Adult Career Pathways State Fiscal Years (SFY) 2024-2025 Direct Appropriation Grants Onboarding Training

DEED Office of Adult Career Pathways

September 13th, 2023

Welcome

Welcome to the Onboarding Training Webinar!

Staff Introductions

Marc Majors

- Deputy Commissioner of Workforce Development

Nancy Omondi

- Director of Adult Programs

Ann Meyers

- Adult Career Pathways Supervisor

Vanessa Roman

- Employment and Training Coordinator

Jenilee Drilling

- Adult Career Pathways Grant Coordinator

Zukiswa Mpande-Olson

- Adult Career Pathways Grant Coordinator

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Agenda

- ✓ Partnership with DEED
- ✓ Resources & Marketing
- ✓ Program Components
- ✓ Program Requirements
- ✓ Workforce One
- ✓ Fiscal Reporting and Monitoring
- ✓ Wrap Up

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Partnership with DEED

Coordinator Duties

Each Grantee is assigned a Grant Coordinator who will be your main point of contact throughout the grant.

Final Contract

Contract email will include:

- Copy of the Executed Agreement which includes Terms & Conditions
- Reimbursement Payment Request (RPR) Template
- Annual Equal Opportunity and Americans with Disabilities (ADA) Assessment
- Fiscal Monitoring Guide
- Annual Assessment Guide
- ADA Notice
- Grantee Posters – MN Employment Law Posters

Resources & Marketing

Adult Career Pathways Webpage

Bookmark our webpage!

https://mn.gov/deed/programs-services/adult-career-pathways/

- Adult Career Pathways Operations Guide
- Workforce One User Guide
- Cost Category Guidance
- Documentation Needed to Support Participant Eligibility
- Forms Templates
- Example Templates

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Partner Express E-newsletter

- We highly encourage ALL staff to sign up for the monthly e-newsletter called Partner Express as that is one way, we communicate updates, changes to Workforce One, etc.
- Find the link to sign up on the main ACP webpage.

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Free Marketing on CareerForceMN.com

Training Program Finder on CareerForceMN.com

DEED and partner organization staff can post their upcoming, **no-cost** training programs or courses on the CareerForceMN.com Training Program Finder. The Training Program Finder is a great opportunity for partners that offer occupation-based training programs to market and highlight upcoming opportunities that will assist job seekers on their career pathway. The Training Program Finder tool is searchable by keyword, start date and proximity from the main page of CareerForceMN.com. as well as displayed on the organization's location page.

- Any questions on the process please email CareerForce Help Desk at CareerForce@state.mn.us

CareerForce™

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Supplemental Nutrition Assistance Program (SNAP) Employment & Training

An organization may increase the amount of funds available by working with DEED to identify and provide allowable and appropriate services to SNAP recipients.

The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities such as those offered through Adult Career Pathways. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.

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Program Components

Program Components

Application/Intake Form

Eligibility

Assessments

Individual Employment Plan (IEP)

Training (Credential/Non-Credential)

Support Services/Incentives/ Stipends

Subgrantees & Contractors

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Application/Intake Form

- Applications/Intake Forms are put together by grantees
- Capture your self-attested eligibility criteria here
- Questions need to follow the WF1 Program Enrollment screen to allow for easier data entry
- Examples of an application can be found on the ACP webpage under Forms section

Eligibility – Grant Requirement

Specific eligibility requirements and services may be written into the legislation for your organization's direct appropriation.

Refer to your organization's contract for additional requirements

Participant Eligibility

- On the ACP webpage, under Resources and Guides, ACP Documentation Needed to Support Participant Eligibility
- Eligibility requirements that must be met prior to a participant being enrolled into a program. The following are the eligibility documentation that **MUST be collected** as part of the intake process and a copy kept in a secured physical file, a grantee's secured electronic system, or within WF1 Electronic Document Storage.
- Proof of:
  - Citizen or Right to Work
  - Date of Birth/Proof of Age
  - Name
  - Minnesota Residency Requirement
  - Social Security Number
  - Signed Equal Opportunity is the Law (Complaint Discrimination) and How We Use Your Personal Information (Data Privacy

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Participant Eligibility

Additional rules for eligibility documentation:

All acceptable eligibility documentation must be collected BEFORE enrolling a participant into Workforce One.

The participant's enrollment date must be on or after the date all eligibility documentation is received. DEED cannot be billed until the participant is entered into WF1. Back billing is not permitted.

All expenses associated with participants lacking acceptable eligibility documentation will be disallowed.

If the name on the eligibility documentation does not match the name of the participant, proof of a legal change of name must be in file/uploaded to WF1.

