



Minnesota Department of **Human Services**

**Minnesota Temporary Assistance for Needy
Families (TANF) Work Participation
Case Review Report**

for

Federal Fiscal Year 2008 (FFY2008)

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TANF Work Participation Case Review Report FFY 2008

What is the Work Participation Rate?

The Temporary Assistance for Needy Families (TANF) Work Participation Rate (WPR) is the federally mandated work performance requirement for states that have a TANF program. Minnesota's TANF program is the Minnesota Family Investment Program (MFIP).

The WPR was established under PRWORA of 1996, along with penalties and incentives for states. The Federal Deficit Reduction Act of 2005 (DRA), also known as TANF Reauthorization, included changes to TANF PR rules. The Final TANF Rule went into effect on October 1, 2008.

Each state has a federal overall WPR. DHS also calculates individual county WPRs for the purpose of allocating performance-based funds to counties under the Consolidated Fund. Therefore, it is important that counties and Employment Services Providers (ESP) accurately and consistently document and track work activities and hours to help improve the WPR and TANF Work Participation Case Review results. The case reviews are an internal control to ensure consistent measurement of the work participant rate and is part of the Minnesota Work Verification Plan.

States must meet a 50 percent WPR standard, as adjusted or reduced by the Caseload Reduction Credit (CRC). A reduction is applied if the State's average monthly assistance caseload decreased the previous Federal Fiscal Year (FFY) in comparison to its average monthly caseload in FFY 2005 (baseline year under DRA). Minnesota's estimated CRC for FFY 2007 was 5.4 percent; therefore our estimated Adjusted Target WPR is 44.6 percent (50 minus 5.4). The DHS estimate of the FFY 2007 WPR is 28.1 percent which is more than 16 percent below the standard for that year. States have not received an official federal WPR since FFY2006.

For 2008, each county in Minnesota was required to meet the 50 percent WPR or have a 5 percent improvement from the previous year to earn their 2.5 percent WPR performance bonus. If a county does not meet the rate, they must submit a Performance Improvement Plan (PIP) as part of their biennial Service Agreement Plan to their county regional representative in the DHS Transition to Economic Stability (TES) division. If the PIP is approved, the county will receive the 2.5 percent WPR performance bonus. If the county does not submit or have an approved PIP, they do not receive a bonus.

Background and Review Process

The TANF regulations included in the 2005 Deficit Reduction Act (DRA) require states to monitor participants' engagement in work activities in order to verify hours of participation.¹ The federal requirement for reviews is case accuracy of 90 percent or higher (an error rate of 10 percent or below). The Department of Human Services (DHS) Program Assessment and Integrity Division (PAID) is responsible for conducting this monitoring activity and reviews a statewide random sample of 100 TANF cases each quarter.

Bulletin #07-03-06, "DHS to Begin Statewide Reviews of Temporary Assistance for Needy Families (TANF) Cases effective October 2007," provides additional information on the review process and references documentation and verification resources. The MFIP Employment Services Manual includes the MFIP Activity Daily Supervision, Documentation and Verification Guide in Appendix E. PAID TANF reviewers use this resource as guidance in determining if the case file documentation and verification meets the federal requirements. PAID reviewers work closely with TANF policy staff in the Transition to Economic Stability (TES) division to apply policies consistently across all cases. The reviewers modify their review forms and process as needed based on changes to this guide and policy and system changes that may impact the cases sampled in a review period.

In combination with performance measures, such as the Self-support Index and the TANF Work Participation Rate (WPR), the case reviews provide the state and counties with information needed to improve overall program performance.

Four individual quarterly reports for FFY 2008 have been published with the details of the sample results by quarter. This report summarizes the reviews for the entire year.

Review Samples

Each quarter, DHS samples TANF case/month combinations for cases that are in the federal work participation rate denominator, which are cases with a non-disregarded Work Eligible Individual (WEI)² that have at least one hour of counted core or non-core activity. Some of these cases may also have non-countable hours.

Each sample is selected from the preceding quarter after all data have been frozen for federal reporting purposes. The TANF case reviewers examine financial and ES files and any supporting documentation for hours reported for the selected review month.

