

Pennington County Human Service Committee

Meeting Agenda

May 16, 2023

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Roy Sourdif

Section A

- I. Minutes: Review of 04/18/2023 HSC Meeting minutes
- II. Personnel:
 - A. Update on Social Work/Disability Wavier Position
 - B. Update on Case Aide Position

- IV. General:
 - A. "Every Student Succeeds Act" (ESSA) Service Agreement between Thief River Falls Public Schools and Pennington County Human Services.
 - B. BC/BS Audit/UCare Audit
 - C. Child Protection Opioid Allocation
 - D. Pennington County Performance Report Cash Assistance and SNAP Timeliness Measures April 2023
 - E. Allocation to support Medical Assistance renewals.
 - F. Out-of-Home Cost Report
 - G. Month's End Cash Balance
 - H. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

06/20/2023
12:00 pm

07/18/2023
12:00 pm

08/15/2023
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, April 18, 2023, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Seth Nelson
Bruce Lawrence
Roy Sourdif

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Tammy Johnson
Stacy Anderson
Mitch Anderson

SECTION A

I. MINUTES:

The March 21, 2023, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. PERSONNEL:

- A. The Director presented an update on the Social Work/Disability Position.
- B. Janelle Martin, Social Worker is scheduled to complete probation on May 14, 2023. Janelle is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Martin be granted permanent status upon completion of the 6-month period. Upon conclusion of this presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Director announced that Abby Steffan has transferred internally to fill the Family Based Services Worker Position. Abby starts her new position on April 27, 2023. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. The Director presented an update on the Case Aide Position.

III. GENERAL:

- A. The Director presented information on the Child Protection Opioid Allocation Grant as to which DHS has sent out information currently with Pennington County having an amount of underspent dollars of \$6,095.00 for years 2021 and 2022.
- B. Mitch Anderson presented on the BC/BS audit.
- C. The Director presented a Vehicle Use Policy and a PCHS Credit Card Usage Policy. Upon Conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. The Out-of-Home Cost Report through March 2023 was presented for Review.
- E. Month's end cash balance for March 2023 stands at \$ 3,646,424.89.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Financial Assistant Supervisor presented the Emergency Assistance/Emergency General Assistance March 2023 report of activity. She reported the Income Maintenance open case count stands at 2080.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: May 16, 2023, at 12:00 p.m.

**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION
OF CHILDREN AND YOUTH IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Thief River Falls Public Schools ISD# 564 (hereinafter referred to as the District) and Pennington County Human Services, hereinafter referred to as **Pennington County**

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District. The District and **Pennington County** agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. **TERM:**

The term of this Agreement shall be in effect from July 1, 2023 – June 30, 2024.

2. **EDUCATIONAL PLACEMENT DECISIONS:**

Pennington County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. **Pennington County** and/or representative of the school in which the child is currently enrolled will work with the **Pennington County** foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If **Pennington County** is considering moving a child to a new educational placement, **Pennington County** will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. **Pennington County** and the **Superintendent of Schools** will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. **Pennington County** shall take into consideration this information and other best interest factors found in paragraph three in making educational decisions. The **Superintendent of Schools** and /or a representative(s) of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. **Pennington County** will identify a point of contact from the agency to work directly with the **Superintendent of Schools** to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the **Pennington County** case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care near an existing route, the District will negotiate with **Pennington County** to determine the best possible means of transportation. The District and **Pennington County** will share the transportation costs identified in Section 5a.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Pennington County to determine the best possible means of transportation. The District and Pennington County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 564 Area School: The District will bear no financial responsibility for this student. **Pennington County** and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and **Pennington County** agree to split the costs of the transportation described in Section 4c and 4d, including but not limited to staff time and third-party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the **Pennington County** agree to each assume/pay 50% of the costs.
- b. **Pennington County** has identified the agency's Social Services Supervisor as the point of contact from the agency to work directly with the Superintendent to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested through the **Pennington County** point of contact to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, **Pennington County** will be responsible for transportation of the student placed in foster care.
- d. **Pennington County** will compensate the District for transportation provided outside of the District pursuant to this agreement at the rate billed to the District by the private transportation company. Copies of the invoices from the private transportation company will be provided to **Pennington County**.
- e. The District will submit itemized invoices to the **Pennington County** contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by **Pennington County**, the **Pennington County** point of contact will notify the Superintendent when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of **Pennington County** and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care. **Pennington County** and the **District** will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision will be reviewed by the **District** and the **Social Services Supervisor and Director of Human Services of Pennington County**. Input will be reviewed from all parties and a decision by the **Social Services Supervisor or Director of Human Services** will be communicated within three business days. A decision could be made to uphold the decision, or to reverse the decision.
3. **Pennington County** will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the **District** and **Pennington County**.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education and Department of Human Services will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of **Pennington County**. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of **Pennington County** employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party at the following respective address:

