



# State Dislocated Worker (DW) Program Eligibility Expansion 2024 Fall Webinar

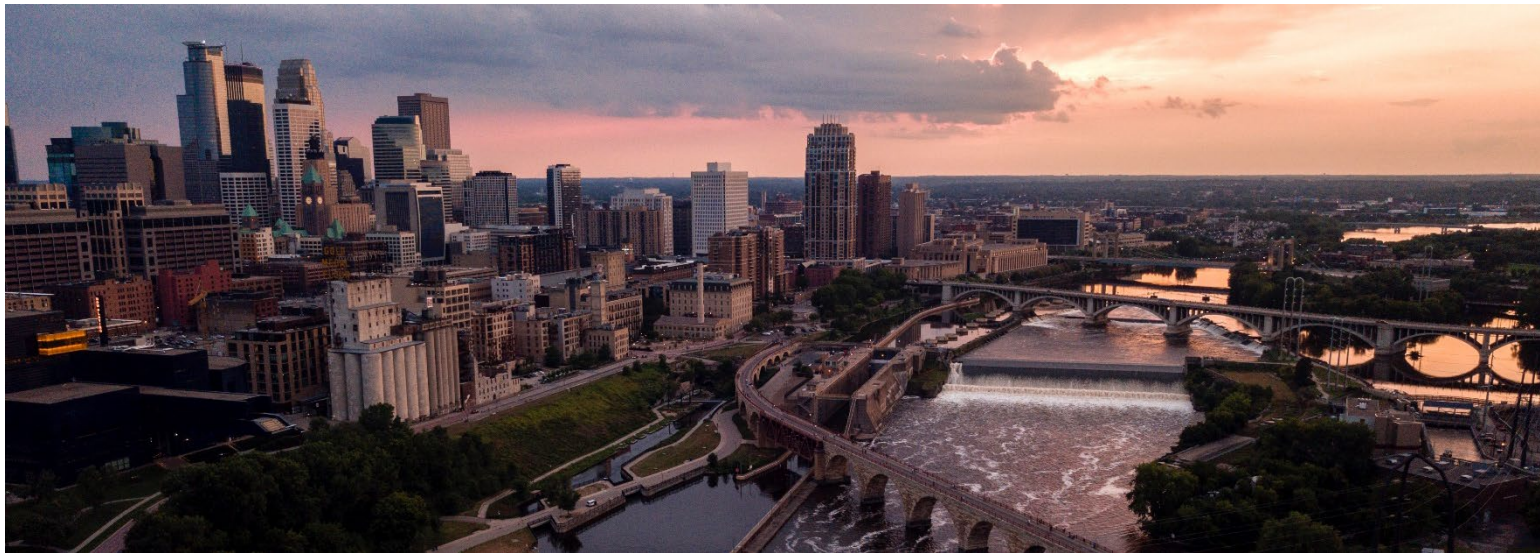
Office of Dislocated Worker & Federal Adult Programs

December 9, 2024

- *Recording Notice:* this webinar is being recorded and will be posted on the DEED website.
- If you have questions during the presentation, please type into the **chat or use the “raise hand” feature.**
- Questions that cannot be answered during today’s training will be recorded and responded to in writing.

- Greeting & Welcome
- Overview of Eligibility Expansion
- New Populations
- Break
- Workforce One (WF1) Demonstration
- Wrap-Up

To empower the growth of the  
Minnesota economy, for everyone.



# Organizational Chart

## Adult State & Federal Programs

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Division Director  
Employment & Training Programs (ETP)  
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Adult/DW Federal & State Programs  
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Program Manager,  
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**JOHN CONNELL**

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TAA Specialist  
**CLAUDETTE  
PARCHMENT-ROEHRICH**

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**VACANT**

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**VACANT**



## Eligibility Expansion

Alec Smith, Policy Specialist

# Background: Legislative Changes

During the 2024 Legislative Session, the Legislature approved the following changes:

- *Expanded the definition of State Dislocated Worker to include three new populations.*
  1. *Spouses of active-duty members of the U.S. Armed Forces who have lost employment due to a service member relocation, is unemployed or underemployed,*
  2. *Individuals with non-work-related injuries or illnesses who need support to re-enter or remain in the workforce, and,*
  3. *Adults with low income, are a recipient of public assistance or are basic skills deficient.*
- Repealed cost category limits related to the use of program funds by grantees.

