



**Partnership. Accountability. Training.
Hope. (PATH)
Program Manual**

**Workforce Development Agency
State of Michigan**

November 17, 2014

PATH MANUAL

The PATH Manual consolidates and replaces the majority of PATH related Policies that were previously issued by the Workforce Development Agency (WDA), State of Michigan. The Manual is designed to be printed and used as a desktop reference for Michigan Works! Agencies (MWAs) and their contractors. The Manual has also been optimized with quick-links and other features to be used as an electronic manual. An electronic copy of the PATH Manual can be accessed from the “Policy and Program Guidance” tab on the WDA Web site at [http://www.michigan.gov/documents/wda/14-12 OFFICIAL PATH Manual 474335 7.pdf](http://www.michigan.gov/documents/wda/14-12_OFFICIAL_PATH_Manual_474335_7.pdf).

The PATH Manual is broken into Sections and Chapters. Each Section is numbered separately. As updates to the manual are made, a guidance letter will be issued to the MWAs to indicate which pages within the manual are affected. Updates to the manual will be issued quarterly and on an as-needed basis when significant policy changes occur.

TABLE OF CONTENTS

Note: Each SECTION (A – F) is numbered independently. Page numbers continue from Chapter to Chapter within a SECTION.

History of Changes	Page vii
Glossary of Acronyms, Terms, and Definitions	Page ix
Welfare Reform Service Codes	Page xi

SECTION A: PATH Overview

Chapter 1: PATH Overview	Section A – Pages 1 – 4
Referral	Page 1
Application Eligibility Period (AEP)	Page 2
PATH	Page 3
Time Limits	Page 4
Chapter 2: Statutory Framework	Section A – Pages 5 – 6
Personal Responsibility And Work Opportunity Reconciliation Act	Page 5
Temporary Assistance for Needy Families (TANF) Program	Page 5
Social Security Act (SSA)	Page 5
Michigan Social Welfare Act	Page 6
Workforce Investment Act (WIA)	Page 6
Refugee Resettlement Program	Page 6
Chapter 3: Other Related Policy	Section A – Pages 7 – 8
Vision 100	Page 7
Pathways to Potential (P2P)	Page 7
TANF Refugee Program	Page 8
Foster Care Summer Youth Employment Program (SYEP)	Page 8

SECTION B: PATH Referral

Chapter 4: PATH Referral	Section B – Pages 1 – 4
Eligibility	Page 1
Timelines	Page 2
Confidentiality	Page 3
Service Locations/Regions	Page 3
Chapter 5: General Orientation	Section B – Page 5

Table of Contents

SECTION C: Application Eligibility Period

<u>Chapter 6: AEP</u>	Section C – Page 1 – 16
<u>Weekly Assignment Plans</u>	Page 2
<u>Weekly Review Meetings/Weekly Completion Determination</u>	Page 8
<u>Applicant Misconduct</u>	Page 9
<u>Medical Excuse from AEP</u>	Page 9
<u>Applicant Transfers During AEP</u>	Page 10
<u>Extensions</u>	Page 10
<u>OSMIS Data Entry</u>	Page 11
<u>FIP Applications Denied in Error</u>	Page 16

SECTION D: PATH

<u>Chapter 7: PATH Work Participation Requirements</u>	Section D – Pages 1 – 4
<u>Work Participation Requirements</u>	Page 1
<u>Chapter 8: PATH Allowable Activities</u>	Section D – Pages 5 – 13
<u>Paid Work Activities</u>	Page 5
<u>Job Search/Job Readiness (JS/JR) Assistance</u>	Page 7
<u>Unpaid Work Activities</u>	Page 8
<u>Educational Activities</u>	Page 11
<u>Prohibitions</u>	Page 13
<u>Chapter 9: PATH Supportive Services</u>	Section D – Pages 14 – 20
<u>Transportation Allowances</u>	Page 15
<u>Automobile Purchase</u>	Page 15
<u>Automobile Repairs</u>	Page 16
<u>Vehicle Insurance</u>	Page 17
<u>Clothing</u>	Page 17
<u>Relocation Allowance</u>	Page 17
<u>Medical Expenses, Immunizations, and Tests</u>	Page 17
<u>PATH Transitional Supportive Services</u>	Page 18
<u>Other Employment Supportive Services (ESS)</u>	Page 19
<u>Chapter 10: PATH Case Management</u>	Section D – Pages 21 – 42
<u>Family Automated Screening Tool (FAST)</u>	Page 22
<u>OSMIS Data Entry</u>	Page 23
<u>Deeming for 18 & 19-Year-Olds</u>	Page 25
<u>Determining the Number of Hours Allowable for CSP and/or WEP</u>	Page 28
<u>Deeming for TANF-Funded Participants Who Complete the Max CSP/WEP</u>	Page 28
<u>Documentation</u>	Page 30
<u>180-Day Job Retention</u>	Page 37
<u>Extended FIP (EFIP)</u>	Page 38
<u>PATH Participants Unable to Participate Due to Medical Reasons</u>	Page 40
<u>Chapter 10: PATH Case Management (cont.)</u>	Section D – Pages 21 – 42
<u>Found Ineligible Referrals</u>	page 41
<u>Case Closure Status Other and Employed Participants</u>	Page 41
<u>Time Limits</u>	Page 42

Table of Contents

Chapter 11: PATH Noncompliance	Section D – Pages 42 – 50
Noncompliance	Page 43
Triage	Page 45
Prehearing Conferences and Administrative Hearings	Page 50
Chapter 12: Data Verification and Internal Controls	Section D – Pages 51 – 52
Participation Data Verification Process	Page 51
Internal Controls	Page 51

SECTION E: Forms and Templates

AEP	Section E – Pages 1 – 4
AEP Week 1 Assignment Plan	Page 1
AEP Week 2 Assignment Plan	Page 2
AEP Week 3 Assignment Plan	Page 3
AEP Extension Request Form	Page 4
Documentation	Section E – Pages 5 – 25
Documentation Checklist	Page 5
Verification of Employment Hours Form (WR-201)	Page 9
Verification of Employment Hours Form (WR-202)	Page 10
Self-Employment Cover Sheet (WR-203)	Page 11
Outside Job Search Contact Log (WR-204)	Page 12
Outside Job Search Contact Log (WR-205)	Page 13
Activity Log (WR-206)	Page 14
Activity Log (WR-207)	Page 15
Activity Log (WR-208)	Page 16
Activity Log (WR-209)	Page 17
Childcare Services for CSP Participant Form (WR-210)	Page 18
Childcare Services for CSP Participant Form (WR-211)	Page 19
Education Log (WR-212)	Page 20
Education Log (WR-213)	Page 21
Education Log (WR-214)	Page 22
Education Log (WR-215)	Page 23
18 & 19-Year-Olds High School/GED Log (WR-216)	Page 24
18 & 19-Year-Olds High School/GED Log (WR-217)	Page 25

Table of Contents

PATH Appointment and Noncompliance	Section E – Pages 26 – 31
Return to PATH Appointment Notice Form (WR-231)	Page 26
Noncompliance Warning Notice Form (WR-241)	Page 27
PATH Reengagement Agreement Form (WR-242)	Page 28
Triage Meeting Notice Form (WR-243)	Page 29
Triage Meeting Notice Form (WR-244)	Page 30
Post-Triage PATH Appointment Notice Form (WR-245)	Page 31
Participation Ticket Templates	Section E – Pages 32 – 33
Michigan Works! Orientation Ticket Template	Page 32
Michigan Works! Weekly Participation Ticket Template	Page 33
Data Verification and Internal Controls	Section E – Pages 34 – 36
TANF – PATH Participation Data Verification Checklist	Page 34
TANF Internal Controls File Review Form	Page 35
TANF Internal Controls File Review Summary Report Template	Page 36

SECTION F: Technical Instructions, Examples, and Resources

21 Day AEP Curriculum Model	Section F – Pages 1 – 2
Technical Instructions for OSMIS	Section F – Pages 3 – 20
Welfare Reform	Page 3
Entering Actual Hours	Page 4
Entering Projected Hours of Employment	Page 5
Entering JS/JR Actual Hours	Page 6
Other Non-Countable Hours (ONCH)	Page 6
Entering CSP & WEP Hours	Page 10
Entering Hours in “High School/GED for 18/19-Year-Olds” Activity	Page 10
Entering Excused Absences and Holiday Hours	Page 12
Changing the Activity Begin Date and/or End Date	Page 13
Tracking Noncompliance Warnings	Page 15
Work-Ready with Limitations Indicator	Page 19
Housing Assistance	Section F – Pages 21 - 28
Temporary State Emergency Relief (SER) Housing Assistance Fact Sheet	Page 21
Temporary Housing Assistance – Frequently Asked Questions (FAQs)	Page 23

History of Changes

<u>DATE</u>	<u>CHANGE</u>	<u>PAGES AFFECTED</u>
November 17, 2014	PATH Manual Released	All
November 20, 2018	Chapter 9 Updated	Section D Pages 15-18
January 08, 2020	Chapter 9 Updated	Section D Pages 14 - 20

GLOSSARY OF ACRONYMS, TERMS, AND DEFINITIONS

<u>ACRONYM</u>	<u>DEFINITION</u>
AEP	Application Eligibility Period
BAM	Bridges Administrative Manual
BEM	Bridges Eligibility Manual
CSP	Community Service Program
CS/WE	Community Service/Work Experience
DHS	Michigan Department of Human Services
DO	Doctor of Osteopathic Medicine
DSS	Department of Social Services
EDG	Eligibility Determination Group
EFIP	Extended Family Independence Program
ESL	English as a Second Language
FAP	Food Assistance Program
FAST	Family Automated Screening Tool
FIP	Michigan Family Independence Program
FIS	Family Independence Specialist
FLSA	Fair Labor Standards Act
FSSP	Family Self-Sufficiency Plan
GED	General Equivalency Diploma
GF/GP	General Fund/General Purpose
ISS	Individual Service Strategy
JET	Jobs, Education, and Training Program
JS/JR	Job Search/Job Readiness
LDTTC	Last Date to Complete
MD	Medical Doctor
MRS	Michigan Rehabilitation Services
MRT	Medical Review Team
MWA	Michigan Works! Agency
OJT	On-the-Job Training
ONCH	Other Non-Countable Hours
OSMIS	One-Stop Management Information System
PATH	Partnership. Accountability. Training. Hope.
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
SER	State Emergency Relief
SSA	Social Security Act
SSI	Supplemental Security Income
TABE	Test for Adult Basic Education
TANF	Temporary Assistance for Needy Families

