

RICK SNYDER  
GOVERNOR



CHRISTINE QUINN  
DIRECTOR

**OFFICIAL**

Emailed: 09/17/14 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 14-08**

**Date:** September 17, 2014

**To:** Michigan Works! Agency (MWA) Directors

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

**Subject:** Fiscal Year (FY) 2015 Food Assistance Employment and Training (FAE&T)  
Program Plan Instructions

**Programs Affected:** FAE&T

**Rescissions:** None

**References:** Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])

Code of Federal Regulations (CFR), Title 7, Department of Agriculture (7 CFR 273.7)

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL 110-246 (2008) (codified, as amended, at 7 U.S.C. § 2015)

Code of Federal Regulations, Title 7, Department of Agriculture (7 CFR 277) (OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments

**Background:** Congress established the FAE&T Program under the FSA of 1977, as amended, to assist members of households participating in the Food Assistance (FA) program in gaining skills, training, work, or experience to increase their ability to obtain regular employment. The State of Michigan FAE&T Program is jointly administered by the Michigan Department of Human Services (DHS) and the WDA.



Victor Office Center | 201 North Washington Square, 5<sup>th</sup> Floor | Lansing, Michigan 48913  
517.335.5858 | TTY 888.605.6722

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The MWAs serve the ABAWDs, with oversight and technical assistance from the WDA. DHS local offices will provide services for the Non-ABAWD FAE&T population. The State of Michigan operates a voluntary program. Therefore, participants should not be disqualified from the FAE&T Program for failure to comply with the requirements of a specific activity. Participant may be moved to different activities to continue participation. Through the joint efforts of these two departments, employment and training services are available in the State of Michigan to all FA applicants and recipients who volunteer to participate.

The MWAs are required by state law to subcontract with public and/or private providers through a competitive procurement process for case management and delivery of participant services, unless granted approval otherwise in accordance with Workforce Development Agency, State of Michigan (WDASOM) PI 11-13, or any policy issuance that replaces PI 11-13. Each MWA, within the parameters of state and federal policies, will design its FAE&T Program to meet the demands of its labor market and the needs of the FA participants.

ABAWDs can volunteer to participate in the Self-Initiated Community Services (SICS) Program administered by the local DHS offices, and the employment and training program administered by the MWAs.

**Policy:**

**Allocations**

The FY 2015 funding is allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's funding for the FAE&T Program.

**Use of Funds**

There is no carry-in of unexpended FY 2014 FAE&T funds. There will be no carry-forward of any unexpended FY 2015 FAE&T funds into FY 2016.

MWAs will be provided with an allocation to cover program operations, and a separate allocation to cover supportive services. Supportive service funds will consist of 50 percent federal FAE&T funding and 50 percent state match. A separate Grant Action Notice will be issued for each funding source.

FAE&T funds may only be used to provide employment and training and support services to individuals who are referred to the MWA by the DHS. The FAE&T Program funds may be used to cover the actual educational costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client.

FAE&T Program funds may also be used to market the program to potential volunteers. Marketing expenses must be reasonable and necessary to promote the FAE&T Program. The MWA may collaborate

with local partners, such as food banks, vocational and technical training centers, and community centers to reach potential volunteers.

The following chart represents the amount each MWA **may expend of Program Operations funding** to support marketing initiatives. Due to statewide funding limitations and to ensure all MWAs have the opportunity to market their program, marketing will be limited to two percent of the **initial allocation**, with a minimum base level of \$1,500 and a maximum of \$4,000. The state will monitor marketing expenditures throughout the fiscal year.

MWA	Maximum Allowable for Marketing (\$)
ASCET	3,442
Berrien/Cass/Van Buren	1,556
Capital Area	2,113
Central Area	1,500
DESC (City of Detroit)	4,000
Eastern U.P.	1,500
Genesee/Shiawassee	3,449
Great Lakes Bay	2,234
Branch-Calhoun-Kalamazoo-St. Joseph	2,678
Livingston County	1,500
Macomb/St. Clair	4,000
Muskegon/Oceana	1,500
Northeast	1,500
Northwest	1,500
Oakland County	3,800
Ottawa County	1,500
Region 7B	1,500
SEMCA	4,000
South Central	1,500
The Job Force Board	1,500
Washtenaw County	1,500
West Central	1,500
Western U.P.	1,500

FAE&T funds may be used to serve FA Program applicants from the date of application until the application is approved, denied, or withdrawn. ABAWDs who are determined eligible for FA will continue to be eligible

for FAE&T services during the time period they receive FA benefits or through the 90th day of Job Retention Services activity.

FAE&T funds shall not be used for transporting applicants to and from the local DHS office to complete FA applications or to provide assistance in completing FA applications.

### ***Program Operations***

Program operation costs are not to exceed an average of **\$4,000** per participant.

### ***Supportive Services***

Supportive services are expenses that are reasonable and necessary, and directly related to participation in the FAE&T Program. A participant may receive a maximum of \$50 per month for transportation, clothing, and tools. Participants who secure full-time (30 hours or more) employment while in the program may continue to receive supportive services for up to 90 days from the date employment began. Supportive services may be provided in the form of prepaid allowances, based on actual costs or through reimbursement, to the participant for the actual cost of services incurred. For the purpose of this policy, “per month” is defined as every 30 calendar days.

