

Test Language:

Before you click on "Next", download the PDF of responses to your questions for the 30-day window review process from September 15 - October 15, 2025. You can come back to submit your responses after the 30 day comment period is complete. You can access your saved survey responses by clicking on the link that was originally emailed to you.

DO: Review responses before clicking to download the PDF of responses for public comment period.

DO NOT: Click "Next" or you will be submitting your BSA responses before the 30-day public comment period.

Biennial Service Agreement 2026 - 2027 Survey

Welcome to the 2026 – 2027 Tribal Nation and County MFIP Biennial Service Agreement Survey! We are excited to be utilizing Qualtrics software to administer the BSA this year. This survey is required to receive consolidated funds for the Minnesota Family Investment Program (MFIP). This required survey will gather information from Tribal Nations, counties and consortia across the state about the services and strategies intended to meet program measures with the goal of increasing economic stability of low-income families on MFIP.

Your participation in the survey

- We anticipate this survey will take a significant amount of time to complete, please plan accordingly.
- Your responses to this survey will need to be posted and shared for 30 days prior to submission on October 15, 2025.
- Your participation in this survey is required for the MFIP program.
- You can see your progress via the progress bar at the top of the screen. Do not skip questions, and for questions without an answer, please indicate "N/A".

How survey information will be used

State staff from the MFIP program will use information collected to help gather information about the program strengths and service delivery gaps. This is a comprehensive assessment of current efforts will help provide insights into what type of assistance is needed. Results will help provide information that will help support the development of new strategies to better serve participants who are utilizing MFIP supports. Responses will also help to inform ongoing efforts to continually improve the MFIP program so that it works better for children, youth and families in Minnesota.

We know that as public service professionals and leaders, you are incredibly busy, and we are so grateful for your time in completing this survey. Thank you for all you do for Minnesota children, families, and communities.

To navigate this survey

- If you are using a mouse or touch screen, click the "Next page" and "Back" buttons at the bottom of your screen to advance or go back a page.
- If you are using keyboard shortcuts or assistive technology, use the tab key to navigate to an object, arrow keys to navigate within an object (or response options), and space bar to select an item.
- Preview Results: Once you approach the end of the survey, you can preview your results and download a PDF document. This document is what is shared during the 30-day public comment timeframe.
- After the 30 day public comment period is complete, you will then log back in through the link provided in the original email and at the end of the survey, please be sure to click or select the "Submit" button at the bottom of your screen to record your responses due by October 15, 2025.

Contact Information - Please fill in and complete each field for this section.

Tribal Nation Name / County / Consortium	Southwest Health and Human Services
Plan Year	2026-2027
Contact Person	Kathy Herding
Title	Eligibility Supervisor
Address	3001 Maple Road, Suite 100
City	Slayton
State	MN
Zip Code	56172
Phone Number	507-836-6144, Ext 2003
Email Address	Kathryn.herding@swhhsmn.gov
Confirm Email Address	Kathryn.herding@swhhsmn.gov

Please review [Bulletin # 25-11-02](#) for more details before you complete this survey.

You can also access the Bulletin through this link: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

Frequent policy and procedure changes: Staying current with updates can be difficult, and the timing of changes sometimes leaves little opportunity to adjust processes or train staff effectively. Participant barriers: Many individuals face challenges that must be addressed before they can fully engage in training or employment. Common barriers include language access, mental health needs, substance use disorders, legal concerns, transportation limitations, poor work histories, and domestic violence. Resource gaps in rural communities: Families with multiple and complex barriers often have fewer local resources available, making it more difficult to connect them with appropriate supports. Staff turnover and onboarding: Turnover impacts continuity of services. It also creates delays as new staff require time and support to become fully trained and confident in program requirements. Limited training opportunities: Access to consistent, in-person or local training is limited, which can slow down staff development and reduce opportunities for collaborative learning across agencies. These challenges can affect our ability to serve MFIP families in the most efficient and supportive way possible.

Identify challenges in **employment services** that are prohibiting you from properly serving MFIP families in your community.

