

# MFIP Incentives (3/15/21)

## Local Policy Update

This document contains important information that impacts the delivery of MFIP Employment Services in Hennepin County. Contracted Employment Services Providers (ESPs) are responsible for implementing changes to agency policy and procedure according to the information in this document, effective as of the date listed above. Information in this document replaces existing information on the subject found in other sources (such as the City of Minneapolis/Hennepin County Manual) and should be implemented as the most current local policy.

Contact: Rebecca Golden, Hennepin County MFIP Employment Services Coordinator  
rebecca.golden@hennepin.us | 612.799.2796

## Use of Incentives

Employment Services Providers (ESPs) may offer participants MFIP incentives for achieving behavioral benchmarks and milestones in their progress towards economic self-efficiency, associated with documented goals and activities. Incentives must be issued according to a pre-determined, consistently applied agency policy.

- Do not provide incentives for actions required by the program (i.e. attending a required Overview, updating the Employment Plan, submitting mandatory paperwork).
- Do not issue incentives in the form of cash or prepaid cash cards (i.e. Visa/Mastercard gift cards). Agencies are encouraged to issue incentives in the form of stored value/gift cards for stores that offer a variety of products (such as Target and Walmart), and that allow the participant a choice of what to purchase.
- Incentives should not replace the use of Support Service dollars for other allowable expenses.

## Agency Policy

All ESPs must create an agency policy on incentives prior to issuing them to MFIP participants. Policies may be updated as needed but should always remain readily available to program staff, so that all participants are given the option to pursue incentives.

Agency policy should contain the following information:

- Which specifically defined milestones/accomplishments/behavioral benchmarks make a participant eligible for receiving an incentive.
- The amount to be given for achieving each of the steps.
- Documentation and/or tracking requirements.

## Limits on Incentives

Incentives are meant to encourage and reward progressive achievement during the individual's enrollment with the ESP. The table below includes maximum limits an individual can receive within different categories of incentives, all building towards increasing economic self-sufficiency.

Participants must be enrolled in activities that correspond with the incentive category.

Agencies are free to determine the amount to be given for each milestone or action defined in the agency policy, but incentives must be capped according to the limits below per person, within one program enrollment sequence.

All incentives must be invoiced under the "incentives" line item within the agency's support services budget; the amounts received by each person within the categories below should be tracked by agency staff and noted in Workforce One when recording the issuance of an incentive.

**The total amount of incentive dollars given per participant, per enrollment sequence may not exceed \$1000.**

Incentive Category	Max Amount	Examples
Engagement <i>Behaviors centered around program engagement that exceed program requirements.</i>	\$100	\$15 – Complete participant experience survey \$25 – Participate in family support group for six weeks \$25 – Attend community feedback focus group with ESP agency \$25 – Initiate monthly contact with Employment Counselor four months in a row
Barrier Reduction <i>Milestones related to addressing barriers in housing, health, childcare, and family stabilization activities.</i>	\$100	\$25 – Enroll in referral program \$25 – Attend resource fair and connect with at least two resource providers \$50 – Secure stable housing, transportation, or childcare \$50 – Successfully complete EP activity centered on addressing a specific barrier to employment
Education/Training <i>Milestones related to Education and Training activities.</i>	\$300	\$15 – Attend information session on training program \$25 – Complete application for post-secondary program \$100 – Obtain GED or new professional credential \$200 – Graduate with degree
Job Search <i>Milestones related to employment readiness and Job Search activity.</i>	\$300	\$10 – Attend first job club meeting \$15 – Create a LinkedIn account \$25 – Attend 3 job readiness workshops \$50 – Complete coaching session with Job Developer
Job Retention <i>Milestones related to employment retention over time.</i>	\$400	\$50 – Continue employment for 30 days \$50 – Continue employment for 90 days \$100 – Obtain promotion or wage increase \$250 – Continue employment for 6 months