

# Bulletin

August 22, 2007

Minnesota Department of Human Services □ P.O. Box 64962, St. Paul, MN 55164-0962

**OF INTEREST TO**

- Tribal employment services directors
- Tribal directors
- Financial assistance supervisors
- Financial management supervisors
- County directors

**ACTION/DUE DATE**

Service Agreements are due **October 15, 2007**.

**EXPIRATION DATE**

December 31, 2009

## CY 2008-09 Tribal MFIP Biennial Service Agreement Guidelines

**TOPIC**

Update tribal employment services directors on the calendar years 2008-09 Biennial Service Agreement requirements for the Minnesota Family Investment Program (MFIP) Consolidated Fund.

**PURPOSE**

Notify tribes of accomplishments, updates, legislative changes, requirements, time frames and responsibilities regarding the preparation and submission of the 2008-09 MFIP Biennial Service Agreements.

**CONTACT**

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**SIGNED**

CHARLES E. JOHNSON  
Assistant Commissioner  
Children and Family Services Administration

## SECTION I: BACKGROUND

### Background

The Minnesota Family Investment Program (MFIP) statutory language requires tribes to submit a Biennial Service Agreement to the Minnesota Department of Human Services (DHS) to receive MFIP funds. The next service agreement is for the calendar years 2008-09 biennium.

The primary purpose of the service agreement and the consolidated funding model is to achieve stated outcomes and work toward the goal of *economic stability for poor families* under MFIP. The agreement provides the state with an assessment of ongoing needs of families and children, resources available to address these needs, a budget for allocated resources, and information on community participation in the service agreement planning and development.

One of the goals in designing the 2008-09 Biennial Service Agreement was to build upon the previous service agreement (2006-07) in order to establish continuity in the efforts undertaken by tribes. This allows time to evaluate the performance of current strategies to see how well they are addressing and advancing MFIP outcomes. The service agreement was designed to make it a more useful tool for tribes and counties, in addition to fulfilling statutory requirements. Tribal staff will need to refer to their 2006-07 agreements as they respond to questions in the new service agreement.

The department encourages and supports the sharing of useful information across tribes and counties. Applicable responses from these service agreements will be summarized and shared with others in various reports and publications. Tribes are encouraged to provide concise, edited responses when preparing their service agreements.

### Public Input and Comment

When completing the Biennial Service Agreement, tribal employment services providers must specify how members of the communities they serve, including potential service recipients, were informed and how they participated in the planning process. In addition, the tribes must allow a period of no less than 30 days prior to submitting the agreement to the department for solicitation of comments from the public on the content of the agreement.

### Deadline

Statutory language requires that the 2008-09 Biennial Service Agreement be submitted to the Minnesota Department of Human Services by **Oct. 15, 2007**. Tribes are encouraged to plan ahead to ensure that the 30-day public input process and final approval by the tribe are completed in time to comply with the statutory deadline of Oct. 15, 2007.

### Completion and Submission

The 2008-09 MFIP Biennial Service Agreement form can be accessed by clicking the link below. The form is in a Microsoft® Word format and can be saved, preferably using the tribal employment services provider's name (e.g. White Earth Reservation 2008-09 MFIP Biennial Service Agreement). Use this form to complete and save responses.

- [2008-09 MFIP Biennial Service Agreement Form](#)

Upon completion and approval by the tribal chair or authorized designee, submit the Microsoft® Word document as an e-mail attachment to: [paul.ramcharit@state.mn.us](mailto:paul.ramcharit@state.mn.us). For questions, inquiries, or technical assistance regarding this service agreement, contact Paul at (651) 431-3877.

### **DHS Approval**

The department must approve all Biennial Service Agreements. The department will inform the tribe by Dec. 14, 2007, if the service agreement has been approved. If it is not approved, the department will inform the tribe of any revisions or additional information needed for approval.

**Tribes must have an approved service agreement to receive MFIP consolidated funds.**

## **SECTION II: WHAT'S NEW FOR 2008-09**

### **Minnesota 2007 Legislative Changes**

The 2007 Legislature made changes to MFIP that were signed by the governor. Legislative changes on MFIP, DWP and Food Support are detailed in [bulletin #07-11-03](#).

