

Participant Name:	
MAXIS Case Number:	Date of Overview:
ESP Agency:	Overview Representative:
<b>Full Overview Session</b> (Required for new participants, participants returning more than 90 days after last MFIP closure date, and participants transferred from another Minnesota county)	
<b>Reconnect Overview Session</b> (Only for participants returning within 90 days of MFIP closure date)	

**MFIP Employment Service Overview Topics**

- Expectation to develop a plan that leads to long-term economic self-sufficiency.
- Time limits for receiving MFIP benefits and opting out of cash benefits to stop the time clock.
- Allowable activities and the expectation to follow through with activities in the plan.
- Education and training opportunities.
- Supports available to help with job search and job retention.
- Benefits of being employed, including the Earned Income Disregard and tax credits.
- Childcare resources and referrals.
- Family Stabilization Services (FSS) eligibility.
- Family Violence Waiver.
- Consequences for failure to comply with program requirements, including sanctions.
- Employment Services Rights and Responsibilities.
- Right to file complaints and request conciliation.

**Informational Brochures**

- Employment Service Responsibilities, Rights and Consent (DHS-3172)
- Education and Training in MFIP (DHS-3366)
- Do You Have a Disability? (DHS-4133)
- Domestic Violence Information and Referral (DHS-3477, DHS-3323)
- Do You Need Help Paying for Child Care? (DHS-3551)

*I have completed an MFIP Employment Services Overview and received the information and brochures listed above.*

Participant Signature:	Date:
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ESP staff must upload signed Overview forms to EDS:

HC Overview Checklist (Document Type: Consent, Release of Information; Document Name: Overview Document)

Rights, Responsibilities, and Consent (Document Type: Consent, Release of Information, Document Name: Rights and Responsibilities)