Participant barriers: Many individuals face challenges that must be addressed before they can fully engage in employment or training. These include language access, child protection involvement, mental health needs, needs related to disabilities, substance use disorders, legal concerns, transportation limitations, poor work histories, and domestic violence. Child care shortages: Child care openings, especially for infants, are extremely difficult to secure. Odd-hour, sick, and second- or third-shift child care options are virtually nonexistent. Families with multiple children often must rely on more than one provider, adding complexity and cost. In very small communities, local child care is often sparse or unavailable. Limited public transportation: Public transit options in Southwest Minnesota are very limited. Where available, they often operate only during daytime hours, leaving no coverage for evening or weekend employment. Transportation is also costly and often does not extend beyond small community boundaries, restricting participants' access to broader employment opportunities. Employer perceptions: In small communities, participants may face stigma or reputation challenges that affect their ability to secure employment. Some employers are reluctant to hire individuals with past issues or limited work histories. Culturally specific resources: There is a lack of culturally specific health and mental health resources, which can make it difficult for participants from diverse backgrounds to access the support they need to be successful in employment.

Identify resources in your community that benefit MFIP families.

Community Action Agencies: These agencies provide essential services including housing assistance, food programs, energy assistance, transportation options, childcare access, and other supports that help stabilize families. Adult Basic Education (ABE): Participants are often referred to ABE for support in earning a GED, building English language skills, and developing basic computer literacy—skills that are foundational for employment and career advancement. Career Pathway Programs and Training Opportunities: Entry-level training programs in high-demand occupations are available to MFIP participants. Examples include certified nursing assistant (CNA), welding, commercial driver’s license (CDL), and community interpreter training. These programs create clear pathways into the workforce. Refugee Employment Services: The Southwest Minnesota Private Industry Council is now a Refugee Employment Services provider, assisting eligible refugees with job search, job upgrades, and training opportunities. Participants can also be connected to collaborative supports within Refugee Network Services, including legal services, health resources, family supports, and community workshops. CareerForce Office: The Southwest Minnesota Private Industry Council is a partner in CareerForce, the state’s workforce resources. Participants benefit from in-person job search assistance, workplace readiness workshops, on-site employer interviews, and other employment-related services. Legal services: For legal matters, referrals are made to state legal aid services, which can assist with housing, employment, and other civil legal issues. In addition, families with immigration-related legal needs are connected to specialized immigration legal service providers.

Identify resources that are **not available in your community** that would benefit MFIP families.

Child care options: Affordable, accessible child care (including infant care, sick child care, and evening/overnight care) is limited or unavailable. This prevents parents from pursuing employment or training opportunities. Transportation services: Reliable, affordable public or shared transportation options are lacking, especially for evenings, weekends, and travel outside small communities. This restricts access to jobs, education, and other essential services. Culturally specific services: Limited access to culturally and linguistically appropriate health care, mental health supports, social services, and childcare makes it difficult for some families. Specialized mental health and substance use treatment: Rural areas often lack timely access to treatment providers, which delays stabilization for participants with these needs. Affordable housing options: Safe, affordable housing is often scarce, and waiting lists are often long. Families may be forced to remain in unstable housing situations.

MFIP Employment Services Supervisor Contact

Name	Amy Khamphanh
Phone	507-329-5258
Email	akhamphanh@swmnpic.org

DWP Supervisor Contact

Name	<input type="text" value="Kathryn Herding"/>
Phone	<input type="text" value="507-836-6144 ext 2003"/>
Email	<input type="text" value="Kathryn.herding@swhhsmn.gov"/>

Financial Assistance Services Supervisor Contact

Name	<input type="text" value="Kathryn Herding"/>
Phone	<input type="text" value="507-836-6144 ext 2003"/>
Email	<input type="text" value="Kathryn.herding@swhhsmn.gov"/>

Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP)

What strategies do you use for hard-to-engage participants? **Check all that apply.**

- Home visits
- Off-site meeting opportunities
- Virtual Appointments
- Workforce One Connect App
- Sanction outreach services
- Incentives, please specify:

- Other, please specify in the text box below

What type of job development do you do? **Check all that apply.**

- Sector job development**
- Individual job development**
- Other, please specify in the text box below.**

The Southwest Minnesota Private Industry Council supports the SW MN Workforce Development Board, which is primarily made up of members from the private sector. We also work closely with our job services partners.