# Then & Now - State Dislocated Worker Eligibility

- Citizenship or work authorized, and MN Residency.
- *One* or more of the following nine (9) categories (*MN Statute 116.17*):
  1. Individual or Small Layoff
  2. Mass Layoff or Permanent Closure
  3. Self-Employed
  4. Displaced Homemaker/ MN Family Resiliency Partnership Program (MFRP)
  5. Member of U.S Armed Forces
  6. Long-term Unemployed
  7. Military Spouse
  8. Ill/Injured
  9. Adults with Low Income, on Public Assistance, Basic Skills Deficient

Eligibility Category	WIOA DW	MN STATE DW
Individual or Small Group Layoff	✓	✓
Permanent Closure or Mass Layoff	✓	✓
Self Employed	✓	✓
Displaced Homemaker	✓	✓
Military Spouse	✓	✓
Separating or Separated Members of the U.S. Armed Forces (including National Guard Veteran, or Armed Forces Reserves Veteran)	✓	✓
Long-term Unemployed	✗	✓
Individual with non-work-related injury or illness without a worker's compensation case	✗	✓
Adult with low income, a recipient of public assistance, or is deficient in basic skills	✗	✓

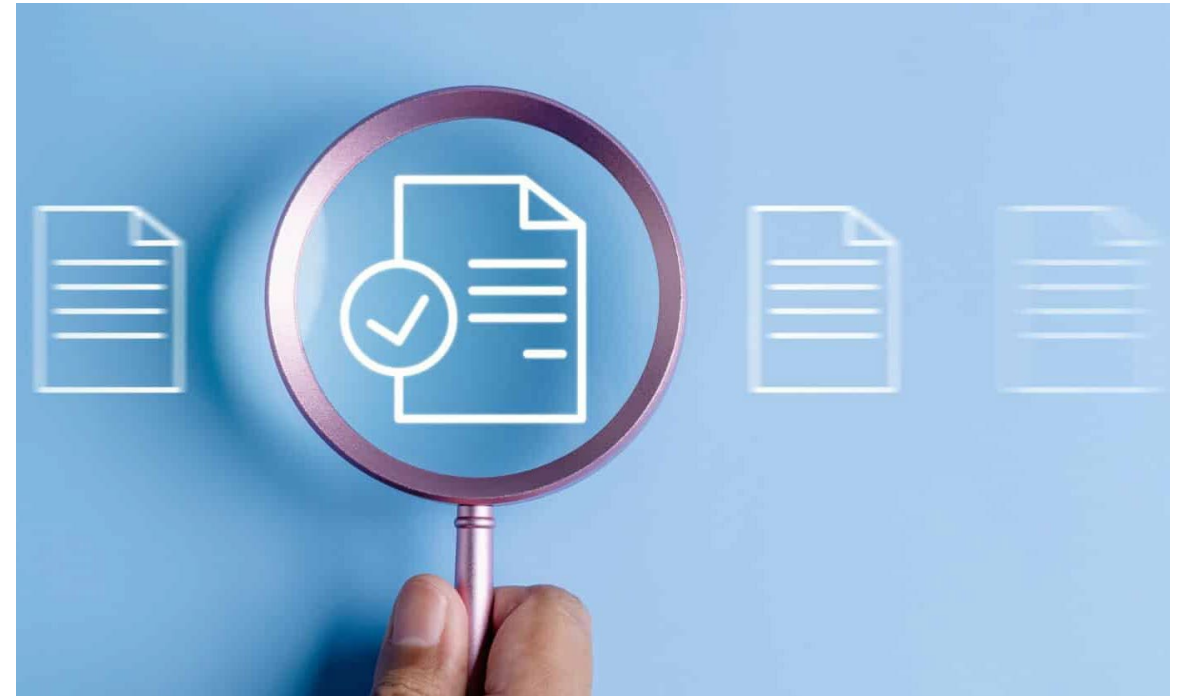


# State DW Eligibility and Procedures

- State DW Eligibility Policy:
  - New eligibility criteria incorporated into updated policy.
  - Posted for 30-day public comment period (Oct. 9 - Nov. 8, 2024).
    - 26 total public comments received.
- Desk Guides/References:
  - Desk references for new populations and FAQ based on public comments.
- Other:
  - State DW Source Documentation.
  - Terms and Definitions Documents.

# Cost Category Limitations Policies and Procedures

- Policy updated to account for repeal of category limits.
- Ten percent (10%) administrative threshold included with an option for grantees to submit a waiver to increase the percentage.
- Policy to be posted for 30-day public comment in the upcoming weeks.



# Overview of the New Populations

- 1. Spouses of active-duty members of the U.S. Armed Forces who have lost employment due to a service member relocation, is unemployed or underemployed,*
- 2. Individuals with non-work-related injuries or illnesses who need support to re-enter or remain in the workforce, and,*
- 3. Adults with low income, recipients of public assistance or are basic skills deficient.*

# New Population: Military Spouses

## Expanded criteria to:

A spouse of a member of the U.S Armed Forces on Active Duty who meets at least **one** of the following:

