

2008-09 County MFIP/CCSA Biennial Service Agreement

Minnesota Family Investment Program and Children and Community Services Act

January 1, 2008 to December 31, 2009



Minnesota Department of **Human Services**

Type of Service Agreement

Individual county submitting a:

Multi-county partnership submitting a:

<input checked="" type="checkbox"/>	Combined MFIP/CCSA Agreement
<input type="checkbox"/>	MFIP-only agreement
<input type="checkbox"/>	CCSA-only agreement

<input type="checkbox"/>	Combined MFIP/CCSA Agreement
<input type="checkbox"/>	MFIP-only agreement
<input type="checkbox"/>	CCSA-only agreement

County Name:

Otter Tail County

County Names:

County MFIP/CCSA Biennial Service Agreement

January 1, 2008 to December 31, 2009

CONTACT

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* * *

Complete all applicable questions in the following sections. Provide brief but informative responses to the required questions. Information from responses will be shared with staff and other counties. Please ensure that responses are edited before submission to the department.

* * *

Section I: Minnesota Family Investment Program (MFIP)

A. Statement of Needs

1. Based on your response on the needs of MFIP participants in the 2006-07 service agreement (Section I, Part A, Question 1), for which stated needs is your county making the most progress?

Several issues in Otter Tail County continue to challenge the needs of MFIP participants. Most notably, these issues include transportation and childcare. Poverty and unemployment remain issues in the county. Otter Tail County has seen unemployment rates jump to as high as 7.1% in the last biennium. As such, all needs identified in the 2006-7 agreement remain priorities.

The provision of supportive services such as transportation costs, childcare assistance and work-related clothing to support low-income participants in their quest for employment remain key to removing barriers. Additionally, the county focused on Job Readiness Education, which allowed many participants to obtain their GED or receive other adult basic education, as well as support ESL abilities. By using activities such as On-the-Job Training, Community/Volunteer work and Work Experience, many participants were able to increase their job skills. Activities in Career Planning, Job Search and Prevocational Skills Building were heavily utilized to assist participants in employment exploration and employment attainment. Many participants also received social services to assist them in addressing and overcoming barriers to employment. Vocational training was provided for participants to gain specific occupational skills, which enhanced their employability.

Needs in which progress was especially noted was with issues regarding chemical dependency, work training, vocational training, job search and mental health.

Considering the strong barriers to employment faced by MFIP participants as well as the high poverty and unemployment in Otter Tail County, these efforts allowed us to maintain a strong Self-Sufficiency Index during the biennium.

2. Describe the more persistent needs of participants that your county continues to address with MFIP funds and what kind of support may be needed to help resolve these needs/issues.

Issues faced by the MFIP population in the County include low academic skills, limited job seeking skills and poor work histories. Many of this population lack the resources and skills necessary to obtain economic stability and self-sufficiency. They lack basic work skills such as reliability, problem solving, positive attitude, accepting criticism, initiative, teamwork, and interpersonal interaction. Many also lack job specific skills or have been unable to balance work and family. In addition, a portion of this population has additional issues that require more intensive services. These include chemical dependency, mental health, learning disabilities, literacy, and family violence.

Seasonal employment, lack of adequate childcare, a lack of a transportation infrastructure, rising transportation costs, and low wages remain persistent needs of

MFIP participants in Otter Tail County. Supportive services such as gas vouchers or vehicle repairs will remain high priorities. Paid and unpaid work experience, on-the-job training, job readiness and job seeking skills and related supports are also high priority. Vocational and prevocational training are high priorities to assist participants in gaining skills, knowledge and abilities for employment.

3. For each of the categories listed below, tell us what proportion of the MFIP participant caseload will likely need these services in the 2008-09 biennium. A participant could be included in more than one category.

Needs/Services	Percent of Participants
Education	10%
Transportation	85%
Child Care	90%
Employment	95%
Housing	3%
Mental Health	30%
Chemical/Substance	30%
Support Services	85%
Language	4%

4. If you have additional comments regarding the needs of MFIP participants, use the space provided below.

Issues with basic literacy, life coping skills and educating the mental health and medical communities are additional needs of MFIP participants.

5. Do the needs of the Diversionary Work Program (DWP) participants differ from your MFIP participants? If yes, briefly describe their most important needs below. If no, enter "same" in the response box.

Same.

