

Intro. **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.

Q1. Contact Information - Please fill in and complete each field for this section.

Tribal Nation Name / County / Consortium	Douglas County
Plan Year	2026-2027
Contact Person	Tabitha Kremmin
Title	Director
Address	809 Elm Street, Suite 1186
City	Alexandria
State	MN
Zip Code	56308
Phone Number	320-762-3815

Email Address

tabithak@co.douglas.mn.us

Confirm Email Address

tabithak@co.douglas.mn.us

Just a note. 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=mndhs-072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

QA.1. Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

The recent updates to program policies and procedures can be perplexing for families, especially those involved in several programs. The reporting obligations and policies for the SNAP and MFIP programs frequently do not match, leading to confusion for families and Eligibility Workers. For Haitian families in our community, the absence of applications and forms in French Creole poses a major obstacle when seeking to apply for programs. Utilizing interpretation services to help with application completion can be time-intensive that can lead to delays in completing the application and create a hardship for families. Development of applications and forms in French Creole would be instrumental in creating access.

QA. 2. Identify challenges in **employment services** that are prohibiting you from properly serving MFIP families in your community.

Limited access to affordable and reliable childcare and transportation—particularly during evenings and weekends—creates significant barriers for clients who need flexibility to participate in employment or training opportunities outside of traditional hours. Also, recent updates to the program, specifically reporting income changes, introduce complexities that may present challenges in maintaining full compliance. While these changes are intended to improve the program, they may require additional support and resources to ensure that the program continues to operate effectively and meets its objectives.

QA.3. Identify resources in your community that benefit MFIP families.

The Douglas County Car Care Program provides access to safe and reliable vehicles for eligible individuals and offers car care clinics that include basic maintenance services and educational support to promote long-term vehicle safety and reliability. Someplace Safe offers support services and advocacy for individuals and families affected by domestic violence and other forms of abuse. Local mental health offices provide counseling, therapy, and other mental health services to individuals and families in need. West Central Minnesota Communities Action (WCMCA) offers essential services including energy and housing assistance, early childhood education through Head Start, financial support programs, transportation services, and volunteer driver programs. Additionally, there is assistance available for clothing and school supplies for children, ensuring that students have the essentials needed for a successful school year. Local Homeless Prevention Aid (LHPA) program provides housing stability for families with school-aged children. United Way programs provide mobile food drops, winter jackets/hats/mittens, backpack and school supplies, and other services for families at no cost. Other resources, such as the local food shelf, Horizon Public Health, CareerForce, Life Connections, and Love INC. provide important supports for local families.

QA.4. Identify resources that are **not available in your community** that would benefit MFIP families.

There is a need for more reliable childcare options, particularly care that accommodates second-shift schedules and weekend hours. The community also lacks sufficient infant care openings, making it difficult for parents of young children to secure consistent care. Additionally, there is limited transportation available for individuals who do not own a vehicle, especially transportation that can reliably get them to work on time during weekends.

QA.5. Tribal Nation / County Program Contact Information (Document Upload)

Please upload a PDF Supervisor Contact List document that includes the name, phone, and email contact information for all MFIP Employment Supervisors, DWP Supervisors, Employment Support Supervisors, and Financial Assistance Services Supervisors. You only need to give a person's name, phone and email once.

This question was not displayed to the respondent.

QA.5a. Upload your PDF Supervisor Contact List document here.

This question was not displayed to the respondent.

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This question was not displayed to the respondent.

QA.5a. Upload your PDF Supervisor Contact List document here.

This question was not displayed to the respondent.

QA.5a. **MFIP Employment Services Supervisor Contact**

Name	Robbie Stier
Phone	320-391-9269
Email	robbies@rmcep.com

QA.5b. **DWP Supervisor Contact**

Name	Robbie Stier
Phone	320-391-9269
Email	robbies@rmcep.com

QA.5c. **Financial Assistance Services Supervisor Contact**

Name	Colleen Sibert
Phone	320-762-3801
Email	colleens@co.douglas.mn.us

QB.1 . **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: Attached to attendance at a group workshop.
- ☐ Other, please specify in the text box below

QB.2. 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.

QB.3. 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

QB.3a. 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

QB.4. 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

QB.4a. 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

QB.5. 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

QB.5a. 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:
- ☐ Other, please specify in the text box below

QB.5b. How long do you provide job retention services?

