

MFIP Activity Daily Supervision, Documentation and Verification Guide

Friday, January 18, 2008

MFIP Paid Employment Activities (January 18, 2008)

Activities

- **Unsubsidized Employment**
- **Subsidized Private Sector Employment;**
- **Subsidized Public Sector Employment**
- **On-the-job Training** (both public and private sector)
- **Grant Diversion** (reported as Subsidized Private or Subsidized Public Sector Employment)
- **Paid Work Experience¹**

- **Core Activity (applies to all types of paid employment).**

- **Daily Supervision** – Provided by the participant’s employer.

- **Documentation Requirement** – Wage stubs or other employer produced document (submitted with Household Report Form). Documentation must include the participant’s name, the dates/pay period for the hours paid, the number of paid hours (including paid holidays, vacation and sick leave and other paid time off), and the employer’s name (and signature, if available). **Please Note:** If a wage stub or other employer produced document cannot be obtained, documentation can be obtained by a phone call to the employer.

- **Documentation Retention** – Financial Worker retains a copy of the wage stub or other employer produced document in the participant’s case file. Follow MFIP records retention schedule. When verification is based on information obtained from a phone call, the Financial Worker must enter a case note to document the substance of the call, including the name and contact information of the person verifying the hours, the number or hours and the dates/pay period.

- **Recording/Tracking Hours** – All types of paid employment are recorded and tracked on the MAXIS system. Apply all hours of paid employment to the month the earned income is received; not the month in which the hours were actually worked.

- **Verification Requirements** – Financial Worker verifies the participant’s name, earned income amount, the number of hours, the pay period dates and employer name (and signature and phone number, if available).

- **Self-Employment²** (reported as Unsubsidized Employment)

- **Core Activity.**

- **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. FW needs to inform the employment counselor when self-employment hours do not meet TANF hourly participation requirements.

- **Documentation Requirements** – DHS-3336 (Self Employment Report Form) or comparable document (submitted with Household Report Form) containing the participant’s name, the dates covered, the amount of gross income and allowable business expenses for the month, and the participant’s signature.

- **Documentation Retention** – Financial Worker retains DHS-3336 form or comparable document in the participant’s case file. Follow MFIP records retention schedule.

- **Recording/Tracking Hours** – All (paid) self-employment hours are tracked on the MAXIS system. ²

- **Verification Requirements** – Financial Worker verifies the participant’s name, the amount of gross income and allowable business expenses for the month and the participant’s signature.

Family Stabilization Services	<ul style="list-style-type: none">• Follow all supervision, documentation, retention, tracking, and verification standards for paid employment activities.
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- ¹ **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.
- ² **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 (\$5.85/hour). The hours are derived automatically by the MAXIS system.

MFIP Unpaid Work Activities (January 18 , 2008)

Activities

- (Unpaid) Work Experience
- Community Service Program¹

- **Core Activity (applies to both types of unpaid work activities).**

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- **Daily Supervision** – Provided by the work site supervisor or other responsible individual employed by or stationed at the work site.

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- **Documentation Requirement** – Time sheet (or activity log) submitted no less frequently than bi-weekly. 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 of the worksite supervisor, the worksite supervisor's signature and phone number. **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.

- **Additional Documentation Requirements for Community Service Program Placements** - Community Service Program placements and the work performed by participants engaged in them must serve a useful public purpose and 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.

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- **Documentation Retention** – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule.

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- **Recording/Tracking Hours** – All unpaid work hours are recorded and tracked on the WorkForce One system.

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- **Verification Requirements** – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and worksite supervisor's or other responsible individual's name, signature and phone number.

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- **Fair Labor Standards Act (FLSA)** – Most MFIP participants engaged in unpaid work experience or community service programs are covered under the FLSA and may not be required to work more than the number of hours equal to their combined MFIP cash and food support benefits divided by the state minimum wage (\$6.15/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. Exceptions to this are participants working for Americorp and Americorp/VISTA.

Family Stabilization Services

- The only differences for unpaid employment is that a 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 unpaid 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.

¹ **Additional information for Community Service Program placements** – Community Service Program placements 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.

