



E-mailed: 09/28/11(pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 11-08

Date: September 28, 2011

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
(SIGNED)

Subject: Fiscal Year (FY) 2012 Jobs, Education and Training (JET) Program Plan Instructions

Programs Affected: JET

References: Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

Rescissions: None

Background: The JET Program was established to assist welfare applicants/recipients and low-wage workers to succeed in the labor market. The JET program places a strong emphasis on helping welfare applicants/recipients stay employed, gain skills, and advance rather than only emphasizing initial placement. The goal is to help families find the resources they need to overcome obstacles and move up career ladders to self-sustaining, long-term employment. Many interconnections can be made in doing so, including linking employer, community, and faith-based solutions with the human service, education, and training systems.

The JET Program is a partnership between the MWAs, Michigan Department of Human Services (DHS), and the WDASOM.



Workforce Development Agency, State of Michigan

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The WDASOM is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Policy:

PLAN INSTRUCTIONS

The Michigan Works! System Plan stipulations apply to the JET plan.

Together, MWAs and local DHS offices shall develop plans to address JET activities for the period of October 1, 2011 through September 30, 2012.

The JET plan shall consist of the following:

Section I. Plan Approval/Modification Request – which bears the signatures of authorized chief elected officials and the Workforce Development Board (WDB) chairperson.

Section II. Plan Narrative – which describes the services and/or planned activities to be provided during FY 2012.

Section III. Budget Information Summary (BIS) – which includes BISes for federal TANF and State General Fund/General Purpose (GF/GP). Separate Grant Action Notices will be issued for each funding source. There will be no Workforce Investment Act (WIA) Statewide activity funding to support the JET Program for FY 2012.

ALLOCATIONS

MWA allocations for FY 2012 will be distributed in a separate policy issuance after the interagency agreement with the DHS has been enacted and the WDASOM has received State Administrative Board approval to distribute funding. The BISes will be required at that time.

PROGRAM ELIGIBILITY

The JET Program seeks to provide Family Independence Program (FIP) applicants and recipients with employment-related services, training, and supportive services to obtain and retain employment. The MWAs are required to serve all FIP applicants and recipients.

The PRWORA established a five-year lifetime limit on receipt of federal TANF assistance for adult-headed families. Beginning October 1, 2011, Michigan will be implementing stricter enforcement of the federal 60-month time limit, as well as executing the state's 48-month lifetime limit. The begin date for the Federal Time Limit is October 1, 1996, and the State Time Limit begin date is October 1, 2007. The JET program will **not** provide any services to JET participants once their case closes due to the client reaching either time limit.

PROGRAM DESIGN, GOALS, AND OBJECTIVES

For many Michigan residents, the biggest barrier to economic opportunity and self-sufficiency is the lack of proper education and training.

The JET Program fundamentally changes the way families move off welfare and toward self-sufficiency. Instead of telling those on welfare to “get a job – any job,” the program encourages and supports them as they prepare for and get a good job to provide long-term self-sufficiency for their families.

Local WDBs, MWAs, and DHS offices will provide a blended approach to helping welfare applicants/recipients become self-sufficient and permanently attached to the labor force, based on the workforce needs of Michigan’s current and emerging economy. By helping welfare applicants/recipients get and keep good paying jobs, the state will increase the number of families who are self-supporting and decrease the number of families requiring public assistance.

The objective of the JET Program is to provide FIP applicants/recipients with employment related services, training, and supportive services to obtain and retain employment. Partners will have latitude in the design of JET local service strategies to achieve this goal. MWAs should balance the flexibility of individual program design allowed by state law while ensuring that the participant population as a whole meets federal work participation requirement rates. Federal regulations require that 50 percent of all families meet participation requirements and that 90 percent of two-parent families meet participation requirements to avoid reductions in program funding levels.

Although it is the expectation that MWAs place a majority of participants into activities that comply with meeting federal work participation requirements, MWAs have the flexibility to place a limited number of eligible participants into extended education/training activities. Such placements should lead to the elimination of dependence on public assistance.

The State of Michigan allows MWAs to require work participation of **up to** 40 hours per week for all participants. However, the primary goal is for the State of Michigan to meet the federal participation rates. The MWAs must first ensure that the federal work participation requirements are being met by a majority of the participants. The federal minimum required weekly hours for each family size are as follows:

Single-parent family <u>with</u> a child under the age of six.....	20
Single-parent family <u>without</u> a child under the age of six.....	30
Two-parent family <u>not utilizing</u> federally-funded day care.....	35
Two-parent family <u>utilizing</u> federally-funded day care.....	55

The MWAs must make every effort to place a minimum of 50 percent of clients who participate in the JET Program into positions that provide wages of \$8.00 an hour or more. Additionally, MWAs must make available to JET participants guidelines on eligibility for training/education opportunities and how training/education hours are applied toward work participation requirements.