1. Has lost employment as a direct result of relocation to accommodate a permanent change in the service member's duty station, **or**,
2. Unemployed or Underemployed and facing barriers to obtaining or upgrading employment.



# What Does Underemployed Mean?

The WIOA Final Rule allows the State or Local Workforce Development Boards to define the term “underemployed.”

Underemployed includes, but is not limited to, the following:

- An individual who is working part-time but desires full-time employment; or,
- Is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement; or,
- Is employed but is receiving earnings that are less than 80 percent of earnings from previous employment.

# Required Source Documentation

## One of the following:

- Self-attestation.
- Signed Intake Application or Enrollment Form.
- Cross-Match with Public Assistance Records.
- Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment).
- Copy of Bank Records (showing financial underemployment, no separate individual income support, or no employment income earned).
- Evidence showing barriers to obtaining or upgrading employment.



Adults with low income, recipients of public assistance  
or are basic skills deficient.

Rita Apaloo, Grant Specialist Coordinator

# New Population: Adults with low income, are a recipient of public assistance or are basic skills deficient.

Expanded criteria to three new sub populations:

1. *Adults with low income,*
2. *Recipients of public assistances, and*
3. *Those who are basic skills deficient.*



# Who Qualifies as Low-Income Adults?

Examples of low-income Adults include, but is not limited to:

- Unhoused/homeless Adults
- Adults with total income that does not exceed higher than 200% of the Federal Poverty Guidelines issued by the U.S. Department of Health and Human Services,
  - Raised to 200% to align with other programs on income eligibility criteria.
  - Allows for services to the ALICE (Asset Limited, Income Constrained, Employed) population.
- Adults that receive, or in the past six months has received, assistance through the SNAP or TANIF, the Supplemental Security Income (SSI) program, or State or local income-based Public Assistance.

## 2024 Federal Poverty Guidelines for State DW Program Low-Income Adult Eligibility

Household/ Family Size	200% Level
1	30,120.00
2	40,880.00
3	51,640.00
4	62,400.00
5	73,160.00
6	83,920.00
7	94,680.00