¹ §45 CFR 261.62 (b)(5).

² Refer to Evaluation Note Issue 18 April 2009 The TANF Work Participation Rate for definitions of a WEI, core, and non-core activities. <http://edocs.dhs.state.mn.us/lfsrver/Legacy/DHS-4064T-ENG>

County Review Packet

Prior to the publication of each quarterly report, each of the counties with cases in the TANF case review sample receive a review packet consisting of the following:

- a cover letter and a findings information sheet that provides definitions and explanatory information on the summary and individual reports in the packet;
- a county summary (MAXIS Summary, Employment Services Summary, and Employment Services Summary by Provider);
- a case list with the individual review results;
- a detailed individual case findings report for each case reviewed (MAXIS information and Employment Services information) that should be filed in each case file respectively; and
- a copy of the three activity logs developed by a county and state work group containing the DRA documentation requirements, an example of an accurately completed activity log, and Guidelines for the job search (off-site and on-site) document.

Transferred Cases

For the TANF WPR federal report, DHS reports a transferred case in the servicing county's participation rate (the county that issued the most recent MFIP cash benefit for the benefit/report month). This practice is consistent with the MFIP ES Manual (4.36).

Therefore, the county that has the case included in its participation rate is given the case review finding whether or not the county took the action that caused the case to be correct or incorrect. We recommend counties review the IV-A Combined, POLI-Temp, and MFIP ES manuals as a refresher on the policy and procedures for transferring cases. The policy outlines the actions each agency should take and when a financial worker should do a referral to their local ESP, when an ESP should close a case on WF1 to allow the new ESP to open a case, etc.

Beginning with the July – September 2008 sample, DHS sent a courtesy copy of the case findings to the county that received the transferred case and currently has the case, even though the case was not part of their WPR for the review month sampled.

FFY 2008 TANF WP Case Review Results

October 2007 through September 2008

This is the annualized TANF Work Participation (WP) Case Review results report data from the four quarters sampled in Federal Fiscal Year 2008 (FFY2008), October 2007 through September 2008. The data represent the 400 TANF work participation cases reviewed and their respective activities and documentation on MAXIS, WF1/TEAMS, and the 400 Financial and 400 Employment Services case files.

Counties Reviewed

Table 1 shows the 53 counties represented in the 400 cases reviewed for the TANF WP Case Reviews and the number of their cases that were sampled during FFY 2008.

Table 1 Counties Sampled for FFY 2008			
County Name	Cases Reviewed	County Name	Cases Reviewed
Aitkin	3	Martin	1
Anoka	27	Mower	1
Becker	1	Nicollet	1
Beltrami	25	Nobles	1
Benton	4	Norman	1
Blue Earth	5	Olmsted	10
Carver	1	Otter Tail	1
Cass	6	Pine	2
Chippewa	1	Polk	1
Chisago	3	Ramsey	80
Clay	4	Renville	1
Cottonwood	1	Rice	3
Crow Wing	2	Rock	1
Dakota	16	Roseau	1
Fillmore	1	St. Louis	16
Freeborn	6	Scott	3
Goodhue	1	Sherburne	2
Hennepin	121	Stearns	8
Houston	2	Steele	4
Isanti	2	Stevens	1
Itasca	1	Swift	1
Jackson	1	Todd	1
Kanabec	2	Waseca	1
Kandiyohi	8	Washington	4
Koochiching	1	Watonwan	1
Le Sueur	1	Winona	4
McLeod	3		

Seven other counties had cases sampled in the last two quarters of FFY 2007 when the process was being piloted: Carlton, Clearwater, Dodge, Kittson, Lyon, Morrison, and Wright. Twenty-seven counties have not been sampled to date.

Result Rates

Table 2 and Figure 1 show what percentage of cases was correct for each quarter in FFY2008, as compared to the federally expected correct target rate of 90 percent. If less than 90 percent of reviewed cases are adequately documented, DHS will provide supplementary instruction and technical assistance to counties and providers to ensure that the most serious deficiencies are addressed and corrected immediately.

