

## DWP/MFIP ES POLICY

Date Revised: July 26, 2024

To: MFIP & DWP Employment Service Providers

From: Workforce Solutions Integrated Planning Manager

Subject: Education & Training Policy

Purpose: To outline education & training procedures

As a provider of MFIP services education information must be provided in the Employment Services Overview. Employment Counselors should encourage and share with all participants the opportunity to pursue training and education. Education should not be denied to participants who qualify for the education program they want to pursue.

### Employment Plan

Participants need to make satisfactory progress in their education or training in order to maintain education as part of the employment plan. The Employment Plan should include:

- Education & job goals
- Dates for completing the program
- Class & study time
- Support services that will be received
- Supporting documentation, see [Education & Training Checklist](#)

### Education & Training Activities

Education & Training activities in MFIP include the following:

- English Language Learning or Functional Work Literacy, [English Language Learning](#)
- Adult Basic Education, GED preparation and Adult High School Diploma, [Adult Education](#)
- Job skills training directly related to employment, [Job Skills Training](#)
- Post-Secondary Training and Education, [Post-Secondary Training & Education](#)

### MFIP Education Activity Log

- The MFIP Education Activity Log is available & meets DHS requirements for documentation when the: form is complete; rules of study time are followed; participant & person supervising the activity signed the form. The log must be submitted monthly. Providers can create their own education log that meets the DHS requirements.
- Guidance will be found on the log for supervision of education activity; study time calculation and documentation; documenting online class time; calculating online class hours. See, [MFIP Education Activity Log](#)

### **Educational Attainment**

Education Skill Gains may be captured for the following achievements:

- Attainment of a secondary school diploma or its recognized equivalent, including a high school diploma, GED or adult diploma
- Achievement of ESL Level 6
- Completion of a post-secondary degree, diploma, or certificate
- Completion of a short-term training program resulting in a credential

### **Education Status**

- Maintaining accurate educational status is important for both educational gains & new referrals. If the information in WF1 needs to be updated the Employment Counselor should: Scroll to the WF1 demographic tab → In the “highest level of education” box, select the correct education level → Click “save”.
- Utilize the Workforce One User Guide specific to Credentials as a reference in documenting the addition and closure of education credentials, both pending & attained. [MFIP Provider Page](#)  
DWP/MFIP: Ramsey County → WF1 User Guides.
- Provide documentation in EDS verifying completion of the education/training program. Any of the following are acceptable forms of verification:
  - Copy of the diploma or certificate
  - Final grades verifying participant passed the course
  - Passing test results from a licensing exam
  - Statement from program instructor indicating successful completion
  - Verification of successful completion obtained from an online student portal
  - ESL proficiency test results or other supporting documentation verifying ESL level
- A status update should be sent to the Financial Worker for update in Maxis, requesting education completion in one of the following categories: Completion GED/High School; Completion of AA/AS Degree; Completion of Bachelors; Completion of Masters.
- Case note the outcome the participant has achieved in their education or training program including that the status update has been sent. For example, “The participant has completed their Certified Nursing assistant training & passed all testing standards to earn the credential. A status update has been sent to the Financial Worker.”