

## DWP/MFIP ES POLICY

**Date Revised:** October 8, 2024  
**To:** Ramsey County DWP/MFIP Employment Services Providers  
**From:** Workforce Solutions Integrated Planning Manager  
**Subject:** CLUES Partners for Equity Program  
**Purpose:** To clarify roles and responsibilities for the CLUES Partners for Equity Program

### Background:

The disparity between the financial well-being of Ramsey County residents of color and those who are white has been widening over the last decade. Ramsey County's vision is to have "A vibrant community where all are valued and thrive" and Workforce Solutions aim to achieve that through innovative programming, inclusive initiatives, and through connections to education. Workforce Solutions partners with CLUES to provide a unique opportunity to connect our MFIP Hispanic/Latino families to engage in culturally specific workshops in building self-sufficiency and well-being of the families. CLUES Partners for Equity program integrates Latino culture into all program activities, creating a safe space for participants to engage and thrive.

To increase participation and provide better services for our MFIP Hispanic/Latino families, Workforce Solutions has created a CLUES Specialist Committee. Each MFIP agency will identify a subject matter expert for CLUES PE. The CLUES Specialist staff will function as a liaison between MFIP and CLUES Partners for Equity Program. The CLUES specialist will participate in monthly/bi-monthly meetings co-facilitated by CLUES and WFS, assist with recruitment efforts and provide updates to their respective teams.

### POLICY/GUIDELINES:

#### 1. Referral Criteria:

- Self-identified MFIP Latino/Latina/Hispanic families (this means the parent(s) and/or the child(ren) self-identify as Hispanic/Latino/Latina).
- Parents must be committed to participating in workshops/sessions of choice.

#### 2. Referral Process:

- a. MFIP Employment Counselor completes a referral form and e-mails the form to the **CLUES staff and cc: your agency's CLUES Specialist and Planning Specialist.**
- b. CLUES staff will accept referrals on an ongoing basis and provide orientation to families for relevant workshops.
- c. CLUES staff will connect with MFIP families to enroll them into the PE program of their choice.
- d. CLUES staff will respond to e-mail referrals to let EC know which workshops families have chosen within 10 working days or as soon as possible.

#### 3. CLUES Staff Role:

- a. Attend and Facilitate CLUES Specialist meetings.
- b. Provide and share challenges, successes, information, and updates regarding CLUES programs.
- c. Complete an **"enrollment"** in WF1 by opening a **Local Flag activity and entering "CLUES"** for activity subtype.

- d. CLUES staff documents all engagements with the participants, their activities attendance hours by entering case notes in WF1 or by submit a monthly attendance form to the counselor.
- e. The Counselors are expected review case notes and obtain engagement and activity hours from the case notes (Note: the CLUES staff do not track hours on the WF1 activity screen).
- f. Close the Local Flag (CLUES) activity in WF1 6 months after completing program.
- g. Communicate with CLUES Specialists or primary counselors for questions and concerns.

**4. Employment Counselor Role:**

- a. Recruit and refer participants to CLUES. Learn the benefits of the program and relay to participants. Benefits include receiving activity hours for their MFIP employment plan, self-advocacy and child-advocacy skills, increased knowledge of culturally specific community resources, engagement in intergenerational support and family stability, increased community building, increased education and learning opportunities.
- b. Stay involved to show your support.
- c. Update Employment Plans to reflect participation with CLUES.
- d. Open relevant **activity with subtype (CLUES)** to reflect participation in workshops/activities at CLUES.
- e. Track participation hours in WF1. Refer to [WF1 User Guide - CLUES Partners for Equity](#).  
Remember: all recorded hours on the hour tracking panel count as engagement hours and progressive engagement is what matters!
- f. Ensure that participants have adequate transportation fare and support services as needed.
- g. Communicate with CLUES Specialist or CLUES Staff as needed on participant's progress.

**5. CLUES Specialist Role:**

- a. Attend CLUES Specialist meetings.
- b. Serve as a liaison for CLUES and MFIP counselors by providing support and updates of program.
- c. Meet with participants to explain the benefits of CLUES PE to answer any questions or concerns.
- d. Share information to colleagues to ensure that they can explain the benefits of CLUES PE.
- e. Discuss CLUES PE in team meetings and share progress and success stories of participating parents, tie it to the Ramsey County 4 Es philosophy.
- f. Assist in assist in arranging CLUES staff to attend meetings, orientations, events, or other opportunities to connect with families.

**6. MFIP Data Specialist Role:**

- a. Provide monthly list to Counselors based on eligibility criteria list on #1 above.

**7. Additional Resources on Provider webpage:**

- a. CLUES Flyer
- b. CLUE PE Activities
- c. CLUES Trainings
- d. CLUES PE Referral Form
- e. WF1 User Guide- CLUES Partners for Equity