Table 2 FFY 2008 TANF WP Case Review Results (N=400)		
FFY Quarter	Correct Cases	Target Correct
Oct-Dec 07	36%	90%
Jan-Mar 08	34%	90%
Apr-Jun 08	37%	90%
July-Sept 08	42%	90%
FFY08 Total	37%	90%

Although the state's rate of correct cases is below the target rate, the number of correct cases increased during FFY2008. Figure 1 shows the percentage of correct and incorrect cases for each quarter in the FFY.

Figure 1. FFY 2008 TANF WP Case Review Results

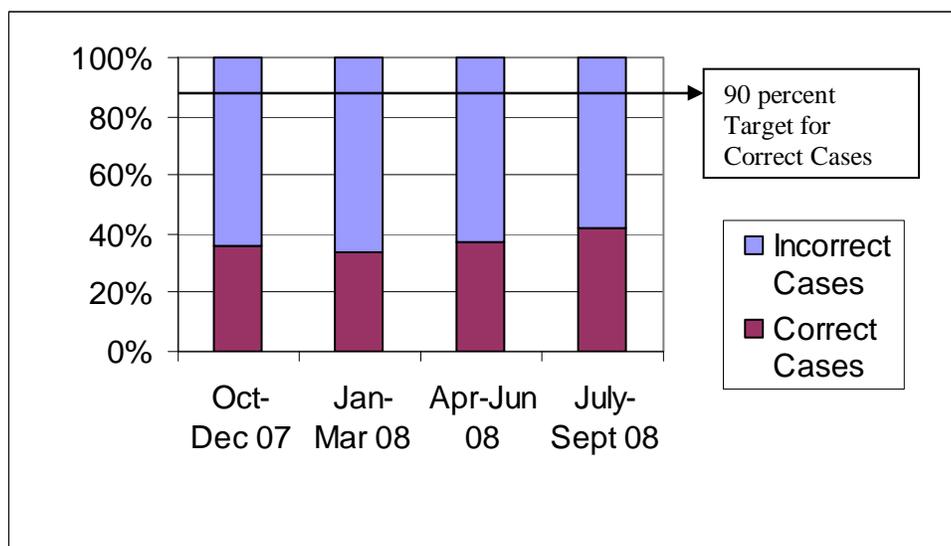
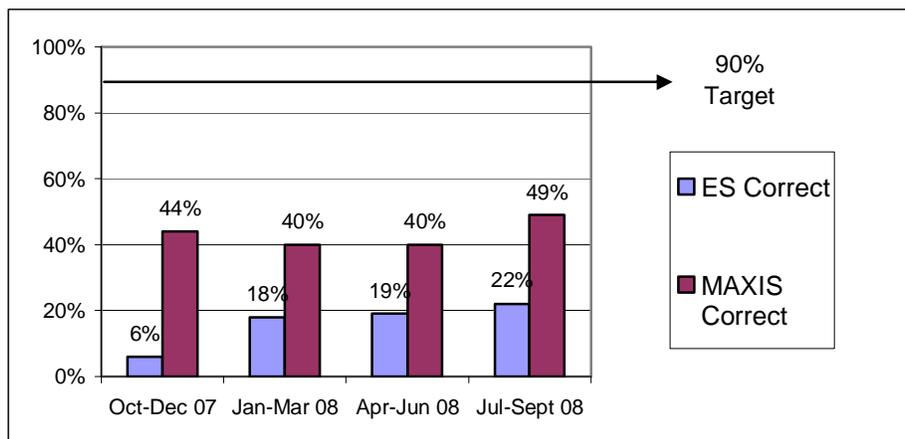


Table 3 shows the percentage rate of correct MAXIS and Employment Services (ES) cases reviewed for each quarter in FFY 2008. The correct case rate is the number of cases with each activity type (MAXIS vs. ES) that are correct divided by the number of total cases with that type of activity. Not all 100 cases in each sample have MAXIS and ES activity. Most cases only have MAXIS or ES activity, not both. Of the 400 cases reviewed for FFY08, 160 cases had ES activity and 296 had MAXIS activity. The ES correct case review rate is 17 percent; the MAXIS correct case review rate is 44 percent.