B. Strengths and Resources to Address MFIP Needs

1. In the previous service agreement, counties described plans and efforts to maximize strengths and resources available to the county to address needs of MFIP/DWP families during CYs 2006-7 (Section 1, Part B). Provide a brief evaluation on how well these efforts are working and what your county is planning to do differently in the 2008-09 biennium. Include any new strengths and resources available to the county in 2008-09.

The County will continue to utilize the services provided by Rural Minnesota CEP (RMCEP), which have been successful in maintaining a strong Self-Sufficiency Index. RMCEP has the expertise, strategies and contacts to address the needs of MFIP/DWP families in Otter Tail County. The focus of RMCEP services is to move individuals into employment that will ensure they meet participation requirements and increase income.

RMCEP provides:

- 1). DWP and MFIP services according to state regulations and procedures
- 2). Information to the county on client progress.
- 3). Trained staff to provide quality MFIP and DWP programs.

MFIP services include the following activities:

- Employment Services Overview
- Assessment resulting in an Employment Plan
- Data collection and reporting for performance
- Employment Services such as;
 - Job Search Assistance
 - Unsubsidized Employment
 - Job Skills Training
 - Subsidized Employment
 - Unpaid Work Experience
 - Job Readiness Education
 - Family Violence Waiver Activities
 - Pre-Employment Activities
 - Limited Supportive Services

Services will also be identified in the plan for those individuals who require higher levels of support. The plan will be the primary means of coordinating the activities of agencies in the community. Examples include: health limitations; mental health issues, substance abuse; transportation problems; extremely low basic skills.

The goals of the RMCEP MFIP program are to have all caretakers working by their tenth week of participation, to assist caretakers to reduce the time on their limited assistance, and to assist caretakers to exit MFIP due to increased income.

DWP services include the following activities:

- Participation in the RMCEP Job Search System. Job seekers will:
 - have a master job application
 - have job seeking and keeping skills
 - perform well at interviews
 - use positive skill statements
 - model appropriate appearance
 - telemarket effectively
 - identify effective ways to find jobs
 - have an appropriate resume
 - be registered on the Minnesota Job Bank

Those participants who complete JSS will be prepared to compete in a challenging labor market.

A new strategy that has had positive outcomes is the piloting of a Work Support Program that provides a weekly work and support group for MFIP participants. This program used guest speakers, work tasks to try out employment, and work on barriers to employment.

2. Family Stabilization Services Addendum

The 2007 legislature requires counties and tribes to describe how they will provide services for those families who qualify for Family Stabilization Services (FSS) under MFIP and DWP effective February 1, 2008. In order to satisfy this requirement, an addendum to the Service Agreement must be submitted to the department by December 31, 2007. The department will issue further instructions by November 1, 2007 on how to complete the addendum.

3. Employment Services Provider Information

List the name, address and phone number of current employment services (ES) providers in your county. (*Insert more rows if there are more than two providers.*)

Name	Address	Phone Number
Rural Minnesota CEP, Inc.	801 Roosevelt Ave Detroit Lakes, MN 56502	218-846-7377
Rural Minnesota CEP, Inc.	125 Lincoln Ave W Fergus Falls, MN 56538	218-739-7675
Rural Minnesota CEP, Inc.	124 1 st St SE Wadena, MN 56482	218-631-7660

C. MFIP Outcomes and Measures

Under the MFIP Consolidated Fund and the overall outcome for MFIP—*Economic Stability for Poor Families*—county performance will be based on the following indicators.

Three-year MFIP Self-support Index

Measure: Percent of MFIP/DWP cases off cash assistance or working 30 or more hours per week three years after a baseline quarter.

In the 2006-07 Biennial Service Agreement, your county identified strategies to ensure that the county's three-year Self-support Index (SSI) is either within or above the county's range of expected performance during CYs 2006-07. Review the statistics provided below for your county's performance on the SSI for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the SSI](#)

1. Counties “within” or “above” their expected range of performance

If your county is “within” or “above” the county's expected range of performance on the annualized Self-support Index, provide a concise analysis on your county's performance during this one-year period including an evaluation of how well the strategies stated in your 2006-07 Service Agreement (section I, part C, Indicator 1) are working to improve your county's current performance on this measure. Include any new strategies your county will implement in the 2008-09 biennium. In addition, enter whether your county is above or within the expected range, your county's annualized performance percentage, and targets your county hopes to achieve by the end of the two 12-month periods noted in the response box.