Thief River Falls Public School District ISD #564
230 LaBree Avenue South
Thief River Falls, MN 56701

Pennington County Human Services
P.O. Box 340
Thief River Falls, MN 56701

10. STANDARDS:

The **District** and **Pennington County** shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the **District** or **Pennington County** because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF **Pennington County**
STATE OF MINNESOTA

Pennington County
BOARD OF COMMISSIONERS

THIEF RIVER FALLS SCHOOL DISTRICT
ISD 564

BY: _____

BY:  _____

Neil Peterson
CHAIRPERSON

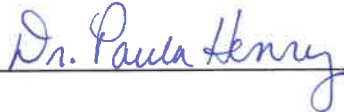
Ryan Walseth
SCHOOL BOARD CHAIR

DATED: _____

DATED: 4/24/2023

ATTESTED TO:

BY: _____

BY:  _____

Julie Sjostrand
COUNTY HUMAN SERVICES DIRECTOR

Dr. Paula Henry
SUPERINTENDENT

DATED: _____

DATED: 4/24/23

CHILDREN AND FAMILY SERVICES – CHILD SAFETY AND PERMANENCY

Child Welfare opiate allocation – agency plan

County/tribal agency contact information

COUNTY/TRIBAL AGENCY NAME Pennington County Human Services		CONTACT PERSON Julie Sjostrand	
STREET ADDRESS 318 Knight Ave. N		CITY Thief River Falls	STATE MN
		ZIP CODE 56701	
PHONE NUMBER 218-681-2880	EMAIL ADDRESS jasjostrand@co.pennington.mn.us		
BUDGET PERIOD January 1, 2023 - December 31, 2023			TOTAL AMOUNT \$12,105.00

Budget information

Identify the service/program/staff that funding is being used for:

SERVICE/PROGRAM Flexible spending	
DESCRIPTION Flexible spending will provide services for families affected by addiction to access much needed resources.	
BUDGET FOR THIS PROGRAM/SERVICE \$12,105.00	WHAT SPECIFIC POPULATION(S) IS/ARE BEING SERVED WITH THIS FUNDING? Families affected by Drugs and Out of Home Placement.
HOW MANY CHILDREN AND FAMILIES WILL BE SERVED? 10 families will be served in Pennington County	
DESCRIBE HOW IDENTIFIED POPULATIONS WILL BE REACHED Caseworkers will reach out to families who are being currently served including reaching out to past families in SSIS	
HOW WILL EQUITY/DIVERSITY/INCLUSION BE ADDRESSED WITH THIS PROGRAM/SERVICE? We will be doing out reach to families and addressing programs and services that are cultural inclusive.	

Assurances

What procedures are in place to ensure that program funds are being used appropriately, as directed in law?

Check all that apply.

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Implement internal policies regarding use of funds
- Other

<p>DESCRIBE: In fiscal Director signs off on bills and the bills proceed to fiscal supervisor. Child Protection Supervisor signs off as well.</p>

What procedures are in place to ensure program policies are followed and applied accurately?

Check all that apply.

- Case Consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

PLEASE DESCRIBE:
Supervisor and Caseworkers consult once a week on all cases and as ongoing basis if needed., County attorney meeting consult is ongoing once a week to review court cases for the following week and any ongoing cases to review. Law Enforcement will meet with Child Protection staff if needs arise in situations in ongoing case management. Child Protection meets with advocates in ongoing case management.