Table 3 FFY 2008 MAXIS & ES Case Review Correct Rates		
FFY08 Quarter	ES	MAXIS
Oct-Dec 07	6%	44%
Jan-Mar 08	18%	40%
Apr-Jun 08	19%	40%
Jul-Sept 08	22%	49%
FFY 2008 % Correct	17%	44%
Count of Cases	160	296

Figure 2 shows a chart of the correct case rates for ES cases and MAXIS cases for each quarter in FFY08.

Figure 2. FFY 2008 TANF MAXIS & ES Case Review Correct Rates



The five categories used to categorize the error causes for county/MAXIS and ES errors are:

- Documentation & Verification – The appropriate or comparable documentation is not/is in the case file, it is incomplete/complete and does not verify/verifies the number of hours reported in the TANF WPR federal report for the review month.
- Computation – The documentation is in the case file and the number of paid hours or activity hours were identified, added, or calculated incorrectly.
- Data Discrepancy – The documentation is in the case file and the hours reported were inconsistent with the documentation or there are coding errors.
- Policy Incorrectly Applied – The documentation is in the case file and the financial worker or ESP did not apply the correct policy for the situation.
- Other – This category is used for errors that do not fit into one of the above categories.

Table 4 is a list of some examples of error causes by category for MAXIS and ES. It is not an inclusive list.

Table 4 Examples of Error Causes by Category		
Category	MAXIS Examples	ES Examples
Documentation or Verification	No paystubs or employer produced document; missing – participant's name, paid hours, employer's name or signature; incomplete documentation, no self-employment report form or comparable document	No request for school attendance or comparable form; missing - participant's name, from/to dates, actual hours of attendance; no time sheet or activity log found; missing - type of each job search, position interested in, results, company name, ESP signature; documentation submitted less than monthly
Computation	Math errors – simple addition, use of YTD totals; rounding error	Math error - simple addition of activity hours; rounding errors, exceeds FLSA
Data Discrepancy	Recording work hours for income not received in the review month, STAT – MEMI coded incorrectly; no subsidized income coded on JOBS	Recording hours that exceed number of days in a week or hours in a day; recording one hours as tracking mechanism; hours recorded are inconsistent with documentation in the case file; total hours of supervised and unsupervised study time exceed time recommended by school
Policy Incorrectly Applied	Self-employment income incorrectly applied	Hours recorded under wrong activity; hours reported result of a proxy method or formula
Other	County unable to locate and submit case file for TANF review	ESP unable to locate and submit case file for TANF review; failed to notify financial worker of subsidized employment and subsidy type

