

MFIP Employment Services Documentation and Verification Guide

Effective May 2015



Minnesota Department of **Human Services**

Paid Employment Activities

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Employed Full-time</p> <p>Employed Part-time</p> <p>OJT – Private (On-the-Job Training Private)</p> <p>OJT - Public (On-the-Job Training Public)</p> <p>Grant Diversion (reported as subsidized private or subsidized public sector employment)</p> <p>Paid Work Experience</p>	<p>Core Activity (applies to all types of paid employment)</p> <p>-----</p> <p>Daily Supervision – Provided by participant’s employer.</p> <p>-----</p> <p>Documentation and Verification Requirements – The Financial Worker verifies the:</p> <ul style="list-style-type: none"> • participant’s name • earned income amount • number of work hours • pay period dates • employer name (and signature and phone number, if available). <p>The Financial Worker receives wage stubs or other employer produced document (submitted with Household Report Form).</p> <p>Note: If a wage stub or other employer produced documentation cannot be obtained, documentation can be obtained by the financial worker making a phone call to the employer.</p> <p>If information is “known to the agency,” you cannot require that the participant submit the information again. This includes information about a family’s circumstances that the “county agency” receives from the family or discovers from other sources. Other sources include: MAXIS, PRISM, or MMIS. The “county agency” DHS and county human service agency(s) responsible for the administration of child care, cash, food, and health care programs. It also includes any agencies that contract with the human service agency for the delivery of financial, health care, child care programs, and employment services.</p> <p>Note: Inform the financial worker if job is subsidized employment to ensure proper coding in MAXIS.</p> <p>Paid work Experience is reported as unsubsidized employment when the wages are paid directly to the participant. Paid Work Experience is reported as subsidized employment when payment is made to the participant’s employer to reimburse the employer for wages that are paid to the work experience participant.</p> <p>-----</p> <p>Recording/Tracking Hours – Financial Worker retains a copy of the wage stub or other employer produced document in the participant’s case file and enters information in MAXIS.</p>

	<p>-----</p> <p>Documentation Retention – Financial Worker retains a copy of the wage stub or other employer produced document in the participant’s case file. Follow County Human Services General Records Retention Schedule.</p>
<p>Self-Employment (reported as employed full-time or employed part-time)</p>	<p>Core Activity (applies to all types of paid employment)</p> <p>-----</p> <p>Daily Supervision – Provided by the participant’s employment counselor. The employment counselor must have a check-in meeting with the participant who is self-employed no less frequently than monthly to review the participant’s self-employment status and progress toward self-sufficiency. <i>Financial worker needs to inform the employment counselor when self-employment hours do not meet TANF hourly participation requirements.</i></p> <p>-----</p> <p>Documentation and Verification Requirement – The Financial Worker verifies the:</p> <ul style="list-style-type: none"> • participant’s name, • dates covered, • amount of gross income, • allowable business expenses for the month, and • participant’s signature <p>DHS-3336 (Self Employment Report Form) or comparable document (submitted with Household Report Form).</p> <p>Self-Employment hours of participation are derived by dividing the participant’s net business income (gross income less allowable business expenses) by the federal minimum wage (\$7.25/hour). The hours are derived automatically by the MAXIS system.</p> <p>-----</p> <p>Recording/Tracking Hours – All (paid) self-employment hours are tracked on the MAXIS system.</p> <p>-----</p> <p>Documentation Retention – Financial Worker retains DHS-3336 form or comparable document in the participant’s case file. Follow County Human Services General Records Retention Schedule</p>
<p>Family Stabilization Services (FSS)</p>	<p>Follow all supervision, documentation, retention, tracking, and verification standards for paid employment activities.</p>