<u>ACRONYM</u>	<u>DEFINITION</u>
VET	Vocational Educational Training
WDA	Workforce Development Agency, State of Michigan
WEI	Work Eligible Individual
WEP	Work Experience Program
WIA	Workforce Investment Act of 1998
WL	Work-Ready with Limitations

Glossary of Acronyms, Terms, and Definitions

WPR	Work Participation Requirement
WR_E-P-MIG	Welfare Reform Electronic Participant Management Information Guide

WELFARE REFORM SERVICE CODES

<u>Service Code</u>	<u>Activity</u>	<u>Core / Non-Core</u>	<u>Actual Hours</u>
1	Unsubsidized Employment	Core	Up to 26 weeks in the future
13	Job Search/Job Readiness (JS/JR)	Core	Current week
14	On-the-Job Training (OJT)	Core	Up to 26 weeks in the future
17	Work Experience	Core	Current week
21	JS/JR – Substance Abuse Treatment, Mental Health Treatment, and Rehabilitation Activity	Core	Current week
30	Subsidized Private Sector Employment	Core	Up to 26 weeks in the future
31	Subsidized Public Sector Employment	Core	Up to 26 weeks in the future
32	Job Skills Training Directly Related to Employment	Non-Core	Current week
33	Community Service Programs (CSPs)	Core	Current week
35	Education Directly Related to Employment	Non-Core	Current week
37	Providing Child Care for CSP Participant	Core	Current week
50	Vocational Educational Training (VET) – Vocational Occupational Training	Core	Current week
51	High School Completion	Non-Core	Current week
52	General Equivalency Diploma (GED)	Non-Core	Current week
55	High School/GED for 18/19-Year-Olds	Non-Core	Current week
72	VET – Condensed Vocational Programs	Core	Current week
73	VET – Internships, Practicums, and Clinicals	Core	Current week
75	Medical Inactive – 30 Days or Less	N/A	N/A
80	Pending Deferral Determination	N/A	N/A
81	Assigned to Triage	N/A	N/A
83	Pending Hearing Determination	N/A	N/A
86	Waiting for Michigan Rehabilitation Services (MRS) Consultation	N/A	N/A
87	MRS Activity Other	N/A	N/A
88	Non-Participating Parent – 2 Parent	N/A	N/A

SECTION A

**Partnership.
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Overview**

Chapter 1: PATH Overview

With the passage of federal Welfare to Work legislation in 1996, cash assistance evolved from an entitlement to a safety network program designed to provide families with temporary financial assistance while they secure employment. However, many families seeking cash assistance through the Michigan Family Independence Program (FIP) face significant barriers in securing and retaining employment. From childcare to transportation and literacy, caseworkers cite a long list of barriers that can keep families from achieving self-sufficiency.

On January 1, 2013, the Michigan Department of Human Services (DHS), the Workforce Development Agency (WDA), and the Michigan Works! Agencies (MWAs) began implementing [PATH](#). PATH is a robust, results-oriented work participation program designed to identify barriers and help clients connect to the resources they will need to obtain employment. The program features a 21-day assessment period during which barriers to employment are identified and caseworkers work individually with clients to connect them with resources to address these barriers. This intensive orientation period is a departure from the previous program, Jobs, Education and Training (JET), in which orientation periods varied across the state from one to three days.

PATH is also designed to bring Michigan into compliance with the 50 percent work participation rate required by the federal government. The coursework offered during the 21-day assessment period is critical in helping clients find employment, particularly those who have been unemployed for some time or have difficulties sustaining employment. The extended assessment period helps connect clients to resources ranging from professional clothing to transportation. Additionally, the PATH curriculum prepares clients for both the pursuit of a job and the skills necessary to keep a job. Resume writing and job search skills are included in this curriculum, as well as instruction on acceptable workplace behavior and employer expectations.

While the federal government requires 50 percent work participation, Michigan's aim is much higher. The programs needed to move beyond many of the most common barriers are not accepted by the federal government as approved work participation activities. For example, pursuit of a General Equivalency Diploma (GED) is not considered an approved core activity, nor are English as a Second Language (ESL) courses. Nonetheless, these barriers are common, significant barriers to sustainable employment.

Referral

The FIP is temporary cash assistance to support a family's movement to self-sufficiency. The recipients of FIP engage in employment and self-sufficiency related activities so they can become self-supporting.

Federal and state laws require each Work Eligible Individual (WEI) in a FIP group to participate in PATH or other employment-related activity unless temporarily deferred or engaged in full-time employment activities that meet participation requirements. These clients must participate in employment and/or self-sufficiency related activities to increase their employability and obtain employment. PATH is administered by the WDA through the Michigan Works! One-Stop Service Centers. PATH serves employers and job seekers for employers to have skilled workers and job seekers to obtain jobs that provide economic self-sufficiency. PATH case managers use the One-Stop Management Information System (OSMIS) to record the clients' assigned activities and participation.

Section A – PATH Overview
Chapter 1 – PATH Overview

Mandatory PATH clients are referred to PATH upon application for FIP, when a client's reason for deferral ends, or a member add is requested. All PATH referrals are sent by Bridges – an online service hosted by the DHS to facilitate the application of benefits for people in need. Bridges will generate an automated PATH referral to the OSMIS, as well as generating a DHS-4785, PATH Appointment Notice, which is sent to the participant.

WEIs not referred to PATH will participate in other activities to overcome barriers so they may eventually be referred to PATH or other employment service providers. DHS must monitor these activities and record the client's participation in the Family Self-Sufficiency Plan (FSSP).

A WEI who refuses, without good cause, to participate in assigned employment and/or other self-sufficiency related activities is subject to penalties.

When assigned, clients must engage in and comply with all PATH assignments while the FIP application is pending. PATH engagement is a condition of FIP eligibility. Failure by a client to participate fully in assigned activities while the FIP application is pending will result in denial of FIP benefits. Bridges automatically denies FIP benefits for noncompliance while the application is pending.

Application Eligibility Period (AEP)

The State of Michigan has determined a 21-day time frame will allow for MWAs to assess, evaluate, and more effectively prepare **FIP applicants** to attain employment, meet federal work participation requirements, and work toward self-sufficiency through PATH. FIP applicants who are more effectively prepared to attain employment and achieve self-sufficiency through Michigan's demand-driven workforce development system are better able to fulfill employers' needs for skilled and competent workers.

Michigan requires **FIP applicants** to successfully complete a 21-Day AEP at an MWA, as a condition of eligibility for FIP benefits. Upon successful completion of the 21-Day AEP, applicants continue with PATH participation.

The 21-Day AEP consists of three weeks' worth of assignments individualized for each applicant's needs. Week one begins the day the applicant attends PATH orientation at the MWA. Assignments during weeks one and two are for barrier identification and resolution activities, work readiness instruction, and core and non-core Allowable Activities appropriate to the applicant's circumstances. Week three assignments are for core and non-core Allowable Activities, plus any further barrier resolution activities and work readiness instruction which applicants may still need. FIP applicants need to complete all weekly assignments in order to fulfill the requirements of the AEP.

PATH

Upon successful completion of the AEP, FIP applicants are entered into the PATH program. The primary focus of PATH is to assist participants with reducing their dependence on public assistance and movement toward increased self-sufficiency. This is to be accomplished through participation in core and non-core activities, including paid work activities, Job Search and Job Readiness (JS/JR) assistance, unpaid work activities, and educational activities. Life-skills instruction, training or education, and other work-readiness activities are utilized to promote employability skills.

MWAs provide case management activities, as necessary, to assist PATH participants in obtaining employment at sufficient wage and hours to eliminate the need for FIP assistance.

Examples of case management activities include:

- Working with employers to develop career ladder programs and/or providing more working hours to a participant;
- Enrollment of participants into training programs, assessing needs for supportive services;
- Providing supportive services;
- Consulting with the participant's DHS Family Independence Specialist (FIS) to address situational barriers; and
- Using other community agencies for additional necessary services.

PATH participants are subject to work participation requirements. Federal law requires each state to engage at least 50 percent of all Temporary Assistance for Needy Families (TANF) families with a WEI in work or work-related activities. MWAs enter all participant information and activity data into the OSMIS to accurately track work participation. In addition, the DHS Office of Quality Assurance, Data Collecting and Reporting unit conducts data verifications of PATH participant files/records to measure the TANF Work Participation Rate.

A PATH participant who fails to complete assigned activities, does not call in or show up for a scheduled work assignment, demonstrates a pattern of tardiness, or is otherwise in violation of

PATH without good cause may be determined noncompliant. Two instances of noncompliance within 120 days result in a triage meeting between the individual, the MWA, and the DHS. If there is a finding of good cause for the noncompliance, the participant is required to continue their existing PATH activities or the MWA will assign new activities. If no good cause is found, the participant is subject to penalties and DHS will send a case closure to OSMIS through the Bridges system.

Time Limits

Time limits are essential to establishing the temporary nature of aid as well as communicating the FIP philosophy to support a family's movement to self-sufficiency. The message that FIP is temporary is an important part of how Michigan helps parents take advantage of the opportunities for work as well as self-sufficiency and independence. Families receiving FIP are to engage in activities that will help them gain financial independence and increase self-sufficiency.

Michigan operates a single FIP whose budgeting and accounting methods use both federal and state funds. To execute the most efficient, fair and cost-effective administration of the program, the proportion of federal and state funding associated with a case is dependent upon the group composition and/or individual characteristics on a case-by-case basis, as determined by the department.

On October 1, 1996, Michigan law reduced the cumulative total of FIP to 48 months during an individual's lifetime, however, the state did not begin enforcing the 48-month limit until 2012. Also, under the FIP, a family is not eligible for assistance beyond 60 consecutive or non-consecutive federally funded months. Federally funded countable months began to accrue for FIP on October 1, 1996. Counts accrued for every month a family received FIP, including months that met hardship criteria. As of October 1, 1996, no hardship criteria exist in Michigan.

