



Minnesota Department of **Human Services**

WASECA COUNTY

Biennial Service Agreement

Minnesota Family Investment Program

and

Children and Community Services Act

January 1, 2004 to December 31, 2005

Issued by:

Minnesota Department of Human Services
Children and Family Services Administration

July 22, 2003

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Purpose

The Minnesota Family Investment Program (MFIP) Consolidated Fund and the Children and Community Services Act (CCSA) Consolidated Fund [Minnesota Statutes 256J.626 and 256M, respectively] require counties to submit a biennial service agreement to the Minnesota Department of Human Services (DHS) to receive these public funds. DHS has combined the requirements for the two areas into one service agreement. Multi-county or regional service agreements may be submitted.

The primary purpose of the Biennial Service Agreement is to establish agreed upon outcomes and identify strategies counties will use to achieve these outcomes. The agreement also provides the State with a county needs statement for populations who may be served with funds covered under the agreement and a county budget for expenditures of those funds.

Instructions

A. SUBMISSION

The legislation for both the Minnesota Family Investment Plan and the Children and Community Services Act requires that a biennial service agreement be submitted to the Commissioner of the Minnesota Department of Human Services by October 15, 2003.

The county social service agency must allow a period of no less than 30 days prior to the submission of the agreement to the Commissioner to solicit comments and participation from the public on the contents of the preliminary agreement.

The county must adhere to the biennial service agreement format so that DHS can obtain all the necessary information and approve the agreement as soon as possible. Counties may expand the response areas within the document and/or attach additional documentation, if desired. No other changes to the biennial service agreement form are permitted.

County social service agencies must submit two (2) signed copies, no later than October 15, 2003, to:

Children and Family Services Administration
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3833

Faxed documents will not be considered complete.

B. APPROVAL OR DISAPPROVAL

The Commissioner must inform the county agency within 60 days of receiving the service agreement if the service agreement has been approved. If the service agreement is not approved, the Commissioner must inform the county of any revisions needed for approval. The allocation of funds to counties is contingent on approved service agreements.

C. USE OF FUNDS

Eligibility for benefits and services under the Minnesota Family Investment Program Consolidated Fund is limited to pregnant women, families with a minor child, or non-custodial parents of minor children receiving MFIP and who are under 200% of federal poverty guidelines (FPG). Allowable expenditures may include, but are not limited to:

- short-term, nonrecurring shelter and utility needs that are excluded from the definition of assistance under TANF for families who meet residency requirements in Minnesota Statutes 256J.12, subd. 1 and 1a
- other short-term, non-recurrent emergency needs that do not exceed four months in duration per event
- transportation needed to obtain or retain employment or to participate in other approved work activities
- direct and administrative costs of staff to deliver employment services for MFIP or the diversionary work program, to administer financial assistance, and to provide specialized services intended to assist hard-to-employ participants to transition to work
- cost of education and training including functional work literacy and English as a second language
- cost of work supports including tools, clothing, boots, and other work-related expenses
- county administrative expenses as defined in TANF
- services to parenting and pregnant teens
- supported work
- wage subsidies
- services to help non-custodial parents who live in Minnesota and have minor children receiving MFIP or the diversionary work program assistance, but do not live in the same household as the child, obtain or retain employment.

The funds appropriated to the Children and Community Services Act are designated to serve children, adolescents and other individuals in transition from childhood to adulthood, and adults who experience dependency, abuse, neglect, poverty, disability and chronic health conditions. Funds may be used to provide services to racial and ethnic groups experiencing poor outcomes, or where disparities are present. Funds may be used for services performed by professionals or nonprofessionals, including the person's natural supports in the community.

**Biennial Service Agreement:
MFIP and CCSA
January 1, 2004 to December 31, 2005**

County submitting biennial service agreement: Waseca

Type of service agreement submitted:

Combined MFIP/CCSA Single County Agreement

If multi-county or regional agreement, please mark accordingly:

MFIP Only Agreement: Individual County _____ Multi-county _____ Regional _____

CCSA-Only Agreement: Individual County _____ Multi-county _____ Regional _____

Identify additional county agencies or regional partners submitting combined agreement and attach additional signature pages from each county: _____

Contact Person: Marilee A Reck

Title: Director

Address: Waseca County Human Services, 123 3rd Ave NW, Waseca MN 56093

Telephone and Fax Number: 507-835-0584; 507-835-0566 (fax)

_E-mail Address: marilee.reck@co.waseca.mn.us

Certification and Signature

I hereby certify that this Biennial Service Agreement has been prepared as required and approved by the County Board under the provisions of Minnesota Statutes 256M (Children and Community Services Act) and 256J (Minnesota Family Investment Program).