Do you have an ongoing job development partnership or sector base with community employers to help participants with employment?

For example, some of these activities could include, but are not limited to: Interview opportunities, job skills training, job placement, job shadowing, on-site job training, work experience, helping to plan training programs, other.

- No
- Yes

Please check all activities community employers provide to help participants with employment.

- Interview opportunities**
- Job skills training**
- Job placement**
- Job shadowing**
- On-site job training**
- Work experience
- Helps plan training programs**
- Other, please specify in the text box below

Do you provide the following services to prepare participants for work?

For example, some of these services could include, but are not limited to: Transportation, soft skills training, financial planning, mentoring, other.

- No
 Yes

When it comes to the services provided to help prepare participants for work, please **check all activities that are provided.**

- Transportation**
 Soft Skills Training
 Financial Planning
 Mentoring
 Other, please specify in text box below

Financial planning is available through a community partner, such as University of MN Extension service.

Do you provide job retention services for employed participants?

For example, some of these services could include, but are not limited to: Assist with issues that develop on the job, transportation, financial planning, soft skill training, mentoring, personal contact with employee and how often, other.

- No
 Yes

When it comes to job retention services for employed participants, please **check all that apply**.

- Available to assist with issues that develop on the job
- Transportation
- Financial planning
- Soft skills training
- Mentoring
- Personal contact with the employee and how often:

As needed, but minimally monthly contact

- Other, please specify in the text box below

How long do you provide job retention services?

- Up to 3 months
- 6 months
- 12 months
- Other (please specify)

As long as the participant remains on MFIP/DWP

Do you provide job advancement services to employed participants?

For example, some of these services could include, but are not limited to: career laddering, coaching / mentoring, education / training, networking, ongoing job search, other

- No
- Yes

When it comes to job advancement services for employed participants, please **check all that apply**.

- Career laddering
- Coaching/mentoring
- Education/training
- Networking
- Ongoing job search
- Other

Options always depend on the participant's needs

Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

For example, some of these programs include, but are not limited to: Pathways to Prosperity, Work Keys, National Career Readiness Certificate

- No
- Yes

When it comes to the programs that you utilize for career pathway, skills assessment, or credentialing, please **check all that apply**.

- Pathways to Prosperity (P2P)
- Work Keys
- National Career Readiness Certificate (NCRC)
- Other

CareerScope, CASAS, Drive for Five, and ABE credentialed training

Family Stabilization Services (FSS)

Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements?

For example, qualified professionals could include, but are not limited to: licensed physician, physician assistant, advanced practice registered nurse, physical therapist, occupational therapist, licensed social worker, licensed psychologist, certified school psychologist, mental health professional, certified psychometrist, other)?

- No
 Yes

When it comes to having qualified professionals available to assist with FSS cases in your area who meet the licensure and accreditation requirements, please **check all that apply**.

- Licensed physician
- Advanced practice registered nurse
- Occupational therapist
- Licensed psychologist
- Mental health professional
- Physician assistant
- Physical therapist
- Licensed social worker
- Certified school psychologist
- Certified psychometrist
- Other

Do you make referrals for children of FSS participants?

For example, some referrals for children of FSS participants could include, but are not limited to:

Children's Mental Health Services, Child Wellness Check-ups, Follow Along Program, Public Nurse home visiting services, Women, Infants, and Children program (WIC), other?

- No
 Yes

When it comes to making referrals for children of FSS participants, please **check all that apply**.

- Children's Mental Health Services
- Child Wellness Check-ups
- Follow Along Program
- Public Health Nurse home visiting services
- Women, Infants and Children Program (WIC)
- Other

Southwest Minnesota Private Industry is a grant recipient for the federal Employment Transitions Model grant given to DEED that supports youth with disabilities

Are any of these services for children offered to non-FSS families?

- No
- Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, Adult Basic Education (ABE) / English Language Learning (ELL) classes, computer lab access, transportation / vehicle repair, other.

- No
- Yes

For families who you serve that are under 200% of Federal Poverty Guidelines, that have either exited MFIP/DWP or at risk of receiving MFIP or DWP, please **check all services that apply** for these families.