DHS clients are made aware that public assistance is limited to 48 months to meet their family's needs and they must take personal responsibility to achieve self-sufficiency. This message, along with information on ways to achieve independence, direct support services, noncompliance penalties, and good cause reasons, is initially shared by DHS when the client applies for cash assistance.

Chapter 2: Statutory Framework

Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)

On August 22, 1996, President Clinton signed the PRWORA into law. This bipartisan welfare plan built upon previous Administration and State efforts to reform welfare. PRWORA dramatically changes the nation's welfare system into one that requires work in exchange for time-limited assistance. The law contains strong work requirements, performance bonuses to reward states for moving welfare recipients into jobs and reducing out-of-wedlock births, state maintenance-of-effort requirements, comprehensive child support enforcement, and supports for moving families from welfare to work – including increased funding for childcare. It provides opportunities for state and local governments, working in partnership with communities, groups, and other agencies, to serve families in new, more creative, and more effective ways. A copy of the PRWORA can be found at <http://www.gpo.gov/fdsys/pkg/BILLS-104hr3734enr/pdf/BILLS-104hr3734enr.pdf>.

Temporary Assistance for Needy Families Program

The first title of the PRWORA created the [TANF](#) program in recognition of its focus on moving recipients into work and time-limiting assistance. The TANF program, which went into effect on July 1, 1997, is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program. The four purposes of the TANF program are to:

- Provide assistance to needy families so that children can be cared for in their own homes;
- Reduce the dependency of needy parents by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies; and
- Encourage the formation and maintenance of two-parent families.

TANF Laws and Regulations can be found at the U.S. Department of Health & Human Services, Office of Family Assistance Web site at

<http://www.acf.hhs.gov/programs/ofa/programs/tanf/laws-regulations>.

Social Security Act (SSA)

Title IV of the SSA provides the framework for grants to states for aid and services to needy families with children and for child-welfare services. A compilation of the Social Security Laws can be found at http://www.ssa.gov/OP_Home/ssact/ssact-toc.htm.

Michigan Social Welfare Act: Public Act 280 of 1939 (and all amendments)

The Michigan Social Welfare Act, Public Act 280 of 1939, with the Federal SSA, is the legal basis for Michigan's [FIP](#). The Social Welfare Act can be found at [http://www.legislature.mi.gov/\(S\(osh314merpfqiw55zvqclvmk\)\)/mileg.aspx?page=GetMCLDocument&objectname=mcl-Act-280-of-1939](http://www.legislature.mi.gov/(S(osh314merpfqiw55zvqclvmk))/mileg.aspx?page=GetMCLDocument&objectname=mcl-Act-280-of-1939).

Workforce Investment Act (WIA) of 1998

The WIA was enacted to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIA laws and regulations can be found at the U.S. Department of Labor, Employment and Training Administration Web site at <http://www.doleta.gov/usworkforce/wia/act.cfm>. [PATH](#) complies with the requirements as outlined in the WIA/Wagner-Peyser State Plan.

Refugee Resettlement Program

The Refugee Act of 1980 created *The Federal Refugee Resettlement Program* to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency as quickly as possible after arrival in the United States. Title IV, chapter 2 of the Immigration and Nationality Act contains the provisions of the Refugee Act. Additional information about the Refugee Resettlement Program can be found at the U.S. Department of Health & Human Services, Office of Refugee Resettlement Web site at <http://www.acf.hhs.gov/programs/orr>.

Chapter 3: Other Related Policy

Vision 100

“Vision 100” serves as a mechanism for demonstrating [PATH](#) program performance for the [DHS](#) local offices and their [MWA](#) partners. It empowers DHS and MWA offices in proactively engaging families, enhancing local partnerships and leveraging innovation.

The “100” of “Vision 100” stands for (1) the goal of 100 percent work participation for Michigan’s work-ready PATH participants, and (2) supportive case management for 100 percent of [FIP](#) recipients who are not work-ready. Case management will include removal of barriers to employment and work readiness to quickly move these participants toward sustainable work.

Additional information regarding Vision 100 can be found in [WDA](#) Policy Issuance (PI) 13-22 and subsequent changes at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>.

Pathways to Potential (P2P)

The P2P is a 21st Century customer-centered, service delivery model that will transform the way in which the DHS conducts its business and interacts with clients and the communities it serves. The first phase of the initiative was launched in Flint, Detroit, Pontiac and Saginaw.

The initiative provides Family Resource Centers in neighborhood schools. These centers are staffed by DHS representatives that provide FIP families with help through education, employment, food, and daycare. The initiative also includes the expectation of a part-time MWA presence at these sites.

P2P operates under three operational expectations:

- The DHS is a key component of a comprehensive poverty reduction system, in which people must take their own initiative to navigate a path to reach their potential. The DHS will go where the client is located.
- By using a network and problem solving approach, the DHS can increase their potential as a department and increase the likelihood of individuals successfully navigating their own pathways. The DHS will use a network of supports to help clients.
- The DHS has the capacity of a central connector to build on innovations and evolve into the next generation of human services. The DHS will leverage our capacity as a central connector to build on innovations and evolve into the next generation of human services.

Additional information regarding P2P can be found in WDA PI 12-28 and subsequent changes at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>.

TANF Refugee Program

The PATH program was established to assist public assistance applicants/recipients and low-wage workers to succeed in the labor market. The DHS, Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the FIP. A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country, on account of race, religion, or nationality, membership in a particular social group or political opinion.

The number of refugees coming into the country is highly variable. It is not possible to state for certain the number of participants that will be served in a given year. However, the ORS has identified seven counties in Michigan that will be serving FIP to the majority of refugees. Those counties are Calhoun, Kent, Ingham, Macomb, Oakland, Wayne and Washtenaw.

The ORS has contracted with refugee contractors to provide employment support services exclusively to MWA-referred refugees who are receiving FIP.

Additional information regarding the TANF Refugee Program can be found in WDA PI 13-12 and subsequent changes at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>.

Foster Care Summer Youth Employment Program (SYEP)

Eight MWAs offer a summer program that provides meaningful summer employment opportunities for youth in foster care. The Foster Care SYEP may include any combination of allowable [WIA](#) youth services that occur during the summer period, as long as it includes a work experience component as defined under the WIA regulations at 20 CFR 664.460. This program is being implemented at the request of the DHS as part of its response to Dwayne vs. Granholm (2008 No. 2:06 cv. 13548). DHS has allocated TANF supportive services funding to support SYEP.

Additional information regarding the Foster Care SYEP can be found in WDA PI 13-29 and subsequent changes at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>.

SECTION B

**Partnership.
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Referral**

Chapter 4: [PATH Referral](#)

The Michigan Family Independence Program (FIP) is temporary cash assistance to support a family's movement to self-sufficiency. The recipients of FIP engage in employment and self-sufficiency related activities so they can become self-supporting.

Federal and state laws require each Work Eligible Individual (WEI) in a FIP group to participate in PATH or other employment-related activity unless temporarily deferred or engaged in full time employment activities that meet participation requirements. These clients must participate in employment and/or self-sufficiency related activities to increase their employability and obtain employment. PATH is administered by the Workforce Development Agency (WDA) through the Michigan Works! One-Stop Service Centers. PATH serves employers by developing skilled workers and assists job seekers in obtaining jobs that provide economic self-sufficiency. PATH case managers use the One-stop Management Information System (OSMIS) to record the clients' assigned activities and participation.

Mandatory PATH clients are referred to PATH upon application for FIP, when a client's reason for deferral ends, or when a member add is requested. All PATH referrals are sent by Bridges. Bridges will generate an automated PATH referral to the OSMIS, as well as generating a [DHS-4785](#), PATH Appointment Notice, which is sent to the participant.

WEIs not referred to PATH will participate in other activities to overcome barriers so they may eventually be referred to PATH. The Michigan Department of Human Services (DHS) must monitor these activities and record the client's participation in the Family Self-Sufficiency Plan (FSSP).

A WEI who refuses, without good cause, to participate in assigned employment and/or other self-sufficiency related activities is subject to penalties.

When assigned, clients must engage in and comply with all PATH assignments while the FIP application is pending. PATH engagement is a condition of FIP eligibility. Failure by a client to participate fully in assigned activities while the FIP application is pending will result in denial of FIP benefits. Bridges automatically denies FIP benefits for noncompliance while the application is pending.

Eligibility

The FIP and the Refugee Cash Assistance are programs designed to help individuals and families become self-sufficient. When an individual applies for cash assistance, Bridges determines group composition and builds an Eligibility Determination Group (EDG) for these programs. Cash assistance is available to EDGs who meet all of the non-financial and financial requirements that are needed to determine eligibility and calculate benefit amounts.

FIP non-financial and financial eligibility factors are described in detail in the DHS Bridges Eligibility Manual (BEM), which can be found at <http://www.mfia.state.mi.us/olmweb/ex/html/>.

Completion of the 21-day PATH Application Eligibility Period (AEP) is also an eligibility requirement for approval of a FIP application. PATH participants must complete all of the following in order for their FIP application to be approved:

- Begin the AEP by the last date to attend as indicated on the DHS-4785, PATH Appointment Notice;
- Complete PATH AEP requirements; and
- Continue to participate in PATH after completion of the 21 day AEP.

DHS will deny the FIP application if an applicant does not complete all of the above three components of the AEP (unless the applicant is deferred).

Timelines

Bridges will automatically issue a PATH Program Appointment Notice, DHS-4785, from Bridges at application, member add, or when a client loses a deferral, to schedule an appointment for each mandatory PATH participant. The DHS-4785 will be generated overnight and can be viewed the next day in Correspondence History in Bridges.

In generating a PATH referral and the DHS-4785, Bridges will allow 6 days for the PATH referral to be processed through Central Print before requiring the client to attend PATH. The One-Stop Service Centers have been advised not to serve clients who appear for AEP or PATH without a system-generated referral as that client may not be eligible for PATH services. Bridges will include the date, time and location to appear for their PATH assignment on the automated DHS-4785.

When assigned, clients must engage in and comply with all PATH assignments while the FIP application is pending. PATH engagement is a condition of FIP eligibility. Failure by a client to participate fully in assigned activities while the FIP application is pending may result in denial of FIP benefits. Bridges automatically denies FIP benefits for noncompliance while the application is pending.

