



GRETHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance: 20-03

Date: February 6, 2020

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Division Administrator **SIGNED**
Targeted Services Division
Workforce Development

Subject: Plan Instructions for Fiscal Year (FY) 2020 Partnership.Accountability.
Training.Hope. (PATH) Employment-Related Supportive Services

Programs Affected: PATH

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

PATH Program Manual updated January 8, 2020

Rescissions: None

Background: The Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) has entered into an agreement with central office Michigan Department of Health and Human Services (MDHHS) for the purpose of providing additional TANF funding for employment-related supportive services. The additional funding may be used to increase the availability of current MWA funds for other PATH services or activities. The funds will be transferred to the LEO-WD via Interagency Agreement with the MDHHS, and then, allocated to the MWAs. The attached chart identifies the allocation to the MWAs. For FY 2020, the MWA's allocation will not be issued by county but to the MWA as a whole. The MWAs have discretion to allocate funding within their MWA.

Policy: Funds must be expended exclusively to provide employment-related supportive services to the Family Independence Program (FIP) participants, in accordance with the LEO policy and policy established by the MWAs.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
WORKFORCE DEVELOPMENT AGENCY, 201 N. WASHINGTON SQ. • LANSING, MI 48913 • www.michigan.gov/tia • 517-335-5858

Please note that the LEO PATH policy allows for supportive services to be provided as appropriate while the FIP case is open and through the first 180 days of a participant's employment including during the Application Eligibility Period.

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

- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP participants back to the MDHHS for employment-related supportive services unless all supportive service funds have been exhausted.
- The funds are to be independently tracked. Therefore, Grant Action Notices will be issued under Grant Name, "FY 20 TANF – Supportive Services," and Project Name, "PATH Supportive Services."
- The grant spending period for these funds is October 1, 2019 through August 31, 2020.

All reporting of expenditures of the funds provided through this grant must be reported to the WDA and the local MDHHS offices on a quarterly basis. A final closeout report is also required. For the first three quarters, financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. The final quarterly report (the financial expenditure report) is due to the WD no later than the 20th calendar day after August 31, 2020. The closeout report is due to the WD no later than October 5, 2020. Submit reports to the [Management of Awards to Recipient's System](#). If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

Other MDHHS Reporting Requirements

By the 28th of each month, the MWAs are required to provide the local MDHHS office a report of the supportive services they have provided in the previous month. This report must list the supportive services provided, the individual names and case numbers, and the amount of services provided.

For Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA), the information is to be provided to the appropriate district office.

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. LEO is required to submit quarterly reports to the MDHHS consisting of the following information:

- A list of participants.
- Expenditures by participant.
- Description of services provided.
- Total cost of services for each participant.
- Bulk purchases (can be noted as “bulk”).
- The total amount of funding expended by category and the number of participants served for the reporting period.

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

These reports should be sent to the WD by April 17, 2020, July 17, 2020, and October 5, 2020, to:

Department of Labor and Economic Opportunity-WD
Targeted Services Division
Ms. Yvette Harris, Specialist
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Or email to: Harrisy@michigan.gov
Or fax to 517-241-9846

Action: Affected MWAs must submit the PATH Employment-Related Supportive Services plan and Budget Information Summary within 30 days of the official date of this policy to TED-TSDIV@michigan.gov.

Inquiries: Questions regarding this policy should be directed to your Reemployment Services Coordinator.

This policy is available for downloading from the [WD's website](#).

The information contained in this policy will be made available in an alternative format (large type, audio tape, etc.) upon request to this office. Please contact Ms. Melissa Stebbins by telephone at 517-241-9834 or by email at StebbinsM@michigan.gov.

WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/WDA.

**Expiration
Date:**

August 31, 2020

JB:YH:ms

**Partnership.Accountability.Training.Hope. (PATH)
Employment-Related Supportive Services
Plan Narrative Instructions**

Identifying Information

A. Michigan Works! Agency (MWA) Identification Information

The PATH Employment-Related Supportive Services Plan Contact Person: Identify the MWA contact person (including a phone number, email address, and fax number) for purposes of discussing the PATH employment-related supportive services plan content.

B. Description of the PATH Employment-Related Supportive Services to Be Provided

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

Budget Information Summary Instructions
Partnership.Accountability.Training.Hope (PATH)
Supportive Services

Section I – Identification Information

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

Policy Issuance: Enter the Policy Issuance number. “20-03” has been preprinted.

Grant Name: “FY 20 TANF – Supportive Services” has been preprinted.

Project Name: “PATH Supportive Services” has been preprinted.

Plan Period: “10/1/2019 – 08/31/2020” has been preprinted.

CFDA Number: “93.558” has been preprinted.

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 de-obligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

Section III - Planned Expenditures by Cost Categories

Supportive Services:

Auto Purchases: Enter the cumulative amount planned for Auto Purchases.

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.

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.

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 Planned Expenditures: This cell will automatically calculate.

**FY 2020 PATH
SUPPORTIVE SERVICES ALLOCATION**

Michigan Works! Agencies	TANF DSS Allocation (\$)
Berrien/Cass/Van Buren	44,150
Capital Area	62,826
DESC	406,735
Great Lakes Bay	144,591
GST Michigan Works!	-0-
Macomb/St. Clair	54,387
Northeast	14,349
Northwest	15,784
Oakland County	66,225
Region 7B	54,771
SE Michigan Consortium	67,262
SEMCA	121,546
Southwest	93,819
UPWARD Talent Council	60,784
West Central	16,833
West Michigan Works!	275,938
Statewide Totals	1,500,000

Allocations based on historical supportive services expenditures with an 80% hold harmless factor based on FY 19 DSS allocations.

1/17/2020