Assurances

It is understood and agreed by the county/tribal board that:

- Funds granted pursuant to this service agreement will be expended solely for the purposes outlined in Minnesota Statutes, section 256.043, subdivision 3(b) and as outlined in the Opiate Account bulletin;
- Annual reports will be made to the commissioner of the Minnesota Department of Human Services on how funds were used to provide child protection services, including measurable outcomes, as determined by the commissioner, and that documentation is subject to audit;
- Funds must not supplant state or local funding for child protection services for children and families affected by addiction; and
- The allocation is funded with state funds and paid quarterly.

The Award amount for the period of July 1, 2020 – December 31, 2020 will be published with the bulletin.

By checking here, I agree to the assurance statement above.

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Julie Sjostrand	DATE 4/27/2023
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DHS staff approval:

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name)	DATE
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Budget Period: January 1, 2023 - December 31, 2023

Service/Program	Budget
Flexible spending	\$12,105.00
Total:	\$12,105.00

Pennington County Performance Report

Cash Assistance and SNAP Timeliness Measures April 2023

Reporting Period:
Jan. 1, 2022 – Dec. 31, 2022



For more information contact:
Minnesota Department of Human Services
Human Services Performance Management System
DHS.HSPM@state.mn.us | (651) 431-5780

About the Cash Assistance and SNAP Timeliness Performance Report

Report Overview

This report for the Human Services Performance Management system (referred to as the Performance Management system) compares county performance to the thresholds established for the system. A threshold is defined as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as part of the remedies process defined in statute. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be provided with the report.

This report contains data on both the Expedited Supplemental Nutrition Assistance Program (SNAP) measure and the cash assistance and SNAP application timeliness measure including:

- The county's Jan. 1, 2022 – Dec. 31, 2022 performance
- Performance data trends for recent years
- A performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region

Supplemental information about the Performance Management system can be found on CountyLink, www.dhs.state.mn.us/HSPM, including:

- A description of how performance is assessed for counties with 20 or fewer people or events in a measure
- A description of how race and ethnicity data are reported
- Information about the Performance Management system's history, outcomes, mission, vision, and Council

Expedited SNAP- Threshold Suspension

For many counties, the large increase in the number of applications for food and cash assistance during the COVID-19 pandemic continued to effect county operations. Additionally, people have increasingly turned to more convenient online methods of seeking assistance, such as MNbenefits, further increasing the volume of applications. The increased application volume compounded by workforce shortages and learning to work with a new system have caused a backlog for some counties making it difficult to approve and issue expedited SNAP benefits within one day.

Due to the unforeseen increase in applications, workforce challenges and transition to a new application system, preparing PIPs may not be a valuable way for counties to approach improving performance. By suspending the threshold, no PIPs will be issued for this measure. This will give counties an opportunity to continue in-progress efforts to address the backlog and adjust to the increased application counts. It will also give DHS an opportunity to make system improvements within the MNbenefits application and with other processes to better meet applicant needs and support efficiencies for counties' and Tribal Nations' application processing workflows.

Learn more:

https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInter-rupt=1&noSaveAs=1&dDocName=mndhs-062608

Small Numbers Policy

The policy for assessing performance in counties with small numbers was updated and a policy update bulletin issued in 2022:

https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635

The policy overview below reflects the current assessment method.

- If a county has a denominator of 20 or fewer and is meeting the threshold for a measure, the county is performing to expectations and no further assessment will take place.
- If a county has no people in a measure, it will be considered to be meeting the threshold.
- If a county has a denominator of 20 or fewer and is not meeting the threshold for a measure, performance will be reviewed across two years of data. Two years below the performance threshold for any one measure will trigger the PIP process.
- Measures using a regression threshold model, such as the Self-Support Index, will not be subject to the small numbers policy. The reason for this is that the regression models account for a variety of factors outside of county control, including caseload size.

About the Performance Data by Race and Ethnicity

Overview of Performance Data by Race and Ethnicity

This report provides performance data for counties grouped by race and ethnicity where there were 30 or more people of a group included in the denominator. The data is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Hispanic or Latino ethnicity is reported separately from race. People are counted once by Hispanic ethnicity and again with their reported race so groups added together exceed the total number of applications.

