

**MFIP BASICS FOR EMPLOYMENT
SERVICES PROVIDERS:
PART 2 OF A 3-PART SERIES**

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(Background music.)

Welcome to Minnesota Family Investment Program Basics for Employment Services Providers, part 2. This is part 2 of the 3 part MFIP Basics series. My name is Susan Seidl and I'll be presenting this training information for you today.



It is best to have the handout for this course ready to use. The handout is called MFIP Basics for Employment Services Counselors and is available on the DWP and MFIP Employment Services Resources web page, under Training and Support.

THIS WEBINAR COVERS PART TWO OF THE MFIP BASICS FOR ES PROVIDERS COURSE.

- MFIP Program Goals & Demographics
- Universal Participation
- MFIP Time Limits
- Coordination of Responsibilities
- Verifications & Requirements
- Assistance Units



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The Minnesota Family Investment Program (MFIP) is a comprehensive work-focused program. Support services and earning disregards are available for MFIP participants.

MFIP was designed to encourage and to allow for early work force engagement for its participants in order to build their job skills, experience, and work history. This approach has been shown to be effective in increasing earnings and income while promoting self-esteem and independence for families.

MINNESOTA FAMILY INVESTMENT PROGRAM

MFIP Goals:

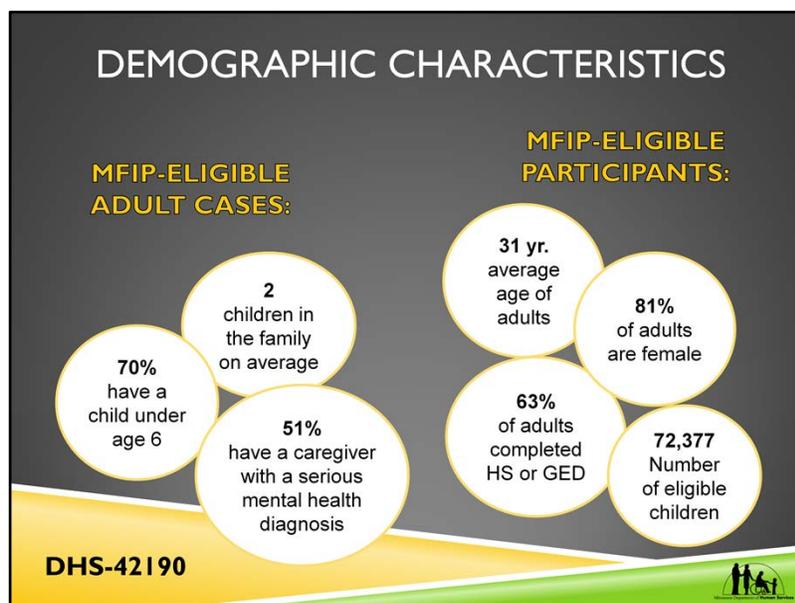
- Encourage and help families find employment.
- Help families increase their income and move out of poverty.
- Prevent long-term dependence on welfare.



The image is a promotional graphic for the Minnesota Family Investment Program. It features a dark grey background with a glowing blue light source. A graduate in a blue gown and cap stands on the right, pointing upwards. The word 'Success' is written in a glowing, blue, sans-serif font above her. In the foreground, a green and yellow banner contains a sign that reads 'With a little go-a-head goal, you can reach your race, every'. The Minnesota Department of Human Services logo is in the bottom right corner.

MFIP Goals:

- To encourage and enable all families to find employment. All caregivers are required to participate in Employment Services.
- To help families increase their income and move out of poverty.
- To prevent long-term dependence on welfare as a primary source of family income.



Here are some statistics to give you information about the demographic characteristics of our MFIP population.

This report is available in eDocs, DHS document DHS-42190.

See <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-42190-ENG>.

ELIGIBLE ADULTS ON MFIP AND DWP:

- The average age is 31 years.
- 81% are female.
- 63% have at least a high school education.
- 72,377 children were eligible for MFIP or DWP.