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

QB.6. 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

QB.6a. 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

QB.7. 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

QB.7a. 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

MCIS, ServSafe, Drive for 5

QB.FSS.1. **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

QB.FSS.1a. 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

Referrals are provided to other qualified professionals listed above

QB.FSS.2. 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

QB.FSS.2a. 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

QB.FSS.2b. Are any of these services for children offered to non-FSS families?

- ☐ No
- ☒ Yes

QB.FPG.1. **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

QB.FPG.1a. 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

QB.FPG.1b. How long do you provide these services?

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

QB.FPG.2. 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

QB.FPG.2a. 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

QB.FPG.2b. How long do you provide these services?

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

QB.FPG.2c. How many NCPs are you are currently serving?

QB.FPG.3. Describe the process you have in place to verify income below 200% FPG for families that are not on MFIP or DWP.

QB.Teen.1. **Minnesota Family Investment Program (MFIP) Services for Teen Parents**

Are there specialized workers who work primarily with teen parents?

- ☐ No
- ☒ Yes

QB.Teen.1a. 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	☐	☐	☒
Employment Services Worker	☐	☒	☐
Social Worker	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role (please specify) 	☐	☐	☒

QB.Teen.2. 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	☐	☐	☒
Employment Services Worker	☐	☒	☐
Social Worker (Social Services)	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role 	☐	☐	☒

QB.Teen.2a. 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	☐	☐	☒
Employment Services Worker	☒	☐	☐
Social Worker (Social Services)	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role 	☐	☐	☒

QB.Teen.3. 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)	☐	☒	☐
Age 18 / 19	☐	☒	☐

QC.1 . Describe how you are ensuring your services are *inclusive* for all.

RMCEP is committed to identifying and addressing the root causes of disparities affecting historically underserved populations. We work to ensure fair access and broad representation across all areas of our service delivery. Our staff receive ongoing training to strengthen their understanding and ability to effectively support underrepresented communities.

QC.2. Describe how you are ensuring your services are *accessible* for all.

RMCEP completes annual ADA assessments and actively works to remain compliant with all accessibility regulations. We are committed to providing ongoing training to our staff to ensure they have the knowledge and skills necessary to maintain accessible services. Additionally, RMCEP strives to offer information and resources in a variety of formats to address different accessibility needs, ensuring that all users can access our services effectively.

QC.3. How are you working to *advance equity in service delivery* in your Tribal Nation / County?

RMCEP advances equity in service delivery by providing culturally responsive, individualized support that addresses participants' unique barriers, goals, and cultural context. We connect participants with employers who actively support inclusivity in their hiring practices. We collaborate with culturally specific community organizations to support participant engagement.

QC.4. 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.
- Staff are required to attend the MFIP conference held annually. We also provide domestic violence training from Women's Advocates to qualify staff as Family Violence Specialists. This training will be provided annually. Additionally, Global Career Development Facilitator (GCDF) is offered biennially. One of its core areas—Working with Diverse Populations—focuses on recognizing the unique needs of people based on culture, ability, socioeconomic status, life experience, and other factors. It emphasizes cultural competence and adaptability in service delivery.
- ☐ Yes, voluntary. If yes, provide the title of the training and how often it is offered.
- ☐ No. If no, please explain:

QC.5. Do you have culturally specific employment services for different racial / ethnic groups?

- ☐ No
- ☒ Yes, please describe.

We provide culturally responsive employment services that address the diverse needs of individuals from various racial and ethnic backgrounds.

QD.WF1.1. **Workforce One Connect App**

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

- ☒ No, please explain

Douglas County opted out of using the Workforce One Connect app.
- ☐ Yes

QD.WF1.1a. 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:

This question was not displayed to the respondent.

QD.MAXIS.1. **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

QD.MAXIS.2. 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.

RMCEP uses MAXIS to confirm important details of a case to include active status, employment hours, sanction count and FSS category. We utilize the WF1 report options to identify mismatches on FSS categories and will then contact the eligibility worker to get clarification. Eligibility workers and ES staff connect frequently to consult on cases.

QD.CCAP.1. **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

QD.CCAP.2. What barriers prevent timeliness?

Barriers include lack of childcare providers and applicant follow through after initial application.

QE.1. Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

- ☒ No
- ☐ Yes

QE.2. 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.

QF.1. 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=mndhs-072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

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

N/A

QF.2. 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.

Strategies will include offering culturally responsive, individualized support, connecting participants with employers who support inclusivity, partnering with community organizations, providing cultural competency training and striving to hire diverse staff.

QG.1. 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

QG.2. 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

QH.1. **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.

N/A

QH.2. Explain the reasons for the increased administrative cost.

