



**MFIP EMPLOYMENT SERVICES MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 01/2015**

The following sections remove reference to Family Cap because this program was repealed effective 01/01/15:

- 1 (Table of Contents) deletes 4.9 (Family Cap).
- 4.6 (MFIP Assistance Unit).
- 4.9 (Family Cap) deletes section.
- 5.6 (Timing for Employment Services).
- Appendix A (MFIP Assistance Standards).
- Appendix A-1 (MFIP Initial Eligibility Threshold Guide).

The following sections remove reference to Shared Household Standard because it was repealed effective 01/01/15:

- 3.39 (Glossary: S...).
- 4.21 (Grant Standards).
- 4.30 (Actual Budgeting).
- 13.21.6 (Employed Extension Criteria - 2-Parent Units).
- 14.30.3.3 (Post 60-Month ES Sanctions - Removing Caregivers).
- 17.42 (DWP Assistance Standards).
- Appendix A (MFIP Assistance Standards).

7.36.1 (Safe At Home Program) deletes the former 2nd paragraph and adds a new 2nd paragraph with new Safe At Home Program requirements.

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SANCTIONED MONTH :

A month a participant is in sanction on the MAXIS system.

SANCTIONS :

Reduction of a family's assistance payment by a specified percentage of the MFIP standard of need because a non-exempt participant fails to comply with the MFIP Employment Services requirements, a parental caregiver fails without good cause to cooperate with the child support enforcement requirements or a participant fails to comply with other program requirements.

SAFE AT HOME (SAH) PROGRAM :

The Safe At Home (SAH) Program is a Minnesota address confidentiality program that assists survivors of domestic violence, sexual assault, and stalking by providing a substitute address for people who move or are about to move to a new location unknown to their aggressors. The Minnesota Secretary of State's office administers this program. See §7.36.1 (Safe At Home Program) for more information.

SECONDARY SCHOOL :

A school accredited by the Minnesota Department of Education as a secondary school. This includes grades 7 through 12 or an equivalent technical, vocational, or GED program.

SELF-EMPLOYMENT :

Employment where people work for themselves rather than an employer, are responsible for their own work schedule, do not have taxes or FICA withheld by an employer, and do not have coverage under an employer's liability or workers' compensation insurance.

SELF-SUPPORT INDEX :

An MFIP/DWP outcome measure that tracks whether adults are either working 30 or more hours per week, or no longer receiving MFIP/DWP cash payments 3 years after a baseline quarter.

SIBLINGS :

Brothers and sisters related through birth or adoption to 1 or both parents.

SIGNIFICANT CHANGE :

The unit's gross earned and/or unearned income for the payment month declines by 38% or more from the gross earned and/or unearned income budgeted in the budget month. See §4.27 (Significant Change Policy).

SNAP:

See SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM.

SOCIAL SERVICES :

The services included in a county's community social services plan which are administered by the county board as described under Minnesota Statutes, section 256E.03, subdivision 2.

SPOKEN LANGUAGE PROFICIENCY :

A test that measures the English language speaking skills of people whose native language is not English.

SPL :

See SPOKEN LANGUAGE PROFICIENCY.

SPOUSAL SUPPORT :

An allowance for support that a court orders a person to pay to his or her SPOUSE or former SPOUSE.

SPOUSE :

A person who is legally married to another person; husband or wife.

SSA :

Social Security Administration.

SSI :

See SUPPLEMENTAL SECURITY INCOME (SSI) below.

STEPPARENT :

The spouse of a child's birth, adoptive, or legal parent.

SUBSIDIZED PRIVATE SECTOR EMPLOYMENT:

Employment in the private sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient or when the wages paid to a participant are made by a hired party, such as the county, the MFIP ES provider or a temporary staffing agency that has a contract to provide subsidized employment for MFIP participants.

SUBSIDIZED PUBLIC SECTOR EMPLOYMENT:

Employment in the public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a recipient or when the wages paid to a participant are made by a hired party, such as the county, the MFIP ES provider or a temporary staffing agency that has a contract to provide subsidized employment for MFIP participants.