MFIP CASES:

- Families receiving MFIP or DWP average 2 children.
- 70% of MFIP eligible-adult cases have a child under the age of 6.
- 51% have at least one caregiver with a known serious mental health diagnoses. Increases in diagnosis may be related to increased screening for Family Stabilization Services (FSS), which provides alternative employment plans for certain MFIP participants, including those with a mental illness.

MFIP RULES

Work with ES

Universal Participation:

- Applies to caregivers receiving assistance.
- Applies to caregivers not receiving assistance due to an IPV.
- Possible exemption for those with the child under 12 months.
- Does not include parents whose needs are not included in the grant.

Develop an EP

See **CM 28.06.02.**

MFIP FINANCIAL POLICY

Universal participation (see CM 28.06.02)

All caregivers receiving assistance as well as caregivers who are not receiving assistance due to an Intentional Program Violation (IPV) must work with Employment Services and develop an EP.

There is a ES exemption for MFIP and DWP caregivers with a birth child under 12 months which is time-limited: 12-month lifetime limit for a household or up to 12 months combined total per household for a 2-parent family. Parents are allowed to choose to claim the exemption for more than 1 child, and in different spans of time.

This ES exemption applies even if the child's needs are not included in the grant. Parents whose needs are not included in the grant (SSI, non-citizens or removed post-60) are not subject to the ES universal participation policy and should not be coded as using the child under 12-month exemption to Employment Services.

MFIP RULES **60 Months**

Federal law limits public assistance eligibility for adult caregivers to 60 months in their lifetime.

Includes TANF funded assistance from other states .

60 month lifetime limit

Federal law limits public assistance eligibility for adult caregivers to **60** months in their lifetime.

Minnesota adopted the 60-month time limit and started to count months toward the limit in July of 1997. Other states may have chosen shorter lifetime limits.

This includes TANF funded assistance from **other states**.

OPTING OUT OF MFIP CASH PORTION



- Client's choice.
- Continue to be eligible for the food portion of MFIP as well as employment support services and child care.
- Months "opted out" of cash do not count toward the 60-month lifetime limit.



MFIP participants may choose to "opt out" of the cash portion of the MFIP grant. They will continue to be eligible for the food portion of MFIP, as well as other program benefits, including employment support services and child care.

Any month an MFIP case does not receive the MFIP cash portion is not counted toward the 60-month lifetime limit.

Participants must choose to opt out of the cash portion by the 22nd of the month prior to the month the change is to take place. If they have opted out of the cash portion, they may later choose to receive both the cash and food portions again.

There is no restriction on the number of times a unit can choose to opt out of the cash portion and start it again.

MFIP TIME LIMITS

Extensions – there are some circumstances someone could get more than 60 months on MFIP.



There are some circumstances when someone could get more than 60 months on MFIP. This is called an Extension.

MFIP TIME LIMITS **Stopping the Clock**

These don't count towards the 60 month limit:

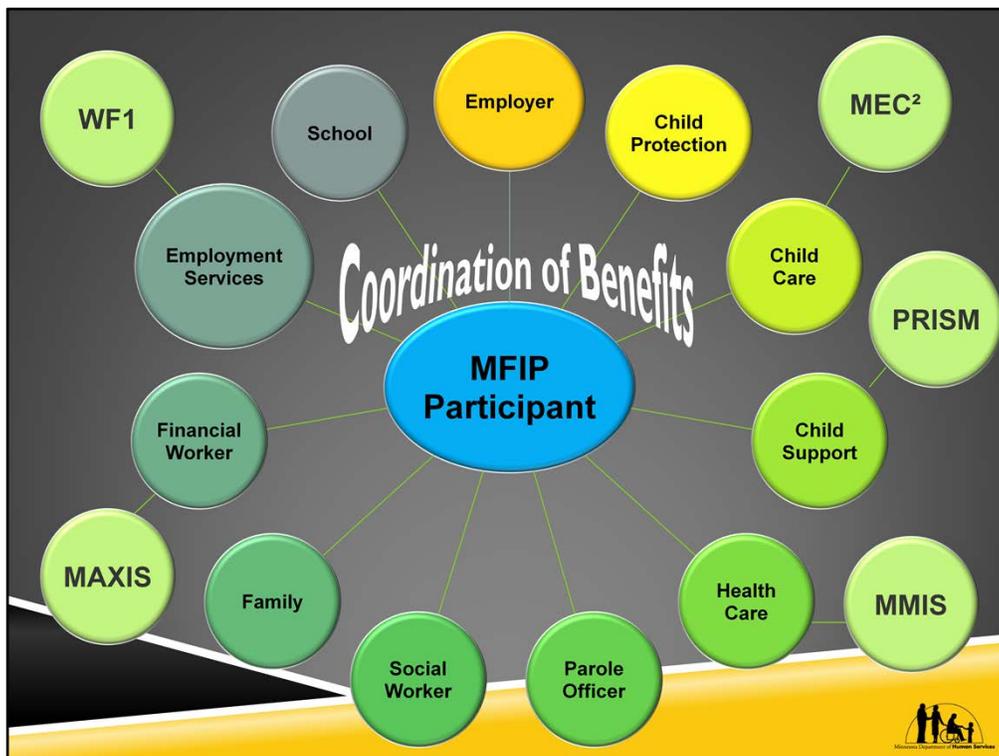
- 18 & 19 year olds in high school/GED
- Family violence waiver
- Age 60 or over
- Native American reservation with an unemployed rate of 50% or more

A small inset image in the bottom right corner of the slide shows a hand with the index finger pointing to the 12 o'clock position on a clock face, symbolizing 'stopping the clock'.

There are also circumstances when time on MFIP does not count toward the 60 month limit. This is called “stopping the clock.”

The following circumstances do not count towards the 60 month limit:

- 18 and 19 year olds who are in high school or working towards their GED;
- Those with a Family violence waiver;
- Clients who are age 60 or over; and
- Those on a Native American reservation with an unemployed rate of 50% or more.



Coordination of Benefits:

The MFIP Participant’s success is supported by many different groups and individuals as well as systems. These include:

- Employment Services
- Schools
- Employers
- Child Protection
- Child Care services
- Child Support
- Health Care
- Parole Officers
- Social Workers
- Family
- The Financial Worker

The systems involved in this process also include the WF1 system, MEC², PRISM – the child support system, MMIS for health care, and MAXIS – that financial workers use.

MFIP VERIFICATIONS:
Applicants must provide proof of:

- Identity
- Social Security Number
- Immigration Status or Citizenship
- Income
- Current value of liquid assets
- Current value of vehicles
- Child care costs
- Medical costs
- Relationship to other household members
- Housing and utility costs
- Illness or disability



MFIP clients must provide verification of information.

Applicants must provide proof of:

- Identity
- Social Security Number (or application for one)
- Immigration Status (if not a U.S. citizen)
- Income or any other money coming into the household
- Current value of bank accounts, stocks/bonds, certificates of deposit, life insurance, trusts.
- Current value of car/truck or other vehicles
- Any child care costs and/or medical costs
- Relationship to other household members
- Housing and utility costs
- Illness or disability

MFIP REQUIREMENTS:

- Participants must attend Financial Orientation within 30 days of approval. There are some exceptions to this for some individuals.
- Report changes which affect eligibility within 10 days after the changes occur or at recertification.
- Cooperate with Child Support Enforcement.



There are three main requirements for the Minnesota Family Investment Program.

- Participants must attend Financial Orientation within 30 days of approval. There are some exceptions to this for some individuals;
- They must report changes which affect eligibility within 10 days after the changes occur or at recertification; and
- If there is at least one non-custodial parent, cooperation with Child Support Enforcement is required.

MFIP ASSISTANCE UNITS:



The following must be included in the MFIP assistance unit when they live together:

- A minor child (under 18 or under 19 if FT student.)
- The minor child's minor siblings, minor half-siblings, and minor step-siblings, birth or adopted.
- The minor child's birth, adoptive, or stepparent(s).