MWAs have the option to provide a hard cash local match from a non-federal funding source if they wish to provide supportive services in excess of the \$50 per person, per month limitation. The MWAs will be responsible for documenting their use of local matching funds for the provision of supportive services, and for verification that their local match is acceptable.

### ***Administrative Costs***

Administration is the cost of allowable goods, services, and staff costs required for the general administrative functions of the program. General administrative costs shall be **limited to 10 percent** of the MWA’s allocated funds.

The allocation of shared costs must be consistent with an established cost allocation plan methodology. Documentation of such charges must be maintained.

Administrative costs are to be taken against the MWA’s allocation for program operations only. Administrative costs must not be taken against the MWA’s supportive services allocation.

## **F&T Plan Instructions**

The MWAs are to prepare **one plan for FY 2015** which consists of the following:

- **Section I. F&T Plan Approval/Modification Request** – which bears the signatures of authorized chief elected officials and the Workforce Development Board (WDB) chairperson.
- **Section II. F&T Narrative** – describing the planned F&T Program activities **and** Supportive Services-to be provided to ABAWDs.
- **Section III. Budget Information Summary (BIS)** – which includes one BIS for Program Operations and one BIS for Supportive Services funds. Separate Grant Action Notices will be issued for each funding source.

### **Action:**

#### **Fiscal Information**

The MWA will process all cash requests through the Management of Awards to Recipients System (MARS) manual. The MWA must have on file appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are the charges incurred by the grantee during a given period requiring the provision of funds for:

- 1) goods and other tangible property received;
- 2) services performed by employees, contractors, sub-grantees, subcontractors and other payees; and
- 3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Submit reports to the MARS

system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

### **Program Plan Information**

MWA officials shall prepare and submit a Plan which contains a narrative, two BISs, and a signature page. **Plans are to be submitted within 30 days from the date of this policy issuance** via e-mail to: Ms. Pam Vance at [vancep1@michigan.gov](mailto:vancep1@michigan.gov) **and** to the MWA's Welfare Reform state coordinator. **The hard copy of the original signature page must be submitted to:**

Mr. Brian Marcotte, Manager  
Welfare Reform\Wagner Peyser Section  
Workforce Development Agency, State of Michigan  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**Inquiries:** Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator at (517) 373-6234. 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, 2015

GC:LM:pv  
Attachment

## **SECTION I**

### **F&T Workforce Development Board Plan Approval/Modification Request Instruction Sheet**

#### **Identifying Information**

1. **Michigan Works! Agency (MWA)**: Enter the name of the MWA.
2. **MWA Number**: Enter the number assigned to the MWA.
3. **Plan Title(s)**: Enter the appropriate title for the plan being submitted. “Food Assistance Employment and Training” has been preprinted.
4. **Policy Issuance (PI) Number**: Enter the appropriate PI number. 14-08 has been preprinted.
5. **Plan Period**: Identify the spending/grant period covered by the specific plan action. “10/01/14 through 09/30/15” has been preprinted.

**FAE&T  
PLAN APPROVAL/MODIFICATION REQUEST**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): Food Assistance Employment and Training	
4. Policy Issuance Number: 14-08	5. Plan Period: 10/01/14 through 09/30/15

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

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

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**

### **F&T NARRATIVE**

A. Michigan Works! Agency (MWA) Identification Information

F&T Contact Person: Identify the MWA contact person (including telephone number and e-mail address) for purposes of discussing the F&T plan contents.

B. Program Design/Description of Services to be Provided

The plan narrative is to provide a description of the F&T Program design. At a minimum, the following elements must be included:

1. A description of each of the planned F&T Program activities that will be available to participants (Job Search with Workfare and Job Search Training with Workfare, Educational and Training Programs, and Job Retention Services, as prescribed in F&T Program Policy Guidelines WDA PI 12-17, and subsequent changes.) The narrative should include a summary of how the activities relate to the needs and problems of the targeted F&T participants.
2. A description of the F&T participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
3. A description of the F&T Program orientation design and referral process.
4. Provide a description of the ongoing case management services. At a minimum, provide a description of the procedures for reviewing the progress of each participant in meeting the objectives of their Individual Service Strategy (ISS). The description should include how the MWA will oversee the ISS to ensure that the stated goals are being met and how problems will be resolved.
5. A description of how the F&T Program will be coordinated with ongoing programs (i.e., Workforce Investment Act [WIA]) and other services within the MWA's geographical area.
6. A description of the supportive services available to participants and other costs reasonably necessary and directly related to participation in the program. (i.e., transportation, clothing and tools)

### **SECTION III**

#### **F&T PROGRAM OPERATIONS BUDGET INFORMATION SUMMARY General 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 Number: Enter the appropriate policy issuance number (and change if applicable). "14-08" has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. "10/01/14 through 09/30/15" has been preprinted.
5. Grant Name: Enter the Grant Name. "FY15 ST ADM MTCH GRTS FOR THE SNAP" has been preprinted.
6. Project Name: Enter the Project Name. "FY15 FOOD ASSISTANCE" has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

#### **SECTION II - TOTAL FUNDS AVAILABLE**

1. Allocation: Enter the initial amount allocated for the plan period.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

#### **SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

This section is a breakout of planned F&T expenditures for activities during Fiscal Year 2015.

