

# MFIP Basics for Employment Services Counselors

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Minnesota Department of **Human Services**

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*Minnesota*  
Department of Employment  
and Economic Development



# MFIP Basics for Employment Services Counselors

## Table of Contents

<b>MFIP Basics for ES Providers: Goals and Objectives</b> .....	4
<b>Part 1 Handouts</b> .....	5
Family Cash Programs: DWP and MFIP Basics .....	6
Not Eligible for DWP? .....	7
Unlikely to Benefit from DWP: .....	8
Knowledge Assessment .....	9
Knowledge Assessment Answers .....	11
<b>Part 2 Handouts</b> .....	15
Knowledge Assessment .....	17
Knowledge Assessment Answers .....	19
<b>Part 3 Handouts</b> .....	23
MFIP Assistance Standards Chart .....	25
MFIP Grant – Practice Calculation .....	26
Knowledge Assessment .....	27
Knowledge Assessment Answers .....	29



# MFIP Basics for ES Providers: Goals and Objectives

## Course Objective:

To provide a policy overview of the Family Cash programs, Minnesota Family Investment Program (MFIP), Diversionary Work Program (DWP), & Work Benefit Program (WB).

## Course Goals:

1. Build and strengthen your knowledge of MFIP and DWP eligibility and grant determination policy.
2. Provide MFIP and DWP policy regarding Program Goals, Eligibility Requirements, Assistance Units, Grant Standards and Calculation, ES Referral Requirements & Time Limits .
3. Provide resources and clarify roles and responsibilities of workers who coordinate services for Employment Services participants.



# MFIP Basics for Employment Services Counselors

## Part 1 Handouts



Introduction of family cash programs & goals and explanation of basic DWP policy including:

- Eligibility criteria,
- Who is not eligible for DWP,
- Who is unlikely to benefit from DWP,
- Disqualifications, and
- Transitioning to MFIP or the Work Benefit Program.

## Family Cash Programs: DWP and MFIP Basics

<b>Eligibility requirements for both DWP and MFIP:</b>	
<ul style="list-style-type: none"> <li>• Residency</li> <li>• Asset Limit</li> <li>• Initial Income</li> <li>• Employment Services</li> </ul>	
<b>DWP Basics:</b>	<b>MFIP Basics:</b>
<p>4 consecutive months in 12 month period</p> <p style="padding-left: 40px;">Employment Plan prior to benefits</p> <p style="padding-left: 80px;">Intensive ES</p> <p style="padding-left: 80px;">Mandatory Vendor</p> <p style="padding-left: 80px;">Family Maintenance Needs</p> <p style="padding-left: 80px;">Unlikely to Benefit Determination</p> <p style="padding-left: 40px;">Eligible for separate SNAP benefits</p> <p style="padding-left: 80px;">Transition to MFIP</p> <p>Disqualifications:</p> <ul style="list-style-type: none"> <li>➤ Non-compliance = Disqualification.</li> <li>➤ Send Status Update. Do not send a Notice of Intent to Sanction (NOITS).</li> <li>➤ Disqualified family is ineligible for MFIP and Child Care Assistance during 4 months of DWP eligibility.</li> <li>➤ Can still receive MFIP after 4 months.</li> </ul>	<p>60 Month Lifetime Limit</p> <p>Universal Participation</p> <p style="padding-left: 40px;">Food Portion</p> <p style="padding-left: 40px;">Optional Vendor</p> <p>Regular ES or FSS</p> <p>Significant Change</p> <p style="padding-left: 40px;">Family Cap</p> <p style="padding-left: 40px;">Opting Out</p> <p>60 Month Extension</p> <p style="text-align: center;"><b>Work Incentives:</b></p> <p style="padding-left: 40px;">Transition to WB</p> <p style="padding-left: 40px;">Subsidized Child Care</p> <p style="padding-left: 40px;">Higher Asset Limit at Exit</p> <p style="padding-left: 40px;">Assistance Standards</p> <p style="padding-left: 40px;">Earned Income Disregard</p>

Note: For DWP participants, refer to the county if the participant expresses interest in applying for MFIP. Whenever possible, the referral to the county should be made before the end of the 4-month DWP period.