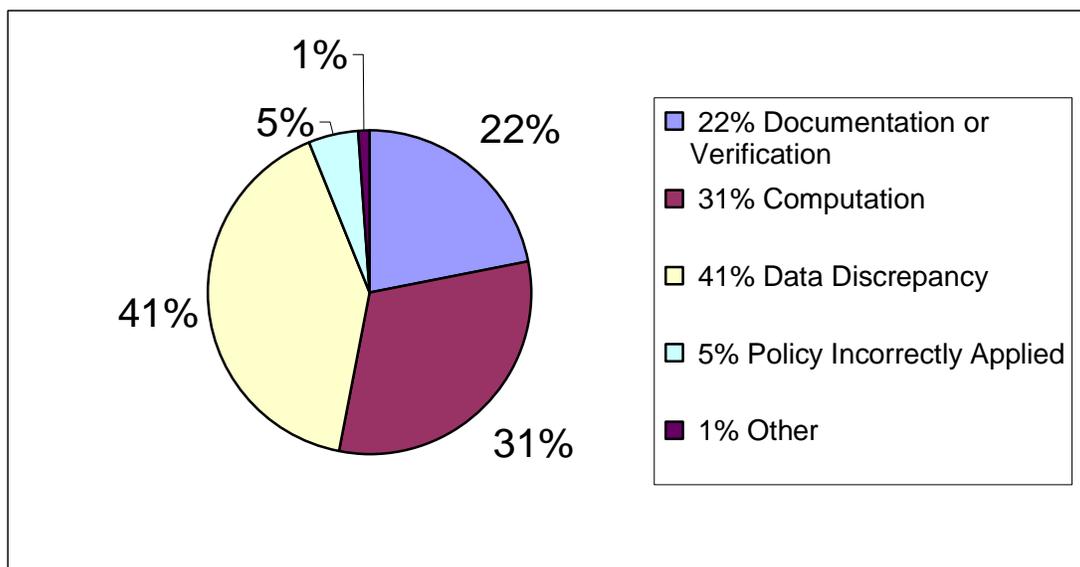
MAXIS Activities

Table 5 shows the total percentage of each MAXIS activity type represented in the 296 cases with MAXIS activity for FFY08. The school activity from MAXIS was used through the first quarter, October through December 2007, of FFY08. Due to the new documentation verification requirements tracking the actual hours of school activity became an ES responsibility. Beginning with the second quarter, January through March 2008, the GED and High School Completion school activities data was used from WF1/TEAMS. The “% Correct” column shows the percentage of the “Total” activity that is correct for FFY08.

Table 5 - FFY08 MAXIS WPR Activity						
Activity Type	Oct-Dec 07	Jan-Mar 08	Apr-Jun 08	July-Sept 08	Total	% Correct
Paid Work (JOBS)	71	67	83	76	297	52%
Self-Employment (BUSI)	6	5	2	4	17	53%
School (SCHL)	10				10	50%
Total Activities:	87	72	85	80	324	52%

Figure 3 shows the total FFY08 errors by category type for the 324 MAXIS activities. Seventy-two percent of financial worker errors are computation and data discrepancy errors.

Figure 3. FFY 2008 MAXIS WPR Errors by Category



By understanding what causes the errors, counties can focus their improvement efforts. Table 6 shows the four individual causes of errors by MAXIS/financial workers that occurred greater than 10 percent; all the other 13 error causes that occurred are grouped together (28 percent). The percentages in this chart do not match the percentages in Figure 3 since causes that are less than 10 percent are grouped with the “All other error causes (13)” item below.

Table 6 FFY08 MAXIS Causes for Errors	
Hours recorded inconsistent with documentation in case file	32%
Incomplete documentation of work hours (missing a pay stub(s) or other employer produced document)	15%
Math error - simple addition errors	13%
Rounding error in the calculation of Paid Employment hours (TE02.08.170 effective January 2008)	12%
All other error causes (13)	28%

ES Activities

Table 7 shows the total percentage of each ES activity type represented in the 160 cases with ES activity for FFY08. The school activities (GED and High School Completion) were taken from WF1/TEAMS effective the second quarter (Jan-Mar 08) of FFY08. When the MAXIS STAT-MEMI panel field “Last Grade Completed” is less than “12” it is used as a reporting trigger to look at WF1/TEAMS for related school hours.

Table 7 FFY08 Employment Services WPR Activity						
Activity Type	Oct-Dec 07	Jan-Mar 08	July-Sept 08	Apr-June 08	Activity Total	% Correct
Adult Basic Education		2	2	1	5	40%
Community Service Program	4	4	4	4	16	25%
English as a Second Language	3	2		2	7	14%
Functional Work Literacy		1	2	2	5	40%
GED (<20)		3	3	3	9	44%
GED (=>20)	1	2	1		4	50%
High School Completion (<20)		11	6	3	20	60%
Job Search (countable)	18	14	7	16	55	2%
Job Skills Training Directly Related to Employment	4	2	4	6	16	6%
Post Secondary Voc/Ed Training =<12 Months	3	5	6	6	20	10%
Post Secondary Voc/Ed Training 13 - 24 Months		4	4	1	9	0%
Providing Child Care for Parent Working in a CSP		1		1	2	0%
Unpaid Work Experience	3	4	4	2	13	8%
Total Activities:	36	55	43	47	181	18%

Figure 4 shows the total FFY08 errors by category type for the 82 percent of the 181 ES activities with errors. Seventy-nine percent of participant and job counselor errors are documentation errors.

