

# 2012-2013 County MFIP Biennial Service Agreement

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January 1, 2012 – December 21, 2013



Minnesota Department of **Human Services**

## Type of Biennial Service Agreement

Individual county agreement

Multi-county agreement

County name: Dodge

County names:

## Contact Information

### Contact Information:

Contact person:	Jane Hardwick
Title:	Director
Address:	22 East 6 <sup>th</sup> Street, Dept 401, Mantorville, MN 55955
Telephone:	(507) 635-6170
Email address:	<a href="mailto:jane.hardwick@co.dodge.mn.us">jane.hardwick@co.dodge.mn.us</a>

## Part A: Statement of Needs

1. The Minnesota Legislature made significant budget cuts to the Consolidated Fund. What impact will this have on the provision of services?

For the 2012 budget, Dodge County qualified for the Self-Support bonus and the Participation bonus. Because of this, our total revised allocation for 2012 is very close to the amount received in 2011. There will be no impact on services for 2012.

2. In reviewing current services, which ones, if any, will be eliminated or reduced as a result of the budget cuts?

No services will be eliminated or reduced in 2012.

## Part B: Strengths and Resources

### 1. Strengths and Resources Available

Describe the strengths and resources available in the county to address the needs of MFIP/DWP families.

**Mental health.** *If mental health issues are identified as a barrier to employment; MFIP participants are referred to the county's mental health services as appropriate. While access to mental health services is limited within Dodge County, clients may access nearly the full continuum of outpatient mental health services through South Central Human Relations Center in adjoining Steele County (including IRTS, ACT, and ARMHS). In addition, clients may access more traditional mental health services through Mayo Health Systems (through a primary care physician), Olmsted Medical Center (through a primary care physician), and a small array of other traditional therapy providers –mostly located in adjoining Olmsted County.*

**Chemical dependency.** *If chemical dependency is identified as a barrier to employment; MFIP participants are referred to the county's chemical dependency services as appropriate.*

*In 2011, Dodge County implemented a Family Dependency Treatment Court that was incorporated into our long-standing, successful Drug Court. We anticipate that we can serve five to six parents at a time through this more collaborative, more-timely way of working with parents with chemical dependency who are at risk of having parental rights terminated.*

**Child care.** *Dodge County licenses about 100 family child care providers within the county. We currently have openings for children with existing child care providers, presumably because of the increase in numbers of people unemployed. However, in the area of infant child care, we continue to have the challenge of greater demand than supply.*

*During the MFIP orientation, clients are given a child care application and list of providers.*

**Education.** *When meeting with MFIP clients, those who are mandated to complete an educational component are directed to the educational resources available to Dodge County residents..*

*Primary and secondary Dodge County has three independent school districts and one alternative school located in adjacent Olmsted County that is available to students from Dodge County through a multi-district collaboration. In addition, students are able to access educational services in the surrounding counties of Goodhue, Steele, and Mower*

*For those unable to obtain a high-school diploma through traditional means, a GED can be earned through Triton Community Education (located in the center of the county) or Rochester Public Schools' Hawthorne Education Center (located in an adjacent county). These same institutions offer English as a second language classes as well.*

*Post-secondary. Options for post-secondary education have increased significantly in the region in the past fifteen years; and include four or more colleges which offer undergraduate and graduate degrees in a variety of disciplines.*

**Employment.** *Dodge County is home to about 20,000 people. Over fifty percent of the population commutes to neighboring Olmsted County for employment (resulting in Dodge being a Metropolitan Statistical Area).*

*According to the Minnesota Department of Employment and Economic Development (DEED), Dodge County and the region continue to fair relatively well in terms of unemployment rates in the current economy.*

*Dodge County Human Services contracts with WorkForce Development, Inc. to provide employment and training services to recipients of cash assistance. WorkForce Development serves a large array of counties in southeastern Minnesota as part of a joint-powers board arrangement.*

**Housing.** *During intake, Dodge County staff review the client's housing situation with them. If needed or requested, clients are provided information regarding subsidized housing resources..*

*Access to affordable housing continues to be a concern. The lack of increase in the MFIP grant amount over the past twenty years has exacerbated the difference between market rent and utilities and a client's income, making it very difficult for an MFIP client to live independently and stably. Dodge County has very limited subsidized housing available.*