## **SECTION III: GUIDELINES FOR THE MFIP CONSOLIDATED FUND**

The MFIP Consolidated Fund provides funding for services tribes must provide by law and for other services that could be provided to eligible families. The decision to fund a program or service, and the level of funding within statutory guidelines, should be made based on the tribe's best determination of which investments will lead to the greatest improvement in outcomes for families. Current statutory obligations for use of MFIP Consolidated Funds by tribes are as follows:

- deliver basic MFIP employment services
- process MFIP cases approaching the 60-month time limit
- administer the Diversionary Work Program (DWP employment services only)
- provide Family Stabilization Services (new for the 2008-09 biennium; more information will be forthcoming).

Tribes may continue successful approaches or develop new strategies to move MFIP and DWP families to work and increase their economic stability.

Tribes have the flexibility to determine levels of funding for the primary employment services in MFIP. Tribes also determine effective strategies they want to implement in addressing local needs.

There is **no** carry forward of funds between state fiscal years for tribes. The department, however, may reallocate unencumbered or unexpended MFIP funds to those tribes or counties that can demonstrate a need for additional money or use the funds for innovative projects to address the needs of MFIP participants.

Eligibility for benefits and services under the MFIP Consolidated Fund is limited to pregnant women, families with a minor child, or non-custodial parents of minor children receiving MFIP who are under 200 percent of the Federal Poverty Guidelines (FPG).

### ***MFIP Goal and Outcomes***

MFIP's overall goal is economic stability for poor families. There are specific performance measures defined in statute for monitoring the success of MFIP. Tribes and counties that meet or exceed performance requirements are eligible for performance-based funding.

#### **1 Three-year MFIP Self-support Index**

The three-year MFIP Self-support Index (SSI) is the percentage of MFIP/DWP cases off cash assistance, or working 30 or more hours per week three years after a baseline quarter. Each quarter, tribes and counties are notified of their performance on the three-year Self-support Index as well as their range of expected performance on this measure. These ranges of expected performance level the playing field across counties and tribes by accounting for differences in caseloads and economic characteristics.

#### **2 MFIP Work Participation Rate**

The MFIP Work Participation Rate (WPR) is the percentage of non-exempt MFIP adults who meet work requirements.

Tribes and counties are notified of their performance on the three-year Self-support Index and their MFIP Work Participation Rate (except Mille Lacs band because they operate a tribal TANF program with different work participation requirements) in the quarterly Management Indicator's Report. Recent publications can be accessed by clicking on the link below and paging down to the section titled, MFIP Management Indicators Report:

- [MFIP Management Indicator's Report](#)

#### **3 Promoting Equity in MFIP Outcomes (counties only)**

In addition to SSI and WPR, a third indicator was developed—promoting equity in MFIP outcomes—to assist counties to monitor and address performance gaps among racial/ethnic and immigrant groups. Data covering alternate quarters is published by the department to assist counties to monitor and address performance gaps among racial/ethnic and immigrant groups with caseloads of 30 or more in the three-year Self-support Index and the Work Participation Rate.

In the 2006-07 service agreements, the department used data from the first quarter of calendar year 2005 to identify counties with a racial/ethnic or immigrant group whose performance on the three-year SSI and the MFIP WPR were five percentage points or more below the overall county rates. These counties were required to create an action plan and engage community-based partners to reduce performance gaps by the end of the 2006-07 biennium. The goals of the department were to raise awareness of subgroup performance across counties and to begin the process of addressing issues of performance gaps.

With the availability of longitudinal data sets over the last few years, trend data is beginning to differentiate between subgroups that fluctuate above or below the five percentage point threshold and those with more persistent performance gaps over time. While state and county efforts will continue to promote equity in performance across subgroups, more focused efforts will be required for subgroups with consistent underperformance.