MAXIS data includes immigrant subgroups, but this report does not include these metrics. Instead, the major racial and ethnic groups are included to reduce the occurrence of small number exclusions. More detailed data about performance by immigrant subgroups may be available upon request. If you would like to request a more detailed report on your county's performance by race and ethnicity, please submit a request to DHS.HSPM@state.mn.us.

Purpose

The racial and ethnic data is included in this report for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

No Data Available

Counties with low numbers (fewer than 30) for all but one racial and ethnic group do not have a graph of performance for these groups available in this report.

Economic Supports

- Economic Supports training: <https://mn.gov/dhs/partners-and-providers/training-conferences/economic-supports-cash-food/>
- Economic Supports news, initiatives, and reports: <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/economic-supports-cash-food/>
- Economic Supports policies and procedures: <https://mn.gov/dhs/partners-and-providers/policies-procedures/economic-supports-cash-food/>

SNAP

- Supplemental Nutrition Assistance Program (SNAP) Resources: <https://www.dhssir.cty.dhs.state.mn.us/MAXIS/Pages/SNAP-Resource-Page.aspx>

Contacts

- **Lori Bona**, Minnesota's SNAP payment accuracy coordinator, 651-431-3950, lori.bona@state.mn.us
- **Melissa Miller**, SNAP quality assurance specialist, 651-431-4538, Melissa.Miller@state.mn.us
- **Kinini Jegeno**, Webi (web intelligence) coordinator, 651-431-3979, kinini.jegeno@state.mn.us
- **Erika Martin**, research and operations manager, Economic Assistance and Employment Supports Division, 651-431-3978, erika.martin@state.mn.us

Percent of SNAP and Cash Assistance Applications Processed Timely

What is this measure?

This measure looks at the difference between the application date and the date of the first issuance made for each program approved on the application. The included programs are regular SNAP, Minnesota Family Investment Program, Diversionary Work Program, Refugee Cash Assistance, Minnesota Supplemental Aid, General Assistance, and Group Residential Housing. Applications made the day before a weekend or state-recognized holiday take into account the non-working days. Denials are not included.

Why is this measure important?

Cash and food assistance are a way to help people meet their basic needs. Timely processing of applications is one measure of how well counties are able to help people meet their basic needs.

What affects performance on this measure?

- Service factors that may influence this measure include the complexity of program rules and eligibility requirements, agency case management models, aging technology and systems that are not integrated (MAXIS, MMIS, etc.), the quality and timeliness of information sharing between service areas, such as employment services, child care assistance, child support and child welfare services, location of offices and number of offices
- Staff factors that may influence this measure include staff training, the number of staff, agency culture, staffing structure, availability of translators, and staff to participant ratios
- Participant factors that may influence this measure include literacy levels, availability to participate in an interview, access to a telephone, housing stability, ability to provide documentation, access to transportation, and complicated reporting requirements
- Environmental or external factors that may influence this measure include the local economy and increased applications during economic downturns

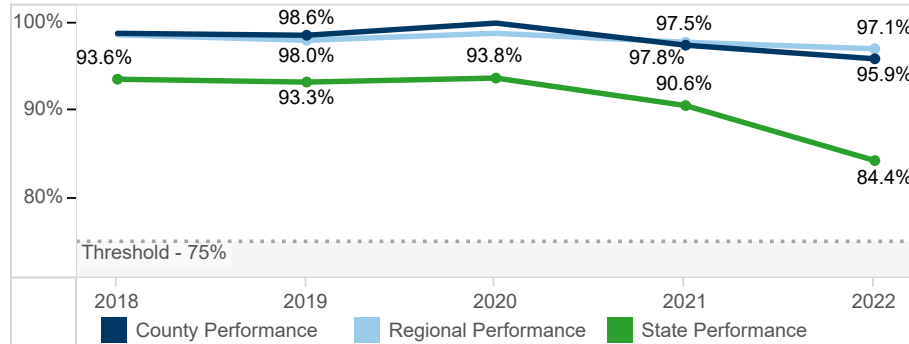
Percent of SNAP and Cash Assistance Applications Processed Timely