SUITABLE EMPLOYMENT :

Suitable employment:

- Is within the participant's physical and mental capacity.
- Pays hourly gross wages which are not less than the federal or state minimum wage for that type of employment.
- Meets health and safety standards set by federal, state, and county agencies.
- Complies with federal, state, and local anti-discrimination laws.

Do not knowingly refer participants to employers who offer employment that violates these standards.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP):

The federal Food and Nutrition Service Program of the United States Department of Agriculture. Also known as: food assistance, food benefits, Food Support, nutrition assistance or nutrition assistance benefits. Formally known as Food Stamps.

SUPPLEMENTAL SECURITY INCOME (SSI) :

A program operated by the Social Security Administration that provides monthly income to low-income people who are aged, blind, or have a disability.

SUPPORTED WORK :

A subsidized or unsubsidized work experience placement with a public or private sector employer, which may include services such as individualized supervision and job coaching to support the participant on the job.

SUSPENSION :

A 1-month interruption in eligibility for benefits. Benefits suspended 1 month are reinstated the next month without a new application.

SWORN STATEMENT :

A written declaration made by participant. It is similar to an affidavit, but unlike an affidavit, it does not need to be sealed by an official such as a notary public or other authorized officer. The signing of the statement only needs to be witnessed if a Notary is not available.

MFIP ASSISTANCE UNIT**4.6**

Basic MFIP eligibility factors include who can or must be in the assistance unit. The MFIP assistance unit includes minor children under the age of 18, or age 19 and in school full-time in a secondary school. All minor siblings, and step siblings must be included in the unit, as well as birth and adoptive parents and stepparents.

Stepparents are also mandatory members of the unit whether or not there are children in common.

Eligible relatives and legal custodians (whether relatives or not) can also receive MFIP benefits for minor children, if the children have no parent present in the home. Eligible relatives include, but are not limited to, grandparents, aunts, uncles, cousins, and siblings. An eligible relative can choose to be in or out of the assistance unit. If an eligible relative chooses to be in the unit, her or his spouse (if living in the home) must also be included in the unit. When an eligible relative chooses to be in the unit, all of her or his income, as well as the income of the spouse, will be counted toward the grant. Eligible relative caregivers must also participate in Employment Services, unless exempt.

Pregnant women and their spouses are also mandatory members of the assistance unit.

Other people may be eligible to receive MFIP but are not mandatory unit members, including some optional caregivers. Consult with the financial worker if you have questions about who is in the MFIP unit.

GRANT STANDARDS**4.21**

Work incentives and tax credits provide families with new opportunities. They can make choices which can increase their income and make self-sufficiency a reality. Participants can enter the job market slowly and with entry-level jobs still see a benefit to their family in terms of increased income. See DHS Bulletin [#11-11-03](#) (DHS Reissues “Work Will Always Pay...With MFIP”) handout to show changes effective October 1, 2012). Also see Appendix A (MFIP Assistance Standards), Appendix A-1 (MFIP Initial Eligibility Threshold Guide), Appendix A-2 (Amount of Earnings Needed to Exit MFIP Cash), Appendix A-3 (Amount of Earnings Needed to Exit MFIP) for MFIP Assistance Standards and tables comparing family size, grant amounts, income amounts, and “exit levels”.

General descriptions of the components that affect the MFIP grant are as follows:

➤ **TRANSITIONAL STANDARD**

The MFIP Transitional Standard is the base standard issued for most families with no earnings or with only unearned income. The Transitional Standard has a cash portion and a food portion. The MFIP grant is issued on an Electronic Benefit Transfer (EBT) card. Both the cash portion and the food portion are on the same EBT card imprinted with the name of the head of household. One additional card restricted to the food portion is also available on request, allowing children and other family members to purchase food. No name is printed on this card.

Effective March 1, 2013, use of cash benefits on the EBT card is restricted to vendors and ATMs in Minnesota, Iowa, North Dakota, South Dakota and Wisconsin. This restriction does not apply to food benefits.

➤ **RESTRICTION ON EBT CARDS**

The cash portion of benefits on an EBT card cannot be used to purchase alcohol or tobacco products. A participant found guilty of using their benefits in this way will be disqualified from the program (other assistance unit member continue to be eligible).

- For MFIP, the disqualification is one year for the first offense, two years for the second, and a permanent disqualification for the third. See §14.33 (Fraud and EBT Misuse).