Uncompensated Employment Activities

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Uncompensated Work Experience</p> <p>Community Service</p>	<p>Core Activity (applies to all types of uncompensated employment)</p> <p>-----</p> <p>Daily Supervision – Provided by the work site supervisor or other responsible individual employed by or stationed at the work site.</p> <p>Note: Another responsible individual who is employed by or stationed at the worksite may also sign the timesheet if the worksite supervisor is unable to do so. Name and phone number of other responsible individual is required.</p> <p>-----</p> <p>Documentation and Verification Requirements – Time sheet (or activity log) must be submitted no less frequently than monthly. Form document and Employment Counselor must verify:</p> <ul style="list-style-type: none"> • the participant’s name, • the dates covered by the time sheet (or activity log); • the actual number of hours of participation each day, • the name of the worksite supervisor, • the worksite supervisor’s signature and phone number. <p>Additional Documentation Requirements for Community Service Hours - Community Service Hours and the work performed by participants engaged in them must serve a useful public purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety and child care. The work performed by the participant must improve the participant’s employability. Employment Service Providers must enter a case note that describes the useful public purpose of the position and how the placement will improve the participant’s employability.</p> <p>Compliance with the Fair Labor Standards Act (FLSA) – MFIP participants engaged in uncompensated work experience or community service are covered under the FLSA and cannot be required or permitted to work more than the number of hours equal to their combined MFIP cash and food support benefits divided by the state minimum wage (\$8.00/hr). Participants who are engaged in the maximum number of hours as allowed by the FLSA are deemed to be meeting the TANF work participation rate core hourly requirements.</p> <p>Exceptions to this are participants working for Americorp and Americorp/VISTA</p> <p>-----</p>

	<p>Recording/Tracking Hours – All uncompensated work hours are recorded and tracked on the WorkForce One system.</p> <p>-----</p> <p>Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant’s case file. Follow County Human Services General Records Retention Schedule.</p>
<p>Family Stabilization Services (FSS)</p>	<p>Time sheet (or activity log) must be submitted no less frequently than monthly and it can be completed by the participant, case manager or the job counselor with information provided by the participant or work supervisor. Ensure that any contact with the participant is case noted. Verification is only necessary if any activities on the time sheet (or activity log) are questionable.</p>

Job Search

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Job Search</p>	<p>Core Activity – counts as core hours for up to 120 hours in a 12-month period for single parent families with a child under the age of six and 180 hours in a 12-month period for all other families. No more than four consecutive weeks is countable as a core activity.</p> <p>Neither Core nor Non-Core – once the 120/180 hour 12 month limit has been reached and/or when the hours are reported for a fifth consecutive week. For participants who have exhausted their 120/180 hours of (countable) core Job Search, use the same documentation and verification standards. Continue to code and track all job search hours as Job Search.</p> <p>-----</p> <p>Daily Supervision – Provided by the employment counselor and other responsible individuals, such as other employment provider or workforce center staff.</p> <p>-----</p> <p>Documentation and Verification Requirement – There are three documents that can be used to record participation in job search.</p> <p>1. MFIP/DWP Employment Services Weekly Job Search Activity Log (DHS-5784) The participant must submit the activity log no less frequently than weekly. The activity log must contain the:</p> <ul style="list-style-type: none"> • date and time of each contact • type of contact • position the participant was interested in • status of the contact • name of the employer/business and contact information • participant’s signature stating the activity log and the hours contained on it are accurate. <p>As part of the weekly check-in meetings, the employment service provider will review the activity log and verify all of the required information that is contained on the activity log. The employment counselor should sign the activity log attesting that the required information is contained on the activity log and the hours have been verified. A case note may also be used to document the participant’s activity log was reviewed and the hours have been verified.</p>

