

# 2012-2013 County MFIP Biennial Service Agreement

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January 1, 2012 – December 21, 2013



Minnesota Department of **Human Services**

## Type of Biennial Service Agreement

Individual county agreement

Multi-county agreement

County name: Isanti

County names: N/A

## Contact Information

### Contact Information:

Contact person:	Penny Messer
Title:	Director
Address:	Isanti County Family Services, Oakview Office Complex, 1700 East Rum River Drive South, Suite. A, Cambridge, MN 55008
Telephone:	763-689-1711
Email address:	Penny. Messer@co.isanti.mn.us

## Part A: Statement of Needs

1. The Minnesota Legislature made significant budget cuts to the Consolidated Fund. What impact will this have on the provision of services?

- Client Ratios increased per staff member
- Reduction in support services to clients
- Decreased 1:1 opportunities for staff/participants
- Delays in the sanction process because of FSS requirement (home visits)

2. In reviewing current services, which ones, if any, will be eliminated or reduced as a result of the budget cuts?

- Client support services will be reduced because of the budget cuts
- Reduction in staff development
- All areas of support services have been tightened

## Part B: Strengths and Resources

### 1. Strengths and Resources Available

Describe the strengths and resources available in the county to address the needs of MFIP/DWP families.

Parents identified the strengths and resources available in the county to address the above needs and services:

- Assistance with rent deposit
- Access to computers in the Workforce Center Resource Room
- Food Shelf/ Food Support
- Medical Program
- New Pathways

Other strengths and resources in the county available to address needs:

- Heartland- transportation
- DRS
- RISE
- 5 County Mental Health, DBA Riverwood Centers
- Nystrom and Associates
- Wings
- Belle Haven
- Dellwood Recovery Center
- Refuge
- Salvation Army

### 2. Family Stabilization Services

a. Contact information

Name of FSS contact person:	Tony Gantenbein
Contact phone:	320-629-5159
Email:	GantenbeinT@pinetech.edu

b. Service model

Review the county’s Family Stabilization Services (FSS) service model in the 2010-2011 Biennial Service Agreement before completing this section of the plan. Has the FSS service model changed?

No

Yes If yes, complete the question below:

Describe, in detail, the service model used by the county to provide Family Stabilization Services (FFS), including how and by whom: (1) eligibility is determined and (2) cases are managed.

Employment & Training Center Employment Counselors provide FSS services and Manage the cases. Utilizing the referral information along with the Employment Services Assessment and other screening tools, ES Counselors identify possible areas of concern that may or may not qualify the individual for FSS services. After exploring this further and examining the various FSS categories, the ES Staff request supporting documentation to verify. There are monthly meetings with the County Financial Workers and ES Counselors, which are facilitated by the Assistant ETC Director, to review cases. If questions are raised that suggest exploring the FSS category of Unemployable, the staff utilize the form, developed by the ETC Directors reflecting the criteria for this category (we have a clear understanding the Unemployable category needs significant documentation to be considered). The form with the supporting documentation is submitted to the Directors for review. The Employment Counselors provide ongoing case management and develop appropriate plans to address the identified issues. The staff continues to develop skills to assist in the process. Many of the ETC staff attended the MFIP Conference (at least one from each of the four counties for which the ETC provides employment services) to learn about the changes. All ETC Employment Counselors are registered for both Motivational Interviewing and Employability Measure training along with the Director and Assistant Director. At monthly staff meetings, the Directors have brought in staff from a variety of organizations to share information on the services they provide; for example, 5 County Mental Health, Therapeutic Services Agency, and Nystroms Family Services.

**3. County Staff Person Responsible for County Contract(s)**

Provide the name, phone number, and email address of the county staff responsible for overseeing county employment services contracts.

Name of contact person:	Karrie Kolb
Phone:	763-689-1711
Email address:	Karrie.Kolb@co.isanti.mn.us

**4. County Financial Assistance Contact Information**

Provide the name, phone number, and email address of the financial assistance contact person for the county.

Name of contact person:	Karrie Kolb
Phone:	763-689-1711
Email address:	Karrie.Kolb@co.isanti.mn.us

## 5. Provider Information

List the current employment services provider(s) and check the respective box to indicate which types of services are provided. Add more rows if needed.

