




AITKIN COUNTY 2026 – 2027 BIENNIAL SERVICE AGREEMENT (BSA)



Katie Boone, Qualitative Researcher and community Engagement Coordinator
STATE OF MN MN Department of Children, Youth, and Families

Contact Information – Please fill in and complete each section

Tribal Nation Name / County / Consortium	Aitkin
Plan Year	2026-2027
Contact Person	Jessica Goble
Title	Financial Assistance Supervisor
Address	204 1 st St NW
City	Aitkin
State	MN
Zip Code	56431
Phone Number	218-927-7218
Email Address	jessica.goble@aitkincountymn.gov
Confirm Email Address	jessica.goble@aitkincountymn.gov

Please review [Bulletin # 25-11-02](#) for more details before you complete this survey.

You can also access the Bulletin through this link:

https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mndhs-072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

Needs Statement

Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

Limited Affordable Housing Availability: There is an ongoing shortage of affordable housing units, impacting low- to moderate-income individuals and families. Insufficient Housing Options for Individuals with Criminal Records: Individuals with felony convictions face significant barriers in accessing stable housing, contributing to housing insecurity and recidivism. Shortage of Childcare Providers: A lack of licensed childcare providers limits access to affordable, high-quality childcare, affecting workforce participation—particularly for parents of young children. Limited Access to Mental Health and Substance Use Services: There is a critical shortage of mental health and chemical dependency providers, resulting in delayed or inadequate care for individuals in need. Inadequate Public Transportation Infrastructure: Public transportation within Aitkin County is minimal. Given the county’s rural and expansive geography, this limits residents’ access to employment, education, healthcare, and other essential services. Adjustment Challenges for Families Relocating from Urban Areas: Families relocating from metropolitan areas with housing vouchers often experience a significant adjustment period due to the limited resources and services available in rural settings compared to urban environments. Policy Approaches That May Inhibit Self-Sufficiency: Current policies and service models tend to focus more on client support and enabling rather than emphasizing empowerment and self-sufficiency, which may inadvertently hinder long-term independence for families in the county.

Identify challenges in **employment services** that are prohibiting you from properly serving MFIP families in your community.

Limited Transportation Providers: The county faces a shortage of transportation providers, making it difficult for residents to access employment, healthcare, and essential services—particularly in remote areas. Insufficient Childcare Resources: A lack of available childcare providers limits access to affordable, quality care, hindering parents’ ability to participate in the workforce or pursue education and training opportunities. Shortage of Affordable Housing: Affordable housing options are scarce, contributing to housing instability for low-income individuals and families. Challenges in Service Delivery to Remote Areas: Providing services in extremely rural and geographically dispersed areas poses logistical difficulties for staff and service providers. Creative Problem-Solving by Employment Counselors: Employment Counselors often need to develop innovative strategies to support clients who lack access to reliable transportation and childcare resources. High Volume of Family Stabilization Services (FSS) Cases: Aitkin County has a significant number of households classified under Family Stabilization Services. These cases typically present multiple, complex barriers requiring more intensive and sustained engagement from Employment Services staff. Differences in Expectations for Families Transitioning from Urban Areas: Families relocating from metropolitan counties may encounter a cultural shift in service delivery. In Aitkin County, Employment Counselors are more directly involved with clients due to caseload size and client needs. For some families, particularly those who previously had minimal requirements in their former county, this may feel like increased scrutiny. However, this engagement reflects the county’s commitment to supporting client progress through required employment and treatment planning.

Identify resources in your community that benefit MFIP families.