Recent and past publications can be accessed by clicking on the link below and paging down to the section on MFIP Performance Measures:

- [MFIP Performance Measures by Racial/Ethnic or Immigrant Group and County](#)

## SECTION IV: ALLOCATIONS AND BUDGETS

### **2008 Allocation**

The 2008 allocations bulletin is scheduled to be published in late summer 2007. To facilitate the timely planning and submission of service agreements, tribes and counties should use the MFIP CY 2008 preliminary allocations provided in the link below to prepare the service agreement budgets for both CYs 2008 and 2009.

- [Preliminary MFIP Allocations for CY 2008](#)

### **MFIP Consolidated Fund Allocation**

For counties beginning calendar year 2008 and beyond, the initial MFIP allocation will be based 50 percent on the county's 2002 historical spending and 50 percent on the adjusted caseload and adult count factors.

For tribes beginning calendar year 2008 and beyond, the initial MFIP allocation will be based 50 percent on the tribe's 2002 historical spending and 50 percent on the tribe's adjusted adult count factor.

### **MFIP Performance-based Funding**

For calendar year 2008 and yearly thereafter, tribes and counties that achieve a 50 percent work participation rate (WPR) or a five percentage point improvement over the previous year's WPR, will receive 2.5 percent bonus. Tribes and counties failing to achieve these thresholds will not receive a 2.5 percent bonus until a performance improvement plan is completed and approved by the department.

Tribes and counties that are within their expected range of performance on the three-year Self-support Index (SSI) will receive a 2.5 percent bonus. Those above their expected range of performance on the SSI will receive an additional 2.5 percent bonus (total 5 percent). Those below their expected range of performance on the SSI will not receive a 2.5 percent bonus until a performance improvement plan is completed and approved by the department.

### **Budgets**

*Service Agreement Budget:* Tribes must complete and submit an MFIP budget for CYs 2008 and

2009 in the service agreement.

*Submitting Budget Changes based on Final Allocation:* Tribes should use the preliminary 2008 MFIP allocations to prepare their service agreement budgets for CYs 2008 and 2009. When final MFIP allocations are published, tribes and counties should compare the final allocation to their service agreement budgets and submit a budget revision if one or more of the following criteria is met:

- Plus or minus (+/-) 10 percent or more, or
- The difference is plus or minus (+/-) \$100,000 or more.

If a tribe meets one of the above criteria, a revised budget should be submitted to the department within 30 days after the final allocations bulletin is published, using the Budget Revision Form provided below. Send the completed Budget Revision Form as an e-mail attachment to [paul.ramcharit@state.mn.us](mailto:paul.ramcharit@state.mn.us). Tribes who do not fit the above criteria are encouraged to revise their budgets to reflect actual allocations for operational purposes even though they are not required to submit a revised budget to the department.

- [Budget Revision Form](#)

*Submitting MFIP Budgetary Changes:* Tribes and counties are encouraged to monitor MFIP funds during the year so the use of MFIP dollars is maximized to address the needs of families. Tribes and counties have the flexibility, under the consolidated funds and within the respective statutory guidelines, to shift dollars among budget line items based on priorities, local needs, and levels of unspent funds during the calendar year. When budgetary changes are made, tribes and counties should send an e-mail informing the department of the budget change to update records.

## SECTION V: MISCELLANEOUS

### **Data Sharing**

For concerns regarding the sharing of data, tribal staff should refer to the Government Data Practices Act (Minnesota Statutes, section 13.46).

### **Records Retention**

Tribes and counties must retain copies of biennial service agreements for at least six years after approval by the department.

### **Alternative Formats**

This information will be made available in other forms to persons with disabilities by contacting us at (651) 431-4671 (voice). TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

**Appendix:** 2008-09 Tribal MFIP Biennial Service Agreement Form

# **2008-09 Tribal MFIP Biennial Service Agreement**

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## **Minnesota Family Investment Program**

January 1, 2008 to December 31, 2009



Minnesota Department of **Human Services**



## **MFIP/CCSA Biennial Service Agreement**

**January 1, 2008 to December 31, 2009**

### **CONTACT**

<b>Name of tribe:</b>	
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**Contact Information:**

Contact person:	
Title:	
Address:	
Telephone:	
E-mail address:	
Date:	

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**Complete all applicable questions in the following sections. Provide brief but informative responses to the required questions. Information from responses will be shared with others in various reports and publications. Please ensure that responses are edited before submission to the department.**

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**Section I: Minnesota Family Investment Program (MFIP)****A. Statement of Needs**

1. Based on your response on the needs of MFIP participants in the 2006-07 service agreement (Section I, part A, question 1), for which stated needs is the tribe making the most progress?