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- DWP families with a disqualified participant are no longer eligible for DWP. An MTAF must be completed to open MFIP for the rest of the assistance unit.

EARNINGS DISREGARD

The earnings disregard of 40% is applied every month the family has earnings. The disregard is available to each working member of the unit.

➤ **FAMILY WAGE LEVEL**

Whenever a family has earnings, 40% of the earnings are disregarded and the resulting net is subtracted from the Family Wage Level (which is 110% of the Transitional Standard). This means that, up to a certain level of earnings, a family may not experience a reduction in the grant amount. For example, a family with 1 adult and 2 children could have \$168 in gross earnings and would still receive the full Transitional Standard of \$1,005. A family will never receive a grant payment greater than the Transitional Standard.

NOTE: Families receiving cash benefits are limited to 60 months of assistance during their lifetime. Every month a family receives an MFIP grant that includes a cash portion counts toward the 60-month limit. Any month the grant amount includes the food portion ONLY does NOT count toward the lifetime limit.

There are 3 MFIP budgeting rules to remember:

- The Transitional Standard is used if the family has no income or only unearned income.
- The Family Wage Level is always used when the family has earnings.
- The actual payment cannot exceed the Transitional Standard.

See Appendix A for the Transitional Standard, Family Wage Level and Appendix A-1 for the Federal Poverty Guidelines (FPGs).

The following examples illustrate the effects of earnings on the payment amount (standards EFFECTIVE 10/1/2012):

CASE EXAMPLE 1:

The family consists of 1 adult and 1 child. There are no earnings. The grant equals the Transitional Standard of \$764.

Result: Family receives \$437 cash portion and \$327 food portion.

CASE EXAMPLE 2:

The same family consists of 1 adult and 1 child. The participant is employed part-time and receives \$400 in gross earnings per month. She/he receives 2 work incentives -- the Family Wage Level and the 40% disregard.

\$400	Gross Earnings
<u>-160</u>	40% disregard
\$248	Net earnings

\$840	Family Wage Level
<u>-240</u>	Net earnings
\$600	MFIP Grant

Result: Family receives \$400 in gross earned income (less paycheck deductions such as taxes and FICA) and \$600 grant = \$1,100 total family income (less paycheck deductions). In this case, the grant includes \$273 cash and \$327 in food portion. In addition, the family would be eligible for the federal Earned Income Credit (EIC) and the Minnesota Working Family Credit (MWFC).

CASE EXAMPLE 3:

The family consists of 1 adult and 1 child. The participant now earns \$900/month.

\$900	Gross Earnings
<u>-360</u>	40% disregard
\$540	Net earnings
\$840	Family Wage Level
<u>-540</u>	Net earnings
\$300	MFIP Grant

Result: Family receives \$900 in gross earning (less paycheck deductions such as taxes and FICA) and \$300 grant = \$1, 200 total family income. Because the entire grant amount (\$300) is in food portion, this month DOES NOT count against the 60-month maximum lifetime limit. Again, the family would be eligible for EIC and MWFC.

As illustrated by these examples, a NON-WORKING family receives cash and food benefits of \$764. With earnings of \$400 per month, the cash and food benefit grant is \$600 and the combined gross income is \$1,100 (less paycheck deductions). With increased earnings of \$900, the food benefit is \$300, the combined gross income is \$1,200 (less paycheck deductions), and the month does not count against the 60-month maximum lifetime limit.

CHILD CARE COPAYMENTS

Child care copayments are based on household size and income. Copayments are assessed when family income reaches 75% of the federal poverty guidelines (FPG) and are increased to provide movement to full payment of child care costs as parents’ income increases.

Families with income above 100% FPG are assessed copayments based on state median income and family size.

For copayment schedules for all income levels and household sizes, refer to DHS-6413A - Minnesota Child Care Assistance Program Copayment Schedules.

TAX CREDITS

A family can increase their family income even more with the federal Earned Income Credit (EIC) and the Minnesota Working Family Credit (MWFC). These tax credits are not counted against the MFIP grant, whether received monthly or annually.