*In addition, Dodge County is a participant in the Southern Minnesota Project to End Long-Term Homelessness, implementing Project Home through South Central Human Relations Center and Hearth Connection. If appropriate, clients are referred to Project Home. Dodge County has had one MFIP client participate very successfully in the project.*

**Language.** *Dodge County continues to be populated predominately by English-speaking people of European descent. In addition, an estimated five to seven percent (depending on source) of the population is Hispanic, and an estimated three percent is African American, American Indian, Asian American, or other origin.*

*According to November 2008 data from MAXIS, less than one percent of our cases were identified as needing interpreters, in three languages: Spanish (48 cases), Somalian (2 cases), and Mandarin (2 cases). We currently use the language line for phone interpretation and International Mutual Aid Association from Rochester for in-person interpretation. Assuring good communication with clients with limited-English proficiency continues to be a challenge for us. We are in the process of addressing this in multiple ways. We are trying to recruit staff –as vacancies permit- who are bilingual, and trying to develop training to enhance the Spanish-language capacity of existing staff who have some Spanish-language skills. We are also working with other Departments within Dodge County to collaboratively contract for skilled interpreters who live within the community (to avoid travel costs for interpreters who come from Rochester). We will also be exploring –to the degree that*

resources permit—the possibility of hiring a part-time, on-call interpreter.

**Support Services**

Dodge County Human Services works closely with our community action council, Semcac, to collaborate in serving mutual clients. Semcac administers a number of local funds, as well as more traditional government-funded programs, to enable us to address a broad array of client needs, both emergency and enrichment.

In addition, Dodge County administers a Parent Support Outreach Program, funded in part by a grant from DHS that helps aid in addressing a variety of needs for clients meeting the criteria for this program.

We also work with our regional workforce center, Workforce Development, Inc., in accessing and utilizing specialized funding.

**Transportation.** Assuring access to employment and health care providers is a challenge in our county. Although it’s a metropolitan statistical area, Dodge County is rural in nature, with much of the population living outside of our small cities.

Dodge County has a limited public transportation system: one bus that is operated by Semcac and is primarily used to transport children to pre-school and to assist senior residents in getting to certain locations within Dodge County. One day per month, the bus goes to Rochester and one day per month to Owatonna.

To enable access to health care providers, we contract with Semcac to administer our volunteer driver program. We also use Case Aides to transport clients. However, this –in addition to reimbursing clients where appropriate for their own transportations-- does not adequately assure access to services.

The greater challenge for low-income residents is getting or having reliable transportation to work. Through our contract with Workforce Development, Inc., clients can access some assistance with transportation, such as gas vouchers, car repairs, and auto insurance. Assistance is also available on a very limited basis through the Parent Support Outreach Program.

Dodge County does not have public transportation available to take MFIP clients to county offices or the Workforce Center. If MFIP clients utilize SEMCAC’s volunteer driver program for any visits other than a service covered by medical assistance, they would be charged a fee

**2. Family Stabilization Services**

a. Contact information

Name of FSS contact person:	Ashley Ozuna
Contact phone:	(507) 635-6170
Email:	ashley.ozuna@co.dodge.mn.us

b. Service model

Review the county’s Family Stabilization Services (FSS) service model in the 2010-2011 Biennial Service Agreement before completing this section of the plan. Has the FSS service model changed?

No

Yes If yes, complete the question below:

Describe, in detail, the service model used by the county to provide Family Stabilization Services (FFS), including how and by whom: (1) eligibility is determined and (2) cases are managed.

*(1) Eligibility is determined by the intake financial worker based on the FSS criteria. A referral to children and family services social worker is made.*

*(2) Case management is done by the children and family services social worker in cooperation with the employment services case manager.*

### 3. County Staff Person Responsible for County Contract(s)

Provide the name, phone number, and email address of the county staff responsible for overseeing county employment services contracts.

Name of contact person:	Julie Holgate, Adult Services Supervisor
Phone:	(507) 635-6170
Email address:	<a href="mailto:julie.holgate@co.dodge.mn.us">julie.holgate@co.dodge.mn.us</a>

### 4. County Financial Assistance Contact Information

Provide the name, phone number, and email address of the financial assistance contact person for the county.

Name of contact person:	Cathy Skogen, Financial Assistance Supervisor
Phone:	(507) 635-6170
Email address:	<a href="mailto:cathy.skogen@co.dodge.mn.us">cathy.skogen@co.dodge.mn.us</a>

### 5. Provider Information

List the current employment services provider(s) and check the respective box to indicate which types of services are provided. Add more rows if needed.