# What Qualifies as Public Assistance?

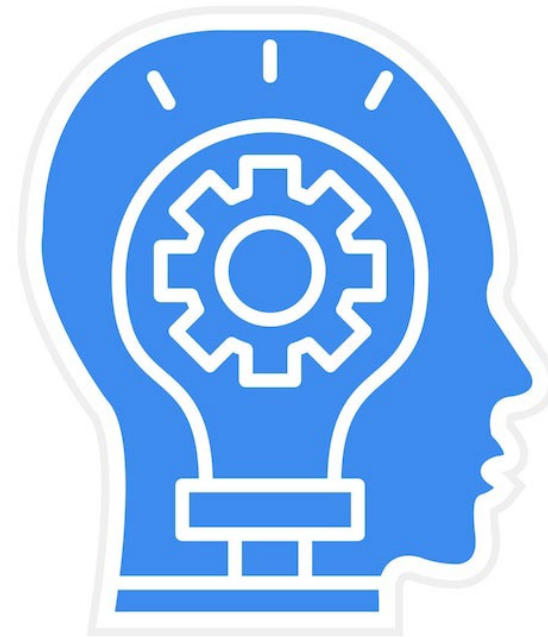
Federal, State, or local government programs for which eligibility is determined by a needs or income test.

Examples of public assistance includes, but is not limited to:

- *SNAP or TANF benefits,*
- *Refugee Cash Assistance (RCA) benefits,*
- *Minnesota Family Investment Program (MFIP) benefits,*
- *Federal Emergency Management Agency (FEMA) Individuals and Household Program (IHP) benefits,*
- *Medical Assistance (Minnesota's Medicaid program) benefits,*
- *Minnesota General Assistance (GA) benefits,*
- *Minnesota Supplemental Aid (MSA) benefits,*
- *Public Housing Assistance (PHA) benefits,*
- *Women, Infants, and Children (WIC) benefits, and,*
- *Low-Income Energy Assistance Program (EAP) benefits.*

# What is Basic Skills Deficient?

Includes individuals that are unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.



# What is Basic Skills Deficient?: Continued

This may include individuals that:

- Lack a high school diploma or high school equivalency and is not enrolled in secondary education,
- Are currently enrolled in an Adult Basic Education/Literacy program (ABE Program),
- Are referred from an Adult Basic Education/Literacy program (ABE Program), or,
- Completes a reading and/or math assessment at or below an 8th grade level, or,
- Is an English language learner, or,
- Is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job or in society.

**Note:** This definition is not meant to capture individuals who lack specific skills needed to function on a particular job they are seeking but are otherwise proficient for many other occupations or situations.

# Required Source Documentation

One of the following:

- Case notes,
- Assessment test results,
- Applicable records from education Institution (transcripts, academic assessments, or other school documentation).

# Encouraging Use of WIOA Adult Funding

- DEED highly encourages grantees to use their WIOA Adult funds (if applicable) to serve individuals who meet the eligibility requirements of Category Nine.
- This ensures that WIOA Adult enrollments and performance measures (and funding) are minimally impacted.
- Grantees that do not have WIOA Adult funds can and should serve individuals who meet the eligibility requirements of Category Nine via the State DW Program.

# Referral of Minors to the WIOA Youth Program

- While minors (Age 17 and younger) may be eligible for State DW Program services via being a recipient of public assistance or being basic skills deficient, DEED highly encourages grantees to refer these cases to the Youth Programs.





# Individuals with non-work-related injuries or illnesses

John Connell, RETAIN Grant Coordinator

# New Population: Individuals with non-work-related injuries or illnesses impacting employment

Individuals with non-work-related injuries or illnesses who need support to re-enter or remain in the workforce:

1. Have a non-work-related injury or illness(es), and,
2. Does not have a workers' compensation case, and
3. Needs support to reenter or remain in the workforce.



# Defining “Non-Work-Related Injuries or Illnesses”

This includes injuries and illnesses that:

- Are the result of activities, accidents, or other personal tasks unrelated to employment or outside the work environment\* that have acute impact on work and may leave an individual unable to work.
  - *\*An injury or illness occurring in the work environment that falls under one of the exceptions listed in 29 CFR 1904.5(b)(2) are defined as non-work-related.*

Examples:

- A chronic condition like lupus that is worsening over time that is impacting an individual's ability to work.
- Injuries resulting from a recreational activity such as skiing, snowmobiling, etc. that render an individual unable to fulfill the essential functions of their job.

