

# Bi-Weekly Partner Meeting Agenda

September 10, 2019

## Welcome

### 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 (by agency, not individual)

Better Family Life MWA/SkillUP  
ARCHS  
City of Springfield  
DWD  
FWCA  
LINC  
MCCA  
MERS/Goodwill  
ResCare Amanda signed in  
Southern MO Works Project

Other representatives or board members-St. Charles Co

FSD Managers/PDS

## Reminders

- Reminder - Providers need to submit weekly numbers by emailing the completed template to the [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov). If templates are not received each week, weekly calls will resume.
- Provider staff should use the Change Request Guidance when submitting change requests.
- Please submit invoices and reports to the [FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov) email rather than sending them to Shanese or Jessica directly. If they are out for an extended period of time this could cause a delay in receiving payment if it is sitting in their personal inbox.
- 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 release from the participant, please remove any personally identifying information.
- Please keep track of the number of individuals obtaining employment with the state (by region).
- Please contact [SkillUP.Missouri@dss.mo.gov](mailto: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.

## Agenda Items

### **Program Updates**

- Soft Exit updates – The soft exit is live, we have encountered some issues with the soft exit closing a case with the incorrect date. We are not going to turn the soft exit off, the vendor is working on getting the dates corrected.
- Countable Services - soft exit only looks at countable services, below are not countable

- 101 Orientation
- 103 Provision of info on training providers
- 107 Provision of Labor Market Research
- 118 Outreach & Intake
- 121 SkillUP Education
- 122 SkillUP Employment
- S03 Referred to Other Services
- WD – S05, S07, S09, S12, S45, S46, S47
  - Projected/Actual end dates – staff need to keep the long term trainings such as the 361 SkillUP Training and S25 AEL up to date. Actual begin dates, projected end dates, and actual end dates, need to be up to date.
  - Services are closed 15 days after the projected end date passes with System Close. Send a change request to have these services corrected.
  - CR 101 no longer available through MoJobs. The Smart Seeker function does not work in MoJobs at this time. We will update the “Activities for Individual in MoJobs” to reflect this information.
  - ABAWD Supportive Services – beginning 10/1 all providers will have some 100% FNS funds, these funds cannot be used for supportive services, they can be used for administrative costs and tuition. At this time we do not have FNS 50 percent reimbursement funding for supportive services for ABAWDs that are not eligible for TANF funds. Providers working with ABAWDs must find funding for supportive services through another source. ABAWDs must be offered supportive services to assist with the completion of a work or training program. If ABAWDs are not offered supportive services, FSD cannot close the case due to non-compliance.

## **Funding**

- Coding that is in the system for ABAWD and volunteer is for federal reporting. It does not dictate the funding source. Make a funding determination on each person. ABAWDs have to do the 80 hours. List name and DOB for kids if can for TANF funding. Not saying you have to verify it. DCN verification form only needs to be sent if not in MoJobs. If in there, okay to serve them, figure out funding source. Child doesn't have to be on the FS case. Everyone is considered a volunteer in MO, as if ABAWD is doing 80 hours/month, do not have to go to an employment and training provider. Need case note to say TANF eligible (age or kids). The Workkeys assessment still exists, but looks different from before.

Jeriane-If agencies have matching funds, we can talk later.

Q-are you sure we don't need the DCN verification form if MOJobs shows active?

A—we will verify the monitoring form says to check MoJobs first. If you have found any discrepancies, let us know.

Bridget with SoMo—we were using the form to verify no cash assistance, too. You could get someone that is approved for FS before cash assistance. You could serve them before TA opens. Once approved for cash, they should exit in MoJobs—monthly job happens around the 5th of each month.

## **Partner Call Minutes**

- Did everyone receive and review the meeting minutes from the 8/27 partner call?
- Were there any questions or clarifications needed?

## **Outreach**

- Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>
- Please email [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov) if outreach/marketing materials are needed. Also, when requesting the materials make sure you provide your entire mailing address. There has been some materials returned due to the address not having a suite number. In addition, as a reminder we cannot send to PO boxes. It must be a physical address.

### **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](mailto: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
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### **Partner updates**

Better Family Life- Continue with information sessions at the Crossings Monday and Tuesday. Outreach efforts with referrals form and using outreach list from FSD. Would like to add some zip codes to the St. Charles County list and will email to request this.

ARCHS BFL-Continue with outreach and enrollment, continue to see spike in numbers requesting training in medical field. Not sure why the uptick, but the field is in demand and opportunities are plentiful, hoping the budget keeps pace with the requests. SWIFTE and America Works—continuing with outreach and enrollment, getting referrals from siblings. Word of mouth is getting out.

City of Springfield-Conducting outreach and using referrals FSD sends us. If have good phone number, calls and sends flyer with business card to schedule an appointment. Offering information sessions.

DWD- Continue with outreach and referrals.

FWCA -Extremely busy in last 2 weeks. Hosted community strengthening forum, invited MWA and SkillUP participants and schools and hosted workshops. 235 people attended over 2 days. Continuing with outreach, have several appointments set up at community places—libraries, etc. Following up on referrals.

LINC- No updates at this time, continue with SkillUP training and outreach efforts and referrals.

MCCA- Same as others, visiting colleges, outreach and enrolling.

MERS/Goodwill -Gearing up for opening of Columbia Excel Center, outreach and enrollment, attended career fairs. Strong emphasis on developing employer connections and referral pathway.

ResCare -Continuing job clubs monthly, more successful as they go

Southern Missouri Works Project-Continuing outreach, working with high schools and alternative schools in the area.

### **Questions/ Additional Information**

Where is Columbia Excel center located? Unsure of address right now—will send it out.

Jeriane—hoping to get on the road to come out to say hi and see how things are going. See best practices. Trying to get through state plans right now. Working on performance measures for some providers.

**Meeting Close 11:08**

## Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:  
[SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov)

Partner emails  
[DSS.FSD.SkillUPPartners@dss.mo.gov](mailto:DSS.FSD.SkillUPPartners@dss.mo.gov)

Questions for MWA/SkillUP  
[FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov)

Monitoring Unit  
[FSD.E&TMonitoring@dss.mo.gov](mailto:FSD.E&TMonitoring@dss.mo.gov)

Invoices  
[FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov)

DCN verifications  
[DSS.FSD.Agreements@dss.mo.gov](mailto: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](mailto:ABAWD1@ip.sp.mo.gov)