- Child care
- GED
- Job postings
- Support services
- Job retention services
- ABE/ELL classes
- Computer lab classes
- Transportation/vehicle repair
- Other

We also refer to other employment services programs within the Southwest Minnesota Private Industry Council, as appropriate

How long do you provide these services?

- Up to 3 months
- 6 months
- 12 months
- Other (please specify)

Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, ABE / ELL classes, computer lab access, transportation / vehicle repair, other.

- No
- Yes

Please check all services that apply.

- Child care
- GED
- Job postings
- Support services
- Job retention services
- ABE/ELL classes
- Computer lab access
- Transportation/vehicle repair
- Other

We also refer to other employment services programs within the Southwest Minnesota Private Industry Council, as appropriate

How long do you provide these services?

- Up to 3 months
- 6 months
- 12 months
- Other (please specify)

How many NCPs are you are currently serving?

Unknown

Describe the process you have in place to verify income below 200% FPG for families that are not on MFIP or DWP.

Paystubs, tax returns, and self-attestations. We can also utilize Maxis for participants that are open and receiving any benefits.

Minnesota Family Investment Program (MFIP) Services for Teen Parents

Are there specialized workers who work primarily with teen parents?

- No
- Yes

Please indicate the specialized workers for each age group, **check all that apply** for each age group.

	Minors (Under age 18)	Age 18 / 19	Not Applicable (N/A)
Financial Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment Services Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Health Nurse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child Care Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Protection Worker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other job role (please specify) <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When it comes to **Teen parents who are considered minors (participants who are under age 18)**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **considered minors (under age 18)**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

	YES, for Minors (under age 18)	NO, not for Minors (under age 18)	Not Applicable (N/A)
Financial worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment Services Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Worker (Social Services)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health Nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Care Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Protection Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other job role <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When it comes to **Teen Parents who are age 18 - 19**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **age 18 - 19**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

	YES, for ages 18 - 19	NO, not for ages 18 - 19	Not Applicable (N/A)
Financial worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment Services Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Worker (Social Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Health Nurse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Care Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Protection Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other job role <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Does your Tribal Nation / County have an active partnership with local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Please **select one option for each age group**.

	Yes, mandatory	Yes, voluntary	No
Minors (under age 18)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age 18 / 19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Describe how you are ensuring your services are ***inclusive*** for all.

Leadership commitment: Our leadership team and board prioritize equity and inclusion in program design, decision-making, and staff development. Participant-centered approach: All program participants are treated with respect and valued for their unique strengths, experiences, and perspectives. Programming is designed to empower individuals and families, building on their existing skills and abilities. Cultural responsiveness: Staff are from different cultural backgrounds and are bilingual. Staff also receive ongoing training in cultural competence, equity, and trauma-informed care to ensure that services are delivered in a way that is respectful of participants' diverse backgrounds and experiences. Community engagement: We collaborate with culturally specific organizations and community leaders to inform program design and enhance services for participants from diverse communities. Welcoming environment: Our goal is to create an environment where participants feel safe, respected, and fully included in all aspects of program participation.

Describe how you are ensuring your services are ***accessible*** for all.

Language and communication access: Interpretation and translation services, bilingual staff, and plain-language materials ensure participants can understand and engage with program information. Assistance with paperwork and processes: Staff support participants in completing forms and navigating systems, reducing barriers for those with literacy, digital skills, language, or cognitive challenges. Flexible scheduling and service delivery: Services are offered at various times and, where possible, through multiple modalities (in-person, phone, and online) to accommodate participants' schedules and needs. Transportation support: We connect participants to transportation resources or provide guidance on options to reduce travel barriers. Physical accessibility: Program locations are designed to be accessible to participants with mobility limitations. Collaboration with community partners: We coordinate with other local agencies to ensure participants can access additional supports, including health, legal, and social services.

How are you working to *advance equity in service delivery* in your Tribal Nation / County?

Our service provider, the Southwest Minnesota Private Industry Council, is committed to advancing equity in service delivery by providing inclusive and culturally responsive programming for all participants. One example is our Community Interpreter training program, which increases the number of qualified interpreters in the region. By expanding language access, this initiative creates more employment opportunities for limited-English speakers and fosters more inclusive and welcoming workplaces. These efforts help ensure that participants from diverse linguistic and cultural backgrounds can fully access services, engage in employment opportunities, and benefit from equitable treatment in the workforce.