# Source Documentation

## **Both of the following :**

- Documentation of injury/illness condition(s) (i.e., a written note/form or documentation in their electronic medical record prior to enrollment)
- Documentation or record of non-work relatedness (Self Attestation)

**Question:** Are employment counselors expected to determine if an injury/illness is non-work-related? Would this introduce HIPAA/Privacy concerns regarding the collection of these documents?

**Answer:** No, self-attestation from a participant that their injury is non-work-related is sufficient. The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule protects individuals' medical records and other health information, also known as protected health information (PHI). The rule applies to health plans, health care providers, and health care clearinghouses. Health information/documentation provided by participants, such as a doctor's note, are not covered under HIPAA.

# Worker's Compensation

- This eligibility criteria is intended for **non-work-related** injury or illnesses.
- If Employment Counselors become aware of a pending Worker's Compensation claim or Worker's Compensation related litigation, document it, and contact [DWFAPrograms.DEED@state.mn.us](mailto:DWFAPrograms.DEED@state.mn.us) for additional guidance.
  - The individual may need be exited from State DW to prevent disallowed costs.



## Ill/Injured Co-enrollment with MN RETAIN

1. Individuals accessing the State DW Program through this eligibility criteria are highly encouraged to be referred for co-enrollment consideration with MN RETAIN within 15 business days of enrollment into State DW:
  - MN RETAIN staff are available to help determine MN RETAIN eligibility. They can be reached at [healthcare@mnretain.com](mailto:healthcare@mnretain.com) or 507-284-4537.
2. Individuals that are enrolled in MN RETAIN and need additional support(s) to reenter or remain in the workforce will be referred by their Return-to-Work Case Manager to the State DW provider most convenient for them.



# What is MN RETAIN?

- A **no-cost** federally funded grant program designed to strengthen and retain Minnesota's workforce.
- Assists with keeping employees at work or returning employees to work faster in the event of injury or illness.
- MN RETAIN partners with healthcare organizations to provide early intervention strategies to bolster employee supports on the job to reduce turnover.

## Goals:

- Prevent people from needlessly exiting the workforce
- Find work accommodations for ill/injured individuals
- Reduce long-term work disability

## RETAIN External Partners:



# Why co-enroll with RETAIN?

## Services Provided:

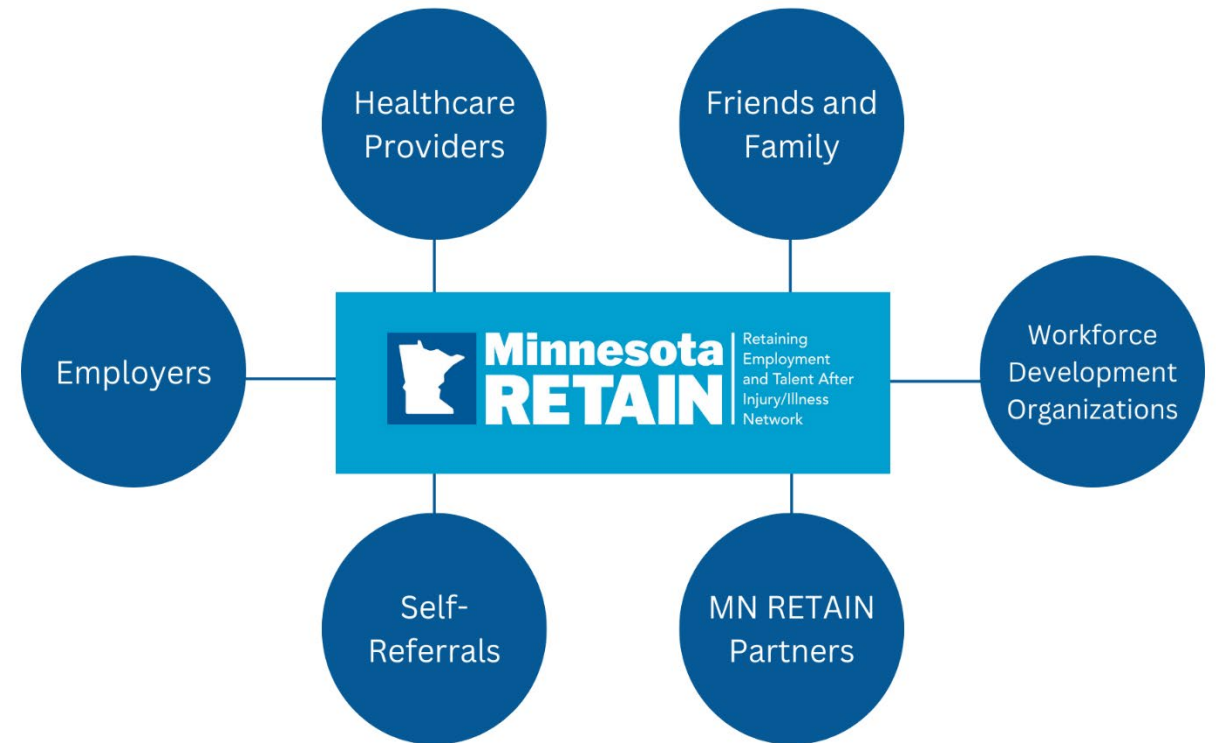
- Help participants and their employer plan for their return to work.
- Identify safe work tasks based on their healthcare provider's recommendations.
- Update the participant's healthcare provider between appointments on their return-to-work progress.
- Communicate between the participant, their employer and healthcare provider to make adjustments in their return-to-work plan.
- Provide recommendations and assistance for additional supports.