2. Describe the more persistent needs of participants that the tribe continues to address with MFIP funds, and what kind of support may be needed to help resolve these needs/issues.

3. For each of the categories listed below, list what proportion of the tribal participant caseload will likely need these services in the 2008-09 biennium. A participant could be included in more than one category.

Needs/Services	Percent of Participants
Education	%
Transportation	%
Child Care	%
Employment	%
Housing	%
Mental Health	%
Chemical/Substance	%
Support Services	%
Language	%

4. For additional comments regarding the needs of MFIP participants, use the space provided below.

5. Do the needs of the Diversionary Work Program (DWP) participants differ from those of MFIP participants? If yes, briefly describe their most important needs below. If no, enter "same" in the response box.

**B. Strengths and Resources to Address MFIP Needs**

1. In the previous service agreement, tribes described plans and efforts to maximize strengths and resources available to the tribes to address needs of MFIP/DWP families during CYs 2006-07 (Section 1, part B). Provide a brief evaluation on how well these efforts are working and what the tribe is planning to do different in the 2008-09 biennium. Include any new strengths and resources available to the tribe in 2008-09.

## 2. Family Stabilization Services Addendum

The 2007 legislation requires tribes and counties to describe how they will provide services for those families who qualify for Family Stabilization Services (FSS) under MFIP and DWP effective Feb. 1, 2008. To satisfy this requirement, an addendum to the service agreement must be submitted to the department by Dec. 31, 2007. The department will issue further instructions by Nov. 1, 2007, on how to complete the addendum.

## C. MFIP Outcomes and Measures

Under the MFIP Consolidated Fund and the overall outcome for MFIP, *economic stability for poor families*, county performance will be based on the following indicators.

### Three-year MFIP Self-support Index

**Measure:** Percent of MFIP/DWP cases off cash assistance or working 30 or more hours per week three years after a baseline quarter.

In the 2006-07 Biennial Service Agreement, your tribe identified strategies to ensure that the tribe's three-year Self-support Index (SSI) was either within or above the tribe's range of expected performance during CYs 2006-07. Review the statistics provided below for the tribe's performance on the SSI for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the SSI](#)

### 1. Tribes within or above their expected range of performance

If the tribe is within or above the expected range of performance on the annualized Self-support index, provide a concise analysis on the tribe's performance during this one-year period including an evaluation of how well the strategies stated in the 2006-07 Service Agreement (section I, part C, Indicator 1) are working to improve the tribe's current performance on this measure. Include any new strategies the tribe will implement in the 2008-09 biennium. In addition, enter whether the tribe is above or within the expected range, its annualized performance percentage, and targets the tribe hopes to achieve by the end of the two 12-month periods noted in the response box.

Analysis/evaluation/new strategies:		
From the Apr. 2006-Mar. 2007 annualized data, enter where the tribe's performance is (above, within or below the expected range) and the percentage performance:		%
Enter annualized targets the tribe hopes to achieve for periods:	Apr. 07 – Mar. 08	%

	Apr. 08 – Mar. 09	%
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## 2. Tribes below the expected range of performance

If your tribe is below the expected range of performance on the annualized three-year SSI, your tribe will not receive the 2.5 percent performance bonus unless the tribe submits a Performance Improvement Plan (PIP) and it is approved by the department. If your tribe is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the SSI](#)

## MFIP Work Participation Rate

**Measure:** Percent of non-exempt MFIP adults who meet the Temporary Assistance to Needy Families (TANF) work participation requirements.