Federal Guidelines

The Federal Final Rule identifies eight components as “core” activities and three components as “non-core” activities. Core hours do not have to be completed before non-core hours. For single parents, 20 hours of work-related activities must be spent participating in core activities. Two-parent families not receiving federally-funded child day care must spend 30 hours of the required 35 hours per week participating in core activities. Two-parent families receiving federally-funded child day care must spend 50 hours of the required 55 hours per week in core activities. Core activities may also be used to count towards remaining participation requirements. The components are listed below:

Core Activities

- Unsubsidized Employment
- Subsidized Public or Private Sector Employment
- Work Experience Program
- On-the-Job Training (OJT)
- Job Search/Job Readiness Assistance
- Community Service Programs
- Vocational Educational Training (12-month lifetime limit)
- Providing Childcare for an Individual who is participating in Community Service

Non-Core Activities

- Job Skills Training Directly Related to Employment
- Education Directly Related to Employment
- Secondary Education (attendance at high school for completion or General Equivalency Degree preparation)

All JET Program plans must include descriptions of how the allowable core and non-core activities will be utilized to serve participants. The JET Program plans must also include detailed explanations of how participation in activities will be documented, verified, monitored, and/or supervised.

Documentation requirements for verification of participation in work participation activities are outlined in the Case Management PI 06-34 and changes.

Plans must describe how the MWA will provide work participation activities that are in accordance with the Final Rule. The State of Michigan will utilize the definitions and guidelines for the allowable activities as outlined in the Final Rule. Please see the Allowable Activities PI 06-11 and changes for the complete detailed definitions of all allowable work participation activities.

PRIORITY OF SERVICE

The MWA and local DHS directors have latitude in the design of plans to meet the local needs of the community and their participants. With this in mind, implementation of a process/strategy is needed for conducting a comprehensive assessment of local employer needs and identifying which industry sectors and occupations are in greatest demand in the community/region.

PROGRAM PLANNING AND COORDINATION

The WDASOM and DHS will jointly provide policy and funding oversight for the JET Program. A joint and coordinated planning process must be established between the local DHS office, MWAs, and other state and community partners to ensure that the needs of the participants are being met with all of the available community, state, and federal resources. This review and development process will result in a mutually agreed upon plan for delivery of employment and training services. As part of that process, the partners will be expected to engage community collaboratives, establish a joint MWA/DHS local plan, link efforts with existing programs and strategies of the Regional Skills Alliance and WDB, involve community and/or faith-based partners in the delivery of services, and use a team concept for service planning/delivery. Co-location of staff is encouraged to the greatest extent possible.

During local plan development, partners will have flexibility in customizing innovative education and training opportunities and work participation activities that will best serve the participants in each region. It is expected that, at a minimum, the established federal weekly participation rates will be met.

The MWAs and local DHS offices are to work together to jointly develop an orientation method that will deliver information on JET employment and education/training related activities to FIP applicants/recipients. The jointly developed orientation should be designed to meet the needs of the local area. The DHS remains responsible for sending out the JET appointment notices to

participants. However, if it is decided that a different method for participant notification is desired, a written agreement between the MWA and local DHS office will be required.

The supportive service agreement between the MWA and the local DHS office shall be updated as needed and kept on file at the MWA.

PROFIT

Profit is an allowable cost, payable only to commercial organizations and must be negotiated as a separate element of each contract's price. Profit rates can be negotiated from 0 percent up to a maximum of 10 percent. Profit rates can only be applied against the commercial organization's personnel-related costs (i.e., salaries, wages, and benefits) for the staff that contributed to the organization's unique capacity to manage and achieve the performance of the contract. Factors to consider when negotiating profit are the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. Under cost reimbursement contracts there is little to no risk to the commercial organization, therefore profit is usually not warranted. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is earned when performance outcomes are attained and is disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments.

USE OF TANF FUNDS

The MWA uses of TANF funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2011 TANF funds into FY 2012.
- There will be no carry-forward of unexpended FY 2012 TANF funds into FY 2013.
- General administrative costs are limited to 12 percent of the TANF allocation for the fiscal year.

USE OF STATE GENERAL FUND/GENERAL PURPOSE (GF/GP) FUNDS

The MWA uses of state GF/GP funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2011 state GF/GP funds into FY 2012.
- There will be no carry-forward of unexpended FY 2012 state GF/GP funds into FY 2013.
- General administrative costs are limited to 12 percent of the state GF/GP allocation for the fiscal year.
- State GF/GP funds will be utilized consistent with TANF allowability.

