



GRETHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-05 Change 1

Date: June 18, 2020

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year 2020 Summer Youth Employment Program (SYEP) for
Chafee-Eligible Foster Youth

**Programs
Affected:** SYEP for Chafee-Eligible Foster Youth

Rescissions: None

References: The Workforce Innovation and Opportunity Act (WIOA) of 2014

Background: Several MWAs will offer a summer program that provides meaningful employment opportunities for youth in foster care. The SYEP for Chafee-Eligible foster youth was originally to be in effect from April 1, 2020, to August 31, 2020. Due to the ongoing emergency situation currently established in the State of Michigan, this program has been extended to cover the time period April 1, 2020, to December 31, 2020. The SYEP may include any combination of allowable WIOA Youth Services that occur during the summer period, as long as it includes a work experience component, as defined under WIOA 20 Code of Federal Regulations 664.460. This program is being implemented at the request of the Michigan Department of Health and Human Services (MDHHS). This PI incorporates a de-obligation of program funding. This PI also includes changes to program reporting requirements and the numbers of participants served as necessitated by the emergency situation. These requirement changes include the elimination of notifying the Michigan Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) if the 50 percent enrollment threshold of those to be served is not reached. All requirements and stipulations described in PI 20-05, issued March 9, 2020, remain in effect unless directly addressed in this PI Change.

Policy: **Foster Care SYEP**

The SYEP will provide summer employment opportunities and workforce development activities (work readiness) to approximately 145-165 current Chafee-Eligible Foster Care Youth, ages 14–20. This policy issuance

LEO is an equal opportunity employer/program.

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

de-obligates \$175,000 in Fiscal Year (FY) 20 Chafee funding and extends the end date to December 31, 2020, as well as extends reporting requirements. The end of year participant survey has been revised and a link to the revised survey is provided.

Program Dates

June 1, 2020 – the first day participants can begin summer employment.

November 1, 2020 – the last day for MWAs to accept SYEP referrals.

December 31, 2020 – the last day for summer employment.

Funding

The MDHHS will provide \$350,000 of MDHHS Chafee (Youth-In-Transition) funds to finance the project staff and services. No more than 10 percent of the allocated amount can be spent on administrative costs. In addition, expenditures must be aligned to the percentage of youth served; however, the amount allocated to administrative expenses and staffing costs will not be reduced pursuant to the number of youth served.

Additionally, the MDHHS will provide \$28,000 of Temporary Assistance for Needy Families (TANF) supportive services funding to support the SYEP. The funding levels are being distributed at the request of the MWAs. No administrative costs are allowed for supportive services. This funding can be utilized for masks and other personal protection equipment, transportation and uniform assistance, as well as other supportive services. The TANF supportive services funding must be spent by August 31, 2020. The Chafee funding must be spent by December 31, 2020.

Program Reporting

The MWAs shall provide the following reports to Michigan Department of Labor and Economic Opportunity–Workforce Development (LEO-WD):

Year-End Report

The year-end report shall be submitted on the 2020 Foster Care Summer Youth Employment Year-End Report template (attached). The year-end report must include the name, date of birth, start and end date of each SYEP participant, along with the following performance measures and service recommendations:

- The youth met job readiness measures.
- The youth entered a WIOA program at the completion of SYEP.
- Recommendations for future services.

The report must be submitted by Excel spreadsheet to WD to the attention of Mr. Gary Clark by email at ClarkG1@michigan.gov by January 22, 2021.

Follow-Up Report

The follow-up report shall be submitted on the 2020 Foster Care Summer Youth Employment Follow-Up Report template (attached). The follow-up report must include the name, date of birth, start and end date of each SYEP participant, along with the individual participant-level performance measures and the retention status in the WIOA Youth Program at 6 and 12 months after completion of the program.