Aitkin County Health & Human Services (ACHHS), in partnership with Employment Services providers, remains deeply committed to building strong relationships with local and regional agencies to better support families. This collaborative approach ensures that individuals and households participating in Diversionary Work Program (DWP), Minnesota Family Investment Program (MFIP), and those transitioning beyond time-limited benefits are connected with the resources necessary to achieve a realistic and individualized level of self-sufficiency. Our team is dedicated to surrounding each family with a network of support, providing them with the tools, encouragement, and services they need to succeed—recognizing that success may look different for every family. In alignment with this mission, ACHHS actively collaborates with a variety of partners—including Veterans Services, the Salvation Army, local law enforcement, mental and chemical health providers, and other regional organizations—through our Homeless Coalition. This coalition works proactively to prevent homelessness and promote long-term stability for families in need. Additionally, we are leveraging technology to improve access and engagement. Tools such as e-signatures, mobile hotspots, virtual meeting platforms, the CaseWorks client portal, and the Workforce1 Connect application have enabled Eligibility Workers and Employment Services Counselors to better serve clients facing transportation, mental health, or other barriers. These tools are particularly effective when clients have reliable internet access, allowing for more flexible, accessible, and client-centered service delivery.

Identify resources that are **not available in your community** that would benefit MFIP families.

In-patient and out-patient Chemical Health Providers
Mental Health Services
Increase in Public Transportation Vehicle Repairs
Services
Affordable Housing

Tribal and County Contact Information

Please upload a PDF Supervisor Contact List document that includes the name, phone, and email contact information for all MFIP Employment Supervisors, DWP Supervisors, Employment Support Supervisors, and Financial Assistance Services Supervisors. You only need to give a person's name, phone and email once.

Tribal and County Contact Information Fields

MFIP Employment Services Supervisor Contact

Name	Jessica Goble
Email	jessica.goble@aitkincountymn.gov
Phone	218-927-7218

DWP Supervisor Contact

Name	Jessica Goble
Email	jessica.goble@aitkincountymn.gov
Phone	218-927-7218

Financial Assistance Services Supervisor Contact

Name	Jessica Goble
Email	jessica.goble@aitkincountymn.gov
Phone	218-927-7218

Service Models

Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP)

What strategies do you use for hard-to-engage participants? **Check all that apply.**

<input checked="" type="checkbox"/>	Home Visits
<input checked="" type="checkbox"/>	Off-site meeting opportunities
<input checked="" type="checkbox"/>	Virtual Appointments
<input checked="" type="checkbox"/>	Workforce One Connect App
<input checked="" type="checkbox"/>	Sanction outreach services
<input checked="" type="checkbox"/>	Incentives, please specify: Gas Cards
<input type="checkbox"/>	Other, please specify in the text box

What type of job development do you do? **Check all that apply.**

<input type="checkbox"/>	Sector job development
<input checked="" type="checkbox"/>	Individual job development
<input type="checkbox"/>	Other, please specify in the text box

Do you have an ongoing job development partnership or sector base with community employers to help participants with employment?

For example, some of these activities could include, but are not limited to: Interview opportunities, job skills training, job placement, job shadowing, on-site job training, work experience, helping to plan training programs, other.

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

Please check all activities community employers provide to help participants with employment.

X	Interview opportunities
X	Job skills training
X	Job placement
X	Job shadowing
X	On-site job training
X	Work experience
X	Helps plan training programs
X	Other, please specify in the text box: Job Fairs, Virtual Job Fairs

Do you provide the following services to prepare participants for work?

For example, some of these services could include, but are not limited to: Transportation, soft skills training, financial planning, mentoring, other.

X	Yes
	No

When it comes to the services provided to help prepare participants for work, please **check all activities that are provided.**

X	Transportation
X	Soft Skills Training
X	Financial Planning
X	Mentoring
	Other, please specify in the text box below (fill in)

Do you provide job retention services for employed participants?

For example, some of these services could include, but are not limited to: Assist with issues that develop on the job, transportation, financial planning, soft skill training, mentoring, personal contact with employee and how often, other.