TIMING FOR EMPLOYMENT SERVICES**5.6**

All caregivers receiving MFIP during the 1st 60 months, and caregivers in post 60-month extension categories, must be engaged in Employment Services (ES), with the exception of participants with a birth child under 12 months, see below. For more information on extension categories, see Chapter 13 (Extensions). Caregivers with a fraud disqualification on or after October 1, 2007, are also required to participate in employment services during the disqualification period.

CHILD UNDER 12 MONTHS EXEMPTION

Under the law there is a time-limited ES exemption for MFIP and DWP caregivers with a birth child under 12 months.

An ES exemption begins the 1st month after the month the participant claims the child under 12 months exemption.

The 3 time periods a participant can claim an ES exemption for the care of a child under 12 months are:

- The original child under 1 exemption that was in effect from January 1, 1998 through June 30, 2004.
- The child under 12 weeks ES exception that was in effect from July 1, 2004 through February 28, 2010. Do NOT count more than a total of 3 months for any participant who used the 12-week exception during this period.
- The child under 12 months ES exemption effective March 1, 2010.

All months used on DWP and MFIP under any of these periods count toward the 12 month lifetime limit for a household.

MFIP parents who have not used a total of 12 months of the exemption (up to 12 months combined total per household for a 2-parent family) may choose to use the remaining months beginning March 1, 2010. 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, such as for a child that is ineligible for cash due to receipt of Supplemental Security Income (SSI).

In a 1-parent household, the ES exemption for the care of a child under 12 months is available for a cumulative 12 months lifetime limit.

TIMING FOR EMPLOYMENT SERVICES**5.6**

In a 2-parent household, the parents' exemption months are combined to determine the months used towards the 12-month total rather than being available in full to each caregiver. Only 1 parent is allowed to claim the exemption in any 1 month but the exemption can switch between parents from month to month.

If a parent in a 2-parent household moves out and joins a 1-parent assistance unit to form a new 2-parent assistance unit, the parent who moves in retains any of their unused exemption months. The newly formed unit is limited to 12 months total when the 2 parents' exemption months are added together. If the combined months of the new unit exceed 12 months, they would not be eligible for any more exempt months as long as they live together.

TEEN PARENTS

The ES exemption to care for a child under 12 months is NOT available to minor parents under age 18, or 18- or 19-year old parents who do not have a high school diploma or its equivalent and choose an Employment Plan with an education option. Such parents may choose to claim a 6-week exemption to care for a child under 6 weeks.

An 18- or 19-year-old parent(s) without a high school diploma or its equivalent who choose an Employment Plan with a work option may choose to claim the child under 12 months ES exemption.

VICTIMS OF FAMILY VIOLENCE

The ES exemption to care for a child under 12 months IS available to participants who have an approved Employment Plan (EP) for FSS Participants under the Family Violence Waiver Option.

The Employment Plan should be revised to indicate that the participant is choosing to use the exemption and the review date should reflect the date the exemption is expected to end. Participants should be made aware that while they are using the exemption they would not have access to support service dollars or MFIP child care.

The employment counselor must use the child under 12-month identifier on WF1 to indicate the participant is choosing the exemption.

The participant must come in to revise the Employment Plan the month after the month the exemption ends.

TIMING FOR EMPLOYMENT SERVICES**5.6**

If an applicant wants to request both the Family Violence Waiver and the 12-month exemption they must be referred to Employment Services and must first develop an Employment Plan (EP) for FSS participants under the Family Violence Waiver Option. Once that plan is written, approved and the waiver is in place the participant can choose the exemption. The EP would need to be revised to indicate the participant is choosing to use the exemption.

SAFE AT HOME PROGRAM**7.36.1**

Safe At Home (SAH) Program is a Minnesota address confidentiality program that assists survivors of domestic violence, sexual assault, and stalking by providing a substitute address for people who move or are about to move to a new location unknown to their aggressors. The Minnesota Secretary of State's office administers this program.

SAH provides a free confidential mail-forwarding service and optional absentee voter registration. SAH participants will share a common P.O. Box but each participant will be assigned a unique Lot number. When mail is received for a participant, the Secretary of State is required to forward the mail to the participant's actual residence.