Assessments

Objective Assessment

- Participant interview
- Strengths finder
- Form an organization creates to capture participant strengths/barriers

Academic Assessment
(Reading/Math)

- Required for anyone that is attending credentialed training
- Needs to be recorded in WF1

More information about assessments can be found in the ACP Operations Guide, under Assessments

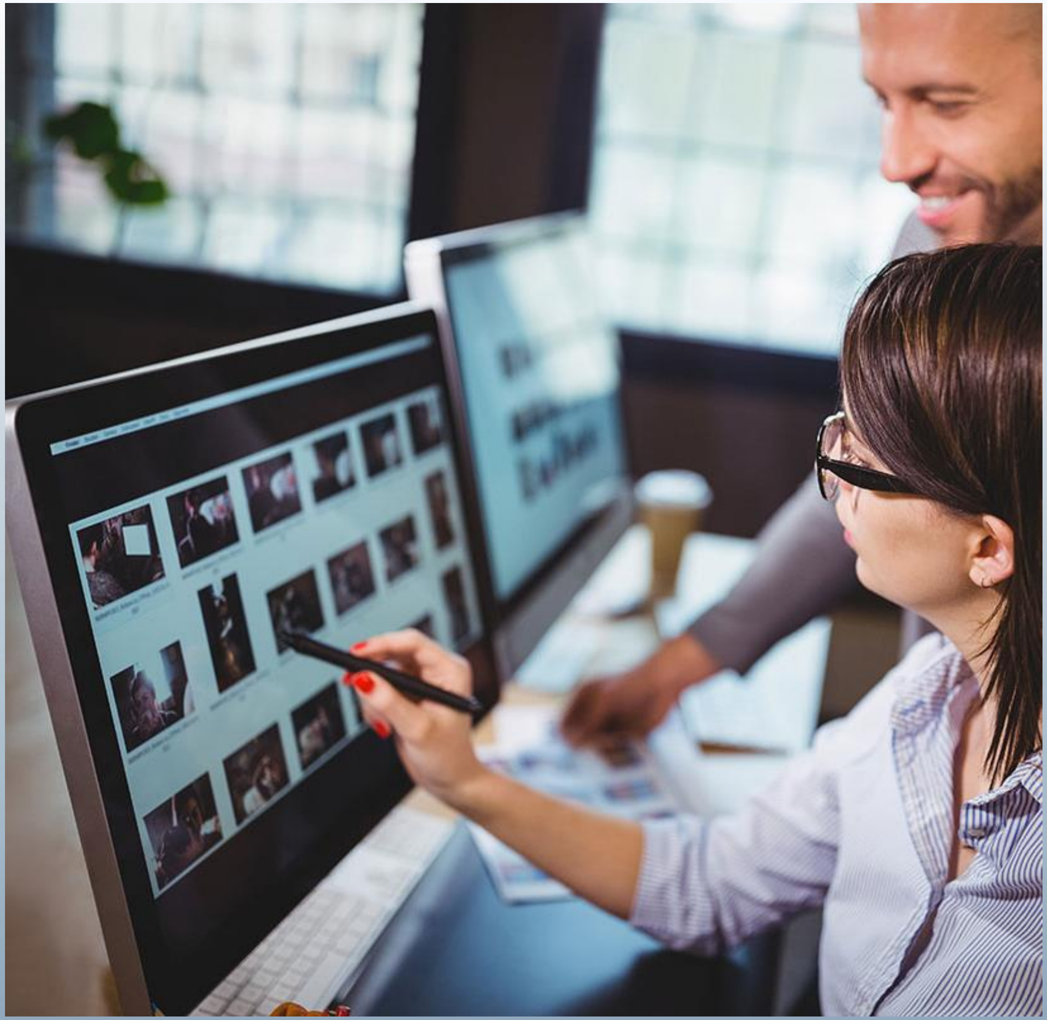
Individual Employment Plan (IEP)

- These documents are referred to in multiple ways Individual Employment Plan, Employment Plan, Individual Service Strategy, Individual Development Plan (IEP, EP, ISS, IDP, Action Plan)
- **EVERY** participant needs one
- Should be completed with navigator/counselor and participant as joint effort

IEP must include:

- Full Legal Name/Date
- Short & Long Term Employment Goals
- Training Plan
- Support Services & Incentives
- Signed by Participant and Counselor

Training (Credential/Non credential)



- The primary focus of most programs is *Credentialed* or *Non-Credentialed*, requirements vary by program.
- Other programs may have a focus on pre-employment or
- work readiness training.
- Training providers MUST be approved within contract and credentialed training providers must be MOHE compliant.