# How will RETAIN work with you?

- An individual can be referred by their Employment counselor to our RETAIN Team directly or the individual can contact the program individually via [mnretain.com](https://mnretain.com)
- MN RETAIN will follow up within 24 hours and begin the eligibility review and enrollment process
- If eligible, Case Managers will walk through the consent process and begin Return-to-Work planning

Where do referrals to MN RETAIN come from?



RETAIN Performance Tracking

Control	Treatment
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3198  
Total Participants

0  
Enrolled

3198  
Exited

Demographic | Health Info | Outcome

Percentage of Industry Classification

Health Care	18.51%
Accommodation and Food Services or Arts and Entertainment	14.98%
Retail Trade or Wholesale Trade	10.82%
Manufacturing	9.76%
Education	9.57%
Construction or Utilities	9.13%
Transportation and Warehousing	6.16%
Public Administration	5.25%
Finance and Insurance or Real Estate and Leasing	4.47%
Professional, Management, or Administrative Services	4.16%
Other Services	2.56%
Agriculture or Mining	2.35%
Information	2.28%

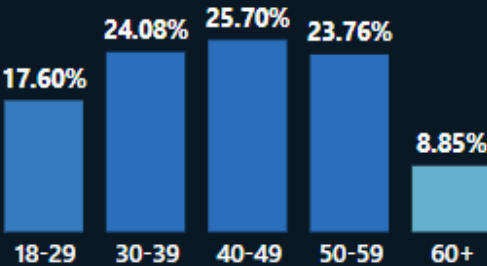
Race/Ethnicity

White-Non Hispanic	74.17%
White-Hispanic	5.41%
Hawaiian or Pacific Islander	0.25%
Did Not Self-Identify	2.16%
Black	10.19%
Asian	1.81%
American Indian or Alaska Native	1.75%
2 Or More Races	4.25%

Top 10 County

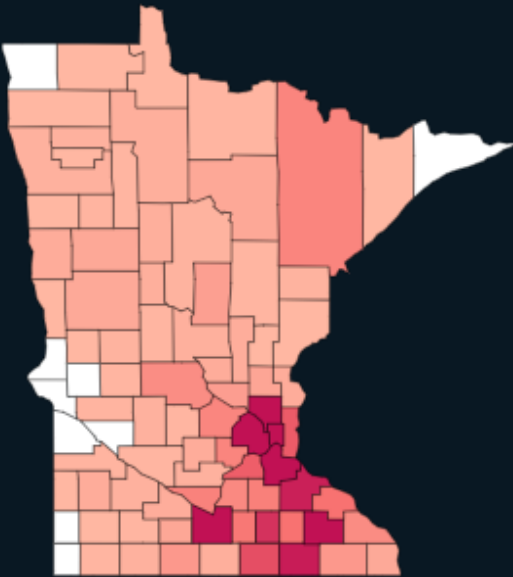
Hennepin	27.58%
Olmsted	12.63%
Ramsey	7.00%
Dakota	4.60%
Anoka	4.03%
Blue Earth	3.81%
Mower	3.28%
Goodhue	3.22%
Steele	2.88%
Freeborn	2.35%