Bridges automatically denies FIP applicants still pending, or creates a record of noncompliance, when attendance at PATH is not entered by the One-Stop Service Center by the 17th day after the day the PATH referral was made.

Either DHS or the Michigan Works! Agency (MWA) may extend the last day the client has to attend AEP/orientation when necessary.

Additional information regarding PATH program referrals and the AEP can be found in DHS BEM 229 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/229.pdf>.

Confidentiality

Information contained in all program case records is confidential and may be released **only** under limited circumstances. DHS confidentiality policy can be found in the Bridges Administrative Manual (BAM) at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BAM/310.pdf>.

The privacy of individuals must be safeguarded, and MWAs may not release any information related to individual FIP participants in the program. A client, however, may consent to a release of information upon signing a release of information form. The MWAs are also allowed to release aggregate data about program participants. Aggregate data includes the total number of participants employed full-time, number of people enrolled in allowable activities, etc. The MWAs must adhere to these guidelines when administering their PATH program.

Service Locations/Regions

In an effort to make the FIP more accessible to current and future Department of Human Service (DHS) clients, the DHS allows clients to apply for, and obtain services from the DHS office most convenient to their individual circumstances. A person may request or apply for assistance electronically or in any local office in Michigan. The application must be processed by a local office serving the county or district where the person lives or is institutionalized. In some instances, DHS clients will be given the opportunity to apply for, and receive DHS services within non-residence county locations. The DHS has implemented transparent county lines. A person who lives in a county participating in the Transparent County Line project may apply and have his/her application processed by any county that is also participating in the Transparent County Line project.

The local DHS office will refer non-residence county individuals to the same MWA that they would normally refer individuals who reside within the county to. DHS clients within the affected counties will be given the option of utilizing the local DHS office within their county of residence or choosing another DHS office that is located within the affected area. Once a DHS client has made a request to change offices, it is the expectation that they would not change back without good cause.

Reasons for choosing a non-residence county DHS location may include, but are not limited to:

- Another office is closer to their residence;
- The client works in another county;
- The client attends school in another county;
- Childcare is located in another county;
- Medical care is located in another county, and
- Personal reasons will be determined on a case-by-case basis, but include domestic violence issues, Personal Protection Orders, etc.

Clients currently in sanction status, those with fraud charges pending, or those with other legal or criminal issues pending will have their requests determined on a case-by-case basis.

Section B – PATH Referral
Chapter 4 – PATH Referral

Upon local agreement between the MWA and the DHS, the DHS clients who seek DHS services from a non-residence county will be referred to the PATH program in the same non-residence county, as well. Exception requests will be addressed on a case-by-case basis.

Chapter 5: General Orientation

Once a [FIP](#) applicant is referred to an [MWA](#), that individual is required to attend a general orientation.

MWAs are required to provide standard presentations during orientation for all individuals referred to participate in [PATH](#). [AEP](#) is a part of PATH designed for FIP applicants and, as such, this requirement applies during AEP.

The standard presentations include the *AEP Introduction Module for Orientation* and the *PATH Introduction Module for Orientation*. Each presentation has been provided in DVD movie format and loaded on a flash drive that was sent to the MWA Directors by U.S. Postal Mail. The [WDA](#) will provide additional copies of the standard presentations upon request.

During orientation, all AEP referrals must be shown the *AEP Introduction Module for Orientation* and then the *PATH Introduction Module for Orientation*. All individuals not designated as AEP participants are required to view the *PATH Introduction Module for Orientation*. The WDA encourages the MWAs to also show *AEP Introduction Module for Orientation* to non-AEP participants.

This General Orientation guidance does not preclude MWAs from providing additional local orientation information.

SECTION C

Application Eligibility Period (AEP)

Chapter 6: [AEP](#)

The State of Michigan has determined a 21-day time frame will allow for Michigan Works! Agencies (MWAs) to assess, evaluate, and more effectively prepare Michigan Family Independence Program (FIP) applicants to attain employment, meet federal work participation requirements, and work toward self-sufficiency through Partnership. Accountability. Training. Hope. (PATH). FIP applicants who are more effectively prepared to attain employment and achieve self-sufficiency through Michigan's demand-driven workforce development system are better able to fulfill employers' needs for skilled and competent workers.

FIP applicants are required to successfully complete a 21-Day AEP at a MWA, as a condition of eligibility for FIP benefits. MWAs are required to provide employment-related services, training and supportive services for all FIP applicants and recipients. The AEP participants are FIP applicants, therefore supportive services provided during the AEP are allowable cost expenditures. Supportive services are to be entered in the One-Stop Management Information System (OSMIS). Upon successful completion of the 21-Day AEP, applicants continue with PATH participation.

Note: *FIP applicants participating in the AEP at MWAs will not be included in the State of Michigan's measurement and reporting of Temporary Assistance for Needy Families (TANF) work participation rates.*

The 21-Day AEP consists of three weeks' worth of assignments individualized for each applicant's needs. Week one begins the day the applicant attends PATH orientation at the MWA. If PATH orientation is held on Tuesday, week one goes from Tuesday to Monday.

Weeks 1 & 2: Assignments are for barrier identification and resolution activities, work readiness instruction, and Core and Non-Core Allowable Activities appropriate to the applicant's circumstances.

Note: *Core and Non-Core Activities are further described in [Chapter 8: PATH Allowable Activities](#).*

- **Week 3:** Assignments are for Core and Non-Core Allowable Activities, plus any further barrier resolution activities and work readiness instruction.

FIP applicants need to complete all weekly assignments to fulfill the requirements of the AEP. The quantity and extent of applicants' weekly assignments need to be at levels which will simulate the expectations of PATH (20, 30, 35, or 55 federally required hours per week).

Note: *Federal required hours are only to be used for planning purposes to provide a basis for numbers of weekly assignments. Weekly assignments during AEP must provide effective opportunities to resolve applicants' barriers and prepare them for success in PATH and permanent employment. Therefore, completion of all weekly assignments is the requirement for AEP; and the tracking, recording, or otherwise measuring actual hours of participation is not necessary.*

Goals of the 21-Day AEP at the MWAs:

- Identify barriers and facilitate barrier resolution activities for individuals who are not job-ready by providing effective case management, necessary supportive services, work readiness instruction and job search skills for the individuals to obtain employment;
- Familiarize applicants with PATH and work participation requirements; and,
- Prepare applicants for stable attachment to the labor force while steering them toward sustainable employment which can provide self-sufficiency.

MWAs are required to:

- Familiarize applicants with the AEP and PATH;
- Assess applicants' competencies, skills and interests;
- Meet weekly with applicants;
- Identify barriers and initiate barrier resolution activities;
- Develop, update and sign weekly assignment plans;
- Determine the need for and provision of supportive services;
- Monitor and document progress, as well as define achievements; and
- Record weekly outcomes and the AEP completion in the OSMIS.

Weekly Assignment Plans

The MWA must use the *PATH [Week 1](#), [Week 2](#), and [Week 3](#) Assignment Plan 21-Day Application Eligibility Period* forms found in [Section E](#) of the manual for all applicants. Both the MWA and FIP applicants must jointly develop and sign weekly assignment plans based on assessments of the applicant's skills and abilities, as well as the goals agreed to in the Individual Service Strategy (ISS). Weekly assignment plans are to include activities which foster continuous progress toward becoming work-ready.

Throughout the weeks of the AEP, the applicant must document completion of assignments as directed by the MWA. Applicants need to use PATH participation forms to document assignment completion whenever practical. Additional and/or supplemental documentation is encouraged, especially for barrier resolution assignments (i.e., letters, appointment schedules, payment notices, receipts, and office visit records, etc.)

The MWA must provide the FIP applicant with copies of all signed weekly assignment plans and the originals must be maintained in the applicant's case file.

Unsigned Weekly Assignment Plans

If the applicant refuses to sign any weekly assignment plan, then the applicant must be offered the opportunity to speak with a supervisor for managerial review. If the applicant still refuses to sign, it will be determined that the applicant did not satisfactorily complete the weekly assignment and thus the client did not complete the AEP. The MWA is to fill out the weekly assignment plan indicating the refusal to sign and detailing the issues surrounding the refusal. The MWA must offer the applicant a copy of the form which reflects the applicant's refusal to sign, and document the applicant's refusal in the OSMIS Case Notes.

Considerations when creating all Weekly Assignment Plans

The MWA must recognize the time the following FIP applicants spend in the activities described below as part of their weekly assignment plans:

- Applicants who are employed;
- Applicants who are enrolled in vocational education and/or training programs, including General Equivalency Diploma (GED) preparation;
- 18 & 19-year-old grantee applicants that are attending high school full time, a high school completion program, or a GED program. The High School/GED for 18 & 19-year-olds activity is the assigned activity for such applicants; and
- Applicants who are the non-participating parent in a 2-parent family not using federally-funded child daycare (35 required hours). The MWA must document "providing family childcare" on the non-participating parent's weekly assignment plan under "Other."

Applicants' weekly contact with the MWA must be scheduled with consideration for their involvement in these activities. Both the MWA and applicant need to develop and sign weekly assignment plans which incorporate these activities and any additional assignments necessary and appropriate for the applicant. The MWA may accept applicant signature by fax, e-mail or U.S. postal mail.

Week 1 Assignments

- Familiarize applicants with the AEP and PATH;
- Assess applicants' skills and interests;
- Identify barriers and initiate barrier resolution activities, as necessary;
- Determine the need for, and provision of, supportive services; and
- Provide work readiness instruction and begin job search activities.

Barrier resolution activities: These assignments must be made on a case-by-case basis depending on the barriers applicants identify and resources available for assistance. Reasonable, but realistic, time should be allowed to adequately address barrier issues. (Barriers may include but are not limited to transportation, childcare, housing, nutrition needs, legal matters, utility services, counseling, etc.)