X	Yes
	No

When it comes to job retention services for employed participants, **please check all that apply.**

X	Available to assist with issues that develop on the job
X	Transportation
X	Financial planning
X	Soft skills training
X	Mentoring
X	Personal contact with the employee, and how often: Monthly
	Other, please specify in the text box:

How long do you provide job retention services?

	Up to 3 months
	6 months
	12 months
	Other, please specify (fill in)

Do you provide job advancement services to employed participants?

For example, some of these services could include, but are not limited to: career laddering, coaching / mentoring, education / training, networking, ongoing job search, other

X	Yes
	No

When it comes to job advancement services for employed participants, please **check all that apply**.

X	Career laddering
X	Coaching / mentoring
X	Education / training
X	Networking
X	Ongoing job search
X	Other: Talent Development Programming

Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

For example, some of these programs include, but are not limited to: Pathways to Prosperity, Work Keys, National Career Readiness Certificate

X	Yes
	No

When it comes to the programs that you utilize for career pathway, skills assessment, or credentialing, please check all that apply.

	Pathways to Prosperity (P2P)
	Work Keys
	National Career Readiness Certificate (NCRC)
X	Other: Talent Development, Career Assessment Inventories

Family Stabilization Services (FSS)

Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements?

For example, qualified professionals could include, but are not limited to: licensed physician, physician assistant, advanced practice registered nurse, physical therapist, occupational therapist, licensed social worker, licensed psychologist, certified school psychologist, mental health professional, certified psychometrist, other)?

X	Yes
	No

When it comes to having qualified professionals available to assist with FSS cases in your area who meet the licensure and accreditation requirements, please **check all that apply**.

X	Licensed physician
X	Advanced practice registered nurse
X	Occupational therapist
X	Licensed psychologist
X	Mental health professional
X	Physician assistant
X	Physical therapist
X	Licensed social worker
	Certified school psychologist
	Certified psychometrist
X	Other: Domestic Violence Advocates, ARMHS Services

Do you make referrals for children of FSS participants?

For example, some referrals for children of FSS participants could include, but are not limited to:

Children's Mental Health Services, Child Wellness Check-ups, Follow Along Program, Public Nurse home visiting services, Women, Infants, and Children program (WIC), other?

X	Yes
	No

When it comes to making referrals for children of FSS participants, please **check all that apply**.

X	Children's Mental Health Services
X	Child Wellness Check-ups
X	Follow Along Program
X	Public Health Nurse home visiting services
X	Women, Infants, Children Program (WIC)
X	Other: Early Childhood Education, Child Care Assistance Program

Are any of these services for children offered to non-FSS families?

X	Yes
	No

Services for families under 200% of Federal Poverty Guideline (FPG)

Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, Adult Basic Education (ABE) / English Language Learning (ELL) classes, computer lab access, transportation / vehicle repair, other.

X	Yes
	No

For families who you serve that are under 200% of Federal Poverty Guidelines, that have either exited MFIP/DWP or at risk of receiving MFIP or DWP, please **check all services that apply** for these families.

X	Child care
X	GED
X	Job postings
X	Support services
X	Job retention services
X	ABE / ELL classes
X	Computer lab classes
X	Transportation / vehicle repair
X	Other: Youth & Dislocated Worker Program, SNAP E&T, Job Club, WIOA, Resume Workshops, Scholarships

How long do you provide these services?

	Up to 3 months
	6 months
X	12 months
	Other (please specify):

Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?
For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, ABE / ELL classes, computer lab access, transportation / vehicle repair, other.

X	Yes
	No

Please check all services that apply.

	Child care
X	GED
X	Job postings
X	Support services
X	Job retention services
X	ABE / ELL classes
X	Computer lab classes
X	Transportation / vehicle repair
X	Other: Youth & Dislocated Worker Program, SNAP E&T, Job Club, WIOA, Resume Workshops, Scholarships

How long do you provide these services?

	Up to 3 months
	6 months
X	12 months
	Other (please specify):

How many NCPs are you currently serving?