(see next page)

Analysis/evaluation/new strategies:

The strategies identified in the 2006-7 Service Agreement worked very well to increase the performance measure in Otter Tail County. The services of RMCEP are designed to enhance the earning and employment potential of MFIP participants. A key strategy is the Work Training component. If individuals can become engaged in work activities early, their likelihood for success increases. Staff look for Work Training sites for participants with barriers inhibiting or preventing them from job searching. While on Work Training, soft skills and work ethics are addressed by staff and resources are identified and/or provided to assist with day care, transportation and other work issues. In addition, RMCEP address Basic Education, Licensure and Mental Health issues early on during the process and continues to monitor and assist progress in these areas.

In the Job Search System, individuals learn the skills necessary to find employment. This enhances their ability to find new jobs if necessary. Paid and unpaid employment allows participants to become accustomed to work and learn basic job skills. On-the-job training is available for new jobs and to upgrade skills. As participants increase their skills, pay and job security improve. Participants also enhance their employability and promotability by working toward a diploma or GED. RMCEP provides information on basic job retention issues such as teamwork, employer expectations, balancing work and family, problem solving, communication, time management, and how to get promoted.

All of these strategies, with the emphasis on work training and demand occupations, have been successful strategies as evidenced by the positive outcomes in the SSI measurement.

From the Apr. 06-Mar. 07 annualized data, enter where your county's performance is (above, within or below your expected range) and the percentage performance:	Within	85%
Enter annualized targets you hope to achieve for the periods:	Apr. 07 – Mar. 08	85%
	Apr. 08 – Mar. 09	85%

2. Counties “below” the expected range of performance

If your county is “below” the expected range of performance on the annualized three-year SSI, your county will not receive the 2.5 percent performance bonus unless the county submits a Performance Improvement Plan (PIP) and it is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the SSI](#)

MFIP Work Participation Rate

Measure: Percent of non-exempt MFIP adults who meet the TANF work participation requirements.

In the 2006-07 Biennial Service Agreement, counties identified strategies to improve their performance on the MFIP Work Participation Rate (WPR). Review the statistics provided below for your county's performance on the WPR Rate for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the WPR](#)

1. Counties with a Work Participation Rate of 50 percent or more or a five percent

increase from the previous year

If your county meets or exceeds 50 percent on the annualized MFIP Work Participation Rate or had a five percentage point increase from the year before (Apr. 05 – Mar. 06), provide a concise analysis of your county’s performance during Apr. 06 – Mar. 07 and include an evaluation of how well the strategies stated in your county’s 2006-07 Service Agreement (section I, part C, Indicator 2) are working to improve your county’s current performance. Include any new strategies your county will implement in the 2008-09 biennium, and at the bottom of the response box enter anticipated targets your county will work to achieve in the next two years.

Analysis/evaluation/new strategies: See Performance Improvement Plan		
Enter your county’s annualized Work Participation Rate for Apr. 06 – Mar. 07		40 %
Enter annualized targets you hope to achieve for the periods:	Apr. 07 – Mar. 08	50 %
	Apr. 08 – Mar. 09	50 %

2. Counties with a Work Participation Rate below 50 percent that did not achieve a five percentage point improvement from the previous year:

If your county performance is below 50 percent on the annualized MFIP Work Participation Rate for Apr. 06 – Mar. 07 and did not achieve a five percentage point increase from the previous year (Apr. 05 – Mar. 06), your county will not receive the 2.5 percent performance bonus unless your county submits a Performance Improvement Plan (PIP) and it is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the WPR](#)

Promoting Equity in MFIP Outcomes

Performance gaps of subgroups over the four alternate quarters covering the period Jul. 2005 to Mar. 2007 (Jul.-Sep. 2005, Jan.-Mar. 2006, Jul.-Sep. 2006 and Jan. - Mar. 2007) are provided below. Performance gaps were calculated when a subgroup within a county had at least 30 cases. Click on the link below to review a summary of subgroup performance data for SSI and WPR within your county (note: there are two sheets in the excel file):

- [Two-Year Performance Trend of Racial/Ethnic and Immigrant Groups](#)

1. Counties needing to submit an action plan for the 2008-09 biennium

If your county has one or more subgroups with a gap of at least five percentage points from the county rate in both the last quarter (Jan.-Mar. 2007) and the average of the four quarters, the county must submit an action plan addressing the questions below. If your county has already submitted an action plan in the 2006-07 service agreement, skip this question and move to question 2. *(One response box is provided below. Copy and paste if there are more than one subgroup).*

Name of subgroup: NO GAPS	
Percentage gap from county’s rate for the Jan.-Mar. 2007 qtr. (e.g. -15.3%):	%

Anticipated percentage gap you hope to achieve by the end of 2009 (e.g. -10%):	%
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i) What efforts has your county taken to date to acknowledge and address these outcome gaps?

