

Bi-Weekly Partner Meeting Minutes

November 5, 2019

Welcome 10:30 am

Housekeeping

- Please mute phones unless you are sharing information with the group.
- Please do not put the group on hold.
- Please take turns when speaking and identify yourself and your agency when sharing.

Attendance/Roll Call

Better Family Life MWA/SkillUP
ARCHS
DWD
FWCA
LINC
MCCA
MERS/Goodwill
ResCare
Southern MO Works Project

Other representatives or board members SW MO WIB, SE WIB, and St Charles WIB

FSD Managers/PDS

Reminders

1. Providers need to submit weekly numbers by emailing the completed template to the SkillUP.Missouri@dss.mo.gov. If templates are not received each week, weekly calls will resume.
2. Provider staff should use the Change Request Guidance when submitting change requests. **Please ensure entry of a case note prior to submitting, listing the details included on the request form.**
3. Please submit invoices and reports to the FSD.E&TInvoices@dss.mo.gov email rather than sending them to Shanese or Jessica directly. If they are out for an extended time this could cause a delay in receiving payment.
4. Please submit your success stories! When submitting these, please include a signed release and a photo with the client's story. If you cannot get a signed FSD release from the participant, please remove any personally identifying information. The FSD release form is available on the Provider Portal. **Submit success stories to FSD.E&TInquiry@dss.mo.gov.**
5. Please keep track of the number of individuals obtaining employment with the state (by region).
6. Please contact SkillUP.Missouri@dss.mo.gov with any staff that have attended SkillUP training but are no longer working with the program so we can terminate MoJobs access and have them removed from our distribution lists.
7. Reminder the case review forms for MWA and SkillUP are available on the Provider Portal. <https://dss.mo.gov/skillup-provider-portal>.

Agenda Items

Partner Call Minutes

1. Did everyone receive and review the meeting minutes from the 10/22/19 partner call?
2. Were there any questions or clarifications needed?

Training

1. Upcoming SkillUP training dates
 - o 11/12 -11/13/19 STL 7 Hills, seats still available
 - o 11/14/19-11/15/19 Jefferson City
 - o 12/17/19-12/18/19 Jefferson City

Outreach

1. Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>

Partner Reports

Please do not forget to utilize our reporting process. One person from each agency should email the following numbers using the template weekly. Please send completed templates to SkillUP.Missouri@dss.mo.gov. Numbers will be included with the bi-weekly meeting minutes.

| YTD Number of Outreach Attempts | YTD Number of Actual Contacts | YTD Total Enrollments | YTD Number in Training | YTD Number Employed | Average Wages per Hour |
|--|--|-----------------------------|------------------------------|---------------------------|------------------------------|
|--|--|-----------------------------|------------------------------|---------------------------|------------------------------|

Partner updates

Better Family Life Continued MWA/SkillUP informational sessions at the Crossing each Tuesday and it is being well attended. Outreach efforts continue with provider referrals from FSD. Job fairs and events held at the Job Centers are ongoing.

ARCHS One success story to report. ARCHS America Works placed a SkillUP participant as a Mortgage Loan Assistant at \$21.60 per hour with USAA Bank. Continued robust outreach efforts and working to increase enrollments and job placements.

City of Springfield

FWCA Continued outreach. Grateful to be at the FSD Chouteau office on Mondays and for the increased traffic there and at the North Oaks Career Center. Hosting a job fair Friday at North Oaks, with 12 committed employers so far and the MWA/SkillUP populations were invited.

LINC Continuing outreach efforts. Hosting a 2-day training for SkillUP and MWA participants on resiliency, emotional management and soft skills with a plan is to provide the training at other sites as well. LINC has a presence at the FSD Resource Centers monthly and hopes to see increased foot traffic.

MCCA Convention with two (2) days of training for their SkillUP coordinators.

MERS/Goodwill A good week of training enrollments, 2 private sector trainings started this week. Fifty-one (51) SkillUP participants currently enrolled at the Excel Centers. Success story – a participant earned a diploma

with a goal of working in retail management. The participant now has a full-time position at her preferred retailer and is in line for a middle management position.

MOCAN

ResCare Continues with outreach efforts. Monday meeting to regroup. Held a Halloween outreach event that promoted both the MWA and SkillUP programs.

Southern Missouri Works Project Continuing outreach to pull more people into the program. Continue bi-weekly meetings with case managers. Two participants started truck driving training and we are working with them to obtain their HiSet needed to start driving. We are on our second round of classes in another county with a Vocational Education Center for CNA classes. We continue to build relationships with local business to share information on SkillUP.

Questions/ Additional Information

Jeriane – an email was sent regarding the continued use of the outreach list. Only one provider responded they were no longer using the listing. Is this listing still helpful and are you still using it? If not, it's possible to discontinue sending it every month if it is no longer helpful. Mona – many schools do use the listing so she will take a poll. SMWP – likes using the list, but the same people are on it from month to month much of the time. Jeriane asked about removing specific groups from the listing such as those with disabilities or already in school. The provider handbook will be updated to indicate using the outreach list is optional.

Question on verifying children – get child(ren) name and date of birth and documenting those factors is good enough. Bridgett- put name and DOB in case notes? Jeriane advised yes, along with a brief eligible for TANF funds comment.

Food stamp households – everyone who purchases and prepares together. Funding eligibility is not tied to Volunteer/ABAWD status in MoJobs. For TANF funds, check ages of the child(ren) to ensure they are under 18.

DCN verification forms – if the person is active in MoJobs then they are eligible to participate in SkillUP. We don't want to cause extra work for anyone. If participant states they are receiving food stamps but there is no SNAP application, or the application is closed in MoJobs, then send the DCN verification form. If there are system issues, we will handle that.

Next convening possibly early next March.

SkillUP YTD numbers restart as of 10/1/19 and pertains to tracking enrollments, employment, overall wage increase and benefit reductions. This is due to FNS funding starting over 10/1/19. Please be sure to enter all information into the MoJobs system on the correct screens. This may mean some of provider reports will need to be resubmitted with data beginning 10/1/19 for YTD numbers. Providers can claim any employment gained 10/1/19 and afterwards. On whether to count training started prior to 10/1/19, Jeriane will provide guidance out to providers.

Meeting Closed 11:00 am

Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:

SkillUp.Missouri@dss.mo.gov

Partner emails

DSS.FSD.SkillUPPartners@dss.mo.gov

Questions for MWA/SkillUP and Success Stories

FSD.E&TInquiry@dss.mo.gov

Monitoring Unit

FSD.E&TMonitoring@dss.mo.gov

Invoices

FSD.E&TInvoices@dss.mo.gov

DCN verifications

DSS.FSD.Agreements@dss.mo.gov

FS-5/DWD-PO-608, DWD-PO-609, Job Search Log, ABAWD Hours Reported Log and WIOA Career Services Form:

ABAWD1@ip.sp.mo.gov