N/A

Describe the process you have in place to verify income below 200% FPG for families who are not on MFIP or DWP.

Maxis Inquiry & Workforce One

Minnesota Family Investment Program (MFIP) Services for Teen Parents

Are there specialized workers who work primarily with teen parents?

	Yes
X	No

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **considered minors (under age 18)**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

Specialized Workers	Yes, for Minors (Under age 18)	No, not for Minors (under age 18)	Not Applicable (n/a)
Financial Worker			X
Employment Services Worker			X
Social Worker (Social Services)			X
Public Health Nurse			X
Child Care Worker			X
Child Protection Worker			X
Other job role (please specify):			X

When it comes to **Teen Parents who are age 18 - 19**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **age 18 - 19**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

Specialized Workers	Yes, for ages 18 - 19	No, not for ages 18 - 19	Not Applicable (n/a)
Financial Worker			X
Employment Services Worker			X
Social Worker (Social Services)			X
Public Health Nurse			X
Child Care Worker			X
Child Protection Worker			X
Other job role (please specify):			X

Does your Tribal Nation / County have an active partnership with local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Please **select one option for each age group**.

Age Group	Yes, mandatory	Yes, voluntary	No
Minors (under age 18)	X		
Age 18 / 19	X		

Using a Whole Family Approach

Describe how you are ensuring your services are **inclusive** for all. *(text fill in response)*

ACHHS demonstrates inclusivity by providing equitable, accessible, and person-centered programs for all residents. Through comprehensive nondiscrimination and accessibility policies, ACHHS ensures that services are free from bias related to race, color, national origin, gender identity, sexual orientation, disability, age, language, or socioeconomic status. ACHHS offers a wide range of support programs designed to meet diverse community needs—particularly for children, seniors, individuals with disabilities, and low-income families. ACHHS also reinforces its commitment to equity and inclusion through annual staff trainings on civil rights laws, cultural competency, and accessibility standards, ensuring employees understand and uphold the principles of fairness, respect, and equal opportunity in all interactions and service delivery. Additionally, initiatives such as the Statewide Health Improvement Partnership (SHIP) and the Limited English Proficiency (LEP) Plan promote equitable access and remove barriers to care, supporting the health and well-being of every individual in Aitkin County.

Describe how you are ensuring your services are **accessible** for all. *(text fill in response)*

Aitkin County Health and Human Services (ACHHS) and its Employment Services are committed to providing full accessibility for all clients and employees. The agency ensures equal access through a recently remodeled facility designed to meet the latest Americans with Disabilities Act (ADA) standards, creating a barrier-free environment for individuals with mobility and sensory needs. ACHHS also offers interpretive services, assistive hearing devices, and electronic communication options to accommodate individuals with language or hearing barriers. When travel presents a challenge, staff are available to meet clients at alternate or closer locations to ensure equitable service delivery. These efforts reflect ACHHS’s ongoing dedication to accessibility, inclusion, and responsive, person-centered care.

How are you working to **advance equity in service delivery** in your Tribal Nation / County? *(text fill in response)*

ACHHS is dedicated to advancing equity in service delivery by ensuring that every individual receives support tailored to their unique needs and circumstances. Through individualized service and care plans, ACHHS works collaboratively with clients to identify strengths, remove barriers, and promote fair access to resources. The agency also integrates a cultural focus across programs and staff training to enhance understanding, respect, and responsiveness to the diverse backgrounds of those it serves. These efforts reflect ACHHS’s commitment to equitable, person-centered, and culturally informed care for all community members.

Do you provide trainings to prepare your staff to work effectively with people from various backgrounds and perspectives?

x	Yes, mandatory. If yes, provide the title of the training and how often it is provided: Annually
	Yes, voluntary. If yes, provide the title of the training and how often it is offered (fill in)
	No. If no, please explain (fill in)

Do you have culturally specific employment services for different racial / ethnic groups?