County Board Representative: Wendell Armstrong
Name (Typed)

Board Chairperson
Title

Authorized Signature
(Chair, County Board of Commissioners or designee)

Date

Section 1: Process for Public Comment/Summary of Public Input

- A. Describe the process the county used to solicit public input, including potential service recipients, in developing this biennial service agreement. Counties must specify that the public was informed and input was sought for the use of federal Social Services Block Grant (Title XX) funds in addition to state funds provided through this agreement.

Notification was via publication in the paper and information on the website. A copy of the draft was made available in local libraries for accessibility.

- B. Summarize the public input and how it was incorporated into this biennial service agreement.

Section 2: County Statement of Needs, Strengths and Resources

MFIP	CCSA
<p>A. Describe the overall service needs of the MFIP population in the county. Consider what percentage would be characterized as: a) needing minimal help in the transition from welfare to work; b) needing an intermediate level of support; and, c) requiring more intensive levels of support to make the transition.</p>	<p>A. Describe the needs of children, adolescents and other individuals in transition from childhood to adulthood and adults who experience dependency, abuse, neglect, poverty, disability, chronic health conditions or other factors that may result in poor outcomes.</p>
<p>Service needs:</p> <ol style="list-style-type: none"> 1) Job development 2) Structured job search program for clientele to develop skills to obtain and maintain employment. 3) Employment support 4) Basic education, such as GED; and functional work literacy skills development. 5) Services to assist individuals with barriers to employment, i.e., chemical dependency, mental health concerns, inability to access day care, etc. 	<p>Needs:</p> <ul style="list-style-type: none"> - Children need safety and permanency. - Children and vulnerable adults need protective services. - Children and adults need access to medical and social services. - Children and adults need access to assessment services for safety, mental health, developmental needs, etc. - Children and adults need case management and coordination to identify needs and the resources to meet those needs and then to assist in accessing appropriate services and monitoring the provision of services.

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B. Describe the community strengths and resources available to address the above needs.

<p>Community Strengths and Resources for MFIP Include:</p> <ol style="list-style-type: none"> 1) Wide range of employment opportunities including factory/industrial, group home/hospital/nursing home employment opportunities, para-professional positions, fast food, etc. 2) Work Force Center satellite office in the County. 3) Temporary employment services. 4) Community Ed programs that are available to the general public. 5) Community Social Service resources including a staff social worker to address barrier issues, a local mental health center and a local chemical dependency TX program. 6) Job coach services 7) Local clinic with occupational medicine provider. 	<p>Community Strengths and Resources for CCSA:</p> <ul style="list-style-type: none"> - Social service staff with wide range of skills to work with clientele with broad range of needs including mental health, protection, chemical dependency, developmental disabilities and aging. - Strong mental health service system with child and adult psychiatry, therapists, case management, day treatment, and crisis services. - Local medical and psychological resources. - Local CD TX provider, inpatient and outpatient. - Knowledgeable utilization of service referral systems, i.e., 1st Call for help. - Agency supports community service agencies such as Senior Center, transportation program. - Functioning family services collaborative.
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MFIP**CCSA**

C. In addition to the needs identified above, for major racial, ethnic and immigrant groups in the county:

Describe the service needs of those receiving MFIP assistance in the county.

Describe the needs of those experiencing poor outcomes or disparities.

We do not have a significant group but do recognize there are specific service needs we are addressing:

The same needs identified for individuals receiving MFIP (see to the left).

- 1) Language barrier
- 2) Cultural difference
- 3) Need for ongoing community integration

D. Describe the community strengths and resources available to address the above needs.

- 1) Liaison services in the community for our Hispanic and Somali populations.
- 2) ESL Services
- 3) Local diversity committee
- 4) A LEP plan which include Language Line and interpreter services.
- 5) Ability to work well with a large number of area resources including CAR, Clues, UMOS and Met.

The same strengths and needs as indicated to the left.

E. Describe the needs of MFIP clients experiencing family problems and receiving child welfare or children's mental health services or face other barriers to self-sufficiency.

These client/families have the following needs:

- Assistance (case management/case coordination) in accessing mental health, chemical dependency and medical services; developing parenting skills, accessing and utilizing child care assistance; and developing budgeting skills.
- Mentoring services
- Negotiating the Social Security system.
- Accessing and utilizing advocacy services to meet needs and access resources.
- Housing assistance

F. Describe the community strengths and resources available to address the above needs and to improve case coordination.

- A strong coordination and joint effort among different units in the Human Services agency in addressing the needs clientele have.
- A local mental health center, local chemical dependency TX services, and local medical services.
- We have had a social worker in the past to work with MFIP families addressing barriers and plan to reinstitute that service as well as provide para-professional services to work on practical living skills. These individuals will be supervised by our social services supervisor and will be affiliated with our mental health center, which provides for excellent coordination.