Now, a little bit of information about MFIP assistance units. The number of people in the MFIP assistance unit will determine the amount of the MFIP benefit.

The following people must be included in the MFIP assistance unit when they live together:

- A minor child. A minor child is defined as less than 18 years old or under the age of 19 and a full-time student.
- The minor child's minor siblings, minor half-siblings, and minor step-siblings, birth or adopted. There must be a relationship from the caregiver to the minor child for that child to be eligible for MFIP even if the child is a sibling or half-sibling to the other children in the household.
- The minor child's birth, adoptive, or stepparent(s). If there is no parent in the home, there may be an optional eligible caregiver that can apply for them.

MFIP ASSISTANCE UNITS

Pregnant Women



- Eligible for MFIP or DWP even if she has no other children living with her.
- If married, her spouse must be included in the unit.
- If she and alleged father are not married and she has no other children living with her, she is an assistance unit of one.



MFIP ASSISTANCE UNITS - Pregnant Women

- A pregnant woman may be eligible for MFIP or DWP if she has no other natural, adopted, or step-children living with her.
- If the woman is married, her spouse must be included in the assistance unit.
- If the pregnant woman and alleged father are not married and she has no other children living with her, she is an assistance unit of one.

1% of MFIP participants are pregnant women with no other children in the household.

MFIP ASSISTANCE UNITS

Minor Caregivers

Families also include:

- A minor caregiver and child, and
- A minor caregiver's parent.

A minor caregiver is a person who:

- Is under the age of 18 years and not emancipated, and
- Has applied for or receives assistance as a caregiver on behalf of himself or herself and his or her minor child.



Families also include:

- A minor caregiver and child, and
- The minor caregiver's parent. The minor caregiver's parent will always have a separate MFIP or DWP case from their child, even that if that person has no other minor children.

An MFIP Minor Caregiver is defined as a person who:

- a) is under the age of 18 years and not emancipated, and
- b) has applied for or receives assistance as a caregiver on behalf of himself or herself and his or her minor child.

This includes minor caregivers living with parents or in an approved supervised living arrangement.

MINOR CAREGIVERS OR PREGNANT WOMEN UNDER AGE 18 ...



- Must live with a parent, legal guardian, other appropriate adult relative or other caregiver, or in an adult supervised supportive living arrangement in order to receive MFIP.
- See MFIP brochure for Minor Caregivers (DHS-3238).



Minor caregivers or pregnant women under age 18 are required to live with a parent, legal guardian, other appropriate adult relative or other caregiver, or in an adult supervised supportive living arrangement in order to receive MFIP.

These requirements are explained in the MFIP brochure for Minor Caregivers (DHS-3238).

PARENTS UNDER AGE 18 (MINOR CAREGIVERS)

- Referred to the county social services agency within 30 days of MFIP eligibility.
- Develop and participate in an educational progress assessment and Employment Plan.
- Assessments consider the results of the early childhood screening.



For parents under age 18 (Minor Caregivers):

The county financial worker will refer minor caregivers to the county social services agency, or to the agency with whom the county has contracted to provide minor caregiver services, within 30 days of approving MFIP assistance.

- The minor caregiver must cooperate in developing and participating in an educational progress assessment and an Employment Plan.
- Assessments of minor parents must consider the results of the early childhood health and developmental screening and the effect of the child's developmental and educational needs on the minor parent's ability to participate in Employment Services.

WHEN 2 UNMARRIED MINOR CAREGIVERS LIVE TOGETHER WITH THEIR MINOR CHILD:

- At least one minor caregiver must meet the living arrangement requirement .
- Must establish paternity by completing the Recognition of Parentage (ROP) or adjudication to be eligible for MFIP.



When 2 unmarried minor caregivers live together with their minor child:

At least 1 minor caregiver must meet the living arrangement requirement in order for the minor child along with the minor caregiver to receive MFIP. The minor caregiver who does not meet the living arrangement requirement is not eligible for MFIP but may be eligible for SNAP (food) benefits. If neither minor caregiver meets the living arrangement requirement, there is no MFIP eligibility for the unit.