Pennington County Performance by Year

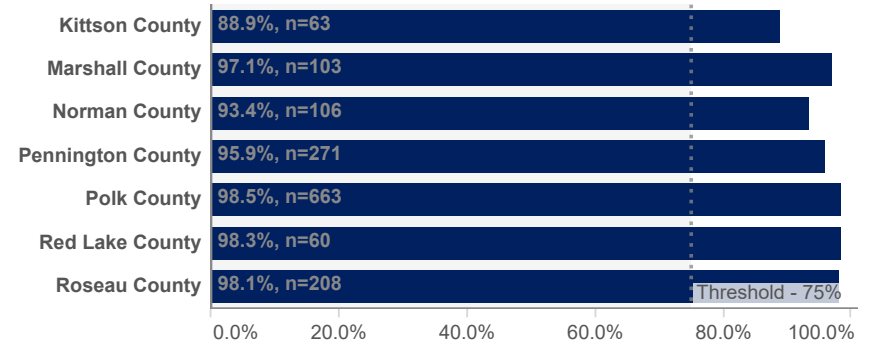
	2018	2019	2020	2021	2022
County Performance	98.8%	98.6%	100.0%	97.5%	95.9%
Denominator	258	217	219	199	271

**Pennington County
PIP Decision**
No PIP Required - Performance is equal to or above the threshold of 75%.

County, State and Regional Performance Trends



2022 Performance for MACSAA Region 1



County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the measure threshold of 75%.*

Percent of Expedited SNAP Applications Processed within One Business Day

What is this measure?

The difference between the application date and the date the first benefit payment is issued for expedited SNAP applications. It compares total approved expedited SNAP applications in a month to those processed within one business day. Applications submitted on a Friday or the day before a state-recognized holiday are considered timely if payment was issued on the first working day following the weekend or holiday. The measure does not include denied applications.

Why is this measure important?

SNAP applicants are given expedited service when they have little to no other resources available to pay for food and, therefore, need basic safety net programs to overcome a crisis. Efficient and timely processing of these applications help ensure that people's basic need for food is met.

What affects performance on this measure?

- Service factors that may influence this measure include program complexity and changing policy, a complicated application, and challenges associated with online ApplyMN applications
- Staff factors that may influence this measure include staff training levels, staff-to-participant ratios, staff knowledge of policies, high turnover, and competition for resources between programs
- Participant factors that may influence this measure include participant completion of the mandatory interview, the number of migrant and seasonal farm workers making applications, delays due to incomplete applications, availability of advocates to assist with completing applications, and difficulty obtaining required documentation
- Environmental or external factors that may influence this measure include balancing error reduction with timeliness, emphasis on fraud that may result in conflicts between access and timeliness of service, increased applications during economic downturns, and availability of community resources such as food shelves, and natural disasters that result in increased applications

Percent of Expedited SNAP Applications Processed within One Business Day

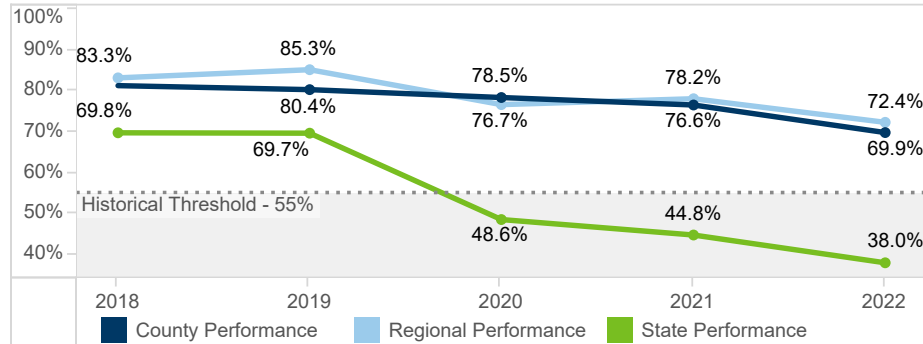
Pennington County Performance by Year

	2018	2019	2020	2021	2022
County Performance	81.4%	80.4%	78.5%	76.6%	69.9%
Denominator	188	199	144	137	186