N/A

ii) What community-based partners has your county engaged with to address these gaps, and to what extent have these efforts been successful?

N/A

iii) What is your county's plan to reduce these gaps in the next biennium?

N/A

2. Counties who already submitted an action plan for the 2006-07 biennium

If your county already submitted an action plan for the 2006-07 biennium, provide a concise response to the following questions:

Since the submission of your action plan, briefly summarize:

- Which activities were conducted by your county;
- Which partners were engaged;
- What progress has been made to reduce these gaps; and
- What activities are being planned for the 2008-09 biennium.

N/A

3. Counties not required to submit an action plan

Minnesota is becoming an increasingly diverse state. If your county does not have a racial/ethnic or immigrant group with 30 or more cases, or a gap of five percentage points or more, provide a brief summary of your county's approaches and practices as you work to address the diverse MFIP populations within your county during the 2008-09 biennium.

NA

Section II: Children and Community Services Act (CCSA)

A. Statement of Needs

1. In the CYs 2006-07 Biennial Service Agreements, counties identified the most important social services issues/needs of children who experience dependency, abuse, neglect, poverty, disability, chronic health conditions or other factors in the following four program areas. For each of the four program areas below, answer the following questions: Will these needs change for the 2008-09 biennium? What are the long-term needs of children your county continues to wrestle with?

Children's Mental Health:

1. Early identification of children with mental health needs through collaborative efforts in the use of screening tools.
2. Early intervention services for children with mental health needs through the implementation of DC: 0-3 as well as School Based Mental Health Services.
3. County-wide implementation of a standardized functional assessment tool (CASII) that will aide in the development of appropriate services, service intensity and service location for children with mental health needs.
4. Increased coordination of services for children with co-occurring disorders.
5. Increased coordination of services for children in or at risk of being in the correctional system.

Child Safety:

There will be changes needed for the 2008-2009 biennium as there as been a significant reduction in methamphetamine labs and those concerns that created serious risk to children. Have been reduced because of the Sudafed Law requiring those chemicals to be placed behind the counter.

Our goal for the biennium is to reduce the recurrence of maltreatment within a 12-month time period through the family increase assessments, engaging families so to ensure the safety of the children and to continue to utilize the Parents Support Outreach Program on those reports that do not meet the maltreatment criteria.

Child Permanency:

Our goal will continue to be the same for the 2008-2009 biennium in that we will continue to increase our availability of appropriate and safe permanent options. Otter Tail County Human Services has developed a 20-day placement plan staffing, which workers are to use with those children who are placed, which will include family members, providers. Our agency will also continue to use Family Group Decision Making.

Child Well-being:

There are no changes needed for this particular indicator as there continues to be issues of financial resources available to meet the needs of children in the child protection system. The continued reduction of CW-TCM, IV-E, and Title XX dollars significantly hampers the ability of agencies to provide necessary services.

2. In the 2006-07 service agreement, you identified key issues your county was planning to address in CYs 2006-07 for adults with developmental disabilities and other vulnerable populations in your county. For what issues is your county making the most progress and what priorities of needs will you be addressing in the 2008-09 biennium?

We have been most effective through the use of community partnerships in assessing needs and providing services, e.g., collaboration with regional counties in the on-going provision of Adult Mental Health Initiative Services, partnership with our managed care organizations in the creation and delivery of MN Senior Health Options to elderly and disabled low-income residents.

3. Minnesota is becoming an increasingly diverse state. What practices and approaches does your county have in place and/or developing to address the social services issues/needs of children from diverse racial/ethnic and immigrant groups in your county?

Otter Tail County Human Services places specific social workers in areas that are culturally diverse. These social workers work with the same populations, even though they may not be of the same ethnic backgrounds. Otter Tail County Human Services is also going to work with the University of Minnesota on their study of new populations in rural counties: Implications For Child Welfare. It is my understanding that they are going to be coming out to Otter Tail County as we are one of seven counties with some significant diversity.