Figure 4. FFY 2008 ES WPR Errors by Category

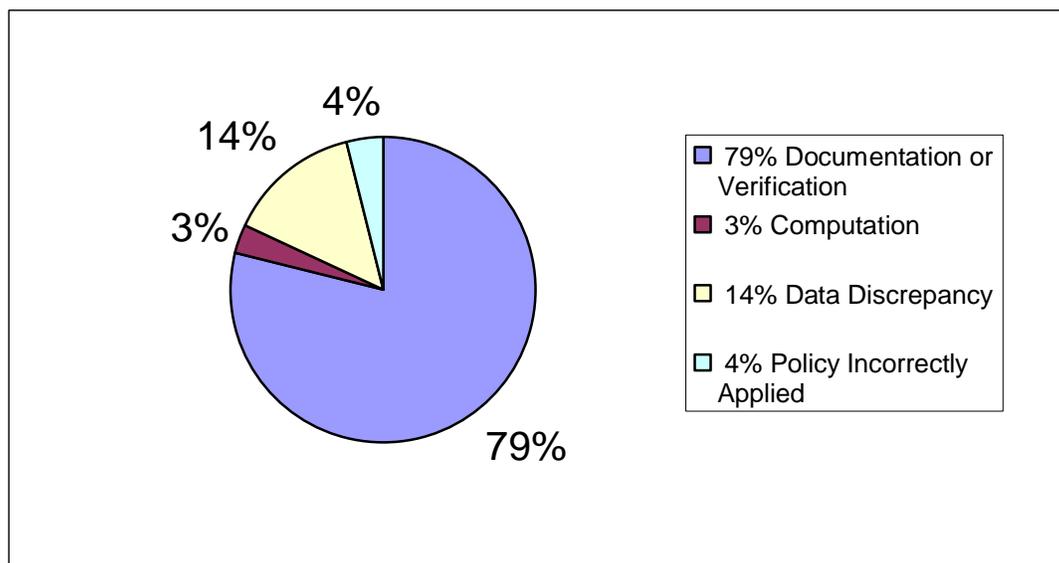


Table 8 shows the four individual causes of errors by ESP/job counselors that occurred greater than 10 percent; all the other 24 error causes that occurred are grouped together (51 percent). The percentages in this chart do not match the percentages in Figure 4 since causes that are less than 10 percent are grouped with the “All other error causes (24)” item below.

Table 8 FFY08 ES Causes for Errors	
No time sheet (or activity log) or group attendance sheets found in case file	14%
Missing the name/signature/phone number of person providing daily supervision/verifying hours	13%
Missing ESP method of bi-weekly verification of at least one job contact	11%
Hours recorded are inconsistent with documentation in case file	11%
All other error causes (24)	51%

Statewide Work Participation Rate

DHS calculates a Preliminary TANF WPR from the monthly data we submit to the Department of Health and Human Services (HHS). HHS calculates the TANF WPR from Minnesota’s submitted reports. Refer to footnote 2 on page 2 for more information.

Table 9 on page 12 shows the statewide count of cases that were reported as successfully participating in the WPR (in numerator cases). The remainder of the 100 cases in each quarter’s sample was reported in the denominator.

Based on the corresponding documentation in the participant’s case files for the 189 WPR cases:

- 120 cases were correctly counted in the WPR
- 69 cases were incorrectly counted in the WPR

Based on the corresponding documentation in the participant’s case files, the additional 10 cases should have been counted in the WPR. These cases were not counted because system coding was missing.

The net impact is 59 cases that should be removed from our reported WPR for FFY2008. We cannot quantify the negative impact this would have on our preliminary WPR for FFY2008 because the 29.9 percent federally reported rate is based on monthly calculations.

Table 9 FFY 2008 TANF WPR Numerator Disposition Results					
Description	Oct-Dec 07	Jan-Mar 08	Apr-Jun 08	July-Sept 08	Total Cases
TANF WPR Cases Reviewed	100	100	100	100	400
Cases reported in WPR Numerator	48	50	45	46	189
Cases correctly counted in WPR Numerator based on documentation	30	31	29	30	120
Cases incorrectly counted in WPR Numerator based on documentation	18	19	16	16	69
Cases not counted in WPR Numerator based on documentation	2	1	4	3	10

Lessons Learned

Based on all reviews completed, DHS has compiled the following suggestions for reducing errors. The TANF WP Case Review process continues to help clarify policies and develop new policies and procedures for reporting and documenting work activities. This information, along with the statewide corrective action process section, can help improve counties' case review performance results.