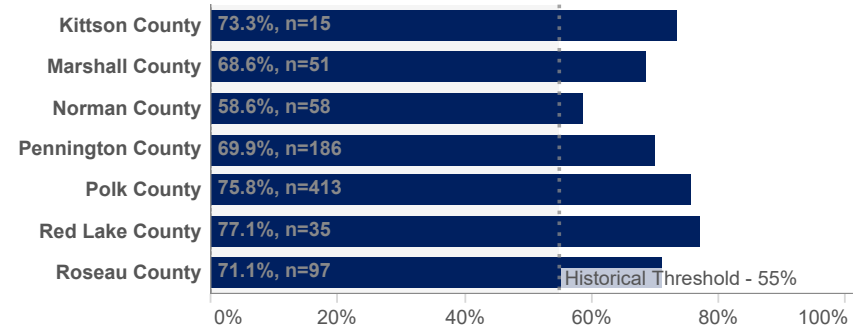
**Pennington County
PIP Decision**

No PIP Required – Performance is equal to or above the threshold of 55%.

County, State and Regional Performance Trends



2022 Performance for MACSSA Region 1



County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact DHS.HSPM@state.mn.us for additional information.

**The dotted line on each graph indicates the historical measure threshold of 55%. The threshold has been suspended, see page 2 for details.*



April 24, 2023

Dear County and Tribal partners:

As you know, the Legislature and Governor recognized that counties and tribes who process Medical Assistance (MA) eligibility need additional support as renewals resume with a \$36 million appropriation dedicated to this purpose. (See [Laws of Minnesota 2023, Regular Session, Chapter 22, Section 4, Subd. 1\(e\).](#))

As directed in the law, funds will be distributed in a one-time payment in proportion to each county or Tribe's March 2023 share of statewide enrollment in Minnesota Health Care Programs other than MinnesotaCare. The attached file shows the allocations that will be made by county and to White Earth Nation, currently the only Tribe that processes MA eligibility.

These funds can only be used for expenses that support MA renewals including implementation of renewal mitigation strategies. Some examples of how funds can be used are for addressing disparities, planning activities, hiring and training staff, overtime pay, supplies, equipment, enrollee outreach and communications, printing, postage and technology.

The Department of Human Services is set to receive the funding July 1, 2023, and will then disburse it to you in the form of a one-time payment within the first two weeks of July. The funding may be used to reimburse you for expenses incurred prior to July 1 as well as for future expenses related to resuming MA renewals. There is no deadline to spend the funds.

Counties and Tribal Nations receiving these funds must keep track of their expenditures and maintain any supporting documentation. DHS will work with you to develop a user-friendly process to report on spending to ensure funds have been used according to the law. Every effort will be made to streamline reporting so staff can remain focused on the renewal process.

Some of the activities identified above and their associated costs are also eligible for federal Medicaid reimbursement through our Income Maintenance Random Moment Time Study (IMRMS). [Find more information about this time study at CountyLink.](#)

We appreciate your partnership and the efforts of your county or tribal staff in this important work for enrollees whose coverage is so crucial to their health and well-being.

Sincerely,

A handwritten signature in black ink that reads 'Julie Marquardt'.

Julie Marquardt
Interim Assistant Commissioner and State Medicaid Director
Health Care Administration
Minnesota Department of Human Services

A handwritten signature in black ink that reads 'David Greeman'.