Do you provide trainings to prepare your staff to work effectively with people from various backgrounds and perspectives?

Yes, mandatory. If yes, provide the title of the training and how often it is provided.

Data privacy training, Bridges Out of Poverty. Training is developed for each individual staff and can include Motivational Interviewing, trauma-informed care, cultural-specific training such as Karen and Somali cultures. We also offer micro-aggressions training on unconscious bias.

Yes, voluntary. If yes, provide the title of the training and how often it is offered.

No. If no, please explain:

Do you have culturally specific employment services for different racial / ethnic groups?

No

Yes, please describe.

We implement culturally competent services as noted in answers outlined earlier.

Workforce One Connect App

Does your Tribal Nation / County have the Workforce One Connect app available to participants?

No, please explain

Yes

Since you indicated "yes" in making Workforce One Connect app available to participants, please indicate which of the following groups are utilizing the app features in Workforce One:

- Employment Services
- Financial Workers
- Childcare Workers
- Other (please specify)

MAXIS

Do you limit the number of employment services staff that have MAXIS access?

Note: MN Department of Children, Youth, and Families does not limit the number of employment services staff that can have MAXIS access.

- No
- Yes, please explain

Describe the process your service area uses to identify and resolve discrepancies between MAXIS and Workforce One data in areas such as Family Stabilization Services coding, employment / hours, sanction status, etc.

Our service area uses a coordinated approach to identify and resolve discrepancies between MAXIS and Workforce One (WF1) data, including areas such as Family Stabilization Services coding, employment hours, and sanction status: Regular coordination meetings: Employment services staff and county staff meet at least monthly to review current cases and ensure that the information in MAXIS and WF1 aligns. Use of reports: Employment services staff receive monthly reports from the counties, which are reviewed during these meetings to confirm all cases are accounted for and that data is accurate. WF1 reports are also utilized to support this review process. Resolution of discrepancies: When discrepancies are identified, both county and employment services staff make the necessary corrections in the appropriate database (MAXIS or WF1) to ensure consistency and accuracy. Ongoing communication: Status update forms are regularly exchanged between county and employment services staff to share changes in status or other relevant information as quickly as possible. Encrypted emails referencing MAXIS numbers are also used to protect participant privacy while facilitating timely communication.

Child Care Assistance Program

What strategies does your agency use that involve MFIP and / or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? **Select all that apply.**

- Shared electronic document management system**
- Regular case consultation meetings**
- Workers with dual MFIP and CCAP role
- Workers with dual Employment Services and CCAP role
- Specific CCAP workers process MFIP child care cases**
- MFIP and / or Employment Service workers receive training related to CCAP
- Communications with CCAP worker via phone, email or fax**
- Use of agency-developed forms or documents
- MFIP and / or Employment Services workers assist families with completing CCAP paperwork (for example: the CCAP application)
- MFIP and / or Employment Services workers have MEC2 Inquiry access**
- Other, please specify

What barriers prevent timeliness?

Staff retention and turnover: When turnover happens, new staff require significant time and support to become fully trained and confident in navigating policies and program requirements. Frequent policy and system changes: Rapid changes to policies and systems require ongoing updates and training, which can slow staff ability to process applications and maintain timeliness.

Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

- No
- Yes

Submit a copy of your Emergency Assistance policy as an attachment if any changes have been made since the last BSA. Also, please describe any major changes you have made to this policy down below.

Drop files or click here to upload

Please review [Bulletin # 25-11-02](#) for more details before you complete this section. You can also access the Bulletin from this link: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

If your service area is receiving a bonus, please share successful strategies of engagement:

N/A

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities.