Assignments: MWAs must provide the following minimum activities for all applicants:

- AEP introductory presentation providing the purpose, goals, and requirements;
- PATH Orientation presentation with goals, requirements, work participation, and the noncompliance process;
- Family Automated Screening Tool (FAST) completion opportunity;

Note: *Failure to complete the FAST is not a reason to indicate the applicant “Did Not Complete AEP.” MWAs are requested to allow the applicant time to complete the FAST during AEP and the Michigan Department of Human Services (DHS) will address any noncompliance.*

- ISS;
- Assessment tests such as Test for Adult Basic Education (TABE) and WorkKeys, as needed and appropriate;
- Weekly meeting with applicant and MWA to:
 - Identify barriers and assess barrier resolution progress;
 - Review & finalize the ISS plan;
 - Review FIP applicant’s progress for week one and determine weekly completion status;
 - Sign the completed Week 1 Assignment Plan; and
 - Collaborate to develop and sign the Week 2 Assignment Plan;
- Vocational education and/or training activities for those already enrolled; and
- As appropriate and feasible, the applicant may also be assigned to, and credited for, the following activities:
 - Workshops;
 - Researching Community Service and/or Work Experience opportunities;
 - Job Search/Job Readiness (JS/JR) Activities;
 - Employment;

- High School completion/GED preparation; and
- High School/GED for 18 & 19-year-old grantees.

Week 2 Assignments

- Review previously identified barriers and progress made in barrier resolution activities and determine if any potential new barriers are occurring;
- Determine the need for, and provision of, supportive services; and
- Monitor progress and define achievements.

Barrier resolution activities: These assignments must be made on a case-by-case basis depending on the barriers applicants identify and resources available for assistance. Reasonable, but realistic, time should be allowed to adequately address barrier issues. (Barriers may include, but are not limited to: transportation, childcare, housing, nutrition needs, legal matters, utility services, counseling, etc.)

Assignments: The MWA must offer the following minimum activities for all applicants, as appropriate:

- Workshops, such as:
 - JS/JR;
 - Resume writing;
 - Interviewing skills;
 - Computer skills;
 - Career/life skills; or
 - Assessment tests (if not already completed);
- FAST and ISS (if not already completed);

Note: *Failure to complete the FAST is not a reason to indicate the applicant “Did Not Complete AEP.” MWAs are requested to allow the applicant time to complete the FAST during AEP and DHS will address any FAST noncompliance issues.*

- Weekly meeting with applicant and MWA to:
 - Review FIP applicant’s progress for week two and determine weekly completion status;
 - Sign the completed Week 2 Assignment Plan; and

- Collaborate to develop and sign the Week 3 Assignment Plan;
- Vocational education and/or training activities for those already enrolled; and
- As appropriate and feasible, the applicant may also be assigned to and credited for the following activities:
 - Researching Community Service and/or Work Experience opportunities;
 - JS/JR;
 - Employment;
 - High School completion/GED preparation; or
 - High School/GED for 18 & 19-year-old grantees.

Week 3 Assignments

- Review previously identified barriers and progress made in barrier resolution activities and determine if any potential new barriers are occurring;
- Determine the need for and provision of supportive services;
- Monitor progress and define achievements; and
- Review the requirements of PATH and work participation requirements.

Assignments: To prepare the applicant for entry into PATH, the applicant must be assigned to one, or a combination, of the following Allowable Activities, as appropriate for the applicant's needs:

- Federal Core and Non-Core Allowable Activities:
 - Employment;
 - JS/JR;
 - Vocational Educational Training (VET);
 - Job Skills Training Directly Related to Employment;
 - Education Directly Related to Employment;
 - High School Completion/GED preparation;
 - High School/GED for 18 and 19-year old grantees; or

- Researching Community Service and/or Work Experience opportunities;
- As appropriate, and if necessary, the applicant may also be assigned to, and credited for, the following additional activities:
 - JS/JR workshop(s);
 - Resume writing workshop(s);
 - Interviewing skills workshop(s); or
 - Continued assistance with barrier resolution activities;
- Weekly meeting with applicant and MWA to:
 - Review FIP applicant’s progress for week three and determine weekly completion status; and
 - Sign the completed Week 3 Assignment Plan.

Note: *Week 3 Assignments need to prepare applicants for success in PATH and with work participation requirements; however, completion of the Week 3 Assignments is still the requirement for the AEP and tracking actual hours of participation is not necessary.*

Example AEP Assignment and Workshop Curriculum Model

MWAs are suggested to have standard curriculums and estimated hours to complete values for each of the assignments offered in their service delivery areas. In order to establish plausible standards for their areas, MWAs should develop their own customized curriculums and estimated values for hours to complete curriculum components based on locally available opportunities and service delivery capacities.

The [21-Day AEP Curriculum Model](#) found in [Section F](#) of the manual provides an example of a general AEP curriculum and the suggested hour assignment values potentially needed to complete each assignment.

Weekly Review Meetings/Weekly Completion Determinations

Weekly review meetings are to be held upon completion of each week. The weekly review meetings may occur at the end of a completed week or at the beginning of the next week, as appropriate. Applicants must submit documentation and/or verification of assignments completion at each weekly review meeting.

Note: *With approval from MWAs, applicants may have the opportunity to finish assignments not completed in Week 1 or Week 2 during the next week. The option to complete unfinished assignments is only available for Week 1 and Week 2 assignments, meaning a Week 1 assignment may be completed during Week 2, and a Week 2 assignment may be completed during Week 3. Assignments carried over*

for completion into the next week are additional assignments for that week, and must be done along with the week's regular assignments. MWAs and applicants must jointly agree to carry over an incomplete assignment to the next week. MWAs and FIP applicants must jointly develop and sign new or revised weekly assignment plans which incorporate carried over assignments.

During the weekly review meeting, the MWAs must determine whether the applicant satisfactorily completed the week's assignments. The MWA must fill out the weekly assignment plan, provide a copy to the applicant, and return the original to the case file.

If the MWA determined that the applicant did not satisfactorily complete any weekly assignment plan, the applicant must be informed they did not complete the week's assignments. If applicants disagree with a "did not complete determination," they must be offered the opportunity to speak with a supervisor for managerial review.

Note: *MWAs are not required to inform applicants of their completion status or provide copies of documentation if applicants fail to attend the weekly review meeting.*

OSMIS Case Notes are required for the instances when applicants do not satisfactorily complete any weekly assignment plan.

Applicant Misconduct

Applicants will immediately fail to complete the AEP for the following reasons:

- Threatening, or physically abusing anyone conducting or participating in an employment and/or self-sufficiency-related activity; or
- Falsifying documentation related to the AEP assignments.

The MWA must:

- Document the misconduct on the weekly assignment plan and offer a copy to the applicant informing them they did not complete the week's assignments, which results in failure to complete the 21-Day AEP;
- Enter "No" for "AEP Completed?" status on the OSMIS and select "Misconduct" in the "Reason Failed to Complete AEP:" field;
- Notify the local DHS of the applicant's misconduct; and
- Enter an OSMIS Case Note regarding the applicant's misconduct and failure to complete the AEP.

Medical Excuse from AEP

When applicants present medical documentation from their medical provider which supports their inability to participate in the AEP for more than 14 days, the MWA must:

- Enter "No" for "AEP Completed?" status on the OSMIS and select "Did not complete due to Medical" in the "Reason Failed to Complete AEP:" field;
- Notify the local DHS of the applicant's need for a deferral determination; and
- Enter an OSMIS Case Note regarding submission of medical documentation and the contact with DHS.

The applicant's participation in the AEP will immediately end and the OSMIS will transmit the AEP Completed status to Bridges that night.

Applicant Transfers during 21-Day AEP

An applicant may transfer to a different MWA during the AEP. Transfers are done with the “Transfer Registration to Different MWA” in the Administrative Utilities section on the OSMIS. Additional information regarding participant transfer guidelines can be found in Workforce Development Agency (WDA) Policy Issuance (PI) 06-30 and subsequent changes at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>.

All weekly assignment plans, supporting documentation, and case file records need to be sent to the new MWA so the applicant may continue with their current assignments. Both MWAs involved in the transfer must facilitate the file and record transfer process.

Extensions

When applicants notify the MWA that they are unable to participate in, or complete, their AEP weekly assignments due to an unforeseen circumstance lasting fourteen days or less, the MWA may offer the applicants the opportunity to extend their Last Date to Complete (LDTC) the AEP.

Unforeseen circumstances which warrant an extension include:

- Temporary medical emergencies of the applicant, their spouse, or their dependents;
- Death in the applicant’s family;
- Immediate relocation of the applicant’s primary residence; and
- Incarceration.

MWAs need to make applicants aware that extension of the LDTC assignments will affect their receipt of FIP benefits.

The LDTC may first be extended for one week (seven days) when applicants are unable to participate in, or complete, their weekly assignments. If the applicant’s inability to participate continues beyond the first week extension, an additional, second week (seven more days, fourteen days total) extension may be granted.

The [Extension Request Form](#) found in [Section E](#) of the manual is required to extend the LDTC for the AEP. Completion of two extension request forms is required when an additional seven-day extension (fourteen days total) is granted. Signatures are required on all extension request forms. Applicants who requested an extension over the phone must sign the completed extension request form(s) upon their return to the MWA to continue the AEP assignments. Extension request forms must be kept in case files and applicants must be provided with completed copies.

Example: An applicant has a LDTC of 11/21/2012 and is offered a one-week extension. The applicant's LDTC would be changed to 11/28/2012 on the OSMIS. If the applicant is offered a second one-week extension, the LDTC would be changed to 12/5/2012.

MWAs need to complete the following actions on the OSMIS for extensions:

- Enter applicant's new LDTC (OSMIS will automatically display the dates available for one and two week extensions); and
- Enter Case Notes regarding the extension request.

Applicants are to resume participation at the point of their last completed weekly assignment. Both the MWA and the applicants must jointly make any necessary modifications to existing weekly assignment plans so that applicants may continue the AEP upon the end of their approved extension.

OSMIS Data Entry

An AEP section is on the OSMIS Welfare Reform Registration Screen.

