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STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
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DIRECTOR

OFFICIAL

E-mailed: 03/09/10 (kf)

Bureau of Workforce Transformation (BWT)
Policy Issuance (PI): 09-28

Date: March 9, 2010

To: Michigan Works! Agency (MWA) Directors

From: Liza Estlund Olson, Director, Bureau of Workforce Transformation
SIGNED

Subject: Plan Instructions for Local Agreements Between MWAs and Department of Human Services (DHS) Local Offices to Provide Funding for Jobs, Education, and Training (JET) Program Employment-Related Supportive Services

Programs Affected: JET

Rescissions: None

Background: The MWAs may enter into agreements with local DHS offices for the purpose of providing additional Temporary Assistance for Needy Families (TANF) funding for employment-related supportive services. The additional funding may be used to free up current MWA funds for other JET Program services or activities. The funds will be transferred to the Michigan Department of Energy, Labor & Economic Growth (DELEG) via interagency agreement with the DHS and then allocated out to the MWAs. The attached chart identifies the MWAs that have entered into agreements with their local DHS offices.

Policy: Use of the additional employment-related supportive services funding is subject to the following provisions:

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

BUREAU OF WORKFORCE TRANSFORMATION
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- Funds must be expended exclusively to provide employment-related supportive services to Family Independence Program (FIP) participants in accordance with DELEG policy and policy established by the MWAs.
- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP participants back to the DHS for employment-related supportive services unless all supportive services funds have been exhausted.
- Because the funds are to be independently tracked, Grant Action Notices will be issued under Grant Name: “FY10 TANF – SUPPORTIVE SERVICES,” Project Name: “JET SUPPORTIVE SERVICES.”
- The grant spending period for these funds is October 1, 2009, through August 31, 2010.
- Funds cannot be transferred between counties without prior approval from DHS.
- In order to meet timelines for the Fiscal Year 2010 closeout, all funding for this particular allocation of funds must be expended no later than August 31, 2010, and closed out no later than September 20, 2010. Expenditures reported after September 20, 2010, cannot be billed to DHS and, in turn, cannot be reimbursed to the MWA. Detailed instructions and forms for fiscal reporting on the TANF employment-related supportive services are included in the DLEG Fiscal Reporting PI 07-01 (and any subsequent changes as applicable) “JET TANF Fiscal Reporting and Financial Management Instructions.”

PLEASE NOTE: If billing for expenditures retroactive to October 1, 2009, expenditure reports reflecting this action must be submitted as soon as possible to:

Michigan Department of Energy, Labor & Economic Growth
 Bureau of Finance and Administrative Services
 Federal Funds Accounting Section
 611 West Ottawa Street, 4th Floor
 Lansing, Michigan 48913
 Or fax to: (517) 241-2026

and

Ms. Brenda Williams
Bureau of Workforce Transformation
Michigan Department of Energy, Labor & Economic Growth
201 North Washington Square, 5th Floor
Lansing, Michigan 48913
Or e-mail to: WilliamsB1@michigan.gov
Or fax to: (517) 373-7794

Other DHS Reporting Requirements:

It is very important that all supportive services, to the extent possible, be documented on the One-Stop Management Information System. Please choose the "Employment-Related" Fund Source when entering services paid with these funds. The DELEG is required to submit quarterly reports to DHS consisting of the following information:

- a list of participants,
- expenditures by participant,
- description of services provided,
- total costs of services for each participant,
- bulk purchases (can be noted as bulk), and
- the total amount of funding expended by category and the number of participants served for the reporting quarter.

Detroit and SEMCA must list the above requirements by district office in Wayne County.

Action: Affected MWAs must submit an Employment-Related Supportive Services Plan consisting of a Plan Narrative and a Budget Information Summary, within 30 days from the date of this policy issuance. Plans are to be submitted via e-mail to FedewaK7@michigan.gov and Welfare Reform state coordinators. Signature pages are not required.