B. Strengths and Resources to Address CCSA Needs

In the previous service agreement, you described your county's plan or efforts to maximize strengths and resources available to the county to address needs of CCSA families during CYs 2006-07 (section 1, part B). Provide a brief evaluation on how well these efforts are working and what your county is planning to do differently in the 2008-09 biennium. Include any new strengths and resources available to your county in 2008-09.

Otter Tail County Human Services continues to develop community partnerships. Our agency is a part of the Otter Tail County Family Services Collaborative, Local Advisory Council for Mental Health both children and adults, we are involved in four child protection teams throughout the county, and a member of the Family Group Decision Making Collaborative of the Northwest. Otter Tail County Human Services also developed the Parents Support Outreach Program with the support of the support of the Minnesota Department of Human Services. This has been an ongoing development of community resources to meet the needs of a population that does not rise to the level of child protection.

Over the two years, Otter Tail County Human Services is going to work with the County Attorney's Office, Public Defenders Office, Judges, Court Administration and Chemical Dependency Providers, to develop Family Dependency Treatment Court. This would be for families whose children have been placed and also for those families who have children still in the home that may need the extra support to ensure the safety of their children due to their chemical use. Otter Tail County Human Services is also going to apply for a grant opportunity which may become available in working with MFIP families in the child welfare system. Otter Tail County Human Services applied for the last rounds of grants, but was not accepted due to the number of counties applying in the available dollars. There is a possibility that more funding may become available in 2008.

C. CCSA Outcomes and Measures

Keeping children safe and improving their well-being is the overall goal for CCSA. In 2005, the department began issuing annual performance reports on CCSA measures starting with calendar year 2004 data ([Bulletin #05-68-08](#) and [Bulletin #06-68-11](#)). The performance report with CY 2006 data is being prepared for publication.

The link below provides a summary of county performance for the last three years, including an average three-year performance. Review your county performance and respond to the questions that follow:

- [CCSA Performance Data for Calendar Years 2004-06](#)

1. All counties

In the table below, enter your county's 2006 performance and three-year average (from the data provided) for each of the measures, and the anticipated target you hope to achieve in CYs 2008 and 2009.

CCSA Measures (abbreviated)	Fed/State Standards	County				
		CY 2006	3-Year Average	Anticipated Targets		
				2008	2009	
1: Children who showed improved mental health						
	within 6 months	6.1 %	2.9%	4.6%	3%	3%
2: Recurrence of child abuse/neglect	within 12 months	7.5 %	11.8%	8.2%	7%	7%
3: Child maltreatment by foster parent		.57 %	0%	.83%	.25%	.25%
4: Re-entered placement within 12 months		8.6 %	16.4%	13.8%	13%	10%
5: Reunified within 12 months of placement		76.2 %	85.3%	85.7%	85%	85%
6: Adopted within 24 months		32.0 %	83.3%	61.1%	75%	75%
7: Transfer of legal custody to a relative within 12 months		64.0 %	50%	56.8%	75%	75%
8: Two or fewer placement settings		86.7 %	82.9%	90.6%	91%	91%
9: Received a health exam within one year						
10: Received mental health screening						

2. Counties not meeting the national/state standard for CY 2006 and for the three-year average

For any measure for which your county is not meeting the national/state standard for both CY 2006 and the county's three-year average, enter the measure number and briefly discuss strategies your county will continue, change or do differently to ensure your county reaches and exceeds the anticipated targets set for 2008 and 2009. If a Minnesota Child and Family Service Review was recently conducted in your county and your county is currently working under a Program Improvement Plan (PIP) for that measure, reference the PIP, and briefly describe the strategies. If your county would like to see the approaches and strategies of other counties on a particular measure as reported in the 2006-07 service agreement, refer to [bulletin #06-68-11](#) and [click on Link 4 on Page 8](#). (One response box is provided below. Copy and paste as needed).

Measure #: 2: Recurrence of Child Abuse and Neglect in 12-months
Steps to improve performance: Otter Tail County Human Services will increase the number of family assessments that we have been doing over the next two years to help reduce the recurrence of maltreatment. Otter Tail County Human Services will also continue to use the Parents Support Outreach Program for those reports that do not rise to the level of maltreatment reports.