SAH participants who apply for or are receiving public assistance programs administered at the county agency are considered participants when they declare they are SAH participants or provide the county with their unique Lot number with PO Box 17370 assigned to them by the Secretary of State's office. They are not required to provide the county with a Safe At Home Identification Card. Once the applicant or participant declares they are participating in the SAH program, determine eligibility following the SAH policy. SAH participants may use the PO Box address along with the unique Lot number assigned to them by the Secretary of State's office as the address on the [Combined Application Form \(CAF\) \(DHS-5223\)](#) and the [Authorization for Release of Information About Residence and Shelter Expenses \(DHS-2952\)](#). Safe at Home participants can be confirmed by contacting the Safe at Home office and providing the full name and lot number, but should only do so if there is inconsistent information.

SAH participants MUST also tell the county agency the county where they actually live. There may be a delay in the mail-forwarding process. Participants may not receive public assistance program notices when anticipated which may affect the ability of the participant to respond timely. County workers will need to make exceptions for these situations.

For more information about the Safe At Home Program, call 651-201-1399 or 1-866-723-3035 or TTY 1-800-627-3529 or 711. The SAH web site is:
<http://www.sos.state.mn.us/home/index.asp?page=859>

EMPLOYED EXTENSION CRITERIA - 2-PARENT UNITS**13.21.6**

One or both parents in a 2-parent family may be eligible for an “employed” extension when they work at a certain level. Requirements for parents in a 2-parent family differ depending on whether they reach the 60-month time limit at the same or different times, and whether both request an extension in the same category.

Hourly requirements for an employed extension in this section are minimums. Require the maximum number of hours appropriate for the participant(s) even if it exceeds the minimum hourly requirement for the extension. Participants who are working hours above the minimum hourly requirement prior to being extended may only decrease those hours with approval from a job counselor, and in conjunction with a revised Employment Plan. This should not be done unless there is a compelling reason to do so.

In 2-parent families where only 1 parent is extended under this category (for example the 2nd parent is in pre 60-month status, removed from the household being extended, or extended under another category) follow the single parent minimum hourly requirements.

Parents extended in this category are required to participate in Employment Services and may be sanctioned for non-compliance, including a reduction in hours or loss of employment.

WHEN BOTH PARENTS REACH THE 60-MONTH LIFETIME LIMIT AT THE SAME TIME

- Both parents must be in compliance with all program requirements in the 60th month. Being in compliance means the participant(s) is not in sanction for non-cooperation with ANY MFIP program requirement, including non-cooperation with child support. If 1 parent is not in compliance in month 60, that parent may be removed.
- Both must be in compliance 10 out of the last 12 months. If both parents fail to be in compliance 10 of the 12 months preceding month 61, the MFIP case must NOT be extended under this category. When only 1 parent does not meet the 10 of 12 months compliance requirement, the family has the option to remove that parent and extend the case if the remaining parent meets the remaining criteria. If the parent who failed the 10 out of the last 12 months compliance requirement is removed, the 1-parent work requirement under the employed category (30/25 hrs) applies to the remaining parent. If the parent who was removed has income, it is deemed to the MFIP unit. The parent who was removed may apply for and receive the Supplemental Nutrition Assistance Program (SNAP), if otherwise eligible. The financial worker will review health care eligibility for the disqualified member.

NOTE: If you are evaluating 1 parent for the employed extension and the other for a different extension type, the parent who is being evaluated for an extension other than employed is NOT subject to the 10 of 12 months compliance test.

- Both parents must meet criteria for an extension or have banked months in order for MFIP to be continued. If the case is closed because neither parent qualifies nor has banked months, a review must be conducted by your supervisor or a review team designated by the county.
- Both parents must follow an Employment Plan.
- When both parents are extended as employed, they must participate in work activities at least 55 hours per week each month, 45 of which on average must be employment. Hours may be divided between the 2 parents in any way that works for their particular situation and should be documented in their Employment Plans. When 1 parent is completing all the minimum hours required for this extension, the other parent's plan should require the maximum hours of work activities you determine he/she is able to complete.

WHEN 1 PARENT REACHES THE 60-MONTH LIFETIME LIMIT BEFORE THE OTHER

To be eligible for the employed extension, the participant who has reached month 60 must:

- Be in compliance with all program requirements in the 60th month.
- Be in compliance with all program requirements in 10 out of the last 12 months preceding month 61.
- Participate in work activities at least 30 hours per week per month, 25 of which on average must be employment. Participants must meet minimum work requirements, and they are NOT exempt from ES requirements.