Name and address	Contact person	Phone	Types of services provided (Check with an 'X')			
			MFIP ES	DWP ES	FSS	Disparity
Pine Technical College Employment and Training 900 4 <sup>th</sup> St. SE Pine City, MN 55063	Tony Gantenbein		X	X	X	X

## Part C: Outcomes and Measures

Access the links below and review the county's /tribe's Self-support Index (S-SI) and Temporary Assistance to Needy Families (TANF) Work Participation Rate (WPR) performance:

- [Performance data S-SI](#)
- [Performance data WPR](#)

### All Counties

Complete the table and questions below with the county's/tribe's performance on each of the measures, and enter if standards were met/not met for April 2010 – March 2011. In the last two columns, set practical performance targets the county will work towards achieving in the 2012 and 2013 biennium.

Measure	Standard	Annualized Performance April 2010 – March 2011		Anticipated Targets	
		County Performance	Standard met?	2012	2013
S-SI	Within or above the range of expected performance on the annualized three - year S-SI	78.1%	Yes	75 %	75 %
WPR	WPR of 39.8% (50% minus a CRC of 10.2%) or a 5 percentage point improvement from the previous year	51.1%	Yes	50 %	50 %

For each measure for which the county/tribe met the standard, in the respective box below, provide a summary of successful strategies, including an overview of how well current practices are working to improve the county's/tribe's current performance. Include any new strategies the county/tribe will implement in the 2012-2013 biennium.

### S-SI Performance Strategies

\*Prepare people for work and to maintain employment through the use of Job Seeking Skills and Life

Skills Classes.

- \* Promote a positive experience using motivational learning techniques .
- \* Review TANF cases to determine reasons for success

WPR Performance Strategies

- \* Monthly meetings between the county financial workers and contracted employment services staff to ensure communication and proper coding of services.
- \* Added attention to Work Benefit eligibility and support services.

**Counties below the expected range of performance on the SS-I and/or with a WPR rate below 39.2 percent that did not achieve a 5 percent improvement from the previous year.**

These counties will not receive the 2.5 percent performance bonus for the SS-I and/or the WPR unless they submit a performance improvement plan that is approved by the department. If the county is planning to submit a PIP for the SS-I and/or the WPR, access the links below for instructions on how to complete the form:

- [PIP instructions](#)
- [2012 PIP Form](#)

Performance data of subgroups on the S-SI and WPR over four alternate quarters covering July 2009 – March 2011(July – September 2009, January–March 2010, July–September 2010 and January–March 2011) are provided below. Performance gaps were calculated when a county subgroup performance was five percentage points or more below the performance of whites. [Only county and subgroup caseloads of 30 or more were used for this measure] Click on the link below to review a summary of subgroup performance data for S-SI and WPR within the county.

[Two-year Performance Trend of Racial/Ethnic and Immigrant Sub-groups](#)

**Counties with a performance gap in one or more subgroups**

If the county has one or more subgroups with a performance gap in *both* the last quarter (Jan. –Mar. 2011), and the average of the four quarters, list the subgroup(s), providing the required data in the table, and respond to the questions that follow for each of the subgroup(s) listed.

1. Counties with a 5 percent gap in outcomes as shown on the WPR/SS-I between the non-white population and white population within the county will need to complete this section.

Population	WPR%	WPR#	WPR proposed change by % and #	SS-I %	SS-I #	SS-I proposed change by % and #	By what date will improvement occur
N/A							

2. Identify at least three strategies and at least two action steps under each strategy that the county will use to reduce disparities in outcomes for each population identified in question 1. (Add additional tables if there are more than two non-white populations that have a disparity.)

