



1. MIS List of FAST Eligible Participants

- Provider will receive a list around the 1st of the month, list does not need to be returned to MIS.
- Eligible participants not on list can be referred, ensure Maxis & extension coding is updated and update the employment plan.
- Participant can be referred if FSS/extension criteria is met and has been sent to FAS.

2. Employment Counselor Referral Criteria

- Ensure meaningful engagement has occurred between the employment counselor and participant in the past 3 months.
- Ensure participant has interests characteristic of the services provided in FAST ... seeking employment or involvement with education, individual and/or child mental health or physical health concerns, previously participated in FAST, has seen a therapist in the past, not seeking case maintenance.
- Utilize the FAST eligibility criteria document to ensure eligibility and in identifying supporting documentation for the referral.
- Consult with supervisor prior to the conversation with participant and FAST referral for supervisor to review and ensure participant is a good fit and eligible.

3. Conversation with Participant

- **Conversation needs to occur** with participant prior to referral, no cold transfers. Suggested script as follows ...

(Provider name) partners with a program called FAST that provides intensive services with support in getting health insurance & accessing mental health treatment for you and your children. This program also provides support in finding a job or looking into training for those who are ready for that step. Are you seeking these type of services? Would you be interested in this program?

If you are interested in FAST your case would be transferred to a FAST FSS Coordinator. This employment counselor will give you a call when your file is transferred. If you feel you would like to know more about

the program I can set up a meeting with you, the FAST FSS Coordinator & myself to learn more. (Email WSFASTReferral@co.ramsey.mn.us to set up a consult).

From past experience with referrals, keep in mind the following, participants ... need time to process hearing about FAST, might think they need to contact someone to participate (it is important to relay that the new employment counselor will call them), might think their MFIP requirements or benefits would change (it is important to relay that requirements & benefits will stay the same).

4. Referral to FAST

Prior to referral ensure the following:

- Employment plan is updated
- Status update has been submitted
- Local flags used specifically for your agency is closed
- Case notes, documents and activities are current

Email participant first & last name, WF1 ID, Maxis #, cc your supervisor to WSFASTReferral@co.ramsey.mn.us . Case note eligibility information, date of referral, subject: FAST Referral. Please reference FAST eligibility criteria.

5. Transfer

The referral will be reviewed, generally 1-3 business days, to confirm eligibility with an email response indicating acceptance or not. If accepted Shanika will ask it to be transferred in WF1 to her for next steps.

*Agency	<input type="text" value="Ramsey County Workforce Solutions"/>
*Location	<input type="text" value="Fairview"/>
*Staff	<input type="text" value="Wallace, Shanika"/>

Transfer the record of an enrolled 2nd parent on the MFIP case. Upon acceptance, notify your participant that the FAST FSS Coordinator will reach out to begin. If not accepted, Shanika will provide the rationale as is available. Consult on referrals is available on a case by case basis as requested.