Section 3: Outcomes and Strategies

The following is a list of expected outcomes for both MFIP and CCSA. For MFIP outcomes DHS will provide county specific baseline data, set performance standards and monitor results.

MFIP Outcome: Economic Stability for Poor Families

Indicator 1: Three-year MFIP Self-Support Index

Measure: Percent of MFIP cases off cash assistance or working 30 or more hours per week three years after a baseline quarter. (For more information on this measure, see the quarterly Management Indicators Reports located at <http://www.dhs.state.mn.us/ecs/Reports/default.htm>.)

During April and October of each year, counties are notified of their performance on the Three-year Self-Support Index as well as their ranges of expected performance on this measure. These ranges of expected performance level the playing field among counties by taking differences in caseload and economic characteristics into account. Describe the specific strategies that the county will use to ensure that the county's Three-year Self-Support Index is either within or above the county's range of expected performance during calendar years 2004 and 2005. Include any partnerships that will be established or strengthened.

We plan to strengthen our relationship with our ES provider to assure that they focus on job development and do follow-up with clientele and employers when a client is placed in a job. The goal will be to facilitate more individuals being placed in jobs and hopefully, increasing work hours and/or career advancement.

Indicator 2: MFIP Work Participation Rate

Measure: Percent of non-exempt MFIP adults who meet the state work participation requirements. (For more information on this measure, see the quarterly Management Indicators Reports located at <http://www.dhs.state.mn.us/ecs/Reports/default.htm>).

Describe the specific strategies that will be used to achieve at least 40% on the MFIP Work Participation Rate in the final quarter of CY04 (report to be issued in April 2005) and 50% in the final quarter of CY05 (report to be issued in April 2006). Include any partnerships that will be established or strengthened.

Our partnerships with our Workforce Center, ES provider, Community Ed, and our Mental Health Center will be strengthened in order to work on the following strategies:

- Redefining job descriptions for Employment Counselors so their focus is on job development, structured job search, working with clientele on job seeking skills and working with clientele and potential job sites/employers on pre-employment training needs and job retention.
- Rehire a social worker to concentrate on barrier issues and provide for a family-based para-professional to assist in these areas; and
- Explore and develop additional partnerships in the areas of job coaching and other needs that may be identified as we intensify our work with our MFIP clients in developing their skills for employment.

Indicator 3: Promoting Equity in MFIP Outcomes: Not Applicable

To the degree that there are racial, ethnic, and immigrant subgroups whose outcomes on the Three-year Self-Support Index and MFIP Work Participation Rate fall at least 5% below the county as a whole (based on DHS reporting to the counties of benchmark data on racial, ethnic or immigrant subgroups of 30 or more cases in January-March 2003): set a target for improvement by the final quarter of CY 2005 on each measure for each applicable racial, ethnic, and immigrant group.

Three-year Self-support Index		MFIP Work Participation Rate		
Benchmark	Target	Benchmark	Target	
_____	_____	_____	_____	African American
_____	_____	_____	_____	American Indian
_____	_____	_____	_____	Hispanic
_____	_____	_____	_____	Hmong
_____	_____	_____	_____	Somali
_____	_____	_____	_____	Other Asian
_____	_____	_____	_____	Other Black Immigrant
_____	_____	_____	_____	White

Describe the specific strategies that will be used to reach those targets. Include any partnerships that will be established or strengthened.

CCSA Outcomes

The CCSA outcome set represents an initial projection of outcomes for which baseline data will be established in calendar year 2005. Performance targets will be established based on the 2005 data for the calendar year 2006-07 biennium.

CCSA Outcome A: Children's mental health

Indicator 1: Improved mental health status

Measure: For children receiving mental health case management services, what percentage of children showed decreased symptoms as measured by the Child Behavior Checklist (CBCL) or showed improved functioning as measured by the Child and Adolescent Functional Assessment Scale (CAFAS) or another instrument approved by DHS?

CCSA Outcome B: Child safety

Indicator 1: Reduced recurrence of child abuse/neglect

Measure: Of all children who were victims of determined child maltreatment during the first six and twelve months of the reporting period, what percentage had another determined report: By race/ethnicity/disability status?

Indicator 2: Reduced incidence of child abuse/neglect in foster care

Measure: Of all children who were in foster care during the reporting period, what percentage were the subject of determined child maltreatment by a foster parent or facility staff member?

CCSA Outcome C: Child permanency

Indicator 1: Reduced return to foster care

Measure: Of all children who entered foster care during the reporting period, what percentage re-entered care within 12 months of a prior foster care episode? By race/ethnicity/disability status?