The disparity report for counties within Southwest Health and Human Services indicates that African American (55.7%), American Indian (54.1%), Hmong (55.65%), and participants identified as multiple race or with missing data fall below the disparity reference line, while Hispanic participants are exactly at the line. All other groups—including Non-Hmong Asians, Non-Somali Black immigrants, Somali participants, and White participants—are above the disparity line. These results highlight specific areas where targeted strategies may be needed to support equitable outcomes across all groups. For the coming biennium, both county staff and employment services providers plan to implement the following strategies to reduce disparities. These strategies will help ensure equitable service delivery for all participants: Inclusive and welcoming environment: Staff will ensure participants feel safe, respected, and welcomed in an environment that fosters community, inclusion, and embraces diversity. Workforce development: Both agencies will focus on hiring, training, and retaining employees from the disparity groups identified in the plan, strengthening cultural representation and understanding within our teams. Community engagement: We will continue to collaborate with local leaders and community organizations to inform program design and service delivery, ensuring programs are responsive to participant needs. Language access: Interpreters will be utilized as needed to remove language barriers and ensure all participants can fully access services. Regular coordination meetings: Employment services staff and county staff meet at least monthly to review current cases. Expand wraparound supports: We will continue to provide supportive services to address barriers outside of employment, such as transportation, childcare, housing stability, and access to mental health resources, ensuring participants have the tools and stability they need to achieve their goals.

What procedures are in place to ensure that program funds are being used appropriately as directed by law? **Check all that apply.**

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Internal policies around use of funds (i.e., participant support services)
- Other, please specify in the text box below

What procedures are in place to ensure program policies are followed and applied accurately? **Check all that apply.**

- Case consultation
- Sample case review by supervisors
- Sample case review by lead worker / mentor
- Sample case reviews by peers
- Others, please specify in the text box below

If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.

Describe the activity(s) you will provide.

Explain the reasons for the increased administrative cost.

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

N/A

Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

N/A

If your County/Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on eDocs to fill out the IPP form. Email the completed form to: Jonathan.Hausman@state.mn.us

The following section will be collecting information on your current employment service providers. Please select one the following options and answer the following questions.

- We have multiple Employment Service Providers we work with.
- We have a Workforce Center that is our only Employment Service Provider.**

If a Workforce Center is the only employment service provider, please upload a document that lists the multiple employment and training services among which participants can choose. The list will be used to verify current providers available in Workforce One.

E%26T services flyers.pdf

0.5 MB

application/pdf

Current Employment Service Providers

In this section, you will have an opportunity to list all of your current employment services provider(s). As you enter their information, you will receive a follow-up question that will ask which populations this provider serves. Please indicate which respective population is served with each employment services provider. These questions will repeat for multiple entries if you have multiple employment service providers to include.

The list will be used to verify current providers available in Workforce One.

Helpful Tip: It may be easier to complete this section by compiling the list of information needed for this section *before* you enter the information into this BSA survey. We will need the ES provider name, address, contact person, phone number and email for *each* ES provider. In addition, a follow-up question will ask about which populations the provider serves (for example: MFIP ES, DWP ES, FSS, Teen Parents, 200% FPG, *Other).

ES Provider Name

Southwest Minnesota Private Industry Council

Address

607 W Main Street, Marshall, MN 56258

Contact Person

Carrie Bendix

Phone Number

507-476-4067

Email

cbendix@swmnpic.org

Please check the respective box to indicate which population is served by Southwest Minnesota Private Industry Council

- MFIP ES
- DWP ES
- FSS
- Teen Parents
- 200% FPG
- Other

Please check the respective box to indicate if you have additional providers to add.

- I have entered all of the current Employment Service providers we work with.
- I have additional Employment Service providers to I need add.

Does your Tribal Nation / County (select one):

- Have at least two employment and training service providers.
- Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort, and can document that participants have choice among employment and training services designed to meet specialized needs.
- Intend to submit a financial hardship request. See following question.

Budget

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2026 – 2027.

Also note:

- Refer to the 2026-27 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year
- Medical expenditures are NOT allowable.

Helpful Tip: Write down the total budgeted amounts for 2026 and 2027, this information will be asked for in a later section in the BSA. You will want to have the total budget amounts for 2026 and 2027 when you get to that section.