CD/MH Treatment and Rehabilitation Services (January 18, 2008)

<p>Activities</p> <ul style="list-style-type: none"> • Chemical/Substance Abuse Treatment • Mental Health Treatment • Rehabilitation Services 	<ul style="list-style-type: none"> • Core Activity (when tracked and reported as Job Search/Job Readiness Assistance - counts toward Job Search/Job Readiness Assistance six week limit per Federal Fiscal Year. No more than four consecutive weeks is countable as a core activity). • Neither Core nor Non-Core¹ (after the six week Job Search/Job Readiness Assistance limit is reached or the fifth week following four consecutive weeks of Job Search/Job Readiness Assistance, or when the CD/MH treatment or Rehabilitation Services are tracked under Participating in Social Services category). <hr/> <ul style="list-style-type: none"> • 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. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – Time sheet (or activity log) submitted no less frequently than bi-weekly. 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 person providing the daily supervision for the treatment or rehabilitation services provider. Please 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. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All Treatment, Rehabilitation Services and Social Services hours are recorded and tracked on the WorkForce One system. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant receiving treatment or rehabilitation services (or other responsible individual's name, signature and phone number).
<p>Family Stabilization Services</p>	<ul style="list-style-type: none"> • These CD/MH documentation and verification standards do not apply to FSS. See documentation and verification standards for MFIP Allowable Activities That Do NOT Count toward TANF Work Participation Rate.

¹ See **MFIP Allowable Activities That Do NOT Count Toward TANF Work Participation Rate** for information about daily supervision and the levels of documentation and verification for Chemical Abuse Treatment, Mental Health Treatment and Rehabilitation Services that are **not** tracked and reported under the TANF Job Search/Job Readiness Assistance category.

Vocational Educational Training (January 18, 2008)

<p>Activities</p> <ul style="list-style-type: none"> • Post Secondary Vocational Educational Training¹ (1-12 month educational program) • Post Secondary Vocational Educational Training¹ (13-24 month educational program) 	<ul style="list-style-type: none"> • Core Activity (12 month lifetime limit. The first twelve months of either vocational educational training program [1-12 month and 13-24 month] are reported as a core activity under the Vocational Educational Training activity category). • Non-Core Activity (after a participant reaches the 12 month lifetime Vocational Educational Training limit, hours in either vocational educational training program activity [1-12 month and 13-24 month] are reported (behind the scene) as non-core under the Job Skills Training Directly Related to Employment activity category). <hr/> <ul style="list-style-type: none"> • Daily Supervision – Provided by a responsible individual employed by or stationed at the vocational educational training institution, including but not limited to, course instructors, student advisors, or attendance office personnel. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – Time sheet (or activity log) submitted no less frequently than bi-weekly. 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. 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. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All Vocational Educational Training hours are recorded and tracked on the WorkForce One system. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant attending vocational educational training (or other responsible individual's name, signature and phone number).
<p>Family Stabilization Services</p>	<ul style="list-style-type: none"> • The only difference for vocational education training is that a 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.

¹ The appropriate activity for a participant enrolled in Post Secondary Vocational Educational Training is based on the length of the educational program. **For example**, if a participant is attending a 2-year program, enroll the participant into Post Secondary Vocational Educational Training (13-24 months) starting with the initial month in the Post Secondary program. Do not enroll the participant in Post Secondary Vocational Educational Training (1-12) months for the first 12 months of program lasting more than 12 months.

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.

Jobs Skills Training Directly Related to Employment (January 18, 2008)

<p>Activities¹</p> <ul style="list-style-type: none"> • (ABE) Adult Basic Education • (ESL) English as a Secondary Language • (FWL) Functional Work Literacy • Job Skills Training Directly Related to Employment Courses • College² (tracked and reported under Job Skills Training Directly Related to Employment) 	<ul style="list-style-type: none"> • Non Core Activity. <hr/> <ul style="list-style-type: none"> • 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. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – Group attendance sheets or time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant's name, the dates covered by the group attendance sheets, individual 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 job skills training directly related to employment provider. Note: Another responsible individual who is employed by or stationed at the job skills training directly related to employment provider may also sign the timesheet if the person providing the daily supervision is unable to do so. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains 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 MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All Job Skills Training Directly Related to Employment hours are recorded and tracked on the WorkForce One system under the specific categories listed in the left hand column. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant attending job skills training directly related to employment training (or other responsible individual's name, signature and phone number).
<p>Family Stabilization Services</p>	<ul style="list-style-type: none"> • Documentation requirements for Job Skills Training Directly Related to Employment activities 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.