Name and address	Contact person	Phone	Types of services provided (Check with an 'X')			
			MFIP ES	DWP ES	FSS	Disparity
Workforce Development, Inc. 1302 – 7 <sup>th</sup> Street NW Rochester, MN 55901	Wanda Jensen	(507) 292-5166	X	X	X	X

## Part C: Outcomes and Measures

Access the links below and review the county's/tribe's Self-support Index (S-SI) and Temporary Assistance to Needy Families (TANF) Work Participation Rate (WPR) performance:

- [Performance data S-SI](#)
- [Performance data WPR](#)

### All Counties

Complete the table and questions below with the county's/tribe's performance on each of the measures, and enter if standards were met/not met for April 2010 – March 2011. In the last two columns, set practical performance targets the county will work towards achieving in the 2012 and 2013 biennium.

Measure	Standard	Annualized Performance April 2010 – March 2011		Anticipated Targets	
		County Performance	Standard met?	2012	2013
S-SI	Within or above the range of expected performance on the annualized three - year S-SI	78.1%	yes	79.7%	81.0%
WPR	WPR of 39.8% (50% minus a CRC of 10.2%) or a 5 percentage point improvement from the previous year	48.7%	yes	49%	50%

For each measure for which the county/tribe met the standard, in the respective box below, provide a summary of successful strategies, including an overview of how well current practices are working to improve the county's/tribe's current performance. Include any new strategies the county/tribe will implement in the 2012-2013 biennium.

#### S-SI Performance Strategies

*For April 2008 to March 2009, Dodge County's three-year self-support index is 79.7%. Although this was within the expected performance range of 74.1% and 84.8%, it caused us some concern. For April 2010 to March 2011 three year self-support index is 78.1%. While this was lower than our goal, it fell within the range of expected performance.*

*As we examine this trend, we are certainly cognizant that the rate of unemployment is a strong factor, but it causes us to assess our current strategy of contracting with one exclusive employment services contractor. We will examine whether there is value in bringing employment services in-house or developing a contract with another provider. We are closely monitoring changes of this nature in other counties in the region. In addition, we will examine with our current employment services provider the employment placement strategies in terms of long-term job viability (both in terms of types of jobs into which participants are placed as well as preparation for such jobs).*

*Dodge County holds monthly meetings with a team of professionals (Workforce Center personnel, social worker, financial workers and supervisors) to review each MFIP case to ensure that each is coded properly and to share information. This has helped the county to ensure that cases are as accurate as possible.*

*We will also review whether other factors, such as access to health insurance (private or public) is influencing this outcome as well.*

#### WPR Performance Strategies

*Dodge County's annualized work participation rate (WPR) for the April 2009 to March 2010 period is*

39.4%, which is an increase of .6 percentage points. The annualized WPR for April 2010 to March 2011 was 48.7% which is an increase of 9.3 percentage points.

*Dodge County has improved over the prior period. Dodge County holds monthly meetings with a team of professionals (Workforce Center personnel, social worker, financial workers and supervisors) to review each MFIP case to ensure that each is coded properly and to share information. This has helped the county to ensure that cases are as accurate as possible.*

**Counties below the expected range of performance on the SS-I and/or with a WPR rate below 39.2 percent that did not achieve a 5 percent improvement from the previous year.**

These counties will not receive the 2.5 percent performance bonus for the SS-I and/or the WPR unless they submit a performance improvement plan that is approved by the department. If the county is planning to submit a PIP for the SS-I and/or the WPR, access the links below for instructions on how to complete the form:

- [PIP instructions](#)
- [2012 PIP Form](#)

Performance data of subgroups on the S-SI and WPR over four alternate quarters covering July 2009 – March 2011 (July – September 2009, January–March 2010, July–September 2010 and January–March 2011) are provided below. Performance gaps were calculated when a county subgroup performance was five percentage points or more below the performance of whites. [Only county and subgroup caseloads of 30 or more were used for this measure] Click on the link below to review a summary of subgroup performance data for S-SI and WPR within the county.

[Two-year Performance Trend of Racial/Ethnic and Immigrant Sub-groups](#)

**Counties with a performance gap in one or more subgroups**

If the county has one or more subgroups with a performance gap in *both* the last quarter (Jan. –Mar. 2011), and the average of the four quarters, list the subgroup(s), providing the required data in the table, and respond to the questions that follow for each of the subgroup(s) listed.