	<p>2. A sign-in attendance sheet can also be used to document job search for group meetings, such as job club and when the participant is engaged in job search at a workforce center or other location that uses sign-in attendance sheets. The sign-in attendance sheet must contain:</p> <ul style="list-style-type: none"> • the participant's name, • the date and actual hours of participation, and • a signature of a responsible individual who oversees the job activity. <p>3. A computerized printout stating the amount of time a participant was engaged in on-line job search activities.</p> <p>Verification of a Job Contact – In addition, the employment service provider must verify at least one job contact no less frequently than bi-weekly. Methods for verifying a job contact include:</p> <ol style="list-style-type: none"> 1. copies of applications, letters and business cards when questions are asked during a check-in meeting to corroborate the job contact, 2. obtaining a copy of a computerized “receipt” for on-line applications, and 3. asking the employer to verify the job contact. <p>The employment services provider will check the box and indicate how the job contact was verified on the activity log or enter a case note indicating the specific job contact that has been verified when no other documentation is provided.</p> <p>-----</p> <p>Recording/Tracking Hours – All hours of job search are recorded and tracked on the WorkForce One system.</p> <p>-----</p> <p>Documentation Retention – Employment service provider retains the activity log (and computerized printout) in the participant's case file. A group attendance sheet may be filed in the participant's case file or a location that is readily assessable to program monitors. Follow County Human Services General Records Retention Schedule</p>
<p>Family Stabilization Services (FSS)</p>	<p>FSS participants do not need to follow the daily supervision requirements as specified by the DRA however; it is good practice to support FSS participants who are in job search by doing a weekly check in. FSS documentation requirements for job search include a monthly time sheet (or activity log) completed by the participant or the case manager with information provided by the participant or the structured job search supervisor. Verification is only necessary if any activities on the time sheet (or activity log) are questionable.</p>

Job Skills Training Directly Related to Employment

WF1 Activity	Daily Supervision, Documentation and Verification
<p>(ABE) Adult Basic Education</p> <p>(ESL) English as a Secondary Language</p> <p>(FWL) Functional Work Literacy</p> <p>Job Skills Training Directly Related to Employment</p>	<p>Non-Core Activity</p> <p>-----</p> <p>Daily Supervision – Provided by a responsible individual employed by or stationed at the job skills training directly related to employment institution, including but not limited, to course instructors, student advisors, or attendance office personnel.</p> <p>Note: Another responsible individual who is employed by or stationed at the job skills training directly related to employment provider may sign the timesheet if the person providing the daily supervision is unable to do so.</p> <p>-----</p> <p>Documentation and Verification Requirement – Group attendance sheets or time sheet (or activity log) must be submitted no less frequently than monthly. Documentation must include:</p> <ul style="list-style-type: none"> • the participant’s name, • the dates covered, • the actual number of hours of participation each day, and • the name, signature and phone number of responsible individual providing the daily supervision. <p>Electronic attendance records must include all of the above information, but do not need to be signed by a responsible individual.</p> <p>-----</p> <p>Study Time Documentation – In order to count any hours of study time, the employment services provider must receive a statement from the provider or course instructor which specifies the amount of study time that is required or advised in order to make satisfactory progress or complete the education and training program.</p> <ul style="list-style-type: none"> • Up to one hour of unsupervised study time per class time hour is allowed, provided it does not exceed the specified number of hours. <i>Any additional study time must be supervised.</i> • The total unsupervised and supervised study time cannot exceed the amount of study time required or advised by the education program or instructor. • The amount of study time that is accepted by the employment provider must be documented on the activity log or in a case note.

	<p>On-line and Distance Learning Programs – Allowed when:</p> <ul style="list-style-type: none"> • the on-line or distance training program has mechanisms for providing reports that document the actual time the participant is accessing the on-line training program; <p>OR</p> <ul style="list-style-type: none"> • the on-line or distance training program is conducted in a supervised setting; AND • daily supervision is provided by the course instructor or other responsible individual who is overseeing the participant’s on-line or distance course work and progress. <p>-----</p> <p>Recording/Tracking Hours – All job skills directly related to employment hours (ABE, ESL, FWL, JSDRE) are recorded and tracked on the WorkForce One system under the specific categories listed in the left hand column.</p> <p>-----</p> <p>Documentation Retention – Employment Service Provider retains a copy of the time sheet (or activity log) in the participant’s case file. A group attendance sheet may be filed in the participant’s case file or a location that is readily accessible to program monitors. Follow County Human Services General Records Retention Schedule.</p>
<p>Family Stabilization Services (FSS)</p>	<p>Documentation requirements for Job Skills Training Directly Related to Employment activities (ABE, ESL, FWL, JSDRE) are a time sheet (or activity log) submitted no less frequently than monthly. The time sheet (or activity log) should include the number of hours of participation for the month. Verification is only necessary if any activities on the time sheet (or activity log) are questionable.</p>