¹ All activities listed in the left hand column of this chart are reported (behind the scene) as Job Skills Training Directly Related to Employment.

² A participant may be approved for college (including advanced degrees) when the participant is within 24 months of completing his/her educational program and the participant meets the conditions outlined in MN Statutes 256J.53 Subdivision 2.

Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program (January 18, 2008)

<p>Activity</p> <ul style="list-style-type: none"> • Providing Child Care to Children of a Participant who is Participating in a Community Service Program 	<ul style="list-style-type: none"> • Core Activity. <hr/> <ul style="list-style-type: none"> • 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. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – A time sheet (or activity log) submitted no less frequently than bi-weekly. 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 participant who is participating in the community service program. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant’s case file. Follow MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • 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. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies the participant’s name, the number of actual hours, the dates and the name, signature and phone number of the participant whose child(ren) is/are being cared for by the participant providing the child care. (or other responsible individual’s name, signature and phone number).
<p>Family Stabilization Services</p>	<ul style="list-style-type: none"> • The only difference for Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program is that a 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.

Satisfactory Attendance at a Secondary School And Courses Leading to a Certificate of General Equivalence (January 18, 2008)

<p>Activities</p> <ul style="list-style-type: none"> • Satisfactory Attendance at a Secondary School (for participants who are under 20 years old)¹ • (GED) General Educational Development (for participants who are under 20 years old)¹ • Satisfactory Attendance at a Secondary School or General Educational Development (for participants who are 20 years and older) 	<ul style="list-style-type: none"> • Non-Core Activity.¹ <hr/> <ul style="list-style-type: none"> • Daily Supervision – Provided by personnel from the secondary school or GED course instructor. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – High School Attendance - There are several methods of documenting satisfactory attendance of a secondary school including: (1) a time sheet (or activity log) submitted no less frequently than monthly, (2) a DHS-2883 form (Request for School Attendance/Progress) or similar form submitted no less than monthly, (3) an on-line attendance record collected no less than monthly, or (4) via the phone. The documentation must include the participant's name, the dates covered, the actual number of hours of participation each day, the name, signature and phone number of the school official verifying the hours of participation. Please Note: If an on-line attendance records is used to document school attendance, the record must include the participant's name, the dates covered by the on-line attendance record, and the number of hours of attendance (or the methodology used to determine the actual hours). If the student's attendance information is received by phone, the employment provider must document the hours, the name and contact information of the person providing the attendance information. • Documentation Requirement – GED – In addition to the above mentioned documentation requirements, a group attendance sheet may be used to document attendance for a participant who is less than 20 years old and engaged in GED. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains a copy of the activity log, Request for School Attendance/Form (or similar form), a copy of the on-line attendance record in the participant's case file. When the attendance information is received by phone, the information must be entered as a case note or retained in the case file. Follow MFIP records retention schedule. 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 MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All hours of Secondary School Attendance and GED are recorded and tracked on the WorkForce One system. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies 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. If on-line attendance records are used, the Employment Service Provider verifies the participant's name, the number of actual or derived hours of participation, the method used to derive the hours of participation and the dates. 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>Family Stabilization Services</p>	<ul style="list-style-type: none"> • Follow all supervision, documentation, retention, tracking, and verification standards for Satisfactory Attendance at a Secondary School and Courses Leading to a Certificate of General Equivalence.

¹ Participants who are less than 20 years old and are the head of household or married are deemed to be meeting the TANF Work Participation Rate if they are attending a secondary school or GED classes an average of at least one hour per week during a month.