	No
X	Yes, please describe: Residents of Aitkin County who are members of the Mille Lacs Band of Ojibwe have the option to choose employment services through the MLBO Service Agency.

Collaboration and Communication with Others

Workforce One Connect App

Does your Tribal Nation / County have the Workforce One Connect app available to participants?

X	No, please explain: Out Employment Services agency does have this resource. ACHHS does not due to this creates an additional space for staff to look for documents and communications when we have many avenues for this already.
	Yes

MAXIS

Do you limit the number of employment services staff that have MAXIS access?

Note: MN Department of Children, Youth, and Families does not limit the number of employment services staff that can have MAXIS access.

X	No
	Yes, please explain (fill in)

Describe the process your service area uses to identify and resolve discrepancies between MAXIS and Workforce One data in areas such as Family Stabilization Services coding, employment / hours, sanction status, etc.

Employment Service Counselors and ACHHS Financial Services staff collaborate closely to clarify & correct any case discrepancies between WF1 and MAXIS immediately. Monthly meetings are attended by all to review cases for correctness and updates are made as needed based on these discussions.

Child Care Assistance Program

What strategies does your agency use that involve MFIP and / or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? **Select all that apply.**

X	Shared electronic document management system
X	Regular case consultation meetings
X	Workers with dual MFIP and CCAP role
	Workers with dual Employment Services and CCAP role
	Specific CCAP workers process MFIP child care cases
X	MFIP and / or Employment Services workers receive training related to CCAP
X	Communications with CCAP worker via phone, email, or fax
X	Use of agency-developed forms or documents
X	MFIP and / or Employment Services workers assist families with completing CCAP paperwork (for example: the CCAP application)
	MFIP and / or Employment Services workers have MEC2 Inquiry access
	Other, please specify (fill in)

What barriers prevent timeliness?

No after-hours childcare is available in Aitkin County or its neighboring areas. Quantity of childcare providers is lacking. Specific age groups have little to no availability at local childcare providers. Obtaining all required documentation from an applicant MNBenefits applications for CCAP are incomplete and cause delays.
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Emergency Services

Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

	No
X	Yes

Submit a copy of your Emergency Assistance policy as an attachment if any changes have been made since the last BSA. Also, please describe any major changes you have made to this policy down below.

Performance Measures

Please review [Bulletin # 25-11-02](#) for more details before you complete this section. You can also access the Bulletin from this

link: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mndhs-072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

If your service area is receiving a bonus, please share successful strategies of engagement:

N/A

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities.

To address disparities identified below the reference line, ACHHS & Employment Services Providers will implement targeted strategies and action steps over the coming biennium designed to promote equitable outcomes and reduce barriers to access across all service areas. For each of the groups below the disparities reference line, ACHHS & Partners plans to: Implement individualized service and care plans that recognize and respond to each client’s unique circumstances, cultural background, and identified needs. Expand culturally responsive practices through ongoing staff development, including annual equity and cultural competency training, to ensure services are respectful, inclusive, and effective for all populations. Enhance community engagement and partnerships with organizations that represent and support underserved groups to improve outreach, trust, and access to resources. Increase accessibility by continuing to use interpretive services, assistive technologies, and flexible service delivery methods—including meeting clients in locations convenient to them—to remove physical, linguistic, and technological barriers. Through these coordinated strategies and action steps, ACHHS aims to reduce disparities, strengthen equity in service delivery, and improve health and well-being outcomes for all Aitkin County residents.

Program Monitoring and Compliance

What procedures are in place to ensure that program funds are being used appropriately as directed by law? **Check all that apply.**

X	Budget control procedures for approving expenditures
	Cash management procedures for ensuring program income is used for permitted activities
	Internal policies around use of funds (i.e., participant support services)
	Other, please specify in the text box below (fill in)

What procedures are in place to ensure program policies are followed and applied accurately? **Check all that apply.**

X	Case consultation
	Sample case review by supervisors
	Sample case review by lead worker / mentor
X	Sample case reviews by peers
	Other, please specify in the text box below (fill in)

If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.