David Greeman
Chief Financial Officer
Minnesota Department of Human Services

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2023 & 2022

SS

SS

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD	YTD 2022	Change
Expense															
Foster Care	9,815.41	13,575.14	15,388.17	18,997.49	-	-	-	-	-	-	-	-	57,776.21	62,968.68	-8.2%
Rule 4	1,271.00	4,743.00	7,162.00	10,793.00	-	-	-	-	-	-	-	-	23,969.00	13,168.86	82.0%
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	30,824.97	-	71,976.09	39,335.23	-	-	-	-	-	-	-	-	142,136.29	49,622.00	186.4%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	41,911.38	18,318.14	94,526.26	69,125.72	-	-	-	-	-	-	-	-	223,881.50	125,759.54	78.0%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	15,917.31	8,060.67	7,200.69	5,194.05	-	-	-	-	-	-	-	-	36,372.72	23,845.42	52.5%
4E Recovery	-	45,094.00	-	-	-	-	-	-	-	-	-	-	45,094.00	-	-
NFC Settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	227.44	-100.0%
Totals	15,917.31	53,154.67	7,200.69	5,194.05	-	-	-	-	-	-	-	-	81,466.72	127.37	63860.7%
Net Expense	25,994.07	(34,836.53)	87,325.57	63,931.67	-	-	-	-	-	-	-	-	142,414.78	125,632.17	13.36%

2022 Totals 30,100.61 18,617.74 27,499.49 25,468.84 18,879.74 19,298.96 35,873.39 14,607.31 67,207.41 17,915.15 23,644.04 52,765.30

YTD Change (4,106.54) (57,560.81) 2,265.27 40,728.10 21,848.36 2,549.40 (33,323.99) (47,931.30) (115,138.71) (133,053.86) (156,697.90) (209,463.20)

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
Expense													
Foster Care	13,569.61	13,572.11	23,485.54	12,341.42	13,533.23	20,574.68	16,978.75	16,809.44	14,812.71	25,661.57	17,868.40	13,824.30	203,031.76
Rule 4	-	-	10,719.42	2,449.44	5,691.40	8,108.44	4,002.00	4,256.00	1,271.00	15,306.00	6,014.00	6,174.00	63,991.70
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	16,531.00	5,173.00	12,769.00	15,149.00	31,967.80	16,562.00	20,854.00	-	56,588.28	12,174.00	51,456.00	38,711.00	277,935.08
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	30,100.61	18,745.11	46,973.96	29,939.86	51,192.43	45,245.12	41,834.75	21,065.44	72,671.99	53,141.57	75,338.40	58,709.30	544,958.54
Revenue													
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	-	-	19,374.40	4,471.02	7,451.69	10,929.16	5,961.36	6,458.13	5,464.58	9,485.42	14,780.36	(39.00)	84,337.12
4E Recovery	-	-	-	-	4,082.00	-	-	-	-	18,145.00	36,914.00	-	59,141.00
NFC Settlement	-	127.37	100.07	-	20,779.00	15,017.00	-	-	-	7,596.00	-	5,983.00	49,602.44
Totals	-	127.37	19,474.47	4,471.02	32,312.69	25,946.16	5,961.36	6,458.13	5,464.58	35,226.42	51,694.36	5,944.00	193,080.56
Net Expense	30,100.61	18,617.74	27,499.49	25,468.84	18,879.74	19,298.96	35,873.39	14,607.31	67,207.41	17,915.15	23,644.04	52,765.30	351,877.98

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745.5
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935.2
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309.05
1236.2
1336.44
1135.96
1188.32
36.98
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314.76
1035.4
1035.4
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84.88
1109.4
1273.2
358.53
259.02
358.53
259.02
358.53
259.02

Human Service's Month End Balance

	2017	2018	2019	2020	2021	2022	2023	% of Budget
January	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	3,612,634.01	3,892,137.92	70.51%
February	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	3,555,431.44	4,019,670.50	72.82%
March	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	3,329,525.51	3,624,644.30	65.66%
April	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	3,022,501.53	3,338,694.34	60.48%
May	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	3,023,675.98	0.00	0.00%
June	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	4,180,077.80	0.00	0.00%
July	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80	4,190,786.57	0.00	0.00%
August	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57	3,694,899.51	4,132,301.59	0.00	0.00%
September	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10	3,573,442.34	3,878,451.23	0.00	0.00%
October	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06	3,318,688.76	3,609,060.10	0.00	0.00%
November	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73	4,035,310.35	3,599,570.32	0.00	0.00%
December	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85	3,808,445.10	4,092,234.23	0.00	0.00%

Expense Budget

5,519,935.00

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Apr-23**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	31	71	26	45	Minnesota Family Investment Program
DWP	3	5	3	2	Diversionsary Work Program
GA	41	41	41	0	General Assistance
GRH	51	51	51	0	Group Residential Housing
MSA	48	48	48	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	174	216	169	47	