# Not Eligible for DWP?

## Family units not eligible for DWP include:

1. Child only cases.
2. A minor parent without a high school diploma or its equivalent.
3. A caregiver 18 or 19 years of age without a high school diploma or its equivalent who chooses to have an employment plan with an education option.
4. An emancipated pregnant or parenting minor without a high school diploma or its equivalent who chooses to have an employment plan with an education option.
5. A caregiver age 60 or over or a caregiver who will turn 60 during the proposed 4 DWP months.
6. A family unit with a caregiver who received MFIP benefits in Minnesota within 12 months prior to the month of application.
7. A family unit with a caregiver who has received 60 months of TANF assistance.
8. A family unit with a caregiver who has been convicted of fraud under MFIP, WB or DWP.
9. A family unit with a caregiver who is unlikely to benefit from DWP.
10. A one-parent family unit that includes a child under 12 months unless the parent has already used all the 12 months lifetime ES exemption limit.
11. A two-parent family unit in which BOTH parents meet one of the criteria identified in items 2 through 4.
12. A 2-parent family unit in which a parent meets 1 of the criteria identified in items 5 through 9.

*\*\*\*A 2-parent family unit that includes a child under 12 months of age (with no other DWP exclusion reason) must participate in DWP. One parent may claim the ES exemption for the care of a child under 12 months if, between them, they have not used the entire 12 months lifetime ES exemption while previously on MFIP or DWP.*

## Unlikely to Benefit from DWP:

- The participant is applying for SSI/RSDI.
- A participant is age 60 or over or a caregiver who will turn 60 during the proposed 4 DWP months.
- A participant is a legal non-citizen who has been in the United States 12 months or less.
- The participant has a Family Violence Waiver and is complying with an Employment Plan.
- The participant has an illness, injury, or incapacity that has been certified by a qualified professional, the condition is expected to continue for more than 30 days and severely limits the person's ability to obtain or maintain suitable employment.
- The participant's presence in the home is required as a caregiver due to the illness, injury, or incapacity of another member in the assistance unit, a relative in the household, or a foster child in the household when the condition, and the need for a person to provide assistance in the home, has been certified by a qualified professional and is expected to continue for more than 30 days.
- The participant has a child or adult in the household who meets disability or medical criteria for home care services, a home and community-based waiver services program, or meets the criteria for severe emotional disturbance or serious and persistent mental illness.
- The participant has been diagnosed by a licensed physician, psychological practitioner, or other qualified professional, as developmentally disabled or mentally ill and the condition severely limits the person's ability to obtain or maintain suitable employment.
- The participant has been assessed by a vocational specialist or the county agency to be unemployable.
- The participant has an IQ below 80, and has been assessed by a vocational specialist or a county agency to be employable but the condition severely limits the person's ability to obtain or maintain suitable employment.
- The participant was determined by a qualified professional to be learning disabled, and the condition severely limits the person's ability to obtain or maintain suitable employment.
- A family unit with a refugee caregiver who arrived in the U.S. within 12 months of applying for family cash assistance or a family unit with an asylee caregiver who is approved for asylee status within 12 months of applying for family cash assistance.

# MFIP Basics Part One

## Knowledge Assessment

1. Eligibility for MFIP and DWP is determined by:
  - a. The Employment Services Provider.
  - b. The County Financial Worker.
  - c. The Child Care Programs worker.
  - d. All of the above.
  
2. All families have a basis of eligibility for DWP and must participate if eligible.
  - a. True
  - b. False
  
3. DWP is available for how many months during a 12 month period?
  - a. A total of 4 months or 120 days
  - b. Once every 4 months
  - c. 4 consecutive months
  - d. 6 consecutive months
  
4. Months that a participants is on DWP counts towards their MFIP (or TANF) 60-month lifetime limit.
  - a. True
  - b. False
  
5. DWP participants are eligible for the Supplemental Assistance Nutrition Program.
  - a. True
  - b. False – they receive a food portion as part of their DWP benefits.

