DHS Public Website (www.dhs.state.mn.us)
The DHS Public Website is accessible to all Minnesota residents, provides information about public assistance programs, and has links to many community resources, contact information for county agencies and the various areas in DHS, training opportunities and access to forms, bulletins, and manuals.

Employment Services Resources Website
In CountyLink, select **DHS Program Resources**, then **Employment Services**.

- What’s New – “stay connected” email list
- Training and Support
- Reports
- Memos
- Bulletins
- Manuals, Guides & Handbooks

DHS MFIP Policy and Performance Team E-Mail
Use the DHS MFIP Policy and Performance team e-mail (dhs.dwp-mfip@state.mn.us) for questions about:

- Allocations and allowable expenditures,
- Training or requests to provide training.
- Performance measures or documentation/verification requirements,
- Processes (i.e. paperwork for an IPP claim), and
- Whether a question needs to be submitted through Policy Quest.


Job Accommodation Network (www.askjan.org)
This website provides guidance on workplace accommodations and disability employment issues.

**Federal Websites:** TANF Annual Report
http://www.hhs.gov/recovery/programs/tanf/index.html

Each State must submit a plan to the Secretary that outlines how it intends to conduct a program that provides cash aid to needy families with (or expecting) children and provides parents with job preparation, work, and support services. States may determine what benefit levels to set and what categories of families are eligible. States have the flexibility to design and operate a program that best matches their residents’ needs and helps families gain and maintain self-sufficiency.
**CountyLink** (www.dhs.state.mn.us/)

CountyLink is a DHS Web site for county and tribal agencies to access assistance and resources for administering the programs.

- **Bulletins**
  
  #12-11-02  DHS Reissues “Work Will Always Pay… With MFIP” Handout

- **eDocs**
  
  - MFIP Self Screen DHS 3482
  - MFIP Self Screen Scoring Form DHS 3482A
  - Brief Screening Tool for Special Learning Needs DHS-3504
  - MFIP Special Learning Needs Scoring Form DHS 3504A
  - DWP MFIP Observation Checklist DHS-3483
  - MN SSI Advocacy Program DHS 5889
  - PMAP Contact Grid DHS 4484
  - Rule 25 Referral Numbers DHS-5685

- **Policy Inquiries Tab**
  
  - SIR – Child support questions
  - HealthQuest – MA, GAMC, and MinnesotaCare policy questions
  - PolicyQuest – Cash, Food, and Child Care questions
  - Disability and Aging PolicyQuest – Disability and aging program policy questions

- **Manuals**
  
  - Employment Services Manual (ES). The ES Manual explains the emphasis on MFIP work expectation, MFIP Employment Service Providers’ responsibilities and transitioning off MFIP.
  - Health Care Programs Manual (HCPM). The HCPM provides the policy for determining health care eligibility.
MFIP Employment Services Training and Provider Resources Information

Employment Services Training Information:
- MFIP ES Training Calendar for 2014 (updated 2014)
- MFIP Maintenance - Training Information
- ES Training Request Form
- General Registration and Training Information

Mandated reporter training available

Workers in a number of professions, including health care, social services, psychological treatment, child care, education, corrections, law enforcement and clergy, are required to report suspected child maltreatment. To help mandated reporters better understand the law and reporting requirements, an Interactive Informational Guide for Mandated Reporting is available. This comprehensive training is organized in six modules: an overview of Minnesota's child protection system, the interaction of poverty and neglect, and a discussion of racial disparities. The basics of mandated reporting, physical abuse, sexual abuse and neglect. Training is flexible, allowing users to navigate to any module at any time.

For more details about reporting, refer to: Reporting Child Abuse and Neglect: A Resource Guide for Mandated Reporters in English (PDF) or the DVS Child Protection Web Page

Employment Services Training Offerings:

New Guide to Effective Documentation and Case Notes for Employment Services

MFIP Basics Series for Employment Services Providers Training

MFIP Basics Series includes "background information" which is critical to a better understanding of many of ES issues and policies. Print out the Handout Packet, and review each of the 3 parts of this series - available in PDF format or YouTube videos with closed captioning. Each video takes approximately 16-30 minutes. There may be some "glitches" with parts of the closed-captions. You can turn on or turn off the closed-captions by clicking on the CC option at the bottom of the screen. Here are the links:

Handout Packet PDF


MFIP Basics Part 1 Video: http://www.youtube.com/watch?v=OVpaM5UzKHs

MFIP Basics Part 2 Video: http://www.youtube.com/watch?v=OVpaM5UzKPA

MFIP Basics Part 3 Video: http://www.youtube.com/watch?v=OVpaM5UzKPA

FSS Webinar Content (12/13/12)
FSS Webinar Q & A (updated 1/13)

HFPA Training Instructions

HFPA training is a requirement for the MAXIS ES role, which is given to those who have completed the MAXIS Inquiry Training for ES providers. The MAXIS Inquiry Training for ES providers training is only for those who have been designated by their county or agency. A minimum of 2 employment services providers from each agency is allowed to have access to the MAXIS system.

Employment Services Provider Resources:

Worxer Resources for Employment Services Providers Handbook
Tip Sheets
COYMMP Online Resources
Birmington Work Participation Rate (PDF) (2011)
Job Readiness, Life Skills and Job Data Directly Related to Employment Guidance
Institutional Information Tips
COYMMP Employment Services Online Resources
MFIP Work Adult Data Supervision, Documentation and Verification Guide
Employment Services MFIP Adult Guide Tip Sheet

Helpful Links:

Counties
DMC Systems Information Resource (SIR)
Traint Visi
Syndrome One
Department of Employment and Economic Development (DEED)

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TrainLink Website

In CountyLink, select TrainLink.

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Put ES Training tips on your computer desktop for easy reminders!

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