General Orientation

Last Date to Attend Orientation: 08/29/2013 

Appointment Office Name: PATH Office MWSC
Appointment Date: 08/19/2013 08:30:00 AM
Date Attended Orientation: 08/26/2013
Earliest Activity Start Date:

AEP Participant?: Yes

Application Eligibility Period (AEP)

AEP Begin Date: 08/26/2013
Last Day to Complete AEP: 09/15/2013
Prior Participation Denied in Error?: No

Completed Week #1?: Yes	Last Entered: 09/03/2013 12:05:55 PM
Completed Week #2?: Yes	Last Entered: 09/09/2013 02:36:11 PM
Completed Week #3?: Yes	Last Entered: 09/16/2013 02:06:49 PM
AEP Completed?: Yes	Last Entered: 09/16/2013 02:06:49 PM

Reason Failed to Complete AEP: N/A
AEP transmitted to DHS on: 09/17/2013 12:07:14 AM

OSMIS Field Parameters:

<u>AEP Participant?:</u>	OSMIS will fill this read-only field with “Yes” or “No” based on the Bridges referral file. The field indicates whether or not participants are required to complete the AEP.
<u>AEP Begin Date:</u>	OSMIS will fill this read-only field with the Date Attended Orientation because the date attended orientation is the first day of the 21-Day AEP.
<u>Last Date to Complete AEP?:</u>	OSMIS will set this date when the “AEP Begin Date” is filled. The LDTC is first set to 20 days from the “AEP Begin Date.”
<u>Prior Participation Denied in Error?:</u>	OSMIS will fill this read-only field with “Yes” or “No” based on the Bridges referral file. The field may indicate those clients for whom a previous case denial/closure was sent in error.
<u>Completed Week #1?:</u>	“Yes” or “No” is used to indicate whether or not applicants completed their week one assignments.
<u>Completed Week #2?:</u>	“Yes” or “No” is used to indicate whether or not applicants successfully completed their week two assignments.
<u>Completed Week #3?:</u>	“Yes” or “No” is used to indicate whether or not applicants successfully completed their week three assignments.
<u>AEP Completed?:</u>	“Yes” or “No” is used to record whether applicants successfully completed their 21-Day AEP requirements.
<u>Reason Failed to Complete AEP:</u>	A reason is required for an entry of “No” in the “AEP Completed” field. The following options are available: <ul style="list-style-type: none">• “Employed”• “FIP Withdrawal – Participant Choice”• “Medical”• “Misconduct”• “Did Not Complete”
<u>AEP Transmitted to DHS on:</u>	OSMIS will automatically display the date when the “AEP Completed?” Status (“Yes” or “No”) is transmitted to Bridges via the system interface files. The “AEP Transmitted to DHS on:” field will be null until the transmission occurs.

Data Entry for Weekly Assignments

MWAs must enter in the OSMIS the completion status of the weekly assignments by selecting “Yes” or “No” in the Completed Week 1, 2, and 3 fields, as indicated above.

When applicants complete and turn in their missing weekly assignments, the MWA can change the status from “No” to “Yes” in any previously entered “Completed Week #1 or #2” fields. MWAs can also change a “Yes” status to “No” upon receipt of proof that assignments were not actually completed.

Data Entry and Transmission of Completed 21-Day AEP

Data entry for all completion status fields must be within **two days** of the LDTC because of the potential effects on the applicants’ FIP benefit eligibility.

MWAs must enter the “AEP Completed?” status field by selecting “Yes” or “No.”

Application Eligibility Period (AEP)

AEP Begin Date: 08/26/2013
Last Day to Complete AEP: 09/15/2013
Prior Participation Denied in Error?: No
Completed Week #1?: Yes Last Entered:09/03/2013 12:05:55 PM
Completed Week #2?: Yes Last Entered:09/09/2013 02:36:11 PM
Completed Week #3?: Yes Last Entered:09/16/2013 02:06:49 PM
AEP Completed?: Yes Last Entered:09/16/2013 02:06:49 PM
Reason Failed to Complete AEP: N/A
AEP transmitted to DHS on: 09/17/2013 12:07:14 AM

When “No” is selected an entry is required in the “Reason Failed to Complete AEP” field.

Application Eligibility Period (AEP)

AEP Begin Date: 12/12/2012
Last Day to Complete AEP: 01/01/2013
Prior Participation Denied in Error?: No
Completed Week #1?: No Last Entered:12/1
Completed Week #2?:
Completed Week #3?:
AEP Completed?: No Last Entered:01/0
Reason Failed to Complete AEP: Did Not Complete Last Entered:01/0
AEP transmitted to DHS on:

If the “AEP Completed” status is entered on or before the LDTC, the OSMIS will transmit the status to Bridges after midnight following the LDTC.

Application Eligibility Period (AEP)	
AEP Begin Date: 10/21/2013	
<u>Last Day to Complete AEP: 11/10/2013</u>	
Prior Participation Denied in Error?: No	
Completed Week #1?: Yes	Last Entered: 10/25/2013 03:00:08 PM
Completed Week #2?: Yes	Last Entered: 11/04/2013 10:42:07 AM
Completed Week #3?: Yes	Last Entered: 11/08/2013 04:09:21 PM
<u>AEP Completed?: Yes</u>	Last Entered: <u>11/08/2013 04:09:21 PM</u>
Reason Failed to Complete AEP: N/A	
<u>AEP transmitted to DHS on: 11/11/2013 12:07:12 AM</u>	

The OSMIS **will not** transmit the “AEP Completed?” status to Bridges prior to the LDTC, **except** when “No” is selected for “AEP Completed?” and “Medical” is entered for the “Reason Failed to Complete AEP.” In the case below, the “AEP Completed: No” status and “Medical” reason will be transmitted to Bridges after midnight following the data entry.

Application Eligibility Period (AEP)	
AEP Begin Date: 12/13/2012	
<u>Last Day to Complete AEP: 12/21/2012</u>	
Prior Participation Denied in Error?: Yes	
Completed Week #1?: No	Last Entered: 12/21/2012 @ 02:57:32 PM
Completed Week #2?: No	Last Entered: 12/21/2012 @ 02:57:32 PM
Completed Week #3?: No	Last Entered: 12/21/2012 @ 02:57:32 PM
AEP Completed?: <u>No</u>	Last Entered: 12/21/2012 @ 02:57:32 PM
Reason Failed to Complete AEP: <u>Medical</u>	Last Entered: <u>12/21/2012 @ 02:57:32 PM</u>
<u>AEP transmitted to DHS on: 12/22/2012 12:09:00 AM</u>	

Original LDTC was 01/02/13. Upon transmission of data the LDTC is changed to match the 'Medical' date.

MWAs have two days following the LDTTC to enter the “AEP Completed” status on the OSMIS. If the “AEP Completed” status is not entered by the second day, OSMIS will determine the completion status as described below.

If any of the weekly assignment completion status fields are blank or “No,” OSMIS will set the “AEP Completed” status to “No” and transmit the “No” to Bridges. If all three weekly assignment completion status fields are “Yes,” the OSMIS will set the “AEP Completed” status to “Yes” and transmit it to Bridges.

Application Eligibility Period (AEP)

AEP Begin Date: 02/18/2013
Last Day to Complete AEP: 03/15/2013
Prior Participation Denied in Error?: No
Completed Week #1?: No
Completed Week #2?:
Completed Week #3?:

At the conclusion of the 2nd day OSMIS determined AEP had not been completed. OSMIS updated the AEP status and transmitted the data.

AEP Completed?: No Last Entered:03/18/2013 @ 12:07:25 AM
Reason Failed to Complete AEP: Did Not Complete Last Entered:03/18/2013 @ 12:07:25 AM
AEP transmitted to DHS on: 03/18/2013 12:07:39 AM

Application Eligibility Period (AEP)

AEP Begin Date: 12/12/2012
Last Day to Complete AEP: 01/01/2013
Prior Participation Denied in Error?: No
Completed Week #1?: Yes
Completed Week #2?:
Completed Week #3?:

At the conclusion of the 2nd day OSMIS determined AEP had not been completed (2nd & 3rd weeks blank). OSMIS updated AEP status and transmitted data.

AEP Completed?: No Last Entered:01/04/2013 @ 12:08:10 AM
Reason Failed to Complete AEP: Did Not Complete Last Entered:01/04/2013 @ 12:08:10 AM
AEP transmitted to DHS on: 01/04/2013 12:08:52 AM

Once the “AEP Completed” status has been transmitted to Bridges, “AEP Completed” and “AEP Transmitted to DHS on” fields become read-only in the OSMIS. Failures due to “Medical” cannot be changed once transmitted. If the “Reason Failed to Complete AEP” is anything other than “Medical”, it can be changed even after the information has been transmitted, as long as the “AEP transmitted to DHS on” date is within the current, or two previous, TANF months. DHS does not receive the specific reason an applicant failed to complete AEP. Reasons are for statistical data collection only.

AEP Completed Transmissions in Error

If an “AEP Completed?” “Yes” or “No” status is sent to Bridges in error, the MWA needs to do the following:

- Notify the local DHS and the local DHS PATH Coordinator of the error and correction required; and
- Document the situation in the OSMIS Case Notes.

FIP Applications Denied in Error

For FIP applications denied in error, OSMIS will receive new referrals from Bridges. When Bridges sends a new referral for a FIP applicant who had a previous application that was “Denied in Error,” the OSMIS may display an indicator for “Denied in Error” on the Welfare Participant History Screen. If the “Denied in Error” indicator is sent from Bridges, a “Yes” will display next to the “Prior Participation Denied in Error?” field. However, Bridges may also send new referrals after a “Denial in Error” without the “Prior Participation Denied in Error?” indicator.

MWAs need DHS staff to verify a denial was in error on new referrals received without the “Denied in Error” indicator before any corrective actions occur on the OSMIS. All FIP applicants whose applications were denied in error (as verified by DHS) can resume their AEP at their last completed assignment and do not need to restart at Week 1. When MWAs are aware of a “FIP Application Denied in Error” occurrence before the OSMIS receives any new referrals from Bridges, FIP applicants may be allowed to continue their participation in the AEP assignments.

In order to allow appropriate completion of AEP for clients whose FIP applications were denied in error, MWAs need to complete the following actions on the new referral:

- Verify with DHS staff the FIP denial/closure is in error and document this contact in OSMIS Case Notes;
- Allow FIP applicants to continue participation in their AEP assignments;
- Enter a “Date Attended Orientation” in OSMIS that is the new referral date for clients who have stayed engaged in AEP assignments, or enter the actual date Orientation was attended for clients who did not stay engaged in AEP assignments;
- Re-enter in OSMIS previously recorded AEP Week 1, Week 2, and Week 3 completion status data; and
- An OSMIS administrative user **must** change an applicant’s LDTC to an appropriate date which recognizes previously completed assignments and facilitates AEP completion promptly.