They must establish paternity by completing the Recognition of Parentage (ROP) or by adjudication.

DATA PRIVACY

Parents may view records of their minor children, unless:

- There is a court order preventing access to the data.

OR

- The minor child requests parental access be denied in writing, and the agency determines that accessing the data by the parent(s) is not in the child's best interest.

Refer to the DHS Data Practices Manual.



DATA PRIVACY:

Clients may review private records which contain information on them. Parents may view records of their minor children, unless:

- There is a court order preventing access to the data OR
- The minor children request in writing that the agency deny parental access to the data, and the agency determines that accessing the data by the parent(s) is not in the best interest of the children.

Refer to the Data Practices Manual issued by DHS for further information.

MFIP ASSISTANCE UNITS

Optional Unit Members

- Eligible caregivers – choose whether or not to be included in the MFIP assistance unit.
- If the caregiver chooses to be included in the assistance unit, the caregiver’s spouse and other mandatory unit members must also be included.
- A relative foster care provider may be eligible for MFIP or DWP even if the only minor child in the home is receiving foster care.



Some individuals in the MFIP Assistance Unit are considered “Optional Unit Members.” These include:

- Eligible caregivers may choose whether or not to be included in the MFIP assistance unit.
- If the caregiver chooses to be included in the assistance unit, their spouse and other mandatory unit members must also be included.
- A relative foster care provider may be eligible for MFIP or DWP even if the only minor child in the home is receiving foster care.

THE FOLLOWING PEOPLE ARE NOT
CONSIDERED TO BE IN THE MFIP OR DWP
ASSISTANCE UNIT:

- SSI or MSA participants.
- Children living with the family and receiving foster care or adoption assistance payments.
- Children covered under the Interstate Compact on the Placement of Children (ICPC).
- Disqualified people.

The following people are not considered to be in the MFIP or DWP assistance unit:

- SSI or MSA participants.
- Children living with the family and receiving foster care or adoption assistance payments.
- Children covered under the Interstate Compact on the Placement of Children (ICPC).
- Disqualified people.

DISQUALIFIED PEOPLE:
NOT CONSIDERED TO BE IN THE MFIP OR DWP ASSISTANCE UNIT

- People who fail to provide an SSN.
- Parole violators and fleeing felons.
- Drug felons who fail the drug test.
- People convicted of fraud or convicted of making a fraudulent statement regarding residence in order to receive duplicate assistance.
- People not cooperating with MFIP Quality Control are ineligible for the food portion of MFIP only.



The following individuals are considered to be disqualified from MFIP:

- People who fail to provide an SSN.
- Parole violators and fleeing felons.
- Drug felons who fail the drug test.
- People convicted of fraud or convicted of making a fraudulent statement regarding residence in order to receive duplicate assistance.
- People not cooperating with MFIP Quality Control are ineligible for the food portion of MFIP only.

THIS COMPLETES PART TWO OF THE MFIP BASICS FOR ES PROVIDERS COURSE.

- MFIP Demographics
- Program Goals & Rules
- Coordination of Responsibilities
- Universal Participation
- Opting Out
- Time Limits
- Verifications & Requirements
- Assistance Units



This completes part two of the MFIP Basics course, you have learned about:

- MFIP Demographics
- Program Goals & Rules
- Coordination of Responsibilities
- Universal Participation
- Opting Out
- Time Limits
- Verifications & Requirements
- Assistance Units



MFIP BASICS PART TWO KNOWLEDGE ASSESSMENT

Please complete the MFIP Basics Part Two
Knowledge Assessment in your handout packet.

Answers to the knowledge assessment are given
to you. They are at the very end of your handout
packet.



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Answers to the knowledge assessment are given to you. They are at the very end of your handout packet.

Good luck!



(Background music.)

Congratulations!

You have completed **PART TWO OF MFIP BASICS FOR EMPLOYMENT SERVICES PROVIDERS** course.

Please continue on to MFIP Basics, Part 3.