Enrollment Percentage By Age Group



Enrollment Heat Map

(Covered 90% of Counties)



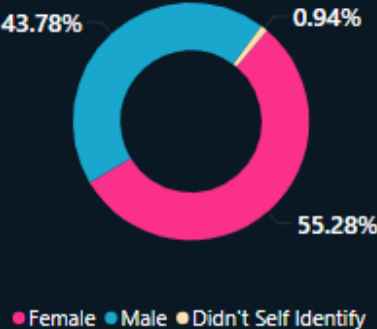
Employment Status

Employed Full-Time	66.45%
Employed Part-Time	18.61%
Not Employed, Was Not Self-Employed	8.26%
Self-Employed	5.60%
Unemployed	0.59%
Not Employed, Was Self-Employed, Non-Farm	0.50%

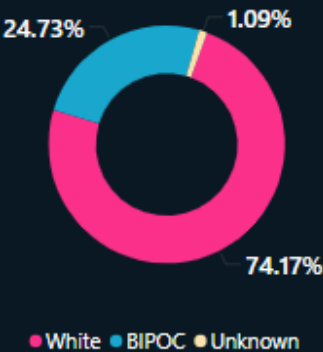
Education

High school/eqv Degree	38.06%
Occupational/2-year College	25.39%
4 year (bachelor's) Degree	20.64%
Post-graduate Degree	12.29%
Less than high school	3.63%

Gender



White VS BIPOC



# Best Practices for Co-enrollment

- **Clear Communication Channels:** establish and maintain regular and open communication channels as well as best and/or preferred methods of communication (i.e. email, phone, WF1, etc.).
- **Consistent Updates:** regularly share pertinent information regarding any changes or updates to the participant's RTW timeline, etc. This will help ensure both teams are in agreement of the participant's needs.
- **Shared understanding/clarity** on what services, supports, and resources are available to participants.
- **Collaborative Problem Solving:** address challenges together to brainstorm and implement solutions.
- **Provide Honest and Regular Feedback:** regularly assess what is and is not effective, so both teams can share insights and make suggestions.
- **Joint Enrollment/Intake Meeting:** Collaborative intake meetings when a referral has been made. This would not only provide a soft introduction and hand off and would ensure all parties have aligned goals and expectations.