Indicator 2: Timeliness of permanency

Measure: For all children who exited the child welfare system, by race/ethnicity/disability status:

- a) what percentage were reunified in less than 12 months from the time of latest removal from home?
- b) what percentage exited care to adoption in fewer than 24 months from the time of latest removal from the home?
- c) what was the length of time to guardianship or transfer of custody to a relative?

CCSA Outcome D: Child well-being

Indicator 1: Placement stability

Measure: Of all children who have been in foster care 12 months or less, what percentage had two or fewer placement settings? By race/ethnicity/disability status?

Indicator 2: Children receive adequate services to meet their physical and mental health needs

Measure 2.1: Of children in out-of-home care longer than 30 days, what percentage receives a health exam within one year? By race/ethnicity/disability status?

Measure 2.2: Of children not already evaluated or receiving mental health services who are in open child protection or placement, what percentage receive a mental health screening? By race/ethnicity/disability status?

Describe the general strategies that will be used by the county to achieve positive outcomes related to the CCSA measures provided above. Include any partnerships that will be established or strengthened.

- Provide Children's Mental Health services to children with acute mental health needs as well as SED. We work closely with our family services collaborative partners, including our mental health center to do this. We will use, and are using the CAFAS for establishing a baseline and doing quarterly follow-ups.
- We plan to continue and expand the use of Alternative Response in addressing safety/protection issues with children in order to facilitate positive, healthy working relationships with parents.
- We will use respite and childcare services to maintain children in their homes, prevent return to placement, and maintain stability in foster care placements.
- We will continue to educate our staff to be respectful of other cultures, including the culture of poverty.
- We utilize concurrent permanency planning in order to facilitate permanency for children in out of home placement.
- We work to do early identification of children's needs whether they are mental health needs, safety/permanency needs, or developmental needs in order to access resources early on to work toward positive outcomes for the children we serve.
- We are expanding our family based para-professional services to meet family needs at a more basic level.
- We are looking at more creative use of resources to engage families in meeting their children's needs at home.
- Provide ongoing education to staff.
- Continue to nurture and develop our relationships with our community resources (i.e., Public Health, Mental Health Services, Chemical Dependency Services, Family Services Collaborative) in order to provide the most efficient services, avoid duplication and strengthen relationships to be able to provide the best complement of services to children and their families that we can.

Section 4: Assurances

It is understood and agreed by the County Board that any funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes 256J and 256M. It is understood and agreed by the County Board that the Commissioner of the Minnesota Department of Human Services has the authority to review and monitor compliance with the service agreement and that documentation of compliance will be available to audit.

The counties shall make reasonable efforts to comply with all Children and Community Services Act requirements including efforts to identify and apply for commonly available state and federal funding for services within the limits of available funding.

Acceptance and use of state and federal funds through the MFIP Consolidated Fund means the county agrees to operate the MFIP program in accordance with state law, and guidance from the Minnesota Department of Human Services.

Section 5: Budget

In the table below, indicate the amount and percentage for each item listed within the specific fund for calendar year 2004. Additional detail may be submitted.

2004 MFIP	Budgeted Amount	%	2004 CCSA	Budgeted Amount	%
Diversionsary Work Program-Employment Services	\$ 15,560	5.00	Children's Mental Health	\$163,299	32.13
MFIP-Employment Services	\$196,490	63.14	Child and Family Services	\$244,949	48.19
Emergency Services	\$ 20,000	6.43	Adult Services	\$100,000	19.68
Administration (capped portion limited to 7.5%)	\$ 24,666	7.93	Other:	\$	
Income Maintenance Administration	\$ 54,490	17.50	Other:	\$	
Other:	\$ 0		Other:	\$	
TOTAL MFIP FUND	\$311,206	100%	TOTAL CCSA FUND	\$508,248	100%

A portion of the final calendar year 2005 allocations to counties will depend on legislative actions regarding state fiscal year 2006 appropriations. Indicate the county's currently anticipated calendar year 2005 budget. Counties must amend the agreement by re-submitting this page if the allocations are later adjusted.

2005 MFIP	Budgeted Amount	%	2005 CCSA	Budgeted Amount	%
Diversionsary Work Program-Employment Services	\$ 63,615	20.44	Children's Mental Health	\$163,299	32.13
MFIP-Employment Services	\$149,761	48.12	Child and Family Services	\$244,949	48.19
Emergency Services	\$ 20,000	6.43	Adult Services	\$100,000	19.68
Administration (capped portion limited to 7.5%)	\$ 23,340	7.5	Other:	\$	
Income Maintenance Administration	\$ 54,490	17.51	Other:	\$	
Other:	\$		Other:	\$	
TOTAL MFIP FUND	\$311,206	100%	TOTAL CCSA FUND	\$508,248	100%