In the 2006-07 Biennial Service Agreement, tribes identified strategies to improve their performance on the MFIP Work Participation Rate (WPR). Review the statistics provided below for the tribe's performance on the WPR Rate for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the WPR](#)

## 1. Tribes with a Work Participation Rate of 50 percent or more or a five percent increase from the previous year

If the tribe meets or exceeds 50 percent on the annualized MFIP Work Participation Rate or had a five percentage point increase from the previous year (Apr. 2005 – Mar. 2006), provide a concise analysis of the tribe's performance during Apr. 2006 – Mar. 2007 and include an evaluation of how well the strategies stated in the tribe's 2006-07 Service Agreement (section I, part C, indicator 2) are working to improve the current performance. Include any new strategies the tribe will implement in the 2008-09 biennium. At the bottom of the response box enter anticipated targets the tribe will work to achieve in the next two years.

Analysis/evaluation/new strategies:		
Enter the tribe's annualized Work Participation Rate for Apr. 2006 – Mar. 2007		%
Enter annualized targets the tribe hopes to achieve periods:	Apr. 07 – Mar. 08	%
	Apr. 08 – Mar. 09	%

**2. Tribes with a Work Participation Rate below 50 percent that did not achieve a five percentage point improvement from the previous year:**

If the tribe performance is below 50 percent on the annualized MFIP Work Participation Rate for Apr. 2006 – Mar. 2007 and did not achieve a five percentage point increase from the previous year (Apr. 2005 – Mar. 2006), your tribe will not receive the 2.5 percent performance bonus unless the tribe submits a Performance Improvement Plan (PIP) and it is approved by the department. If the tribe is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the WPR](#)

## Section II: Public Input

As required by law, tribes must specify that the public was informed and input was sought for the use of funds provided through this agreement.

1. From the list below, select how the public was informed in the development of the service agreement:

<input type="checkbox"/>	Public hearing
<input type="checkbox"/>	Newspapers
<input type="checkbox"/>	Community meetings
<input type="checkbox"/>	Radio announcements
<input type="checkbox"/>	Tribal Web site
<input type="checkbox"/>	Others (specify):

2. Prior to submitting the service agreement to the Minnesota Department of Human Services, did the tribe allow at least 30 days for solicitation of comments from the public on the content of the agreement?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Describe the public input received and how it impacted the planning process or the service agreement by selecting one of the following two options:

<input type="checkbox"/>	Public input was received ( <i>select one or more of the following options</i> )
<input type="checkbox"/>	Did not impact the planning process/service agreement
<input type="checkbox"/>	Did impact the planning process/service agreement, particularly the:
<input type="checkbox"/>	Needs Statement section
<input type="checkbox"/>	Strategies and Outcomes section
<input type="checkbox"/>	Budget section
<input type="checkbox"/>	Other (specify):
	Briefly describe the changes made to the service agreement:
<input type="checkbox"/>	No public input was received

### Section III: Budget

In the budget table below, indicate the amount and percentage for each item listed for the MFIP Consolidated Fund for calendar years 2008 and 2009. Total percent must equal 100 and if “other” is used, please specify.

<b>2008 MFIP Budget</b>	<b>Amount</b>	<b>Percent</b>
Employment Services (DWP)	\$	%
Employment Services (MFIP)	\$	%
Administration (not to exceed 15%)	\$	%
Other 1:	\$	%
Other 2:	\$	%
Other 3:	\$	%
<b>Total 2008 MFIP Budget</b>	<b>\$</b>	<b>%</b>
<b>2009 MFIP Budget</b>	<b>Amount</b>	<b>Percent</b>
Employment Services (DWP)	\$	%
Employment Services (MFIP)	\$	%
Administration (not to exceed 15%)	\$	%
Other 1:	\$	%
Other 2:	\$	%
Other 3:	\$	%
<b>Total 2009 MFIP Budget</b>	<b>\$</b>	<b>%</b>

## Section IV: Certification for Submission

☐ Checking this box certifies that this Tribal MFIP Biennial Service Agreement has been prepared as required by the Employment Services Reservation Grant Contract in place, and Minnesota Statutes, section 256J (Minnesota Family Investment Program) and has been authorized by the tribal official below:

### Authorized Tribal Official

Name:	
Title:	
Address:	
Phone:	

### Date of Submission

Date:	
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