



**MFIP EMPLOYMENT SERVICES MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 10/2015**

15.6 (Workforce One (WF1)) updates the hyperlink for Employment Services Provider Authorization and Notification (DHS-4193). No policy was changed.

Appendix A (MFIP Assistance Standards) updates the MFIP Assistance Standards.

Appendix A-1 (MFIP Initial Eligibility Threshold Guide) updates how to calculate the MFIP disregard and the MFIP Initial Eligibility Threshold Guide amounts.

Appendix A-2 (Amount of Earnings Needed to Exit MFIP Cash) updates the state minimum wage and how to calculate the MFIP disregard. It also updates the Amount of Earnings Needed to Reach the Food Portion Table.

Appendix A-3 (Amount of Earnings Needed to Exit MFIP) updates the Amount of Earnings Needed to Exit MFIP Table amounts.

Workforce One (WF1) is a web-based case management tool that was developed in partnership between Department of Employment and Economic Development (DEED) and DHS. In addition to MFIP, DWP and FSET, many other DEED programs also use WF1.

Throughout the Employment Services Manual, timing for entering data and using other functions in WF1 is referenced. DEED maintains a User Guide that can be accessed directly from WF1.

MAXIS – WF1 Interface

The MAXIS computer system is an electronic referral interface with the WF1 system. The electronic referral interface provides notification to a specific employment services provider that the county is referring MFIP, DWP, or FSET participants to employment services.

The MAXIS-WF1 electronic referral interface requires the state to maintain an accurate and up to date list of authorized employment services providers for the MFIP, DWP, and FSET programs. Only authorized employment services providers listed in the provider table will be able to receive electronic referral from the county.

Employment Services Provider Authorization and Notification Form (DHS-4193)

Counties must submit an [Employment Services Provider Authorization and Notification \(DHS-4193\)](#) to add or remove a provider from the table of authorized providers or to make changes to the programs from which a provider can receive electronic interface referral from MAXIS.

This form will only be accepted from the county who responsible from administering the MFIP, DWP, or FSET programs and is only used for these programs. The [DHS-4193](#) must be submitted no less than one month prior to the effective date of a change. This will allow time for new provider staff to receive training and the WF1 and MAXIS systems to update the provider tables.

NOTE: FSET Services must be delivered by a statewide workforce development system unless such services are not available. Counties desiring to change FSET providers must obtain written approval from the state FSET coordinator prior to submitting the [DHS-4193](#).

MFIP Transition Standards effective October 1, 2015:

MFIP Unit	Family Wage Level	Transitional Standard		
Eligible People	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 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 a disregard of the 1st \$65 plus half the unit's remaining gross earned income 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 state minimum wage is \$9.00/hour for large employers.

Household Size	10/1/2015 Family Wage Level	Maximum Monthly Gross Earnings of Applicant to be Eligible for MFIP	Maximum Hourly Wage & number of hours worked of Applicant to be Eligible for MFIP	Monthly 2015 Federal Poverty Guidelines*	Percent of Federal Poverty Guideline at Threshold
1	\$464	\$991	25 hrs/wk @ \$9.00	\$981	101%
2	\$829	\$1,721	40hrs/wk @ \$10.00	\$1,328	130%
3	\$1,090	\$2,243	40hrs/wk @ \$13.04	\$1,674	134%
4	\$1328	\$2,719	40hrs/wk @ \$15.80	\$2,021	135%
5	\$1,535	\$3,133	40hrs/wk @ \$18.21	\$2,368	132%
6	\$1,761	\$3,585	40hrs/wk @ \$20.84	\$2,714	132%
7	\$1,918	\$3,899	40hrs/wk @ \$22.66	\$3,061	127%
8	\$2,121	\$4,305	40hrs/wk @ \$25.02	\$3,408	126%
9	\$2,320	\$4,703	40hrs/wk @ \$27.34	\$3,754	125%

10	\$2,512	\$5,087	40hrs/wk @ \$29.57	\$4,101	124%
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*The 2015 FPG amounts are effective for Calendar Year 2015.

This table is used to calculate the amount of earnings needed to exit the MFIP cash portion and eligible only for the food portion.

NOTE: MFIP does not count against 60-month clock if only the food portion is received. A participant can choose to “opt out” of cash portion to stop the 60-month clock.

Unless otherwise noted, this table assumes working 40 hours per week and 4.3 weeks per month. It also assumes no allocation, deeming or sanctions. Calculations are based on MFIP standards effective October 1, 2015. The current state minimum wage is \$9.00 per hour for large employers. The earned income disregard is the 1st \$65 and one half the unit’s remaining gross earnings.

Amount of Earnings Needed to Reach the Food Portion

Household Size	Full MFIP Food Portion Effective 10/1/2015	Monthly Income	Annual Income	Weekly Hours Must Work at Minimum Wage	Hourly Wage	Child Care Bi-Weekly Copay when Lose Cash	2015 Federal Poverty Guidelines (FPG)	Percent of FPG when Lose Cash Portion
1	\$172	\$649	\$7,788	16 hrs	\$9.00	None	\$11,770	66%
2	\$317	\$1,089	\$13,068	28 hrs	\$9.00	\$2.00	\$15,930	82%
3	\$459	\$1,327	\$15,924	34 hrs	\$9.00	\$2.00	20,090	79%
4	\$586	\$1,549	\$18,588	40 hrs	\$9.00	\$2.00	\$24,250	77%
5	\$698	\$1,739	\$20,868	40 hrs	\$10.11	None	\$28,410	73%
6	\$828	\$1,931	\$23,172	40 hrs	\$11.22	None	\$32,570	71%
7	\$894	\$2,113	\$25,356	40 hrs	\$12.28	None	\$36,730	69%
8	\$1,012	\$2,283	\$27,396	40 hrs	\$13.27	None	\$40,890	67%
9	\$1,129	\$2,447	\$29,364	40 hrs	\$14.22	None	\$45,050	65%
10	\$1,249	\$2,591	31,092	40 hrs	\$15.06	None	\$49,210	63%

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

AMOUNT OF EARNINGS NEEDED TO EXIT MFIP

APPENDIX A-3

This table is used to calculate the amount of earnings needed to exit the MFIP program (both the cash and food portion) effective October 1, 2015.

Household Size	Family Wage Level	Monthly Income	Annual Income	Hourly Wage	Child Care Bi-Weekly Copay when Exit MFIP*	Annual 2015 Federal Poverty Guidelines (FPG)**	Percent of FPG when Exit MFIP
1	\$464	\$992	\$11,904	25hrs/wk @ \$9.00	NA	\$11,770	101%
2	\$829	\$1,722	\$20,664	\$10.01	\$23	\$15,930	130%
3	\$1,090	\$2,244	\$26,928	\$13.04	\$31	\$20,090	134%
4	\$1,328	\$2,720	\$32,640	\$15.81	\$37	\$24,250	135%
5	\$1,535	\$3,134	\$37,608	\$18.22	\$42	\$28,410	132%
6	\$1,761	\$3,586	\$43,032	\$20.84	\$48	\$32,570	132%
7	\$1,918	\$3,900	\$46,800	\$22.67	\$59	\$36,730	127%
8	\$2,121	\$4,306	\$51,672	\$25.03	\$64	\$40,890	126%
9	\$2,320	\$4,704	\$56,448	\$27.34	\$84	\$45,050	125%
10	\$2,512	\$5,088	\$61,056	\$29.58	\$112	\$49,210	124%

* The child care co-pay amounts are effective October 12, 2015.

** The 2015 FPG amounts are effective for calendar year 2015.