- **Improve communication between financial workers and job counselors.** It is crucial for financial workers and job counselors to communicate with each other and keep one another current with information about their shared participants.

Examples of issues:

- Make sure the pay stubs provided to ESP get sent to the financial worker since the paid work hours for the WPR are reported from MAXIS.
 - Social worker, public health, or ESP should notify the financial worker when a student graduates from high school or obtains the General Equivalent Diploma (GED).
 - Financial worker should notify the ESP when a case reopens after a recent closing.
- **Pay close attention to information on pay stubs.** Financial workers must be more attentive to the pay stub dates and the number of paid hours and enter accurate information on the JOBS panel for the correct month.
 - **Round paid employment hours accurately.** Total the number of hours in a month and round to the nearest whole number (i.e. from 77.01 hours to 77.49 hours round DOWN to 77 hours or from 77.50 hours to 77.99 hours round UP to 78 hours). Refer to MAXIS POLI-TEMP TE02.08.170 for more information.

- **Request stop work verification.** Financial workers must request stop work verification to verify the last date of work and the last paycheck (including the number of hours worked) received from a job. Participants have 10 days to verify the change. Update the JOBS/BUSI and STWK panel with income end dates and the work stop date as soon as the participant reports it and enter a “N” or “?” in the verification fields until the information has been verified. (If a valid verification code is entered on the panel the state may report hours that are not yet verified.) Update the JOBS/BUSI and STWK panels with income end dates and the work stop date as soon as the participant reports it. If verification is not received, close the case. Refer to the QTIP 156 in MAXIS POLI-TEMP for additional information.
- **Complete MFIP referral to employment services and do it timely.** Financial workers must complete an ES referral for a:
 - new application,
 - reapplication,
 - new household member addition,
 - case transfer to another servicing county (even if the ESP remains the same), or
 - a case program change (e.g. MFIP to Food Support only).

The worker should also be sure to select an ESP (MAXIS only displays the ESPs available in that county) during the automated referral process. Review the Workforce One Referral (WORK) panel in the Interface (INFC) function to verify that the referral is successful. If the ELIG referral does not automatically occur for a mandatory participant, workers should do a PF11 to report the problem and the helpdesk will follow up on the issue. There may be times when a worker will have to use the WF1 Manual Referral (WF1M) panel in INFC to meet the participation requirements. Per the MFIP ES Manual (5.9), the ESP referral process must ensure that caregivers begin participating (e.g. attend an overview) within 30 days of the time of referral. (Note: Hennepin County staff should follow their referral process using the TEAMS database.)

- **Document method used for verification for job search.** Job counselors must document the specific job contact that was verified and the method used to verify the bi-weekly job contact (directly on activity log or in a case note). Refer to Appendix E of the MFIP ES Manual for detailed information on documentation requirements.
- **Update county/provider forms.** County and provider forms do not always contain all the needed data fields to ensure compliance with DRA documentation requirements. DHS worked with a county work group on various job search activity logs to ensure that the documentation requirements would be met if the form was properly completed. The new DHS eDoc was shared at the 2009 MFIP/DWP Conference. The Employment Services Weekly Job Search Activity Documentation Log is now available for use at: <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5784-ENG>.

- **Train participants regarding documentation requirements.** Train participants to complete the Household Report Form (DHS-2120), Self-Employment Report Form (DHS-3336), MFIP/DWP Employment Services Weekly Job Search Activity Log (DHS-5784), and to provide the detailed information or additional documentation required. DHS understands that this is an ongoing and time consuming activity and suggests counties use the documentation requirements to teach participants to build skills that are transferrable to a job.

Transferable skills include the ability to:

- learn – trainable, receptive to learning opportunities and constructive feedback
- follow instructions – listens and remembers instructions, asks questions to clarify instructions and to better understand expectations
- read directions/instructions – interprets information accurately to complete task
- attend appointments or check-ins – responsible, dependable, respectful, actively communicates if unable to attend appointments
- submit HRF's or activity logs – completes assigned tasks as expected, committed, documentation is completed, documentation is clear and submitted timely
- participate in scheduled opportunities – actively participates in overviews, Employment Plan development, training\classes, receptive to constructive feedback and suggestions on documentation, uses new information to make adjustments etc.