SECTION D

**Partnership.
Accountability. Training.
Hope. (PATH)**

Chapter 7: **PATH** Work Participation Requirements

Work Participation Requirements

A central component of the Temporary Assistance for Needy Families (TANF) program is its emphasis on work. Adult TANF recipients, with some exceptions, must participate in work activities as a condition of receiving cash benefits. Federal law requires each state to engage at least 50 percent of all TANF families with a Work Eligible Individual (WEI) in work or work-related activities for a minimum number of hours each month, subject to adjustments based on caseload reduction and state spending. A state that does not meet this “work participation rate” requirement may lose part of its TANF block grant.

The primary focus of PATH is to assist participants with reducing their dependence on public assistance and movement toward increased self-sufficiency. This is to be accomplished through participation in core and non-core activities as outlined in this manual and in Michigan’s Work Verification Plan. Life-skills instruction, training or education, and other work-readiness activities that promote employability skills may also be utilized.

Note: *Although it is the expectation that Michigan Works! Agencies (MWAs) place a majority of participants into activities that comply with meeting federal work participation requirements, MWAs have the flexibility to place a limited number of eligible participants into extended education/training activities for demand driven occupations. Such placements should lead to the elimination of dependency on public assistance.*

Participation in the subsequently described activities can begin upon an individual’s referral to an MWA.

The Michigan Department of Human Services (DHS) establishes the minimum required hours of participation for each individual upon referral to the MWA, based upon appropriately corresponding federal and state criteria. The federal minimum required average weekly hours for each family size are as follows:

- Single-parent family with a child under the age of six 20
- Single-parent family without a child under the age of six 30
- Two-parent family not using federally funded child daycare..... 35
- Two-parent family using federally funded child daycare..... 55

MWAs must have single parent families (with or without a child under the age of six) complete 20 hours of participation each week in at least one of the eight “core activities” described in this manual to be counted as meeting federal participation requirements. For two-parent families not receiving federally funded child daycare assistance, a total of 30 hours per week of the required 35 hours per week must be spent participating in core activities. For two-parent families that are receiving federally funded child daycare assistance, a total of 50 hours per week of the required 55 hours per week must be spent participating in core activities. Any remaining hours of weekly participation requirements may be met through participation in “non-core activities” or core activities.

Section D – PATH
 Chapter 7 – PATH Work Participation Requirements

Family Type	Minimum Average Hours Required/Week	Average Core Hours Required/Week	Remaining Average Hours Required/Week (Core & Non-Core)
Single-parent <u>with</u> a child under six	20	20	none
Single-parent <u>w/o</u> a child under six	30	20	10
Two-parents <u>w/o</u> federally funded child daycare	35	30	5
Two-parents <u>with</u> federally funded child daycare	55	50	5

Please note that in a two-parent family in which one parent is a Supplemental Security Income (SSI) recipient, the other parent is referred to the MWA with a single-parent family status. The DHS has clarified that the referred parent has 30 required average weekly hours of participation no matter the age of the youngest child in the home. The hours are broken down as follows:

Family Type	Minimum Average Hours Required/Week	Average Core Hours Required/Week	Remaining Average Hours Required/Week (Core & Non-Core)
Single-parent who is part of a two-parent family where one parent is receiving SSI	30	20	10

MWAs have the flexibility to require hours of participation beyond federal minimum requirements when appropriate. Ultimately, however, MWAs must focus on ensuring that as many participants as possible are meeting federal participation requirements, in order for Michigan to meet the overall participation rate required to avoid significant federal fiscal penalties. To assist with meeting federal work participation requirements, the Workforce Development Agency (WDA) suggests the MWA require five additional hours per week.

Actual hours of participation are averaged over the course of a reporting month to determine participation rates. For example, in a four week month, a participant with a 20 hours per week participation requirement who completes 30 hours of core activities per week for two of the weeks and 10 core hours per week for the remaining two weeks (an average of 20 core hours per week) will be considered to have met their federal participation requirement for that reporting month. Also, in a four week month, a participant with a 30 hour per week participation requirement may complete 40 hours of non-core activities in one week and 80 hours of core activities spread out over the other three weeks to meet federal participation requirements.

The beginning and ending dates for each reporting month may be found in the One-Stop Management Information System (OSMIS), in the “Participation Hours Calendar.” This calendar

Section D – PATH

Chapter 7 – PATH Work Participation Requirements

may be accessed through the “Update/View Participant Activities” page, the “Enter Actual Hours” page, or the “Actual Hours Status” page.

The guidelines established in this manual are to be used to ensure that work participation requirements are being met in accordance with federal and state standards.

Chapter 8: PATH Allowable Activities

PATH uses the definitions and guidelines for the allowable activities, as outlined in the [Reauthorization of the TANF Program; Final Rule](#), dated February 5, 2008, with an effective date of October 1, 2008, and subsequently described in Michigan's Work Verification Plan. The allowable activities are identified and defined following the guidelines listed below.

Appropriate assessments and evaluation must be developed and conducted in conjunction with the [DHS](#). Participation in basic skills education may only be counted under the following allowable activities: Job Skills Training Directly Related to Employment (non-core); Education Directly Related to Employment (non-core); or Vocational Educational Training (VET) (core). Please note that basic skills education may only be counted as VET *if* the basic skills education is embedded as a minor element of the VET Program and is deemed to be necessary by the educational institution, which must provide supporting documentation for its need. Participants in basic skills education programs must meet the required minimum number of hours in core activities to meet participation requirements.

Note: *Case management procedures including entry of actual hours of participation into the [OSMIS](#), documentation requirements for substantiating actual hours recorded, and guidelines regarding excused absences and holidays may be found in [Chapter 10: PATH Case Management](#).*

The allowable activities are listed below.

Paid Work Activities

Unsubsidized Employment – Core Activity

Unsubsidized Employment is full or part-time employment in the public or private sector that is not supported by [TANF](#), state General Fund/General Purpose (GF/GP) funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all PATH participants to prepare for self-sufficiency and public assistance case closure.

Self-employment may count as unsubsidized employment. Self-employment may include, but is not limited to, domestic work and the provision of childcare. The following formula must be used to determine self-employment hours.

Monthly net business sales (gross revenues minus expenses) divided by the federal minimum wage equals the total actual hours per month.

Hours of participation in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as unsubsidized employment, if the activities are an integrated part of the unsubsidized employment; and, if the participant is paid for all hours of participation in such activities.

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by the DHS in determining TANF eligibility. These guidelines can be found in DHS Bridges Eligibility Manual (BEM) 502 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/502.pdf>.

Subsidized Private and Public Sector Employment – Core Activity

Subsidized Private and Public Sector Employment is employment for which the employer receives a subsidy from TANF, GF/GP, or other funds to offset some or all of the wages and costs of employing a participant. Work-study programs sponsored by educational institutions may be included in this activity.

While there is no time limit to this activity, it is to be used only on a limited basis. Subsidized private or public sector employment may be arranged directly through the employer or through a placement agency. This activity allows an employer the opportunity to observe how the participant functions in a work environment. Participants must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate.

While a participant is enrolled in this activity, the [MWA](#) must provide the necessary supportive services to ensure that the participant is able to successfully complete the probationary period.

Hours of participation in barrier removal or other supportive activities, such as substance abuse treatment, mental health treatment, and rehabilitation activities may count as subsidized employment, if the activities are an integrated part of the subsidized employment; and, if the participant is paid for all hours of participation in such activities.

If the DHS closes the participant's Michigan Family Independence Program (FIP) case, and the placement of the participant into this activity was the result of efforts made by the MWA, the participant may remain in this activity for the remaining balance of their subsidized employment agreement.

On-the-Job Training (OJT) – Core Activity

This activity consists of training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. The training should provide the knowledge and skills essential to the full and adequate performance of the job. Any paid training, whether provided off-site or at the work-site, may be considered an OJT.

Participants receiving OJT will normally have contractual training periods. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Reimbursement of training costs may be provided to the employer from external funding sources, which may cover up to 50 percent of a participant's salary. All participants must be supervised by an employer, work site sponsor, or other responsible party no less frequently than once each day in which the individual is scheduled to participate.

Payment may continue to be paid to the employer until the OJT contract expires or is terminated by any party, even if the FIP case closes. The OJT standards under Subpart B, Section 663.700 through 663.710 of the Federal Workforce Investment Act (WIA) Regulations will apply for all PATH participants.

Job Search/Job Readiness (JS/JR) Assistance

JS/JR – Core Activity

This activity consists of the act of seeking or obtaining employment; preparation to seek or obtain employment, including life skills training; and substance abuse treatment, mental health treatment, or rehabilitation activities. JS/JR activities must be supervised by the MWA or another representative on an ongoing basis, at least once each day in which the individual is scheduled to participate.

The Job Search aspect means “the act of seeking or obtaining employment,” which should encompass all reasonable job search initiatives. Job searching includes making contact with potential employers by telephone, in person, via the Internet, submitting resumes or e-mail applications to apply for job openings and/or vacancies, and interviewing for jobs.

Job Readiness involves any activity that prepares individuals to obtain and maintain employment. This entails activities that assist participants in becoming familiar with general workplace expectations, and learning behaviors and attitudes necessary to compete in the labor market. This includes preparing resumes or job applications, training in interviewing skills, instruction in work place expectations, and training in effective job seeking. Please note that personal activities such as seeking childcare, seeking housing, or seeking transportation are **not** countable work activities under JS/JR or any other allowable activity.

Job Readiness may also involve substance abuse treatment, mental health treatment, or rehabilitation activities. In order to count such activities as part of JS/JR, a qualified medical, substance abuse, or mental health professional, must provide written documentation of the need for participation in such activities.

Travel time between interviews may be counted as JS/JR participation time, but not the travel time to the first job search interview or the time spent returning home after the last one.

Note: *Participation time spent in JS/JR prior to an individual becoming a FIP recipient will not count towards the participant’s JS/JR time limit.*

A maximum of 240 hours of JS/JR in the preceding 12-month period (a rolling 12-month period) may be counted toward the participation requirements of single custodial parents with a child under age six, and a maximum of 360 hours of JS/JR may be counted toward the participation requirements for all other individuals. Please note that a maximum of 360 JS/JR hours in the preceding 12-month period may be counted for **each** [WEI](#) in a two-parent family. The total hourly JS/JR time countable for a two-parent family may not be combined and applied to one parent (i.e., one parent may not do all 720 JS/JR hours).