**Cameron Sherrard, GCDF**

*RETAIN Grant Coordinator*

*WDA 8 – Workforce Development Inc.*

**Samantha Westphal, RN, BSN, PHN**

*Return-to-Work Case Manager Supervisor*

*Mayo Clinic*

**Break**  
**10 minutes**



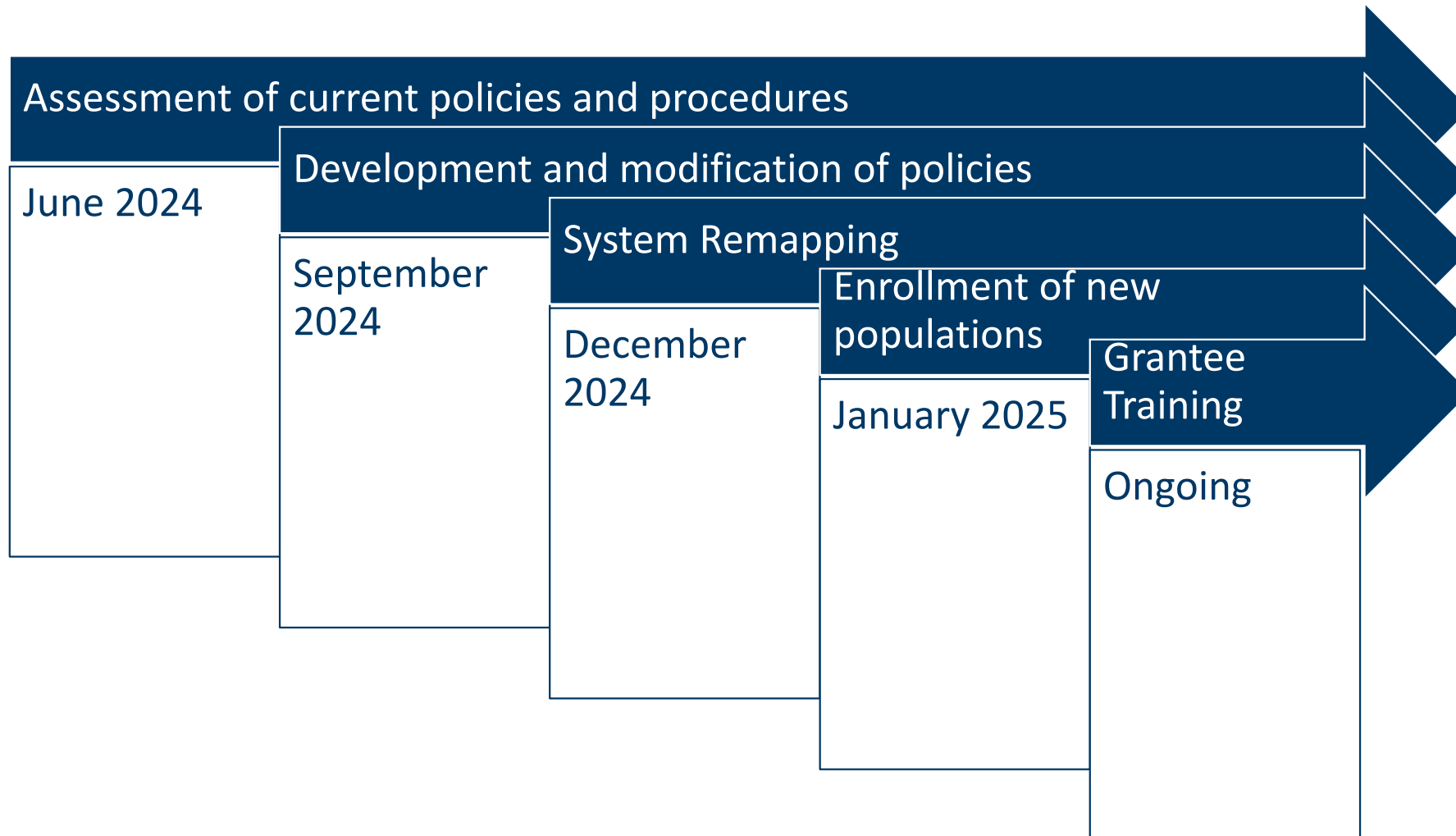
# Live Workforce One (WF1) Demonstration

Mohamed Farah, Performance Specialist

# Data Cleanup: Cases who received services July 1, 2024 – December 6, 2024

- Complete all Dislocated Worker program enrollments in WF1 using the eligibility category newly created.
- Use the actual date services began as the program enrollment date.
- If you are unable to use the actual date services began as the enrollment date due to WF1 backdating rules:
  - Create a simple spreadsheet and note the WF1 ID that needs their enrollment date corrected and the date the enrollment should be captured as in WF1.
  - Submit a WF1 ticket by clicking on the link at the bottom of any WF1 page.  
[WF1 help desk ticket.](#)
  - Within the ticket, explain you have a spreadsheet you will provide to the WF1 staff assigned to the ticket.
  - Work with the WF1 team until all your participant enrollment dates are accurately captured in WF1.

# Implementation and Next Steps





# Acknowledgements



- Grantees
- Adult Program Teams
- DEED Leadership

Questions?

# Thank You!

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