

DWP/MFIP ES POLICY

Date Revised: February 20, 2025

To: MFIP Employment Services Providers

From: Workforce Solutions Integrated Planning Manager

Subject: Network for the Development of Children of African Descent (NdCAD) Procedures

Purpose: To clarify referral criteria, roles and responsibilities

BACKGROUND:

Ramsey County's vision is to have "A vibrant community where all are valued and thrive" and Workforce Solutions (WFS) aims to achieve that through offering innovative programming, culturally responsive programming, inclusive initiatives, and making connections to education.

The partnership between the Network for the Development of Children of African Descent (NdCAD) and WFS provides a unique opportunity for the County to connect African American families that receive MFIP with an organization that exists to strengthen family and community well-being through cultural resiliency and literacy. Furthermore, WFS intends to provide services within a family engagement framework where the understanding is that the long-term well-being of both the parent and child are intertwined. Parents that engage with NdCAD have demonstrated increases in employment and education; and children have increased their reading levels and classroom confidence.

PROCESS/PROCEDURES

A. Referral Criteria

1. Self-identified African American families (this means the parent(s) and/or the child(ren) self-identify as African American)
2. Parents must be committed to participating in all Parent Power sessions
3. The Sankofa reading program has a priority to serve grade levels Kindergarten through 5th grade
4. If families meet any of the following criteria a referral should be strongly considered:
 - Newly enrolled in MFIP
 - Have reached 48 months of MFIP or higher
 - In sanction or have been in and out of sanction
 - Unemployed for 6 months or longer
 - Engagement is sporadic
 - Have been in job search for 3 months or longer
 - Child(ren) have an Individualized Education Plan (IEP)
 - Parents indicate that child(ren)'s behavior prevents them from following through with activities or retain employment
 - They may find it a challenge to articulate their goals

B. Referral Process

1. Referrals should be made by the assigned Employment Counselor and sent by e-mail to the Family & Community Engagement Manager, Dechell Pendleton at: dechell.pendleton@ndcad.org and cc your agency's NdcAD Specialist as well as the WFS Integrated Planning Manager, Michelle Belitz at: michelle.belitz@co.ramsey.mn.us
2. Referrals are accepted on an ongoing basis and families will be assigned to the nearest cohort
3. The Family & Community Engagement Manager will respond to e-mail referrals to let ECs know which cohort group and corresponding orientation dates the family has been assigned

C. Support Services and Incentive Schedule for Parent Power

1. Adequate transportation support should be provided to ensure families are able to successfully complete Parent Power. If the family utilizes the bus, remember to provide enough support services to the parent to ensure that everyone can get to the NDCAD location.
2. Incentives should be provided timely in accordance to the following schedule:
 - Completing Parent Power Course 1: The EC provides a \$200 stored value card
 - Completing Parent Power Course 2: The EC provides a \$100 stored value card
 - Completing Sankofa: NdcAD will provide a cultural learning kit

D. NdcAD Specialist Responsibilities

1. Attend NdcAD Specialist meetings
2. Meet with families and colleagues as schedule allows to explain the benefits of Parent Power and Sankofa to answer any questions
3. Provide updates to colleagues
4. Coach colleagues on how to explain the benefits of NdcAD
5. Ensure that Parent Power and Sankofa flyers and schedule updates get distributed to colleagues
6. Discuss Parent Power and Sankofa in team meetings and share progress and success stories
7. Serve as a liaison between NdcAD and ECs
8. Assist in arranging for NdcAD staff to attend team meetings, orientations and other events

E. Employment Counselor Responsibilities

1. Recruit don't just refer: ECs should take it upon themselves to learn the benefits of the program and be able to relay that to their participants. Some of the benefits include but are not limited to: receiving activity hours for their MFIP/DWP employment plan, self-advocacy and child-

advocacy skills, increased knowledge of culturally specific community resources, engagement in community building, improved academic success for themselves and their child(ren), etc.

2. ECs are strongly encouraged to meet the parent(s) and the family at the Parent Power/Sankofa orientation, graduation, etc.
3. Stay involved to show your support! The parent(s) and their family should receive supportive reminders from the referring EC about upcoming orientations
4. Update Employment Plans to reflect participation in Parent Power
5. Track participation hours in WF1 under either the “Assessment” or “Job Skills Training Directly Related to Employment” activity. Remember, all recorded hours on the hour tracking panel count as engagement hours and *progressive* engagement is what matters!
6. Ensure that participants have adequate bus fare and that they receive timely incentives as scheduled

F. NdCAD Data Specialist Responsibilities

1. After a parent attends Parent Power, the NdCAD Data Specialist will complete an “enrollment” by opening a Local Flag activity and entering “Nd” with the number of the cohort as the subtype. This subtype is used by WFS for evaluation purposes, not for tracking hours.
2. The NdCAD Data Specialist will track all attendance hours including Parent Power, Fihankra, and Nia by entering a case note (at minimum every two weeks). The ECs are expected to enter these hours in hours tracking panel (the NdCAD data specialist is NOT tracking participation hours)
3. The NdCAD Local Flag (Nd) activity will remain open until they are no longer actively engaged in NdCAD programming
4. The NdCAD Data Specialist will maintain a spreadsheet of child reading level gains

G. MFIP Data Specialist Responsibilities

1. Provide quarterly referral lists to ECs based on referral criteria listed in Section 1

H. Additional Information and Resources on Provider Website

1. [NdCAD Building Community Together Presentation](#)
2. [Parent Power Video](#)
3. [Parent Power Course 2025 Schedule](#)
4. [NdCAD Parent Power Registration Form 1/12/2023](#)
5. [Sankofa Enrollment Form 2021](#)

CONTACT PERSON: Your Agency Planner