DHS recommends that counties and employment services providers provide some additional assistance and training when conducting weekly check-in and other face-to-face meetings with the participants who are having difficulty with the forms and activity logs.

- **Use actual hours.** Use the actual hours of participation for all activities based on collaborating documentation in the case file or for some activities in case notes.
- **Follow Fair Labor Standards Act (FLSA) requirements.** Request training documentation from your county's DHS Transition to Economic Stability (TES) regional consultant per the MFIP ES Manual, Appendix F – Regional Teams/Contact Lists for MFIP & DWP. DHS provides training on the unpaid work activities (unpaid work experience and community service programs) and the FLSA restrictions on the number of hours permitted/allowed. Request ad hoc reports provided by Steve.Erbes@state.mn.us to assist with determining if the correct number of hours have been assigned a participant to work.

Statewide Corrective Action Process

DHS recommends that all counties and ES providers take the following actions to improve performance immediately and for future reviews.

Recommended actions:

- Review general information about the case finding results with financial and ES staff and discuss what each area can do to make improvements.
- Review this report, *TANF Work Participation Case Review Report for FFY 2008*, with appropriate staff and management to gain a better understanding of the results, activities, categories of the errors, and as a tool to set improvement goals.
- Review the county and ESP procedures for recording hours of participation in MAXIS and WF1/TEAMS. Although income may not be countable towards calculating an MFIP grant amount, the hours may count towards the WPR (e.g., work study hours count). Revise procedures when necessary.
- Review time sheets, activity logs, and other documents used to document/verify hours of participation to ensure the forms meet all of the documentation requirements. Revise forms as necessary. Contact Randy.Rennich@state.mn.us for assistance in developing appropriate forms. (Refer to the MFIP Activity Guide in Appendix E of the MFIP ES Manual.)
- Conduct periodic management/supervisor reviews of participant case files, case notes, and the corresponding data entered in the MAXIS system and WF1/TEAMS systems to ensure proper documentation and data entry. In January 2009, DHS provided the Supervisory Case File Review – TANF Work Participation Verification Documentation Checklist for Unpaid Core and Non-Core Activities form as a tool to assist counties in reviewing Employment Services cases for documentation purposes. If you would like a copy of the forms, contact Randy.Rennich@state.mn.us. DHS plans to provide a similar tool to assist financial supervisors by fall 2009.
- Conduct county information sessions based on the quarterly TANF WP Case Review reports to discuss the MAXIS and Employment Services Activity Errors by Category and Cause information.
- Use the recommended eDocs available or similar county created forms:
 - DHS-2883 MDHS Request for Verification of School Attendance/Progress - English - 9-07 <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-2883-ENG>
 - DHS-3336-ENG 8-08 Self Employment Report Form <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3336-ENG>
 - DHS-5006B-ENG 1-09 Earned Income/Pay Period/Date Tracking Form – 2009 <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5006B-ENG>
 - DHS-5784-ENG 4-09 Employment Services Weekly Job Search Activity Documentation Log <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-5784-ENG>

- Continue to use the detailed data reports provided by the Department of Employment and Economic Development (DEED) available on their website at:

<http://www.deed.state.mn.us/wpd/welcome/index.html>

Training Opportunities

- Attend state presentations and training sessions on the WPR, documentation and verification requirements, and DRA updates.
- Counties and ES providers with incorrect review findings are encouraged to work with their DHS Transition to Economic Stability (TES) regional consultants to obtain supplemental instructions and technical assistance. Refer to the MFIP ES Manual, Appendix F – Regional Teams/Contact Lists for MFIP & DWP for your regional consultant and their contact information, which is available at:

http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs16_142502.pdf

Counties Invited to Comment on this Report

DHS invites counties and ES providers to comment on this report and provide ideas of what additional information they would like to see in future reports. Please send your comments and/or ideas by email to Rita.Galindre@state.mn.us.