1. Employment & Training Expenditures
  - a. Job Search/Job Search Training: Enter the amount of cumulative planned expenditures for Job Search/Job Search Training activities

- b. Workfare: Enter the amount of cumulative planned expenditures for Workfare.
- c. Educational/Training Programs: Enter the amount of cumulative planned expenditures for educational/training programs.
- d. Job Retention Services: Enter the amount of cumulative planned expenditures for Job Retention Services.

2. Marketing

Enter the amount of cumulative planned expenditures for marketing.

3 Administration

Enter the amount of cumulative planned expenditures for administration.

Total Planned Expenditures: Enter the total cumulative planned expenditures.

**F&T PROGRAM OPERATIONS  
Budget Information Summary**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 14-08		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY15 ST ADM MTCH GRTS FOR THE SNAP		6. Project Name: FY15 FOOD ASSISTANCE	
7. CFDA Number: 10.561			

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

**SECTION III – CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category:	Amounts:
1. Employment & Training Expenditures:	
a. Job Search/Job Search Training	\$
b. Workfare	\$
c. Educational/Training Programs	\$
d. Job Retention Services	\$
2. Marketing	\$
3. Administration	\$
Total Planned Expenditures (1 + 2 + 3)	\$

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 Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

**The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.**

**FAE&T – SUPPORTIVE SERVICES  
BUDGET INFORMATION SUMMARY  
General 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. “14-08” has been preprinted.
4. Plan Period: Identify the effective dates of the proposed plan action. The dates “10/01/14 through 09/30/15” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY15 SAM GRTS-SNAP-50% FED/50% GF” has been preprinted.
6. Project Name: Enter the Project Name. “FOOD ASST.-SUPP. SERVS.-50%FED/50%GF” has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

**SECTION II – TOTAL FUNDS AVAILABLE**

1. Allocation: Enter the initial amount allocated for the Fiscal Year 2015 supportive services funding.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

**SECTION III – CURRENT PLANNED EXPENDITURES**

1. Planned Expenditures: In this section, provide cumulative planned actual (not accrued) expenditures for supportive services, which include transportation, clothing, tools, and other supportive services necessary and directly related to participation in the FAE&T Program.

**F&T – SUPPORTIVE SERVICES  
BUDGET INFORMATION SUMMARY**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 14-08		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY14 SAM GRTS-SNAP-50% FED/50% GF		6. Project Name: FOOD ASST.-SUPP. SERVS.- 50% FED/50% GF	
7. CFDA Number: 10.561			

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

**SECTION III – CURRENT PLANNED EXPENDITURES**

Planned Supportive Service Expenditures:	Amount:
1. Planned Expenditures	\$

OWD-177

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 Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

**The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.**

**Food Assistance Employment and Training Program  
Fiscal Year 2015**

Michigan Works! Agency (MWA)	Allocation	Supportive Services	Total
ACSET	\$172,112	\$3,875	\$175,987
Berrien/Cass/Van Buren	\$77,813	\$1,752	\$79,565
Capital Area	\$105,668	\$2,379	\$108,047
Central Area	\$54,281	\$1,222	\$55,503
DESC	\$561,277	\$12,638	\$573,915
Eastern U.P.	\$11,804	\$900	\$12,704
Genesee/Shiawassee	\$172,456	\$3,883	\$176,339
Great Lakes Bay	\$111,695	\$2,515	\$114,210
Kalamazoo-St. Joseph	\$133,888	\$3,015	\$136,903
Livingston County	\$17,281	\$900	\$18,181
Macomb/St. Clair	\$222,105	\$5,001	\$227,106
Muskegon County	\$72,001	\$1,621	\$73,622
Northeast	\$38,455	\$900	\$39,355
Northwest	\$63,628	\$1,433	\$65,061
Oakland County	\$189,994	\$4,278	\$194,272
Ottawa County	\$30,378	\$900	\$31,278
Region 7B	\$50,476	\$1,136	\$51,612
SEMCA	\$263,558	\$5,934	\$269,492
South Central	\$74,206	\$1,671	\$75,877
The Job Force	\$36,422	\$900	\$37,322
Thumb Area	\$0	\$0	\$0
Washtenaw County	\$55,507	\$1,250	\$56,757
West Central	\$44,273	\$997	\$45,270
Western U.P.	\$19,147	\$900	\$20,047
<b>Total</b>	<b>\$2,578,425</b>	<b>\$60,000</b>	<b>\$2,638,425</b>

Allocation based on total food stamp households from June 2014.

Barry County was added to ACSET, Calhoun and Branch Counties were added to Kalamazoo-St Joseph.

The Supportive Services funding was calculated with a \$900 minimum threshold.

Source: Department of Human Services.

WDA August 14, 2014