N/A

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

N/A

QH.4. 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

QH.5. 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

QI.1. 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.

QI.1a. 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.

[PROGRAM SUMMARIES_Douglas County_March 2025.pdf](#)

124.4KB
application/pdf

QI.1b. 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	Rural Minnesota Concentrated Employment Program, Inc (RMCEP)
Address	303 22nd Ave W Suite 107
Contact Person	Robbie Stier
Phone Number	320-391-9269
Email	robbies@rmcep.com

QI.1b.1. Please check the respective box to indicate which population is served by Rural Minnesota Concentrated Employment Program, Inc (RMCEP)

☒ MFIP ES

☒ DWP ES

☒ FSS

☒ Teen Parents

☒ 200% FPG

☐ Other

QI.1b.2. 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.

QI.2a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in

Workforce One.

This question was not displayed to the respondent.

QI.2b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.2c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.3a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.3b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.3c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.4a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.4b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.4c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.5a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.5b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.5c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.6a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.6b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.6c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.7a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.7b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.7c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.8a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.8b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.8c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.9a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.9b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.9c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.10a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.10b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.10c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.11a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.11b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.11c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.12a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.12b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.12c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.13a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.13b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.13c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.14a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.14b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.14c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.15a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.15b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.15c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.16a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.16b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.16c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.17a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.17b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.17c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.18a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.18b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.18c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.19a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.19b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.19c. Please check the respective box to indicate if you have additional providers to add.

This question was not displayed to the respondent.

QI.20a. List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

This question was not displayed to the respondent.

QI.20b. Please check the respective box to indicate which population is served by

This question was not displayed to the respondent.

QI.21. 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.

QI.22. **Financial Hardship Request**

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.

This question was not displayed to the respondent.

- QI.22a. If the Tribal Nation/County had a choice of providers in calendar year 2025, describe:
- Factors that have changed which indicate a financial hardship
 - Why the hardship is expected to continue; and,
 - The magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the Tribal Nation/County

This question was not displayed to the respondent.

- QI.22b. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
- Major factors which prevent the Tribal Nation/County from utilizing these options and include a cost analysis of each option considered; and
 - The process used to determine the cost of other options (RFP or other Tribal Nation/County process).

This question was not displayed to the respondent.

QI.22c. If the Tribal Nation/County proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant Tribal Nation/County funds. The description should include information about what steps will be taken to ensure that staff have the experience and skills to deliver employment services.

This question was not displayed to the respondent.

Budget Context. **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.

QJ.1. 2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	7697	03
Employment Services (MFIP)	161662	63

Emergency Services/Crisis Fund	0	0
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	19242	7.5
Income Maintenance Administration	67964	26.5
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
#Conjoint, Total#	256,565	100

QJ.2. 2027 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	0	0
Employment Services (MFIP)	169359	66
Emergency Services/Crisis Fund	0	0
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	19242	7.5
Income Maintenance Administration	67964	26.5
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
#Conjoint, Total#	256,565	100

QK.1. 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.

QK.2. Was public input received?

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

QK.2a. If public input was received, but not used, please explain

This question was not displayed to the respondent.

QK.3.

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 \(Subpart F – Audit Requirements\).\[2\]](#)

Qk.3a. Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)

Douglas County

QK.3b. 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](#) to uniquely identify business entities and must match Tribal Nation / County name.

CKRWYFVFWL4

QK.3c. Federal Award Identification Number (FAIN): 2601MNTANF and 2701MNTANF

QK.3d. Federal Award Date: October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

QK.3e. Period of Performance (please use words and numbers, for example: May 23, 2025)

Start Date

January 1, 2026

End Date

December 31, 2027

QK.3f. **Budget period start and end date:** January 1, 2026 – December 31, 2027

QK.3g. **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:

B. \$256,565

QK.3h. **Federal Award Project description:** Temporary Assistance for Needy Families (TANF)

QK.3j. **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.

QK.3k. **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

256,565

QK.3l. **Is this federal award related to research and development?**

☒ No

☐ Yes

QK.3m. **Indirect Cost Rate for this federal award is:** up to 15% (including if the *de minimis* rate is charged)

QK.3n.

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.

QK.3n.1. 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)

Jerry Rapp

Mailing Address

821 Cedar Street, Alexandria, MN 56308

Tribal Nation / County

Douglas

QK.3o. 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.

QK.3p. **DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025)**

October 14, 2025

Just a Note. This content will change closer to the date

QL.1. 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.

Location Data

Location: [\(45.8827, -95.3783\)](#)

Source: GeolP Estimation