GED

Documentation Requirement: In addition to the above mentioned documentation requirements, a group attendance sheet may be used to document attendance for a participant.

Study Time Documentation – In order to count **any** hours of study time, the employment services provider must receive a statement from the High School or GED provider or course instructor which specifies the amount of study time that is required or advised in order to make satisfactory progress or complete the education and training program. Up to one hour of unsupervised study time per class time hour is allowed, provided it does not exceed the specified number of hours. Any additional study time must be supervised.

The total unsupervised and supervised study time cannot exceed the amount of study time required or advised by the education program or instructor. The amount of study time that is accepted must be documented on the activity log or in a case note.

On-line and Distance Learning Programs – Allowed when:

- the on-line or distance training program has mechanisms for providing reports that document the actual time the participant is accessing the on-line training program; OR
- the on-line or distance training program is conducted in a supervised setting; AND
- daily supervision is provided by the course instructor or other responsible individual who is overseeing the participant's on-line or distance course work and progress.

Documentation Retention – In the case file the Employment Service Provider retains a copy of:

- the activity log,
- the Request for School Attendance/Form (or similar form),
- the on-line attendance record.

When the attendance information is received by phone, the information must be entered as a case note or retained in the case file.

For GED, a group attendance sheet may be filed in the participant's case file or a location that is readily assessable to program monitors.

Follow County Human Services General Records Retention Schedule.

	<p>Recording/Tracking Hours – All hours of High School Completion and GED are recorded and tracked on the WorkForce One system.</p> <p>-----</p> <p>Verification Requirements – Employment Service Provider verifies:</p> <ul style="list-style-type: none"> • the participant’s name, • the number of actual hours, • the dates and • the name, signature and phone number of the school official verifying the hours of participation. <p>If on-line attendance records are used, the Employment Service Provider verifies the participant’ name, the number of actual or derived hours of participation, the method used to derive the hours of participation and the dates.</p> <p>If the information is received by phone, the employment provider must verify the name and contact information of the person providing the attendance information.</p>
<p>Family Stabilization Services (FSS)</p>	<p>Follow all supervision, documentation, retention, tracking, and verification standards for High School Completion and GED.</p>

Post-Secondary Training and Education

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Training/Education up to 12 months (1-12 month educational program)</p> <p>Training/Education 13+ months(13-48 month educational program)</p>	<p>Core Activity – 12 month lifetime limit. The first twelve months of either training/educational program are reported as a core activity under the Training/Education activity category).</p> <p>Non-Core Activity – After a participant reaches the 12 month lifetime Training/Education limit, hours in either training/education program activity are reported (behind the scene) as non-core under the Job Skills Training Directly Related to Employment activity category.</p> <p>-----</p> <p>Note: The reporting process used in the TANF WPR Report will automatically determine the number of months a participant has been engaged in the training and report the hours as Vocational Educational Training until the participant has reached the 12 month lifetime limit. Any additional months are reported (behind the scene) under the Job Skills Training Directly Related to Employment category. This is done at DHS and will not require additional coding by employment service providers or counselors.</p> <p>The appropriate activity for a participant enrolled in Training/Education is based on the length of the educational program. <i>For example, if a participant is attending a 4-year program, enroll the participant into Training/Education (13-48 months) starting with the initial month in the Training/Education Do not enroll the participant in Training/Education (1-12) months for the first 12 months of program lasting more than 12 months.</i></p> <p>-----</p> <p>Daily Supervision – Provided by a responsible individual employed by or stationed at training/educational institution, including but not limited to, course instructors, student advisors, or attendance office personnel.</p> <p>Note: Another responsible individual who is employed by or stationed at the vocational educational training provider may also sign the timesheet if the person providing the daily supervision is unable to do so.</p> <p>-----</p>