Job Search and Job Readiness Assistance (Not CD/MH Treatment or Rehab Services) (January 18, 2008)

Activities

- **Job Search and Job Readiness Assistance (not including CD/MH treatment or Rehabilitation Services)**

- **Core Activity** (Six week limit per Federal Fiscal Year and no more than four consecutive weeks is countable as a core activity. Job Search is no longer a countable activity after the four or six week limit is reached).
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- **Daily Supervision** – Provided by the employment counselor and other responsible individuals, such as other employment provider or workforce center staff.
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- **Documentation Requirement** – There are two documents that can be used to record participation in job search and job readiness assistance. An activity log is used by the participant to list the job search and job readiness assistance activities a participant completed. The participant must submit the activity log no less frequently than weekly. The activity log must contain the date and time of each contact, the type of contact, the position the participant was interested in, the status of the contact, the name of the employer/business and contact information, plus the participant's signature stating the activity log and the hours contained on it are accurate. A sign-in attendance sheet can also be used to document job search and job readiness assistance for group meetings, such as job club and when the participant is engaged in job search and job readiness assistance at a workforce center or other location that uses sign-in attendance sheets. The sign-in attendance sheet must contain each participant's name, the date and actual hours of participation, and a signature of a responsible individual who oversees the job search and job readiness assistance activity.²
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- **Documentation Retention** – Employment service provider retains the 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 assessable to program monitors. Follow MFIP records retention schedule.
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- **Recording/Tracking Hours** – All hours of job search and job readiness assistance are recorded and tracked on the WorkForce One system.
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- **Verification Requirements** – 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. 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 (1) asking the employer to verify the job contact, (2) obtaining a copy of a computerized "receipt" for on-line applications, and (3) copies of applications, letters and business cards when questions are asked during a check-in meeting to corroborate the job contact. The employment services provider will sign a statement on the activity log or enter a case note indicating the employment provider has reviewed the activity and note whether the information contained on it was acceptable and the method used to verify the job contact.

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- 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.

Job Search and Job Readiness Assistance
(Not CD/MH Treatment or Rehab Services)
Continued

- ¹ See **CD/MH Treatment and Rehabilitation** for Chemical Dependency treatment, Mental Health treatment, and Rehabilitation Services when tracked and reported under the Job Search/Job Readiness Assistance TANF category.
- ² **DHS Recommendation:** For participants who have exhausted their six weeks of countable (core) Job Search/Job Readiness Assistance, use the same documentation and verification standards after the six weeks are exhausted. It will be less confusing for the participant if the documentation standards don't change back and forth.

MFIP Allowable Activities That Do NOT Count Toward TANF Work Participation Rate (January 18, 2008)

Activities

- Assessment
- Social Services ¹
- Screening
- Family Violence Waiver
- Integrated Services Project
- Holding
- Holding-Sanctioned
- Other

• Non-Countable Activities.

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- **Daily Supervision** – Provided by the employment services counselor. Weekly or bi-weekly 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.
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- **Documentation Requirement** – Participant employment plans must include activities. Case notes should be used to document the activity hours. Additional documentation varies according to the non-countable activity.

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).

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).

Screening: MFIP Self-screen, LD screen and other screening tools used by the county or ES provider.

Family Violence Waiver: Employment plan created with and signed by an advocate. Supporting documentation used to approve the Family Violence Waiver such as police reports, sworn statements, etc.

Integrated Services Project: Employment plan should reflect participation in this project.

Holding: Case note the reason why the person is in holding (at the minimum).

Holding-Sanction: Notice of Intent to Sanction. Status Update implementing the sanction.

Other: Medical opinion form. Correspondence and other statements from qualified medical providers.

- **Documentation Retention** – Employment Service Provider retains the time sheet, or activity log or other forms of documentation in the participant's case file. Follow MFIP records retention schedule.
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- **Recording/Tracking Hours** – All hours of activities that are neither core nor non-core are recorded and tracked on the WorkForce One system.
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- **Verification Requirements** – Employment provider verifies the information contained on the various form, documents, related correspondence, and signatures (if required by the provider) to ensure the information is complete and accurate.

**MFIP Allowable Activities That Do NOT Count toward TANF Work Participation Rate
Continued**

Family Stabilization Services	<ul style="list-style-type: none">• The only difference for MFIP Allowable Activities That Do NOT Count Toward TANF Work Participation Rate are that a 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>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>
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¹ See **CD/MH Treatment and Rehabilitation** for Chemical Dependency treatment, Mental Health treatment, and Rehabilitation Services when tracked and reported under the Job Search/Job Readiness Assistance TANF category.

DHS Recommendation: For participants who are receiving CD/MH treatment or Rehabilitation services that previously were reported as Job Search/Job Readiness Assistance, use the same documentation and verification standards after the six weeks of job search are exhausted. It will be less confusing for the participant if the documentation standards don't change back and forth.