Food					
SNAP	528	959	613	346	Supplemental Nutrition Assistance Program
TOTAL	528				

Health Care					
MA (MAXIS)	551	561	463	98	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	254	255	254	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	57	60	60	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	20	23	23	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	1,130				Medical Assistance (as of 4/4/2023)
MCRE (METS)	61				MinnesotaCare (as of 4/4/2023)
TOTAL	2,078	904	805	99	

TOTAL ACTIVE PROGRAMS:	2,780
TOTAL ACTIVE CASES:	2,096

**Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
April-23**

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
TOTAL						EA	\$0.00	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157540	3/9/2023	870075	Propane	2 adults: 1 employed, 1 unemployed	3	Unknown	EA denied - no proof of emergency. Emergency possibly resolved.	4/11/2023
x157540	4/12/2023	680886	Rent	1 adult: possible income starting	0	None	EGA denied - client is in a GRH/HS facility, her stay is paid via GRH/HS monies, not EGA monies.	4/12/2023
x157540	3/24/2023	2557821	Utilities	2 adults: both employed	2	\$800	EGA denied - no proof of emergency provided. Case pended 30 days.	4/24/2023
X157540	4/21/2023	2578009	Unknown	1 adult: unemployed	0	Unknown	EGA denied - Application withdrawn.	4/26/2023



April 11, 2023

Pennington County Human Service

Updated backup solution with Cloud backup

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

readitech.com

800.279.4796

Grand Forks

2600 Demers Avenue

Suite 104B

Grand Forks, ND 58201

Fargo

4870 Rocking Horse Circle S

Fargo, ND 58104

Pennington County Human Service - Updated backup solution with Cloud backup

Prepared by:

Readitech
Mark Westacott
218-779-1692
mwestacott@readitech.com

Prepared for:

Pennington County Human Service
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 006023
Version: 1
Delivery Date: 04/11/2023
Expiration Date: 03/15/2023

Quote Summary

Description	Amount
Services	\$170.00
Total:	\$170.00

Recurring Expenses Summary

Description	Amount
Monthly Services	\$110.00
Recurring Total:	\$110.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



READiTECH
it solutions

April 18, 2023

Pennington County Human Servic

Surface to replace Jamie's old surface

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

readitech.com

800.279.4796

Grand Forks

2600 Demers Avenue

Suite 104B

Grand Forks, ND 58201

Fargo

4870 Rocking Horse Circle S

Fargo, ND 58104

Pennington County Human Servic - Surface to replace Jamie's old surface

Microsoft Surface

Item ID	Description	Price	Qty	Ext. Price
9HD116	Microsoft Surface Pro 8 Tablet - 13" - Core i5 - 8 GB RAM - 128 GB SSD - Windows 10 - Platinum - 2880 x 1920 - PixelSense Display - 5 Megapixel Front Camera - 16 Hours Maximum Battery Run Time	\$1,090.00	1	\$1,090.00
9KX572	Microsoft Signature Keyboard/Cover Case for 13" Microsoft Surface Pro 8, Surface Pro X Tablet - Black - Alcantara Exterior Material	\$175.00	1	\$175.00
RX1680	Microsoft Complete For Business - Extended Warranty - 3 Year - Warranty - Service Depot - Exchange - Physical, Electronic	\$230.00	1	\$230.00
			Subtotal:	\$1,495.00

Services

Item ID	Description	Price	Qty	Ext. Price
	Labor - Update and configure for Jamie, transfer data and install on site.	\$425.00	1	\$425.00
			Subtotal:	\$425.00

Pennington County Human Servic - Surface to replace Jamie's old surface

Prepared by:

Readitech
Mark Westacott
218-779-1692
mwestacott@readitech.com

Prepared for:

Pennington County Human Servic
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 006285
Version: 1
Delivery Date: 04/18/2023
Expiration Date: 05/18/2023

Quote Summary

Description	Amount
Microsoft Surface	\$1,495.00
Services	\$425.00
Total:	\$1,920.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date