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	23321	3.24
Employment Services (MFIP)	44310	61.5
Emergency Services/Crisis Fund	80000	11.11
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	54020	7.5
Income Maintenance Administration	11980	16.64
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	0	0
Under 200% Services	0	0
Capital Expenditures	0	0
Other	0	0
Total	720,3	99.99

	Budgeted Amount	Percent
Employment Services (DWP)	0	0
Employment Services (MFIP)	46642	64.75
Emergency Services/Crisis Fund	80000	11.11
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	54026	7.5
Income Maintenance Administration	11989	16.64
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	0	0
Under 200% Services	0	0
Capital Expenditures	0	0
Other	0	0
Total	720,3	100

Public Input

Prior to submission, did the Tribal Nation / County solicit public input for at least 30 days on the contents of the agreement?

- Yes, public input was gathered for at least 30 days regarding the contents of this agreement.
- No, public input was *not* gathered for at least 30 days regarding the contents of this agreement.

Was public input received?

- Yes, public input was received and used.
- Yes, public input was received but *not* used.
- No public input was received.

Assurances

It is understood and agreed by the 2026-2027 board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 142G](#); that the commissioner of the Minnesota Department of Children, Youth, and Families (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the Tribal Nation/County 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 Tribal Nation/County agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Tribal Nations and Counties may use the funds for any allowable expenditures under [Minnesota Statute, 142G.76.2](#), including case management outlined in [Minnesota Statutes, section 142G](#).

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to Tribal Nation/County. In the event of such termination, Tribal Nation/County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that Tribal Nation/County is a "contractor" and not a "subrecipient" pursuant to 2 C.F.R section 200.331.

Pass-through requirements. Tribal Nation/County acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, Tribal Nation/County may be subject to certain compliance obligations. Tribal Nation/County can view a table of these obligations in the [Health and Human Services Grants Policy Statement, \[1\]](#) Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and Tribal Nation/County agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\).](#)[2]

Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)

Southwest Health and Human Services

Tribal Nation / County Unique Entity Identifier (UEI): Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match Tribal Nation / County name.

41SWH351

Federal Award Identification Number (FAIN): 2601MNTANF and 2701MNTANF

Federal Award Date: October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

Period of Performance (please use words and numbers, for example: May 23, 2025)

Start Date

January 1, 2026

End Date

December 31, 2027

Budget period start and end date: January 1, 2026 – December 31, 2027

Amount of federal funds:

A. Total Amount Awarded to DCYF for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DCYF for this project to Tribal Nation / County named above:

\$720,349

Federal Award Project description: Temporary Assistance for Needy Families (TANF)

Name

Federal Awarding Agency: Administration for Children and Families

MN Dept. of Children, Youth, and Families (DCYF)

Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us.

Assistance Listings Number & Name (formerly known as CFDA No.): Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

Number

93.558

Title

Temporary Assistance for Needy Families (TANF)

Total amount made available
at time of disbursement

720,349

Is this federal award related to research and development?

- No
 Yes

Indirect Cost Rate for this federal award is: up to 15% (including if the *de minimis* rate is charged)

SERVICE AGREEMENT CERTIFICATION

Checking this box certifies that this 2026 - 2027 MFIP Biennial Service Agreement has been prepared as required and approved by the Tribal Nation / County board(s) under the provisions of Minnesota Statutes, section 142G.

State the name of the chair of the Tribal Nation / County board of commissioners or authorized designee, their mailing address and the name of the Tribal Nation / County.

Name (chair or designee)

Dennis Welgraven

Mailing Address

607 W Main Street, Suite 100, Marshall, MN 56258

Tribal Nation / County

Southwest Health & Human Services

If your Tribal Nation / County agency is unable to complete your BSA by October 15th, 2025, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. Please provide additional information about why you were not able to compete this form.

DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025)

October 13, 2025

This content will change closer to the date

You are about to see a summary of your responses on the next page when you click "Next." This is a spot to review your answers to your questions and to help prepare a PDF summary of your answers for the 30-day Public Comment Period.

Once you click "Next" and are taken to the following page, please do **NOT** click "next" or "submit" on the next page at this stage in the process. Your responses to the PDF summary need to be posted for 30 days prior to your submission of your answers and responses. Once you have had 30 days for public review and comment on BSA responses entered here, then you can log back in on the link that was provided in your original email and access the survey to submit for completion of the 2026-2027 BSA.

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