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Support Services

- Supporting participants within your program is a necessary component
  - Gas cards, bus cards, work clothes, rent assistance, food support are examples of support
- Organization must have a [Support Services and Incentive Policy] submitted and approved by DEED
- If the support is a requirement of the training, it is categorized in Direct Customer Training.
  - Example: scrubs for CNA class or required textbooks, those would not be support services but would be billed to direct customer training.

Incentives

- Incentive are non-cash vendor card (i.e., retail, bus, or gas-only cards) to a participant for successful participation and achievement of expected outcomes as defined in the approved workplan and the Individual Employment Plan (IEP). Incentive funds and timelines are defined by pre-set milestones.
- All incentives <u>must</u> be listed in your organization's approved Support Services and Incentive Policy
- Stipends are not allowed unless specifically outlined in legislation.

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Subgrantees/Contractors

- Grantee must diligently manage and monitor all subgrantee and contractor relationships
  - No work can begin with subgrantees/contractors until contract with DEED is finalized (fully executed)
  - Formal written agreements with your subgrantee must:
    - be signed and dated by both parties, and
    - be made available to DEED upon request, and
    - be valid for the full duration of your contract with DEED or for the duration of the service the partner is providing, and
    - include responsibilities of each party, and
    - include the amount to be paid.
  - A grantee must monitor any of its partners that receive over $50,000
- All subgrantee contractual relationships are subject to:
  - Review, monitoring, and audit by the State
  - Conflict of interest policies, procurement policies, and applicable law

Break Time

Program Requirements

Outcomes

- Enrollments
- Participants attaining work-related certificates and/or industry recognized credentials
- Participants placed in jobs; **employment is the GOAL!**
- Promotion or Wage increase with current employer
- Continue on to higher level of education

Outcomes (cont.)

- Set by program and defined in your work plan/contract
- Outcomes are how your program success is determined
- Workforce One is how outcomes are reported to DEED. This is done by activities and exits

Participant Files

- You must maintain a physical file or have an electronic file (EDS) in Workforce One for each participant
- Contents of the file must include:
  - Eligibility documentation
  - IEP
  - Training documentation
  - Assessments
  - Support Services
- Sensitive information such as Medical Records need their own separate file

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Participant Data Privacy

- Participant data is considered private data. Each participant must be informed of their data privacy and each participant file must contain the DEED form "How We Use Your Personal Information" https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf
- Consent to Share Information
- Participant files must be retained for 6 years after closure (7 years)

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Minnesota Government Data Practices Act

Minnesota Statutes, Chapter 13

§ 13.47

§ 13.5999

All Grantees are expected to comply

Co-Enrollments

If you are seeking to enroll a participant who is enrolled in another ACP program with another provider, you MUST justify the enrollment in the participant's enrollment case notes

Participants may be co-enrolled in an ACP program and other programs that are funded by non-ACP sources

Check with your program coordinator for any co-enrollment questions.

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Quarterly Reports

- Each grantee program will be required to submit quarterly reports
  - These are due by the 20th of the month following the end of the quarter (Jan 20th, April 20th, July 20th, Oct 20th)
  - Template for the Direct Appropriation grants are available on the ACP webpage, under the Adult Direct Appropriations.
  - Directions for how to fill out the Quarterly Report can be found on ACP webpage, under Resources & Guides

Modifications/Amendments

- Same definition, different forms
  - Modifications are for grantees with Master Contracts with DEED
  - Amendments are for grantees with Stand-Alone Contracts with DEED
- These are required to be completed when a grantee or DEED staff need to make changes to an approved workplan or budget

Modifications/Amendments

- Should be requested only for unforeseen circumstances or changes
- Required for any changes to workplans or budgets
  - Note: If significant changes are being requested, the modification/amendment may not be approved
- The change is not in effect until fully executed and signed by all parties

Extensions

A request may be made to extend the time available to spend out grant funds

These are not automatic approvals and are based on the progress of the program and funding availability

Extensions will not be considered until the final quarter of the grant.

Must be requested in writing at least 30 days prior to the end of the original contract end date

Technical Assistance

Coordinators are available throughout the contract to answer questions and provide guidance.

New to SFY 24/25 staff will be setting up 30, 60, 90 day check-ins with grantees.

Coordinators work closely with monitors before, during, and following up with monitoring visits.

Uniform Report Card

- Established by statute [116L.98]
- The **uniform report card** is the state's performance dashboard for most adult workforce development programs
- Information for the Report card is pulled quarterly
- The Report card measures Enrollment, Training, Exits, Training Completion, and Employment outcomes
- The Report card is published and is public information
- Ensure data quality in Workforce One

mn.gov/deed/performance

Workforce One

What is Workforce One?