Describe the activity(s) you will provide.

N/A

Administrative Cap Waiver

If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.

Describe the activity(s) you will provide.

N/A

Explain the reasons for the increased administrative cost.

N/A

Describe the target population and number of people expected to be served.

N/A

Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

N/A

If your County / Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on the eDocs to fill out the IPP form. Email the completed form to Jonathan.Hausman@state.mn.us

Provider Choice

The following section will be collecting information on your current employment service providers. Please select one of the following options and answer the following questions.

X	We have multiple Employment Service Providers we work with.
	We have a Workforce Center that is our only Employment Service Provider.

Current Employment Service Providers

In this section, you will have an opportunity to list all of your current employment services provider(s). As you enter their information, you will receive a follow-up question that will ask which populations this provider serves. Please indicate which respective population is served with each employment services provider. These questions will repeat for multiple entries if you have multiple employment service providers to include.

The list will be used to verify current providers available in Workforce One.

Helpful Tip: It may be easier to complete this section by compiling the list of information needed for this section before you enter the information into this BSA survey. We will need the ES provider name, address, contact person, phone number and email for each ES provider. In addition, a follow-up question will ask about which populations the provider serves (for example: MFIP ES, DWP ES, FSS, Teen Parents, 200% FPG, *Other).

ES Provider Name	AEOA
Address	36090 400 th Ave, Aitkin, MN 56431
Contact Person	Jan Francisco
Phone Number	218-748-7332
Email	Jan.francisco@aeoa.org

Please check the respective box to indicate which population is served by [ES Provider Name]

<input checked="" type="checkbox"/>	MFIP ES
<input checked="" type="checkbox"/>	DWP ES
<input checked="" type="checkbox"/>	FSS
<input checked="" type="checkbox"/>	Teen Parents
<input checked="" type="checkbox"/>	200% FPG
<input type="checkbox"/>	Other (fill in)

Please check the respective box to indicate if you have additional providers to add.

<input type="checkbox"/>	I have entered all of the current Employment Service providers we work with.
<input checked="" type="checkbox"/>	I have additional Employment Service providers I need to add.

ES Provider Name	JET
Address	36090 400 th Ave, Aitkin, MN 56431
Contact Person	Maria Domiano
Phone Number	218-735-6102
Email	Marie.domiano@nemojt.org

Please check the respective box to indicate which population is served by [ES Provider Name]

<input checked="" type="checkbox"/>	MFIP ES
<input checked="" type="checkbox"/>	DWP ES
<input checked="" type="checkbox"/>	FSS
<input checked="" type="checkbox"/>	Teen Parents
<input checked="" type="checkbox"/>	200% FPG
<input type="checkbox"/>	Other (fill in)

Please check the respective box to indicate if you have additional providers to add.

<input checked="" type="checkbox"/>	I have entered all of the current Employment Service providers we work with.
<input type="checkbox"/>	I have additional Employment Service providers I need to add.

Does your Tribal Nation / County (select one):

X	Have at least two employment and training service providers.
	Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort, and can document that participants have choice among employment and training services designed to meet specialized needs.
	Intend to submit a financial hardship request. See the following question.

Budget

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2026 – 2027.

Also note:

- Refer to the 2026-27 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, “Allowable Services under MFIP Consolidated Fund.”
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year
- Medical expenditures are NOT allowable.

Helpful Tip: Write down the total budgeted amounts for 2026 and 2027, this information will be asked for in a later section in the BSA. You will want to have the total budget amounts for 2026 and 2027 when you get to that section.

