

## 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.

## Documents Submission to FAS and Childcare

A. All documents including Status Updates and participant documents must be sent through <https://mnbenefits.mn.gov/> or fax – (651)266-3930.

**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 as above.

- If the record is private in WF1 but not privilege in MAXIS, Counselor notifies the agency data specialist to submit a ticket to the WF1 Help Desk to take the privacy off the record in WF1.

**b. If case is privileged** – Counselor e-mails Status Update and any participant documents directly to FW of record. CC ES supervisor and FAS Liaison.

**B. Document Submission – In order of preference**

1. MN Benefits: <https://mnbenefits.mn.gov/> *(MN benefits should be used first - for participants and providers.)*
2. FAS Fax Number: 651-266-3930 *(for counselors & participants use - if MN benefits is not available)*
3. WF1 Connect – if participant is enrolled *(for enrolled participants, ES and FAS)*
4. Email: [FAS.forms@co.ramsey.mn.us](mailto:FAS.forms@co.ramsey.mn.us) *(counselors- do not use this email. The FAS email is for participants use only)*
5. Drop off documentations in a form drop box at sites throughout the county. [See form drop-off & walk-in assistance sites.](#)

**C. For informational purposes:**

- Generic Childcare email: [chs.fas.ccap@co.ramsey.mn.us](mailto:chs.fas.ccap@co.ramsey.mn.us) *(Email is for counselor use only for questions regarding childcare)*
- EZInfo - 651-266-3800 (24/7 automated phone line - information about financial assistance programs in English, Español, Hmoob and Soomaali)