

## FAS Liaisons for Ramsey County MFIP Providers

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**Note:** MFIP agency and FAS liaison can determine how often they want to meet or communicate via – face to face, virtual, email, phone call.

## Different ways a participant or counselor can submit documentations to the childcare and financial worker

1. All documents including Status Updates and participant documents must be sent through <https://mnbenefits.mn.gov/> or Laserfiche fax – (651)266-3942.  
**Exception** – cases that are marked **Private in WF1** should follow the procedure below:  
Counselor should check Maxis to determine if case is privileged.
  - a. **If case is not privileged in Maxis**– send documents through mnbenefits or fax  
\*Counselor should notify their Data Specialist, and the Data Specialist will notify MIS to have the WF1 record updated to remove the privacy indicator.
  - b. **If case is privileged** – Counselor e-mails Status Update and any participant documents directly to FW of record. CC supervisor and Liaison Supervisor.
2. **Priorities of documentation submission:**
  - MN Benefits: <https://mnbenefits.mn.gov/> (*MN benefits should be used first - participants and providers.*)
  - FAS Fax Number: 651-266-3942 (*for participant and providers - if MN benefits is not available*)
  - WF1 Connect – if participant is enrolled (*for enrolled participants, ES and FAS*)
  - FAS email: [FAS.forms@co.ramsey.mn.us](mailto:FAS.forms@co.ramsey.mn.us) (*participant use only*)
  - Drop off documentations in a form drop box at sites throughout the county. [See form drop-off & walk-in assistance sites.](#)
3. **Apply/Submit childcare application:**
  - a. Apply for child care assistance online at [mnbenefits.mn.gov](https://mnbenefits.mn.gov/).
  - b. Send applications and verifications via email to [FAS.Forms@ramseycounty.us](mailto:FAS.Forms@ramseycounty.us)
  - c. Fax: 651-266-3931
  - d. Form drop box at sites throughout the county. See [form drop-off & walk-in assistance sites.](#)

Please submit only one application. Submitting multiple applications through different channels will delay the processing application.
4. **For informational purposes:**
  - Generic Childcare email: [chs.fas.ccap@co.ramsey.mn.us](mailto:chs.fas.ccap@co.ramsey.mn.us) (*for counselor use for questions regarding childcare*)
  - EZInfo - 651-266-3800 (24/7 automated phone line - information about financial assistance programs in English, Español, Hmoob and Soomaali)