Documentation and Verification Requirement – Time sheet (or activity log) must be submitted no less frequently than monthly. Documentation must include:

- the participant's name,
- the dates covered by the time sheet (or activity log),
- the actual number of hours of participation each day, the name, signature and phone number of the responsible individual responsible for providing the daily supervision for the vocational educational training provider. (or other responsible individual's name, signature and phone number)

Electronic attendance records must contain all of the above information, but do not need to be signed by a responsible individual.

Study Time Documentation – In order to count **any** hours of study time, the employment services provider must receive a statement from the provider or course instructor which specifies the amount of study time that is required or advised in order to make satisfactory progress or complete the education and training program.

- Up to one hour of unsupervised study time per class time hour is allowed, provided it does not exceed the specified number of hours. *Any additional study time must be supervised.*
- The total unsupervised and supervised study time cannot exceed the amount of study time required or advised by the education program or instructor.
- The amount of study time that is accepted by the employment provider must be documented on the activity log or in a case note.

On-line and Distance Learning Programs – Allowed when:

- the on-line or distance training program has mechanisms for providing reports that document the actual time the participant is accessing the on-line training program;
- OR**
- the on-line or distance training program is conducted in a supervised setting; **AND**
 - daily supervision is provided by the course instructor or other responsible individual who is overseeing the participant's on-line or distance course work and progress.

Recording/Tracking Hours – All Training/Education hours are recorded and tracked on the WorkForce One system.

Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow County Human Services General Records Retention Schedule.

Family Stabilization Services (FSS)

Time sheet (or activity log) must be submitted no less frequently than monthly. It can be completed by the participant, case manager or the job counselor with information provided by the participant. The responsible individual responsible for providing the supervision and signing the time sheet (or activity log) can be the job counselor or case manager. Verification is only necessary if any activities on the time sheet (or activity log) are questionable.

Chemical/Substance Abuse Treatment, Mental Health Treatment and Rehabilitation Services tracked as Job Search or Social Services

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Job Search</p> <p>Social Services</p>	<p>Core Activity- when tracked and reported as Job Search – Counts toward Job Search for up to 120 hours in a 12-month period for single parent families with a child under the age of six and 180 hours in a 12-month period for all other families. No more than four consecutive weeks is countable as a core activity.</p> <p>Neither Core nor Non-Core (Other Allowable) - after the 120 hour or 180 hour Job Search limit is reached or the fifth week following four consecutive weeks of Job Search, or when the CD/MH treatment or Rehabilitation Services are tracked in Social Services category.</p> <p>-----</p> <p>Daily Supervision – Provided by a responsible individual overseeing the treatment or services provided to the participant or another responsible individual employed by or stationed at the treatment or service provider facility.</p> <p>Note: Another responsible individual who is employed by or stationed at the treatment or rehabilitation service provider may also sign the timesheet if the person providing the daily supervision is unable to do so.</p> <p>-----</p> <p>Documentation and Verification Requirement – Time sheet (or activity log) must be submitted no less frequently than monthly. Documentation must include:</p> <ul style="list-style-type: none"> • the participant’s name, • the dates covered by the time sheet (or activity log), • the actual number of hours of participation each day, • the name, signature and phone number of the person providing the daily supervision for the treatment or rehabilitation services provider (or other responsible individual’s name, signature and phone number). <p>-----</p> <p>Recording/Tracking Hours – All Treatment and Rehabilitation Services hours are recorded and tracked on the WorkForce One system under Job Search or Social Services activities.</p> <p>-----</p>

	Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant’s case file. Follow County Human Services General Records Retention Schedule.
Family Stabilization Services (FSS)	These CD/MH documentation and verification standards do not apply to FSS. See documentation and verification standards for Other Allowable Activities.

Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Providing Child Care (Community Service)</p>	<p>Core Activity</p> <p>-----</p> <p>Daily Supervision – Provided by the participant’s employment counselor (and in conjunction with the participant who is participating in the community service program). The employment counselor must meet with the participant who is providing child care to child(ren) of a participant who is participating in a community service program to review the services provided by the participant and the participant’s progress toward self-sufficiency.</p> <p>-----</p> <p>Documentation and Verification Requirement – Time sheet (or activity log) must be submitted no less frequently than monthly. Documentation must include:</p> <ul style="list-style-type: none"> • the participant’s name, • the dates covered by the time sheet (or activity log), • the actual number of hours of participation each day, • the name, signature and phone number of the participant who is participating in the community service program. Whose child(ren) is/are being cared for by the participant providing the child care <p>-----</p> <p>Recording/Tracking Hours – All hours of Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program are recorded and tracked on the WorkForce One system.</p> <p>-----</p> <p>Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant’s case file. Follow County Human Services General Records Retention Schedule.</p>
<p>Family Stabilization Services (FSS)</p>	<p>Time sheet (or activity log) must be submitted no less frequently than monthly and it can be completed by the participant, case manager or the job counselor with information provided by the participant. Verification is only necessary if any activities on the time sheet (or activity log) are questionable.</p>

Other Allowable Activities

WF1 Activity	Daily Supervision, Documentation and Verification
<p>Assessment</p> <p>Holding</p> <p>Holding – Child under 12 months</p> <p>Holding-Sanctioned</p> <p>Local Flag</p> <p>Other</p> <p>Social Services</p>	<p>Daily Supervision – Provided by the employment services counselor. Weekly or monthly check-ins are recommended but no less frequently than monthly. Case note or enter on participant’s employment plan the frequency of the check-in meetings.</p> <p>-----</p> <p>Documentation and Verification Requirement – Case notes should be used to document the activity hours. Additional documentation varies according to the other allowable activity.</p> <p>Employment provider verifies the information contained on the various forms, documents, related correspondence, and signatures (if required by the provider) to ensure the information is complete and accurate.</p> <p>Assessment: Professional MH or CD assessments, ES counselor’s assessments and/or case notes that assess participants for (including but not limited to): chemical health, mental health, physical health, child behavior, personal skills, childcare, dependent care, transportation, legal, safe living environment, housing, financial, education and social support; employability measure (if information is in WF1, additional documentation in paper file is not necessary).</p> <p>Holding: Case note the reason why the person is in holding (at the minimum).</p> <p>Holding – Child under 12 months: Use when a participant is taking the child under 12 month exemption.</p> <p>Holding-Sanction: Notice of Intent to Sanction. Status Update implementing the sanction.</p> <p>Local Flag: This activity is defined at a local level.</p> <p>Other: Medical opinion form. Correspondence and other statements from qualified medical providers.</p> <p>Social Services: Treatment plans, correspondence from health care, CD and MH professionals, counseling, meeting with advocates and child protection (signatures of professionals are recommended to reduce complication).</p>

	<p>-----</p> <p>Recording/Tracking Hours – All hours of other allowable activities are recorded and tracked on the WorkForce One system.</p> <p>-----</p> <p>Documentation Retention – Employment Service Provider retains the time sheet, activity log or other forms of documentation in the participant’s case file. Follow County Human Services General Records Retention Schedule.</p>
<p>Family Stabilization Services (FSS)</p>	<p>Time sheet (or activity log) must be submitted no less frequently than monthly and it can be completed by the participant, case manager or the job counselor with information provided by the participant. Ensure that any contact with the participant is case noted. Verification is only necessary if any activities on the timesheet (or activity log) are questionable.</p> <p>If the case manager is from another discipline, hours may be documented in accordance with the standard practices of the discipline but must be recorded on WF1 on a monthly basis by the case manager.</p>