Population	Strategy	Action Steps
N/A		

Population	Strategy	Action Steps
N/A		

3. How will the county monitor progress toward reduction in disparities on a semi-annual basis?

N/A

4. What are the criteria for improvements other than a reduction in the disparities gap itself?

N/A

5. How will the county continue to engage community partners, particularly employers, with disparities efforts?

N/A

# Part D: Budget

Click on the link below to review the 2012 MFIP allocations:

[2012 MFIP Allocations](#)

In the last biennium, the department received federal stimulus funding from the American Recovery and Reinvestment Act of 2009 (ARRA) for short-term nonrecurring services. Counties were asked to revise their emergency services/crisis plans to include a wide variety of services that the funds can cover. Now that the stimulus funds have ended, the department requests that for those counties that did not send in a revised plan as of January 2011, email the current plan to Mayjoua Ly at [mayjoua.ly@state.mn.us](mailto:mayjoua.ly@state.mn.us). The department maintains a file on each county’s emergency services/crisis plans in order to answer requests for information from internal and external sources.

**Emergency services in counties with American Indian reservations**

Briefly describe how the county consults with the tribes on county emergency services and policies governing all residents of the county.

N/A

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2012-2013. Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions that follow this budget page.
- If “other” is used, briefly state or describe the line item.

2012 MFIP	Budgeted Amount	Percent
Employment services (DWP)	\$99,855	20.5 %
Employment services (MFIP)	\$194,839	40 %
Emergency services	\$107,161	22 %
Administration	\$36,532	7.5 %
Income maintenance direct administration	\$0	0 %
Other 1 (please state): Work Related Projects	\$48,414	10 %
Other 2 (please state):	\$0	0 %
<b>Total</b>	<b>\$486,801.00</b>	<b>100 %</b>

2013 MFIP	Budgeted Amount	Percent
Employment services (DWP)	\$99,855	20.5 %
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Other 2 (please state):	\$0.00	0 %
<b>Total</b>	<b>\$486,801.00</b>	<b>100 %</b>

**Administrative cap waiver (optional)**

MFIP provisions allow counties to request a waiver of the MFIP administrative cap (currently 7.5 percent) for providing supported employment, unpaid work, or community work experience programs for a major segment of the county’s or tribe’s MFIP population.

Counties may request a waiver of the administrative cap when submitting their 2012-2013 service agreement by responding to the questions below.

Is the county requesting a waiver of the MFIP administrative cap for the 2012-2013 biennium?

- No. No other action needs to be taken.
- Yes. If yes, provide a concise response to the following three questions.

1. Describe the budget change (include any staff changes).

Requesting a budget change of 13% for administration of Employment Services expenditures. Resulting in an additional \$26,790 for the administration for a total of \$63,322.

2. Describe any new activities or services will be provided.

- Pine Technical College provides Supported Employment, unpaid work & community work experiences.
- Job Club has been redesigned to include a 12 week job seeking curriculum for new job seekers and a 12 month Life Skills curriculum based on the Employability Measures for strengthening families.
- A pay rolling agent is required to cover the cost for workers compensation coverage and address the unemployment concerns from employers.

3. Describe the targeted population and number of people expected to be served.

- Priority check list for Supported Work referrals
  1. Look for people who will benefit from additional/ increased work hours or supported work, 1:1 job development, career ladder employment or on the job training/ job coaching.
  2. Participant should be a “T” TANF case = count in the participation rate (fully able to work).
  3. Participant is active 48 months or longer in MFIP; = Transition Period.
  4. Avoid Cases in Employment Services sanction.
  5. Cases active with Rehabilitation Services (RS) or Adult Rehabilitative Mental Health Services (ARMHS)
  6. Cases where you think the person may have a disability, Mental Health, Developmental (full-scale IQ = 80), physical, or traumatic brain injury (TBI)
- Expect to serve 270 MFIP/ DWP/ WB cases in employment services

# Part E: Certifications and Assurances

## PUBLIC INPUT

Prior to submission, did the county facilitate a process soliciting public input for at least 30 days on the contents of the agreement?

Yes  No Was public input received/used?  Yes  No

## ASSURANCES

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minn. Stat. §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, and that documentation of compliance will be available for audit; that the county shall 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 agrees to operate MFIP in accordance with state law and guidance from the department.

## SERVICE AGREEMENT CERTIFICATION

Checking this box certifies that this 2012-2013 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of [Minn. Stat. §256J](#). In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

Name (chair or designee)	Mailing address	County
Larry Sutherland	Isanti County Government Center, 555 18 <sup>th</sup> Ave. SW, Cambridge, MN 55008	Isanti

## DATE OF CERTIFICATION

October 05, 2011