Follow-up reports must be submitted to WD on July 23, 2021, and January 14, 2022. The SYEP participants that **are not** enrolled in the year-round

WIOA youth program **should not** be included in the follow-up reports. The follow-up reports must be submitted by Excel spreadsheets to Mr. Gary Clark by email at ClarkG1@michigan.gov. The Excel spreadsheets are attached to this email.

A revised survey has been updated and should be completed by the SYEP participant. The survey may be accessed at the following address:
https://www.surveymonkey.com/r/2020_SummerYouthEmploymentProgram.

Fiscal Requirements and Reporting

Fiscal reports for the periods ending June 30, 2020, and September 30, 2020, are due through the Management of Awards to Recipients System (MARS) on or before July 20, 2020 and October 20, 2020, respectively. The year-end report for the supportive services will still be due on October 20, 2020, with closeout due on November 30th.

A fiscal report for Chafee funding for the period ending December 31, 2020, is due through MARS within 20 days of the end of the program, or on February 5, 2021. Financial reporting to the MDHHS will be based on the information submitted in this report. Therefore, reasonable and conservative estimates should be used if the final financial information is not available. A final financial closeout report is due through MARS 60 days after the program's end, by February 26, 2021. Expenditures in excess of what has been represented in the previous report are not allowed.

Action: The MWAs must submit a Budget Information Summary specific to the FY20 MDHHS Chafee Funding within 30 days from the date of this policy-

Inquiries: Questions regarding this policy should be directed to Mr. Gary Clark by telephone at 517-930-4749 or email at ClarkG1@michigan.gov.

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

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Whitney Wasser at 517-241-1018 for details.

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

**Expiration
Date:**

December 31, 2021

JB:GC:ww
Attachments

**Budget Information Summary Instructions
Summer Youth Employment Program (SYEP)
Fiscal Year (FY) 2020**

Section I - Identification Information

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

Policy Issuance: "20-05, Change 1" has been pre-printed.

Grant Name: "FY 20 DHHS Chafee Funding" has been pre-printed.

Project Name: "Foster Care SYEP" has been pre-printed.

Plan Period: "04/01/20 – December 31, 2020" has been pre-printed.

CFDA Number: "93.674" 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.

Total FY Funding: The aggregate total of the beginning and additional allocations. The Excel spreadsheet will automatically calculate.

Section III - Current FY Planned Expenditures by Cost Category

Administration-MWA Level: Enter the amount transferred to local administration for the Youth program. Not more than 10 percent of the total allocation may be used for administration.

Paid Work Experiences: Enter the amount of the allocation planned for Paid and Unpaid Work Experiences. At least 20 percent of the adjusted award must be used to provide Paid and Unpaid Work Experiences. The 20 percent minimum is not applied separately for ISY and OSY.

Total Planned Costs: *The Excel spreadsheet will automatically calculate all of the total planned costs entered for the Youth program.*

Section IV - Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

**Fiscal Year 2020 Foster Care
Summer Youth Employment Program Allocations**

Michigan Works! Agency	Revised Number of Youth To Be Served	Chafee Allocation	De-obligation	Revised Chafee Allocation	Supportive Services Allocation	Total Program Allocation
West Michigan Works!	20	\$89,000	(44,000)	45,000	\$4,760	\$49,760
Capital Area Michigan Works!	10	\$34,000	(11,000)	23,000	\$1,680	\$24,680
GST Michigan Works!	15	\$45,000	(11,000)	34,000	\$2,520	\$36,520
Detroit Employment Solutions Corporation. Inc.	75	\$200,000	(31,000)	169,000	\$10,640	\$179,640
Macomb/St. Clair Workforce Development Board	15	\$67,000	(33,000)	34,000	\$3,640	\$37,640
Southeast Michigan Community Alliance	20	\$90,000	(45,000)	45,000	\$4,760	\$49,760
Total	155	\$525,000	(175,000)	\$350,000	\$28,000	\$378,000

LEO is an equal opportunity employer/program.

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