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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEVE ARWOOD
DIRECTOR

OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 15-18 Change 3

Date: September 16, 2016

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director **SIGNED**
Talent Investment Agency

Subject: Fiscal Year (FY) 2016 Partnership.Accountability.Training.Hope. (PATH)
Program FY 2016 Temporary Assistance for Needy Families (TANF)
Additional Funding

Programs
Affected: PATH

References: Reauthorization of the TANF Program; Final Rule, 45 Code of Federal
Regulations Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PATH Program Manual, dated November 17, 2014

WDA PI: 15-18 and 15-18, Changes 1 and 2

Rescissions: None

Background: The WDA was notified that FY 2016 state-level administrative TANF funds were available for distribution for the PATH program. This policy distributes additional TANF funding in the amount of \$971,000. In addition, Macomb has deobligated \$470,000 in TANF funding that will also be redistributed. The funding is being allocated based on MWAs that requested additional funding.

Policy: The WDA will distribute \$971,000 in FY 2016 TANF funding to MWAs. The funding is being distributed based on MWA requests for additional funding. This policy also deobligates \$470,000 in TANF funding from Macomb/ St. Clair. See Attachment A.

**To the extent possible, all funds should be expended by
September 30, 2016.**

Action: All other requirements of WDA PI 15-18 and Change 1 and 2 remain in effect. Affected MWA Directors must submit a revised Budget Information Summary within 10 days of the official date of this policy issuance to the [Welfare Reform](mailto:wda-wr-wp@michigan.gov) mailbox (wda-wr-wp@michigan.gov).

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 an alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration
Date:** September 30, 2016

WS:YH:pv

**Partnership.Accountability.Training.Hope. (PATH)
Temporary Assistance for Needy Families (TANF)
Budget Information Summary Instructions**

Section I - Identification Information

Michigan Works! Agency (MWA): Enter the name of the MWA.

Policy Issuance: "15-18, Change 3" has been pre-printed.

Grant Name: "FY 2016 TEMP ASSIST FOR NEEDY FAMILIES" has been pre-printed.

Project Name: "PATH" has been pre-printed.

Plan Period: "10/1/2015 thru 09/30/2016" has been pre-printed.

CFDA Number: "93.558" has been pre-printed.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the deobligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

Section III - Planned Expenditures by Cost Categories

Direct Client Services:

Employment: Enter the cumulative amount planned for Employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by TANF, State GF/GP funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for work subsidies.

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

Other Work Activities: Enter the cumulative amount planned for other work activities.

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.

Unpaid Work: Enter the cumulative amount planned for Unpaid Work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, providing childcare services to individuals participating in community service.

Education/Training Activities: Enter the cumulative amount planned for education/training activities.

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.

Preparation to obtain employment.

Job Search/and Job Readiness: Enter the cumulative amount planned for job search/job readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes or through less structured individualized activities.

Total Direct Client Services: This cell will automatically calculate.

Supportive Services:

- a. Auto Purchases: Enter the cumulative amount planned for auto purchases.
- b. Public Transportation: Enter the cumulative amount planned for public transportation. 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 planned for auto related Expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.
- d. Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: This cell will automatically calculate.

Administration: Enter the cumulative amount to be spent for each of the administrative cost categories during the plan period.

- e. 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 & 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.
- f. 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 limitation technology or computer systems. Contracts for such services are included in this cost category.

Total Administration: This cell will automatically calculate.

Total Planned Expenditures: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

Note: The Program Operations Budget Information Summary form titled “15-18c3_BIS.xlsx” is attached to this official policy email.

**Fiscal Year (FY) 2016
Partnership.Accountability.Training.Hope. (PATH)
Temporary Assistance for Needy Families (TANF) Allocations**

Michigan Works! Agency	Current TANF Allocation	Additional TANF Amount	De-obligated TANF Allocation	Revised Total TANF Funds	Current GF/GP Allocation	Revised Total GF/GP Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Berrien, Cass, Van Buren	1,326,656	390,000		1,716,656	196,488	196,488
Capital Area	1,919,004			1,919,004	320,452	320,452
DESC	13,540,120			13,540,120	2,261,045	2,261,045
Great Lakes Bay	3,059,810			3,059,810	510,954	510,954
GST Michigan Works!	8,863,181			8,863,181	1,480,050	1,480,050
Macomb/St. Clair	5,648,214		(470,000)	5,178,214	943,187	943,187
Northeast	837,134	10,000		847,134	131,443	131,443
Northwest	711,468	110,000		821,468	118,807	118,807
Oakland County	4,207,175	85,000		4,292,175	602,858	602,858
Region 7B	1,189,446			1,189,446	198,624	198,624
SEMCA	5,637,859	6,000		5,643,859	926,847	926,847
SE Michigan Consortium	3,159,726			3,159,726	437,180	437,180
Southwest MI Works	2,986,179	20,000		3,006,179	434,584	434,584
UPWARD Talent Council	1,603,533	100,000		1,703,533	226,024	226,024
West Central	837,937			837,937	139,926	139,926
West Michigan Works!	5,404,269	250,000		5,654,269	902,450	902,450
Total	60,931,711	971,000	(470,000)	61,432,711	9,830,919	9,830,919

Allocations based on:

60% - Number of PATH participants

40% - Number of 21-day Application Eligibility Period (AEP) attendees

Additional Funds based on Michigan Works! Agency's request

9/6/2016