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	\$2,000	1.01%
Employment Services (MFIP)	\$130,066	66.08%
Emergency Services / Crisis Fund	\$10,000	5.08%
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	\$14,762	7.5%
Income Maintenance Administration	\$40,000	20.322
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	\$0	0%
Under 200% Services	\$0	0%
Capital Expenditures	\$0	0%
Other	\$0	0%
Total	\$196,828	99.99%

2027 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	\$0	0%
Employment Services (MFIP)	\$132,066	67.09%
Emergency Services / Crisis Fund	\$10,000	5.08%
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	\$14,762	7.5%
Income Maintenance Administration	\$40,000	20.32%
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	\$0	0%
Under 200% Services	\$0	0%
Capital Expenditures	\$0	0%
Other	\$0	0%
Total	\$196,828	99.99%

Certifications and Assurances

Public Input

Prior to submission, did the Tribal Nation / County solicit public input for at least 30 days on the contents of the agreement?

X	Yes, public input was gathered for at least 30 days regarding the contents of this agreement.
	No, public input was <i>not</i> gathered for at least 30 days regarding the contents of this agreement.

Was public input received?

	Yes, public input was received and used.
	Yes, public input was received but <i>not</i> used.
X	No public input was received.

Assurances

It is understood and agreed by the 2026-2027 board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 142G](#); that the commissioner of the Minnesota Department of Children, Youth, and Families (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the Tribal Nation/County make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the Tribal Nation/County agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Tribal Nations and Counties may use the funds for any allowable expenditures under [Minnesota Statute, 142G.76.2](#), including case management outlined in [Minnesota Statutes, section 142G](#).

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to Tribal Nation/County. In the event of such termination, Tribal Nation/County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that Tribal Nation/County is a “contractor” and not a “subrecipient” pursuant to 2 C.F.R section 200.331.

Pass-through requirements. Tribal Nation/County acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, Tribal Nation/County may be subject to certain compliance obligations. Tribal Nation/County can view a table of these obligations in the [Health and Human Services Grants Policy Statement,\[1\]](#) Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and Tribal Nation/County agree to comply with all pass-through requirements, including each Party’s auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\).\[2\]](#)

Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)

2026-2027

Tribal Nation / County Unique Entity Identifier (UEI): Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](#) to uniquely identify business entities and must match Tribal Nation / County name.

Aitkin

Federal Award Identification Number (FAIN): 2601MNTANF and 2701MNTANF

Federal Award Date: October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

Period of Performance (please use words and numbers, for example: May 23, 2025)

Start Date	January 1 st , 2026
End Date	December 31 st , 2026

Budget period start and end date: January 1, 2026 – December 31, 2027

Amount of federal funds:

A. Total Amount Awarded to DCYF for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DCYF for this project to Tribal Nation / County named above:

\$196,828 per year

Federal Award Project description: Temporary Assistance for Needy Families (TANF)

Name

Federal Awarding Agency: Administration for Children and Families

MN Dept. of Children, Youth, and Families (DCYF)

Contact information of DHS’s awarding official: Jovon Perry, Jovon.perry@state.mn.us.

Assistance Listings Number & Name (formerly known as CFDA No.): Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

Number	93.558
Title	Temporary Assistance for Needy Families (TANF)
Total amount made available at time of disbursement	\$196,828 per year

Is this federal award related to research and development?

X	No
	Yes

Indirect Cost Rate for this federal award is: up to 15% (including if the de minimis rate is charged)

SERVICE AGREEMENT CERTIFICATION

X	Checking this box certifies that this 2026 – 2027 MFIP Biennial Service Agreement has been prepared as required and approved by the Tribal Nation / County board(s) under the provisions of Minnesota Statutes, section 142G
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State the name of the chair of the Tribal Nation / County board of commissioners or authorized designee, their mailing address and the name of the Tribal Nation / County.

Name (chair or designee)	J. Mark Wedel
Mailing Address	307 2 nd St NW, Aitkin, MN 56431
Tribal Nation / County	Aitkin

DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025) (fill in)

February 24 th , 2026
