IMRMS PROGRAM AND ACTIVITY DEFINITIONS

PROGRAMS - SECTION I

Select the programs on which you are currently working by checking as many boxes in SECTION I as necessary. If you need help in determining the appropriate selection, please refer to the following descriptions:

116 **TANF** – Temporary Assistance for Needy Families (TANF) should be indicated for TANF programs other than MFIP.   Programs included under this category would include Statewide MFIP Employment Services, Diversionary Assistance, Diversionary Work Program (DWP) and Emergency Assistance.

120 **MFIP Statewide** – Statewide Minnesota Family Investment Program

121 **Refugee Assistance** – Refugee Assistance Program

141 **Minnesota Supplemental Aid** – Supplemental State Assistance (MSA)

161 **Foster Care – Title IVE** – Foster care assistance activities extended under Title IVE

171 **General Assistance** – State General Assistance

175 **GRH** – Group Residential Housing

181 **General Assistance-Medical Care** – General Assistance Medical Care (GAMC)

191 **Food Stamps** – Food stamp activity under the Food Stamp program only. (Do not select this program if program #120 MFIP Statewide has been selected.)

201 **Child Support IVD** – Child Support Enforcement activities. These will be charged to TANF.

213 **Medicaid** – Medical Assistance Program. Programs include Qualified Medicare Beneficiary (QMB) and Specified Low-Income Beneficiary (SLMB).

231 **MA PMAP** – Prepaid Medical Assistance Program

255 **TANF/MFIP Child Care** – Activities related to child care for a child in a family who is receiving assistance through the TANF/MFIP program or the transitional year child care program.

256 **Basic Sliding Fee Child Care** – Activities related to child care in a non-TANF/MFIP family

311 **MinnesotaCare for low Income Families and Children** – MinnesotaCare for pregnant women and children who are citizens or qualified non-citizens. MinnesotaCare for parents and relative caretakers with income at or below 100% of poverty or above 200% and at or below 275% of poverty who are citizens or qualified non-citizens.

312 **MinnesotaCare Parents with SCHIP** – MinnesotaCare for parents and relative caretakers with income above 100% and at or below 200% of poverty who are citizens or qualified non citizens.

318 **Separate SCHIP Program for Prenatal Care** – SCHIP coverage for the unborn of uninsured non citizen pregnant women ineligible for federally-funded Medical Assistance.

321 **MinnesotaCare All Others** – MinnesotaCare for all other individuals

400 **All Other Programs** – All other programs not listed above including the Prescription Drug Program

701 **Common To All Programs** - All programs listed above. (This code should be selected when on lunch, break, paid vacation, paid medical leave, etc.)

801 **Employee Not Available** – Non attendance by employee in pay status because of flextime or part-time employee only. No activity should be selected with this program.

802 **Invalid Response** – Incorrect label, unpaid leave, unpaid medical leave, leave without pay, leave of absence, employee terminated. (Only the Coordinator can check this code. No activity should be selected.)

ACTIVITY – SECTION II

Indicate which activities you are performing at the selected moment by checking as many boxes in Section II as necessary. If you need help with your selection, please refer to the following descriptions to assist you.

101 **Determining or re-determining eligibility:** *(Not to be used with program codes 201, 701, 801 or 802.)* Eligibility determination and re-determination work activities on behalf of applicants, including the provision of assistance in completing forms for benefits eligibility, explanation of benefits, help in completing Combined Application Forms and other activities related to qualifying individuals and families for services.

102   **Referral of individuals for needed services:** *(Not to be used with program codes 701, 801 or 802.)* The provision of initial information needed to refer an individual to a needed program or services. This activity should be selected in combination with a program code which represents the program to which the individual is referred.

103   **Verification of Immigration Status:** *(Not to be used with program codes 161, 201, 701, 801 or 802.)* Activities related to verifying the immigration status of clients.

112   **Investigating and resolving complaints:** *(Not to be used with program codes 161, 701, 801 or 802.)* Work activities related to investigating and/or resolving client complaints.

113   **Appeals and disqualification:** *(Not to be used with program codes 161, 201, 701, 801 or 802.)* Activities related to handling client appeals and disqualifications.

121   **Staff development and training activities:** *(Not to be used with program codes 801 or 802.)* Staff development, training and related course work related to the performance of your program management duties.

125   **Certification of individuals for Food Stamps:** *(Use only with program code 191.)* Work activities related to the certification of individuals for receipt of Food Stamp benefits.

140   **Issuance of Food Stamp Benefits:** *(Use only with program code 191.)* Work activities related to the issuance of Food Stamp benefits to individuals.

150   **Providing direct program benefits and services:** *(Not to be used with program codes 161, 181, 201, 213, 231, 701, 801 or 802.)* Activities necessary for the provision of benefits and services of a given program, such as providing cash payments, vouchers or other forms designed to meet ongoing, basic needs: providing diversion payments, etc.

151   **Providing program information to clients:** *(Not to be used with program codes 161, 701, 801 or 802.)* Activities related to the provision of information, brochures, fact sheets, forms and instructions to applicants and beneficiaries to educate or promote their understanding of program benefits and requirements.

152   **Screening and assessments:** *(Not to be used with program codes 161, 201, 701, 801 or 802.)* Activities related to screening and/or assessment activities designed to identify the needs of applicants and beneficiaries and to develop appropriate service strategies to meet those needs.

153   **Development of employability plans:** *(Use only with program codes 116, 120, 121, 141, 171, 191, 255 or 400.)* Activities related to the generation and production of discrete plans, goals and objectives for the attainment of employment for individual applicants and beneficiaries.

154 **Providing work activities:** *(Use only with program codes 116, 120, 121, 141,171, 191, 255 or 400.)* Activities related to the arrangement for applicants and beneficiaries to engage or formally enroll in work activities, such as unsubsidized employment, subsidized private-sector employment, subsidized public-sector enrollment, work experience programs, on-the-job training, job search and job readiness assistance, community service programs, vocational education training, job skills training directly related to employment, education directly related to employment, attendance at secondary school or in a course of study leading to a certificate of general equivalence, or providing child care services to individuals participating in community service programs.

155 **Providing post-employment services:** *(Use only with program codes 116, 120, 121, 141, 171, 191, 255 or 400.)* Activities related to the provision of job retention services and post-employment follow-up services, such as counseling, employee assistance, or other post-employment supportive services.

156 **Providing work supports:** *(Use only with program codes 116, 120, 121, 141, 171, 191, 255 or 400.)* Activities related to work-related supportive services, such as providing arrangements for transportation; providing arrangements for child care, etc.

157 **Case management:** *(Not to be used with program codes 161, 201, 701, 801 or 802.)* General and routine case maintenance and management activities necessary for maintenance of records, issuance and ongoing determination of benefits, record keeping changes to files, monitoring of client progress, etc.

158 **Fraud and abuse prevention and detection:** *(Not to be used with program codes 161, 701, 801 or 802.)* Activity related to the prevention and detection of fraud and abusive practices related to any of the programs administered.

159 **All other provision of program services:** *(Not to be used with program codes 161, 201, 701, 801 or 802.)* All other activities related to the direct provision of program services and benefits not described above.

250 **Lunch, leave or other administrative activities:** *(Use only with program code 701.)* Includes allowable leave time, regularly scheduled general administrative activities unrelated to program management, work involved in general supervisory conferences, unit meetings, coffee breaks, etc.

260 **All other activities:** *(Not to be used with program codes 801 or 802.)*