6. An example of someone who is considered not eligible for DWP (and possibly MFIP eligible) is:
- A child only case.
  - A minor parent without a high school diploma
  - A caregiver convicted of fraud under MFIP, WB or DWP.
  - All of the above.
7. All of the criteria below are considered “Unlikely to Benefit from DWP.” Which one is NOT an Unlikely to Benefit from DWP criteria?
- A participant with recent work experience.
  - A participant with a Family Violence Waiver and is complying with an Employment Plan.
  - The participant has been assessed by a vocational specialist or the county agency to be unemployable.
  - The participant is applying for SSI or RSDI.
8. If DWP participants do not follow through with the requirements of their Employment Plan, they are:
- Sanctioned.
  - Disqualified from DWP.
  - Ineligible for MFIP during the 4-month DWP period.
  - Both b and c are correct.

# **MFIP Basics Part One**

## **Knowledge Assessment Answers**

(next page)



## MFIP Basics Part One Knowledge Assessment

The correct answers are circled.

1. Eligibility for MFIP and DWP is determined by:

a. The Employment Services Provider.

b. The County Financial Worker.

c. The Child Care Programs worker.

d. All of the above.

2. All families have a basis of eligibility for DWP and must participate if eligible.

a. True

b. False

3. DWP is available for how many months during a 12 month period?

a. A total of 4 months or 120 days

b. Once every 4 months

c. 4 consecutive months

d. 6 consecutive months

4. Months that a participant is on DWP counts towards their MFIP (or TANF) 60-month lifetime limit.

a. True

b. False

5. DWP participants are eligible for the Supplemental Assistance Nutrition Program.

a. True

b. False – they receive a food portion as part of their DWP benefits.

6. An example of someone who is considered NOT eligible for DWP (and possibly MFIP eligible) is:

- a. A child only case.
- b. A minor parent without a high school diploma
- c. A caregiver convicted of fraud under MFIP, WB or DWP.
- d. All of the above.

7. All of the criteria below are considered "Unlikely to Benefit from DWP." Which one is NOT an Unlikely to Benefit from DWP criteria?

- e. A participant with recent work experience.

- f. A participant with a Family Violence Waiver and is complying with an Employment Plan.
- g. The participant has been assessed by a vocational specialist or the county agency to be unemployable.
- h. The participant is applying for SSI or RSDI.

8. If DWP participants do not follow through with the requirements of their Employment Plan, they are:

- i. Sanctioned.
- j. Disqualified from DWP.
- k. Ineligible for MFIP during the 4-month DWP period.
- l. Both b and c are correct.

# MFIP Basics for Employment Services Counselors

## Part 2 Handouts





# MFIP Basics Part Two

## Knowledge Assessment

1. All caregivers receiving assistance must work with Employment Services and develop an Employment Plan.....
  - a. Except for those using the child under 12 months exemption.
  - b. Except for caregivers not receiving assistance due to an Intentional Program Violation.
  - c. Both of the above are true.
  - d. Neither of the above are true.
  
2. Federal law limits TANF (or MFIP) public assistance eligibility for adult caregivers to how many months in their lifetime?
  - a. 45
  - b. 55
  - c. 60
  - d. There is no limit.
  
3. Pregnant women without other children can be eligible for MFIP.
  - a. True
  - b. False
  
1. Many individuals are NOT included in the MFIP assistance unit. Which **one** of the following **IS** included in the MFIP assistance unit?
  - c. A child or adult on SSI
  - d. A child living with the MFIP family and receiving foster care payments
  - e. A disqualified person who has been convicted of fraud
  - f. A minor child who lives with parents



# **MFIP Basics Part Two**

## **Knowledge Assessment Answers**

(next page)



## MFIP Basics Part Two Knowledge Assessment

***The correct answers are circled.***

1. All caregivers receiving assistance must work with Employment Services and develop an Employment Plan.....  
a. Except for those using the child under 12 month's exemption.  
b. Except for caregivers not receiving assistance due to an Intentional Program Violation.  
c. Both of the above are true.  
d. Neither of the above are true.
2. Federal law limits TANF (or MFIP) public assistance eligibility for adult caregivers to how many months in their lifetime?  
a. 45  
b. 55  
c. 60  
d. There is no limit.
3. Pregnant women without other children can be eligible for MFIP.  
a. True  
b. False
4. Many individuals are NOT included in the MFIP assistance unit. Which *one* of the following IS included in the MFIP assistance unit?  
a. A child or adult on SSI  
b. A child living with the MFIP family and receiving foster care payments  
c. A disqualified person who has been convicted of fraud  
d. A minor child who lives with parents