NOTE: If the participant who has not reached 60 months is also employed, the combined minimum hours of participation for the 2-parent family is 55 hours a week, 45 of which must be employment.

- If the parent who reaches month 60 does not meet criteria for an extension or is in sanction in month 60 he/she may be removed. The case then follows pre-60 month policies.

See §13.3 (60-Month Lifetime Limit) for an explanation of the 60-month lifetime limit and exceptions. See §13.15 (Hardship Extensions) for general information and requirements for hardship extensions.

**POST 60-MONTH TYPE/LENGTH OF ES SANCTIONS -
REMOVING CAREGIVERS****14.30.3.3**

Two-parent families have the option to remove a non-compliant parent from the grant. The option to remove the non-compliant parent must occur as part of a discussion and decision-making process between the county/Employment Services Provider and the participants. The county **MUST NOT** automatically remove a non-compliant parent.

A parent who is removed from the grant may reapply once. A subsequent removal of this parent from the grant for non-compliance will result in permanent disqualification from MFIP. Only 1 parent may be removed at a time. Removals are counted per CAREGIVER for purposes of determining permanent disqualification of that caregiver from the MFIP unit.

Before removing a participant under this policy, the county agency must review the participant's case to determine if the Employment Plan is still appropriate and must make a good faith effort to meet with the participant face-to-face. If the participant does not comply, the county agency must send the participant a notice of adverse action.

WHEN BOTH PARENTS REACH MONTH 60 AT THE SAME TIME:

When BOTH parents reach month 60 at the same time, there are 2 situations when 1 of the parents may be removed from the grant and the remainder of the family continued on MFIP:

- **Effective month 61:** If 1 of the parents does not meet an extension category, or is in sanction in month 60, that parent may be removed from the grant upon request, effective month 61. Either parent may make the request. If the remaining parent is extended as employed, the single parent hourly requirement applies (30/25 hours). Deeming provisions apply. Only 1 parent may be removed from the MFIP unit under this provision.
- **After month 61:** After an extension has been approved, either parent may request removal of a non-compliant parent from the MFIP grant. Pre 60-month notice requirements apply.

EXAMPLE: Both parents reach month 60 and both parents are extended under the employed/employed limited hour extension criteria. Parent 2 is out of compliance with Employment Services. You must send an MFIP Notice of Intent to Sanction (DHS-3175) (NOITS) and allow 10 days for a response. If either caregiver responds with a request to remove parent 2, the financial worker removes the non-compliant parent the 1st of the month after 10-day legal notice is sent from MAXIS. If no response to the NOITS is received, a

**POST 60-MONTH TYPE/LENGTH OF ES SANCTIONS -
REMOVING CAREGIVERS****14.30.3.3**

status update is sent to the financial worker to impose a sanction.

WHEN 1 PARENT REACHES MONTH 60 BEFORE THE OTHER:

There are situations when 1 parent in a 2-parent family can be removed from the grant when 1 parent reaches month 60 before the other:

- **Effective month 61:** The parent who has reached month 60 is requesting an extension and is in compliance with MFIP requirements, but the parent who has not reached month 60 is NOT in compliance. The non-compliant parent, at either caregiver's request, can be removed (disqualified) effective month 61. This parent may reapply and be removed 1 additional time before he/she is permanently disqualified from MFIP. If the non-compliant parent (who has not reached month 60) is not removed, post 60-month ES sanctions apply only if the parent who has reached month 60 is extended under the employed/employed limited hour's extension criteria. If the parent is extended under any of the other extension criteria pre-60 month sanction policy must be applied because the participant meets Family Stabilization Services (FSS) eligibility criteria.

EXAMPLE: Parent 1 reaches month 60 and is employed the minimum hourly requirement to be extended (30/25). Parent 2 reaches month 40 and is in sanction with Employment Services. Parent 1 requests removal of parent 2 effective month 61 and the case is extended under the employed category. If parent 1 is out of compliance with ES requirements, the post 60-month sanction sequence is applied.