Measure #4: Reentered placement within 12-months
Steps to improve performance: Otter Tail County Human Services will use Trial Home Visits on all children who are returned to their parents to ensure that the home has been safe and the needed changes have occurred to ensure the permanency of returns. Otter Tail County Human Services will also staff all

reentries into foster care as a staff to assist in problems solving as to the reasons for the reentry.	
Measure #7: Transfer of Legal Custody to a Relative within 12-months	
Steps to improve performance: Otter Tail County Human Services will develop a concurrent planning meeting within the agency at the 9-month mark of placement of a child. The concurrent planning meeting will discuss the options available for permanency for the child and options for that permanency.	

3. All Counties (optional)

The department continues to encourage the sharing of good practices and approaches that are working well across the state. If your county has identified one or more practices that is leading to positive outcomes for children in a particular measure, identify the measure number below and briefly summarize the practice/approach. *(One response box is provided below. Copy and paste as needed).*

Measure #:	
Approaches and steps that led to positive outcomes:	

4. CCSA performance by racial/ethnic groups

CCSA 2006 data by racial/ethnic subgroups (using Bureau of Census categories) are provided for measures 4 (re-enter placement within 12 months), 5 (reunified within 12 months of placement) and 8 (two or fewer placement settings).

Counties with two or more racial/ethnic subgroups having 10 or more individuals in a numerator were examined to determine subgroup performance from the average county performance. Access the link below and review the data provided for Measures 4, 5 and 8. (Note: three spreadsheets—one for each measure—are included in this excel document).

- [CCSA Performance Data by Racial/Ethnic Groups for CY 2006](#)

If your county has a racial/ethnic subgroup with a performance rate that is five percentage points or more below the county rate on any measure (shaded cell), briefly described what issues may have led to these differences in outcomes, and steps your county will take to improve the outcome for this group for CYs 2008 and 2009.

<p>The date for African-American children indicates that Otter Tail County had two or more placements at a higher percentage than average and is required to address this issue in the CCSA Plan. The data indicates that our rate of two more placements was 28.6% when it should have been at 13.3%. The reasons for the increase are that our agency has had a ample of African-American families with large sibling groups. The reason for placement has been related to drugs and alcohol. One of the ways we are looking at improving this outcome for the 2008-2009 biennium is the development of the Family Dependency Treatment Court so ensures the ability for families and sooner unification.</p>

Section III: Integrating Services for Child Welfare and MFIP Families

In the 2006-07 service agreement, the department asked counties if they were looking at integrating services for families who are receiving MFIP and CCSA services. Nearly half (40) of Minnesota counties responded favorably and described various approaches and issues.

In the response box below, briefly discuss: (1) what efforts your county has taken since the last service agreement to assist families that need MFIP and child welfare services, (2) your county's experiences as you worked with these families, (3) strategies to coordinate these services, and (4) strengths and limitations of your county's efforts.

NA

If your county has a racial/ethnic or immigrant group with an inequity in **both** an MFIP and CCSA outcome measures, briefly discuss your county's efforts to coordinate and address these inequities across MFIP and child welfare programs across your county agency.

NA

Section IV: Public Input

Counties must specify that the public was informed and input was sought for the use of funds as required by laws provided through this agreement.

1. From the list below, select how the public was informed in the development of the service agreement:

<input type="checkbox"/>	Public hearing
<input checked="" type="checkbox"/>	Newspapers
<input type="checkbox"/>	Community meetings
<input type="checkbox"/>	Radio announcements
<input checked="" type="checkbox"/>	County Website
<input type="checkbox"/>	Others (specify):

2. Prior to submitting your service agreement to the Minnesota Department of Human Services, did your county allow at least 30 days for soliciting of comments from the public on the content of the agreement?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Describe the public input received and how it impacted your planning process or the service agreement by selecting one of the following two options:

<input checked="" type="checkbox"/>	Public input was received (<i>continue with the questions below</i>)
<input checked="" type="checkbox"/>	Did not impact our planning process/service agreement
<input type="checkbox"/>	Did impact our planning process/service agreement, particularly the:
<input type="checkbox"/>	Needs Statement section
<input type="checkbox"/>	Strategies and Outcomes section
<input type="checkbox"/>	Budget section
<input type="checkbox"/>	Other (specify):
	Briefly describe the changes made to the service agreement:
<input type="checkbox"/>	No public input was received

Section V: County Budget

In the budget table below, indicate the amount and percentage for each item listed with the specific MFIP or CCSA consolidated fund for calendar years 2008-09. Also note:

- Total percent must equal 100
- MFIP administration is capped at 7.5 percent unless your county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions following this budget page
- If “other” is used, please specify.