1. Counties with a 5 percent gap in outcomes as shown on the WPR/SS-I between the non-white population and white population within the county will need to complete this section.

Population	WPR%	WPR#	WPR proposed change by % and #	SS-I %	SS-I #	SS-I proposed change by % and #	By what date will improvement occur

2. Identify at least three strategies and at least two action steps under each strategy that the county will use to reduce disparities in outcomes for each population identified in question 1. (Add additional tables if there are more than two non-white populations that have a disparity.)

Population	Strategy	Action Steps

Population	Strategy	Action Steps

3. How will the county monitor progress toward reduction in disparities on a semi-annual basis?

4. What are the criteria for improvements other than a reduction in the disparities gap itself?

5. How will the county continue to engage community partners, particularly employers, with disparities efforts?

# Part D: Budget

Click on the link below to review the 2012 MFIP allocations:

[2012 MFIP Allocations](#)

In the last biennium, the department received federal stimulus funding from the American Recovery and Reinvestment Act of 2009 (ARRA) for short-term nonrecurring services. Counties were asked to revise their emergency services/crisis plans to include a wide variety of services that the funds can cover. Now that the stimulus funds have ended, the department requests that for those counties that did not send in a revised plan as of January 2011, email the current plan to Mayjoua Ly at [mayjoua.ly@state.mn.us](mailto:mayjoua.ly@state.mn.us). The department maintains a file on each county's emergency services/crisis plans in order to answer requests for information from internal and external sources.

### Emergency services in counties with American Indian reservations

Briefly describe how the county consults with the tribes on county emergency services and policies governing all residents of the county.

In the budget table, indicate the amount and percentage for each item listed for the budget line items for calendar years 2012-2013. Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless the county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions that follow this budget page.
- If "other" is used, briefly state or describe the line item.

2012 MFIP	Budgeted Amount	Percent
Employment services (DWP)	\$37,532	21%
Employment services (MFIP)	\$37,531	21%
Emergency services	\$40,000	22%
Administration	\$5,688	3%
Income maintenance direct administration	\$20,000	11%
Other 1 (please state): FSS Social Worker Case Management	\$41,000	22%
Other 2 (please state):	\$0	0%
<b>Total</b>	<b>\$181,751</b>	<b>100 %</b>

2013 MFIP	Budgeted Amount	Percent
Employment services (DWP)	\$37,532	21%
Employment services (MFIP)	\$37,531	21%
Emergency services	\$40,000	22%
Administration	\$5,688	3%
Income maintenance direct administration	\$20,000	11%
Other 1 (please state): FSS Social Worker Case Management	\$41,000	22%
Other 2 (please state):	\$0	0%
<b>Total</b>	<b>\$181,751</b>	<b>100 %</b>

**Administrative cap waiver (optional)**

MFIP provisions allow counties to request a waiver of the MFIP administrative cap (currently 7.5 percent) for providing supported employment, unpaid work, or community work experience programs for a major segment of the county’s or tribe’s MFIP population.

Counties may request a waiver of the administrative cap when submitting their 2012-2013 service agreement by responding to the questions below.

Is the county requesting a waiver of the MFIP administrative cap for the 2012-2013 biennium?

- No. No other action needs to be taken.
- Yes. If yes, provide a concise response to the following three questions.

1. Describe the budget change (include any staff changes).

2. Describe any new activities or services will be provided.

3. Describe the targeted population and number of people expected to be served.

# Part E: Certifications and Assurances

## PUBLIC INPUT

Prior to submission, did the county facilitate a process soliciting public input for at least 30 days on the contents of the agreement?

Yes  No Was public input received/used?  Yes  No

## ASSURANCES

It is understood and agreed by the county board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minn. Stat. §256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, and that documentation of compliance will be available for audit; that the county shall make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the county agrees to operate MFIP in accordance with state law and guidance from the department.

## SERVICE AGREEMENT CERTIFICATION

Checking this box certifies that this 2012-2013 MFIP Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of [Minn. Stat. §256J](#). In the box below, state the name of the chair of the county board of commissioners or authorized designee, their mailing address and the name of the county.

Name (chair or designee)	Mailing address	County
David Erickson	22 East 6 <sup>th</sup> Street, Dept 31, Mantorville, MN 55955	Dodge

## DATE OF CERTIFICATION

November 22, 2011