Action: MWA directors must submit the JET Program Plan within 30 days of the official date of this policy issuance to Vancep1@michigan.gov, ReutherS@michigan.gov, and to their assigned Welfare Reform state coordinator.

One hard copy of the WDB Plan Approval/Modification Request requiring original signatures must be submitted within 30 days of the official date of this policy issuance to:

Mr. Brian Marcotte, Manager
 Welfare Reform Section
 Office of Talent Development Services
 Workforce Development Agency/State of Michigan
 Victor Office Center, 5th Floor
 201 North Washington Square
 Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator at (517) 335-5858.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2012

JH:YH:pv
 Attachments

SECTION I

JET Workforce Development Board Plan Approval/Modification Request Instructions

Identifying Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter MWA number.
3. Program Title: Enter the appropriate program title. “JET Program” has been preprinted.
4. Policy Issuance (PI) Number: Enter the appropriate PI number. “11-xx” has been preprinted.
5. Plan Period: Identify the plan’s time period covered. “10/01/11 through 09/30/12” has been preprinted.

JET
Workforce Development Board (WDB)
Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title(s): JET Program	
4. Policy Issuance Number: 11-08	5. Plan Period: 10/01/11 through 09/30/12

The Chief Elected Official (CEO[s]) and WDB hereby approve the JET Program plan on file at the MWA.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

09-11 (Revised)

The Workforce Development Agency State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

SECTION II
PLAN NARRATIVE

A. Michigan Works! Agency (MWA) Identification Information

JET Plan Contact Person: Identify the MWA contact person (including phone number) for purposes of discussing the Work First plan contents.

B. Description of JET Services to be Provided

1. Provision of Orientation and Client Assessment

- a. Describe the orientation component. Include a description of the respective responsibilities of the Department of Human Services (DHS) and MWA in this process and the frequency of providing orientation.
- b. Describe the client assessment process and the development of the Individual Service Strategy.

2. Provision of Job Search/Job Readiness

Describe the Job Search/Job Readiness component of the local JET Program.

3. Provision of Other JET Allowable Activities as Defined in State Policy

For each planned activity provide the following:

- a. A description of the planned activity, including how the activity relates to the needs and barriers of targeted Family Independence Program recipients.
- b. Expected results of the activity (competency levels to be achieved; quantifiable and non-quantifiable outcomes).

4. Supportive Services

Provide a description of the supportive services that will be made available to participants and any local restrictions on their provision surpassing those set forth in state policy.

5. Case Management

Provide a description of the ongoing case management services of participants, including the number of participant re-referrals that will trigger a mandatory three-way meeting with the participant, the DHS caseworker, and the JET caseworker.

SECTION III

JOBS, EDUCATION, AND TRAINING (JET) TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) BUDGET INFORMATION SUMMARY (BIS) INSTRUCTIONS

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number (and change if applicable). “11-xx” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/11 through 09/30/12” has been preprinted.
5. Grant Name: Enter the grant name. “FY 12 Temp Assist for Needy Families” has been preprinted.
6. Project Name: Enter the project name. “JET” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total TANF amount allocated for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to clients.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education/training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive service cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
 - a. General Administrative Costs: Limited to 12 percent of the MWA's allocated fund. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

1. Salaries and benefits of staff performing administrative and coordination functions.
 2. Preparation of program plans, budgets, and schedules.
 3. Monitoring of programs and projects.
 4. Fraud and abuse units.
 5. Procurement activities.
 6. Public relations.
 7. Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 8. Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space).
 9. Travel costs incurred for official business.
 10. Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 11. Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JET
TANF - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 11-07		4. Plan Period: 10/01/11 through 09/30/12	
5. Grant Name: FY 12 Temp Assist for Needy Families		6. Project Name: JET	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: TANF	Amount
1. Initial Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

The Workforce Development Agency State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.

**JOBS, EDUCATION, AND TRAINING (JET)
GENERAL FUND/GENERAL PURPOSE (GF/GP)
BUDGET INFORMATION SUMMARY (BIS)
INSTRUCTIONS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. "11-xx" has been preprinted.
4. Plan Period: Identify the time period covered by the plan. "10/01/11 through 09/30/12" has been preprinted.
5. Grant Name: Enter the grant name. "FY 12 JET GF/GP" has been preprinted.
6. Project Name: Enter the project name. "JET GF/GP" has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total GF/GP amount allocated for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions.
 - Preparation of program plans, budgets, and schedules.
 - Monitoring of programs and projects.
 - Fraud and abuse units.
 - Procurement activities.
 - Public relations.
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space).
 - Travel costs incurred for official business.
 - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 - Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain,

support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JET
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 11-07		4. Plan Period: 10/01/11 through 09/30/12	
5. Grant Name: FY 12 JET GF/GP		6. Project Name: JET GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

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The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.