2008 MFIP	Budgeted Amount	Percent	2008 CCSA	Budgeted Amount	Percent
Employment Services (DWP)	\$ 77,004	12%	Children’s Mental Health	\$ 509,100	40%
Employment Services (MFIP)	\$ 262,624	43%	Child and Family Services	\$ 636,400	50%
Emergency Services ¹	\$ 85,495	14%	Adult Services	\$ 127,252	10%
Administration	\$ 37,478	6%	Other 1:	\$	%
Income Maintenance Administration	\$ 155,346	25%	Other 2:	\$	%
Other 1:	\$	%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
2008 MFIP Budget	\$ 617,947	100%	2008 CCSA Budget	\$ 1,272,752	100%

A portion of 2009 allocations to counties will depend on legislative actions in 2008. Use your county’s 2008 allocation or its anticipated allocation for CY 2009. When 2009 final allocations are published, use the criteria set forth in the instructions bulletin to determine if your county should submit an amended budget page.

2009 MFIP	Budgeted Amount	Percent	2009 CCSA	Budgeted Amount	Percent
Employment Services (DWP)	\$ 77,004	12%	Children’s Mental Health	\$ 509,100	40%
Employment Services (MFIP)	\$ 262,624	43%	Child and Family Services	\$ 636,400	50%
Emergency Services ¹	\$ 85,495	14%	Adult Services	\$ 127,252	10%
Administration	\$ 37,478	6%	Other 1:	\$	%
Income Maintenance Administration	\$ 155,346	25%	Other 2:	\$	%
Other 1:	\$	%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
2009 MFIP Budget	\$ 617,947	100 %	2009 CCSA Budget	\$ 1,272,752	100%

¹ If dollars are budgeted for emergency services, send a copy of the county’s emergency services policy as an email attachment when submitting the 2008-09 MFIP/CCSA Biennial Service Agreement.

Administrative Cap Waiver

Is your county requesting a waiver of the MFIP administrative cap?

- | | | |
|-------------------------------------|-----|--|
| <input type="checkbox"/> | Yes | If yes, provide a concise response to the following three questions. |
| <input checked="" type="checkbox"/> | No | If no, skip this section. |

1. Describe the budget change (include any staff changes)

2. What new activities or services will be provided?

3. Describe the targeted population and number of people expected to be served?

Section VI: Assurances

It is understood and agreed by the county board that any funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes 256J and 256M. It is understood and agreed by the county board that the commissioner of the Minnesota Department of Human Services has the authority to review and monitor compliance with the service agreement and that documentation of compliance will be available for audit.

The counties shall make reasonable efforts to comply with all Children and Community Services Act requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding.

Acceptance and use of state and federal funds through the MFIP Consolidated Fund means the county agrees to operate the MFIP program in accordance with state law and guidance from the Minnesota Department of Human Services.

Contingency Planning

As required under the Child and Family Services Improvement Act of 2006 and under state guidance, counties and subcontractors will have a contingency plan in place by Sept. 28, 2007, to address specific federal criteria on how programs funded through Title IV-B, part 2 and Title IV-E would respond to a natural or man-made disaster. The federal criteria of the county and subcontractor's disaster preparedness plan would include:

- Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster;
- Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- Preserve essential program records; and coordinate services and share information with other states.

Details on the preparation of this plan can be found in Bulletin #07-68-10, titled "Child Welfare Disaster Preparedness Plans." If you have questions or need clarification, contact Jean Thompson at (651) 431-3856.

Section VII: Certification for Submission

Checking this box certifies that this Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes 256M (Children and Community Services Act) and 256J (Minnesota Family Investment Program).

Chair, County Board of Commissioners or Authorized Designee
 (State the name of the chair or designee, their mailing address and the name of the county)

Name (chair or designee)	Mailing Address	County
Dennis Mosher, Second District Commissioner	Government Services Ctr. 500 West Fir Avenue Fergus Falls, MN 56537	Otter Tail County

Date of Submission

Date:10-15-07	John W Dinsmore, Otter Tail County Human Services Director
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