds for any allowable expenditures under subdivision 2, including case management outlined in [Minnesota Statutes, section 256J](#).

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

**Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to County/Tribal Nation. In the event of such termination, County/Tribal Nation shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that County/Tribal Nation is a "contractor" and not a "subrecipient" pursuant to 2 C.F.R. section 200.331.

**Pass-through requirements.** County/Tribal Nation acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, County/Tribal Nation may be subject to certain compliance obligations. County/Tribal Nation can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#).<sup>[1]</sup> Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and County/Tribal Nation agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).<sup>[2]</sup>

**1. County/Tribal Nation:**

Kanabec

(Must match the name associated with the Unique Entity Identifier.)

**2. County/Tribal Nation Unique Entity Identifier (EUI):**



Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match County/Tribal Nation name.

**3. Federal Award Identification Number (FAIN):** 2201MNTANF and 2301MNTANF

**4. Federal Award Date:** October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)

**5. Period of Performance:** January 1, 2024 – December 31, 2025

**6. Budget period start and end date:** January 1, 2024 – December 31, 2025

**7. \*Amount of federal funds:**

A. Total Amount Awarded to DHS for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DHS for this project to County/Tribal Nation named above: \$

224,928.00

**8. Federal Award Project description:** Temporary Assistance for Needy Families (TANF)

**9. Name:**

A. Federal Awarding Agency: Administration for Children and Families

B. MN Dept. of Human Services (DHS)

C. Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us

**10. \*Assistance Listings Number & Name** (formerly known as CFDA No.):

Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

NUMBER:

NAME:

Total amount made available at time of disbursement: \$

**11. \* Is this federal award related to research and development?** ☒ No ☐ Yes

**12. Indirect Cost Rate for this federal award is:** up to 15% (including if the de minimis rate is charged)

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>
		* ZIP CODE
		<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](mailto: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](#)