# MFIP Basics for Employment Services Counselors

## Part 3 Handouts



- **Income eligibility: MFIP Assistance Standards**
- **Calculating the grant amount: MFIP Work Incentives, Grant Calculation. Significant Change**
- **Once MFIP is approved and the grant is issued: MFIP ES requirements, MFIP time requirements**
- **Resources**



## MFIP Assistance Standards Chart

# Eligible People	FAMILY WAGE LEVEL	-- TRANSITIONAL STANDARD --		
		Full Standard	Cash Portion	Food Portion
1	\$464	\$422	\$250	\$172
2	\$829	\$754	\$437	\$317
3	\$1,090	\$991	\$532	\$459
4	\$1,328	\$1,207	\$621	\$586
5	\$1,535	\$1,395	\$697	\$698
6	\$1,761	\$1,601	\$773	\$828
7	\$1,918	\$1,744	\$850	\$894
8	\$2,121	\$1,928	\$916	\$1,012
9	\$2,320	\$2,109	\$980	\$1,129
10	\$2,512	\$2,284	\$1,035	\$1,249
Each add'l person	\$191	\$174	\$53	\$121

## MFIP GRANT – PRACTICE CALCULATION

(Fill in the blanks.)



Household Size = 2

Earned Income = \$400/mo.

1	Gross Earnings		\$400
2	Minus 50% of Line 1		200
3	Equals Net Earnings	=	200
4	MFIP Family Wage Level (HH of 2)		
5	Minus Net Earnings		200
6	Equals DIFFERENCE	=	
7	MFIP Transitional Standard (HH of 2)		
8	Monthly Amount (smaller of Line 6 or 7)	=	
9	Minus Unearned Income (if any)		0
10	Equals Grant Amount	=	
11	Food Portion		
12	Cash Portion		

Gross income \$ \_\_\_\_\_ + Grant \$ \_\_\_\_\_ =  
 \$ \_\_\_\_\_ Total HH Income

If not working, this family would have only received the Transitional Standard of \$754 for a household of two.

# MFIP Basics Part Three

## Knowledge Assessment

1. When calculating the monthly MFIP grant amount for households with **earned income**, the following assistance standard is used:
  - a. Family Wage Level
  - b. Transitional Standard
  - c. Housing Assistance Grant
  - d. None of the above
2. Which one of the following **is not** an allowable MFIP deduction when calculating gross income?
  - a. Earned income disregard
  - b. Assets
  - c. Allocation
  - d. Child and spousal support deductions
3. Most MFIP households are eligible to receive the Housing Assistance Grant in addition to their MFIP grant. The Housing Assistance Grant amount given is:
  - a. \$50
  - b. \$110
  - c. \$200
  - d. 50% of their MFIP grant amount
4. When income received in the month of April is used to determine the MFIP grant amount for June, this is called:
  - a. Prospective budgeting
  - b. Retrospective budgeting
  - c. Significant change
  - d. Work incentive



# **MFIP Basics Part Three Knowledge Assessment Answers**

(next page)





## MFIP Basics Part Three

### Knowledge Assessment

The correct answers are circled.

1. When calculating the monthly MFIP grant amount for households with earned income, the following assistance standard is used:  
a. Family Wage Level  
b. Transitional Standard  
c. Housing Assistance Grant  
d. None of the above
2. Which one of the following is not an allowable MFIP deduction when calculating gross income?  
a. Earned income disregard  
b. Assets  
c. Allocation  
d. Child and spousal support deductions
3. Most MFIP households are eligible to receive the Housing Assistance Grant in addition to their MFIP grant. The Housing Assistance Grant amount given is:  
a. \$50  
b. \$110  
c. \$200  
d. 50% of their MFIP grant amount
4. When income received in the month of April is used to determine the MFIP grant amount for June, this is called:  
a. Prospective budgeting  
b. Retrospective budgeting  
c. Significant change  
d. Work incentive