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

Expiration

Date: September 20, 2010

LEO:BW:kf
Attachments

SECTION I

PLAN NARRATIVE

A. Michigan Works! Agency (MWA) Identification Information

Jobs, Education, and Training (JET) Employment-Related Supportive Services Plan

Contact Person: Identify the MWA contact person (including phone number, e-mail address, and fax number) for purposes of discussing the JET Temporary Assistance for Needy Families (TANF) employment-related supportive services plan contents.

B. Description of JET Employment-Related Supportive Services to be Provided

Provide a description of the employment-related supportive services that will be made available to JET Family Independence Program participants.

SECTION II

JET TANF

EMPLOYMENT-RELATED SUPPORTIVE SERVICES BUDGET INFORMATION SUMMARY

General Instructions

SECTION I - IDENTIFICATION INFORMATION

1. MWA: Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance Number: Enter the appropriate policy issuance number (and change if applicable). "09-28" has been preprinted.
4. Grant Spending Period: Identify the time period covered by the plan (e.g. 10-01-09 through 08-31-10). "10-01-09 through 08-31-10" has been preprinted.
5. Grant Name: "FY10 TANF – SUPPORTIVE SERVICES" has been preprinted.
6. Project Name: "JET SUPPORTIVE SERVICES" has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Allocation: Enter total amount of employment-related supportive services for the plan period.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. Total Funds Available: Enter the total funds available for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.
 - a. Auto Purchase: 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.
2. Total Planned Expenditures: Enter the sum of the lines above to obtain the total planned employment-related supportive service expenditures for the plan period.

**JET
TANF
EMPLOYMENT-RELATED SUPPORTIVE SERVICES
BUDGET INFORMATION SUMMARY**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 09-28		4. Grant Spending Period: 10-01-09 through 08-31-10	
5. Grant Name: FY10 TANF – SUPPORTIVE SERVICES		6. Project Name: JET SUPPORTIVE SERVICES	

SECTION II - TOTAL FUNDS AVAILABLE

1. Allocation	\$
2. Additional Allocation	\$
3. Total Funds Available	\$

SECTION III – CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
2. Total Planned Expenditures	\$

(Revised 11-06)

The Michigan Department of Energy, Labor & Economic Growth 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.

MWAs and Counties Served	Total MWA \$	County Transfer \$
ACSET	30,000	
Allegan		30,000
Berrien-Cass-Van Buren	112,000	
Berrien		90,000
Cass		15,000
Van Buren		7,000
Capital Area	92,450	
Clinton		11,200
Eaton		6,250
Ingham		75,000
Career Alliance	20,000	
Shiawassee		20,000
Central Area	106,000	
Gratiot		26,000
Ionia		20,000
Isabella		60,000
Detroit	1,000,000	
Wayne		1,000,000
Eastern UP	30,000	
Chippewa/Luce		30,000
Great Lakes Bay	305,000	
Bay		85,000
Midland		50,000
Saginaw		170,000
The Job Force	15,000	
Delta		7,500
Menominee		7,500
Kalamazoo-St. Joseph	15,000	
St. Joseph		15,000
Livingston	30,000	
Livingston		30,000
Macomb/St. Clair	30,000	
Macomb		30,000
Muskegon/Oceana	5,000	
Oceana		5,000
Northeast	20,000	
Alcona		5,000
Presque Isle		15,000

MWAs and Counties Served	Total MWA \$	County Transfer \$
Northwest	80,078	
Antrim		10,000
Benzie		10,114
Charlevoix		3,000
Emmet		3,000
Grand Traverse		18,750
Kalkaska		11,000
Leelanau		6,250
Manistee		17,964
Ottawa	75,000	
Ottawa		75,000
Region 7B	37,500	
Arenac		27,500
Gladwin		10,000
SEMCA	370,000	
Wayne		370,000
West Central	5,000	
Mason		5,000
Western UP	10,000	
Gogebic		5,000
Ontonagon		5,000
Totals	2,388,028	2,388,028