- **Effective month 61:** The parent who has reached month 60 and requesting an extension is NOT in compliance with MFIP requirements, but the parent who has not reach month 60 IS in compliance. The non-compliant parent, at either caregiver's request, can be removed (disqualified) effective month 61. This family is considered a pre-60 month case, which means the 60 months clock is ticking according to the number of months used by the parent who remains on the grant, pre-60 month sanctions apply. Since the parent who reach 60 months was disqualified because of non-compliance in the 60th month, this parent may not reapply or be added back onto the grant at any point in the future.
- **After month 61:** After an extension is approved, either caregiver may request removal of a non-compliant caregiver, regardless of who reached month 60 first. Pre 60-month notice requirements apply.

**POST 60-MONTH TYPE/LENGTH OF ES SANCTIONS -
REMOVING CAREGIVERS**

14.30.3.3

See §14.30 (Post 60-Month Type/Length ES Sanctions - General Provisions).

DWP ASSISTANCE STANDARDS

The maximum monthly benefit amount available under DWP is the difference between the unit's needs, such as family maintenance needs and personal needs allowances, and the unit's countable income, not to exceed the cash portion of the MFIP standard of need. For details about a particular case, contact the financial worker.

# Eligible People	TRANSITIONAL STANDARD Cash Portion
1	\$ 250
2	\$ 437
3	\$ 532
4	\$ 621
5	\$ 697
6	\$ 773
7	\$ 850
8	\$ 916
9	\$ 980
10	\$1,035
Each add'l person	\$ 53

MFIP Transition Standards effective October 1, 2014:

MFIP Unit	Family Wage Level	Transitional Standard		
		Eligible People	Standard	Full Standard
1	\$ 464	\$ 422	\$ 250	\$ 172
2	829	754	437	317
3	1,090	991	532	459
4	1,328	1,207	621	586
5	1,530	1,391	697	694
6	1,755	1,595	773	822
7	1,913	1,739	850	889
8	2,114	1,922	916	1,006
9	2,314	2,104	980	1,124
10	2,507	2,279	1,035	1,244
Each Additional Person	191	174	53	121

Use the Family Wage Level (FWL) standard for all applicants at the initial income test.

When calculating the monthly benefit level, use the FWL only for units with earned income.

Some state and federal programs do not count the food portion as income. Examples of these programs include housing subsidy programs, low income energy assistance program, Relative Custody Assistance program (RCAP), and Supplemental Security Income when determining interim assistance amount.

The maximum earnings on this initial eligibility threshold chart are calculated assuming that the unit is employed at application, has only earned income, has not been on MFIP in the previous 4 months, and receives the regular Transitional Standard. The earnings amounts listed assume that the unit has no child care expenses, makes no child or spousal support payments and allocates no income to others in the household. Unless otherwise noted, the table assumes working 40 hours per week and 4.3 weeks per month.

This chart should be used only as a guide and not to determine eligibility.

To be eligible for MFIP, the assistance unit's gross earnings minus an 18% disregard must be below the Family Wage Level for that size unit in the month of application. These earnings thresholds apply to a DWP family who applies for MFIP after having received 4 months of DWP benefits. The current federal minimum wage is \$8.00/hour for large employers.

Household Size	10/1/2014 Family Wage Level	Maximum Monthly Gross Earnings of Applicant to be Eligible for MFIP	Maximum Hourly Wage of Applicant to be Eligible for MFIP	Monthly 2015 Federal Poverty Guidelines*	Percent of Federal Poverty Guideline at Threshold
1	\$464	\$564	16 hrs/wk @ \$8.00	\$973	58%
2	\$829	\$1,009	29 hrs/wk @ \$8.00	\$1,311	77%
3	\$1,090	\$1,327	38 hrs/wk @ \$8.00	\$1,650	80%
4	\$1328	\$1,618	\$9.42	\$1,988	81%
5	\$1,530	\$1,864	\$10.83	\$2,326	80%
6	\$1,755	\$2,138	\$12.43	\$2,665	80%
7	\$1,913	\$2,331	\$13.55	\$3,003	78%
8	\$2,114	\$2,576	\$14.97	\$3,341	77%
9	\$2,314	\$2,820	\$16.39	\$3,680	77%
10	\$2,507	\$3,055	\$17.76	\$4,019	76%

*The 2015 FPG amounts are effective for Calendar Year 2015.