- Workforce One (WF1) is a web-based case management system for employment and training programs funded, managed, and used by DEED and DHS
- Used to track services for many state and federally-funded workforce programs.
- Used by approximately 2,000 staff working for cities, counties, non-profits, and the State of Minnesota, including state-funded competitive grants

Workforce One (cont.)

What will you do in WF1?

- Enter applications, eligibility determinations, and enrollment information
- Add activities to represent the services you are providing
- Capture support services/incentives provided to participants
- Enter case notes to capture participants contact
- Track outcomes
- Exit customers

Circle of Life

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Workforce One

- Enrollments:
  - Participants must meet all eligibility requirements and have all necessary documentation in their file before being enrolled in your program
- Activities:
  - Participant activities show how they are moving through your programs
  - All participants will have activities
  - Reflect the participants progress throughout the program
  - Provide a snapshot to whomever is looking at the record
  - Activities TRACK and REPORT OUTCOMES!
  - Consistency with activities is important!
- Support Services:
  - Any support provided to participants throughout your program must be documented in WF1
  - The supports provided are determined by the grantee's workplan and budget

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Workforce One Activity Map

Your coordinator will work with you directly to create a Workforce One activity map.

- Credentialed Training vs. Non-Credentialed Training

This map will be a tool your case managers will use to help keep consistency with data entry.

Case Management in Workforce One

- Exits:
  - Whenever a participant is no longer receiving services
  - Reasons will vary based on the program and outcomes you’re administering (most programs exiting to employment is the goal!)
  - 90 days without contact, you must exit participant
- Case notes
  - Must demonstrate participant engagement and assists DEED and grantee staff in providing seamless service delivery
  - Must show one-on-one contact at least every 30 days *(mass case notes do not count)*
- Data entry must be timely and entered within 15 days of its occurrence

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Workforce One Reports

- Grants Summary Report
- Exit Report
- Activity Report
- Support Service

Directions for pulling reports can be found on [ACP Webpage under Resources & Guides]()

Workforce One

Training

- DEED provides WF1 training for grantees
- Users should register for a training
- DEED ACP Coordinators are available to provide additional training to grantees

[WF1 User Guide]

- Available on the Office of Adult Career Pathways website for your reference

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What is Workforce One data used for?

- Grant administrators at DEED will use WF1 to determine if:
  - you are enrolling customers at the rate you planned (enrollment) according to your workplan
  - services you are providing are justified and appropriate
  - you are staying in frequent contact with your customers (case notes)
  - you are exiting customers who have completed services timely and whether you have achieved the program objectives with those exits (exits)
- The data you enter in WF1 will also be used to calculate your organization's outcomes. This information is available to the general public, the Legislature and other stakeholders

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Monthly Reviews

- Coordinators often check a Grantee's WF1 data entry against RPRs submitted to ensure alignment of:
  - Participant enrollments
  - Participant activities
  - Support services

Getting Access to Workforce One

WORKFORCE ONE

www.mnworkforceone.com

- Step by step directions for Getting Access to Workforce One
  - Agency Level Data is most common for case managers/navigators.
  - COFFR Level Data should be requested if you are a manager **OR** a provider subcontracting with/through another provider and enter data under their COFFR
  - Access Group:
    - Case management 2 – ETP; completing data entry or managing a caseload
    - Agency System Mgmt 2 – ETP; a manager who will need the privilege to edit data

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Workforce One Sandbox

- Workforce One (WF1) has a training website called the Sandbox.
  - This is where organizations can test new features in WF1.
  - Offer internal training to new staff or allow new staff to practice enrolling a participant.
- To request a Sandbox account, please email the Workforce One team at: workforceone.deed@state.mn.us

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Fiscal Reporting and Monitoring

Reimbursement Payment Request (RPR)

- Costs must be requested based on actual expenditures incurred during reporting period, not budget divided by the number of months in the grant
- Documentation supporting costs must be retained and made available to DEED upon request
- Costs must align with:
  - Grant legislative language/intent
  - Approved (work plan and budget) within the executed grant contract between DEED and grantee
  - Office of Grants Management policies
  - DEED policies
  - The grantee’s internal policies and procedures

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Sample RPR

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST (RPR)

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Submit completed form via email to DEED.FSR@state.mn.us on or before the 20th of the month

SECTION 1:

* VENDOR ID + REMIT TO LOCATION CODE (SWIFT):		* GRANT NAME:	
0000123456.001		SFY23 - Employment and Training Programs (ETP) Sample Program	
* VENDOR NAME:		* GRANT NUMBER:	SWIFT CONTRACT ID
ABC Nonprofit		3SAMPLE5000	123456
REMIT TO ADDRESS:		GRANT PERIOD FROM:	GRANT PERIOD TO:
2500 ABC Drive		07/01/2022	06/30/2023
Minneapolis, MN 55404		REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
		7/1/2022	7/31/2022

TYPE PREPARED BY:	PHONE:	INVOICE NUMBER:	GRANT NUMBER:	FINAL:
Jane Doe [SAMPLE]	612-555-1234	1	3XX1234	YES [ ] NO [X]
Required Signature:		DEED PROGRAM CONTACT/PHONE:		DEED PROGRAM CONTACT EMAIL:
TYPE PREPARER EMAIL:		John [SAMPLE] 612-555-1234		First.LastName@ABC.org
First.LastName@ABC.org				

SECTION 2: * DEED PROGRAM USE ONLY

SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID
3-123456		$ 200,000.00	2390	B2233APS	B223591	441603	55036	B22SAMPLE
TOTAL		$ 200,000.00	NOTES:					

SECTION 3:

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
833	Administrative Costs	$ 20,000.00	$ -	$ -	$ -	$ 20,000.00	$ -
885	Direct Services	$ 27,250.00	$ -	$ -	$ -	$ 27,250.00	$ -
886	Direct Services-VR-GED-ABE	$ 8,750.00	$ -	$ -	$ -	$ 8,750.00	$ -
838	Direct Customer Training	$ 140,000.00	$ -	$ -	$ -	$ 140,000.00	$ -
828	Support Services	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -
	TOTAL	$ 200,000.00	$ -	$ -	$ -	$ 200,000.00	$ -

SECTION 4: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

Grantee Authorized Signature Date

JoAnne [Sample] - President & CEO

Grantee Typed Name and Title

DEED Staff Authorized Signature Date

John [Sample] - Program Coordinator

DEED Staff Typed Name and Title

RPR Continued

- The RPR should be submitted every month whether there are expenditures or not. If there are no expenditures, enter $0.
- RPR forms are due by the 20th of the month for the previous month's expenses
- Any subgrantee/recipient expenses must be rolled up into one single RPR submitted to DEED using the same cost categories as the grantee.
- Grantees must use the form provided by DEED's Employment and Training Programs Division (ETP).
- There must be a separation of duty. The person preparing the form must be different than the person authorizing the payment request. The authorizer must have signature authority for the particular grant.

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Common Mistakes

- Dates
- Cumulative carry over amount
- Rounding issues
- Preparer and approver cannot be same person
- Signature authority not on file or out of date
- Mathematical/formula errors
- Incorrect reimbursement period

Back-up Documentation

- May be required, depending on Risk Assessment outcome or Special Conditions
- Or if requested by DEED staff
- New Grantees may be required to submit the general ledger for the first month of the contract to ensure understanding of process

Monitoring

- Each DEED ACP program/contract will be monitored yearly according to the Office of Grants Management (OGM) guidelines based on your grant amount.
- DEED Monitors will send program guides prior to the visit
  - Please be sure to complete the guides and return them to the monitor by the due date

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Monitoring Requirements
Office of Grants Management (OGM)

- Risk Assessment required for grants over $25,000
- Monitoring visit required for grants over $50,000, to include:
  - Participant file review
  - Financial reconciliation
  - Review of Workforce One data
  - Staff interview(s)
  - Program performance/expenditures
  - Monitoring report
  - Technical assistance, if needed
- Annual monitoring required if the grant is over $250,000

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Wrap Up

Additional Trainings

ACP Workforce One Training - Wednesday, September 20th 9am-2:30pm

- This 5.5-hour training will show you how to navigate through WF1. Great for new grantees, new staff, or people needing a refresher.
- If you haven't signed up yet, reach out to your Coordinator

Workforce One Trainings - Offers helpful virtual trainings throughout the year

- Suggested trainings
  - *ETP Programs Case Management Training*
  - *Reports and Advanced Search Training*

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Additional Trainings

Workforce One Training Videos - In WF1 under Resources Tab, User How –To Guides. Videos that are 3-5 minutes long.

User How-To Guides

Document Name	Description
Case Notes	This video shows how to search for, add, and view case notes.
Activity	This video shows how to add an activity and save it.
Plan	This video shows how to add, edit, copy, delete, and view/print a plan.

30, 60, 90 Day Check-ins with your Grant Coordinator - Coordinator will set up individual meetings with Grantees

Fiscal/Monitoring Webinar - October 2023

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Thank you for your participation today!

DEED Office of Adult Career Pathways