Participation in JS/JR is also limited to four consecutive weeks and then a one-week break is required. A week is the seven-day period from Sunday through Saturday and *any* amount of time spent participating in JS/JR during a week would exhaust one full week of the four-consecutive week JS/JR time limit. Hours of participation in JS/JR in the fifth consecutive week will not count towards participation requirements, nor apply towards the individual’s 240/360 hours 12-month limit.

Section D – PATH
Chapter 8 – PATH Allowable Activities

The JS/JR participation time must be tracked by the MWA to ensure that countable participation time limits are not exceeded. The OSMIS will provide a warning when reported JS/JR time approaches the participant's hourly limit for the 12-month period. Total JS/JR participation time recorded may also be found on the Countable Hours Report in the OSMIS.

Caution should be used in reporting hours of JS/JR above participants' average weekly federal participation requirements. Reported hours of JS/JR that are over the participant's core federal participation requirement will still exhaust hours of the participant's 240/360 hour limit for the 12-month period. In addition, reported hours of JS/JR that are above the participant's total number of countable JS/JR hours (240/360) for the 12-month period will still subtract time from a participant's total annual countable JS/JR participation time in future 12-month periods, due to the rolling 12-month period.

When a participant has exceeded the annual JS/JR limit, additional time spent in the activity should be reported as "Other Non-Countable Hours" (ONCH) on the OSMIS. The Countable Hours Limits History Report may be used to determine when countable hours of JS/JR will be available.

Unpaid Work Activities

Unpaid work activities are work assignments performed in return for welfare. These assignments are not intended to create employee-employer relationships. An MWA shall take into account the prior training, experience, and skills of a participant along with employment and training objectives when making appropriate assignments. The MWAs must negotiate the terms for placement of participants into unpaid work activities and must approve assignment location(s).

Participants in these activities must be supervised by a work site supervisor or another responsible representative on an ongoing basis, at least once each day in which the individual is scheduled to participate.

Note: *The State of Michigan is the worker's compensation insurer for FIP clients while they are assigned to the unpaid work-related activities through the MWA, per DHS Program BEM 232 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/232.pdf>.*

The MWAs shall periodically evaluate the effectiveness of these assignment(s) to assess the participant's readiness for full-time Unsubsidized Employment.

A participant's combined monthly hours of participation (actual, excused absence, and holiday) in Community Service Programs (CSPs), Work Experience Programs (WEP), and Providing Childcare for a CSP Participant may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA). The monthly Community Service/Work Experience (CS/WE) hours value is determined by the DHS for each FIP and/or Food Assistance Program (FAP) case and is transmitted from Bridges for display in the OSMIS as "**Family FIP CS/WE**" or "**Family FIP/FAP CS/WE**." Participants are not eligible to participate in CSP or WEP until an hourly value is displayed in one the fields as indicated below:

Section D – PATH
Chapter 8 – PATH Allowable Activities

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Patty Doe		849	Work First Referral - 1	1112	05/01/2012	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$597 for Oct 2013 View All	80 hrs/month	-	35 hrs/week for Nov 2013		360 hrs/yr	No	No	Expired - 120 day limit

If OSMIS does not display hours in “**Family FIP CS/WE**” or “**Family FIP/FAP CS/WE**” for a PATH participant **but does** display an Eligibility Date, the MWA may contact their local DHS office to determine the number of hours the FIP case is allowed for CSP or WEP. Another option to determine allowable CSP/WEP hours is to run the participant’s Countable Hours Report and view the header for “Fam FIP CS/WE Max Hrs” or “Fam FIP/FAP CS/WE Max Hrs”, as represented in the example below:

Countable Hours Monthly Detail Report

October 2013

Data captured through: Oct 06, 2013 @ 06:00:00 PM

Client/Recipient ID	498	Case Number	1154
Participant Name	BRITTANY	Single/Two Parent	Single
Family Required Hrs/week	20	Family Required Hrs/month	100
Weeks in Month	5	Holidays in Month	0
Deemed HS/GED?	No	Fam FIP CS/WE Max Hrs	-
Deemed CS/WE?	No	Fam FIP/FAP CS/WE Max Hrs	104
Hours Deemed	0	Met Core Requirement?	No
Excess CS/WE Hours	0	Met Total Requirement?	No

Two-Parent Family Provision

The “**Family FIP CS/WE**” value is the maximum hours allowed for each **FIP case**, not for each participant in a two-parent family. Thus, the combined monthly participation of both parents in a two-parent family may not exceed the hours displayed in either parents OSMIS record.

Example: Total participation by both parents may not exceed 62 hours per month.

Family Limit Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jane Smith		352	Work First Referral - 1	1017	08/01/2013	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$459 for Oct 2013 View All	62 hrs/month	-	35 hrs/week for Nov 2013		360 hrs/yr	No	No	None

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
James Smith	8365		Work First Referral - 1	1017	08/01/2013	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$459 for Oct 2013 View All	62 hrs/month	-	35 hrs/week for Nov 2013		360 hrs/yr	No	No	None

DHS has obtained a waiver that allows certain FAP grant amounts to be combined with the **TANF funded FIP grant amounts** for the purposes of determining the maximum number of hours of CSP and WEP to count towards meeting work participation. As stated above, the formula to determine the FLSA limit is the quotient of the total benefit amount divided by the state minimum wage. Adding FAP benefits to the top of the equation produces a greater number of allowable hours. This value as determined by DHS is transmitted from Bridges for

Section D – PATH
 Chapter 8 – PATH Allowable Activities

display in OSMIS as “**Family FIP/FAP CS/WE**” for each participant eligible to engage in the increased monthly CSP and/or WEP hours.

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Janet Doe		7289	Work First Referral - 1	1021	09/01/2012	1	-	(6) Single Parent - Child Under 6
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JSJR Limit	Refugee	WL	Latest Warning
\$492 for Oct 2013 View All		137 hrs/month	20 hrs/week for Nov 2013		240 hrs/yr	No	No	None

The OSMIS will provide a warning if the combined actual hours entered for WEP participation and CSP participation in a month exceed the number of allowable hours reflected in the “**Family FIP/FAP CS/WE**” field. Please note this warning is only valid for the individual participant and will not be accurate if both parents in a two-parent family are assigned to a CSP and/or WEP activity.

WEP – Core Activity

WEP is usually best suited for individuals lacking previous employment experience and/or Job Readiness skills which prohibit direct placement into Unsubsidized Employment. The goal of the WEP is to improve skills, attitudes, and the general employability of these individuals in order to maintain employment once job placement occurs. This activity may include work associated with the refurbishing of publicly assisted housing. WEPs may be created with public sector, private sector, community-based, faith-based, or nonprofit employers or work-site sponsors. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature.

CSP – Core Activity

CSP is an activity where individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. CSPs must be designed to improve the employability of participants otherwise unable to obtain full-time employment. Time counted in CSPs may include training that is an integral, embedded part of the CSP and of limited duration.

An MWA shall only place participants into nonsectarian or nonpartisan activities. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature.

Providing Childcare Services to an Individual who is Participating in CSP – Core Activity

This activity consists of providing childcare to enable another participant to engage in a CSP. This is an unpaid activity and must be a structured program designed to improve the employability of individuals who participate in it. Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant’s attainment of employment in the childcare field.

Note: *In a two-parent family, one parent cannot count as participating by providing child care for his or her own child while the other parent participates in a CSP.*

Educational Activities

Participation in educational activities may be performed at the educational institution or through distance learning. Hours counted for participation through distance learning may not exceed the hours required or advised by the educational institution.

Participants in educational activities must be supervised on an ongoing basis at least once each day in which the individual is scheduled to participate.

A standard for measuring progress should be developed by the training/educational institution in order to monitor participants' progress. Progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

Study time may count toward participation requirements for educational activities as long as the MWA obtains documentation from the educational institution stating the homework/study expectations of the program. Study time can include both supervised and unsupervised time. Unsupervised study time is limited to one hour for each hour of class time. In addition, participants may complete supervised study time up to the maximum recommended expectation provided by the school. Supervised study time must be performed in a formal study hall at the MWA or educational institution where an MWA staff person or appropriate representative of the educational institution can verify the participant's hours of study. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program.

For example, an individual who is enrolled in a training program that consists of four hours per week of classroom seat time, whose educational institution recommends three hours per week of study time per credit hour/classroom hour, may not count more than 12 total hours of study time (no more than four of which may be unsupervised) towards their participation requirement.

VET – Core Activity

VET is outlined in the following categories: Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicums, and Clinicals.

- Vocational Occupational Training – An occupationally relevant training component, directly related to a specific occupational field or job, which may combine classroom, laboratory, and other related activities.
- Condensed Vocational Training – A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per week.
- Internships, Practicums, and Clinicals – Full-time internships, practicums, or clinicals required by an academic or training institution for licensure, professional certification, course credit, or degree completion.

All VET programs must be provided by education or training organizations. Such organizations include vocational-technical schools, public and private universities and colleges, community

Section D – PATH
Chapter 8 – PATH Allowable Activities

colleges, postsecondary institutions, proprietary schools, non-profit organizations, and secondary schools that provide facilities for a vocational educational provider's use.

All VET activities should be organized educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in demand occupations, as determined by the MWA. VET programs should be limited to activities that provide individuals the knowledge and skills to perform a specific trade, occupation, or other particular vocation.

VET activities may include basic and remedial education and English as a Second Language (ESL) components. The educational or training organization providing the services must determine such activities to be a necessary part of the training, and provide supporting documentation for its need. Such education must be embedded within the VET activity as a minor element of the program. Participation time in a baccalaureate or advanced degree program may also be included in this activity.

A maximum of 12 months of participation in VET, per participant, per lifetime, can be counted towards federal participation requirements. The months of VET participation reported may be found on the Countable Hours Limits History Report in the OSMIS.

VET activities that meet the definitions of other activities may be defined as such, in order to maximize countable participation time. For example, clinical training in a hospital that is part of a licensed practical nurse training program could meet the definition of a CSP or WEP and reporting participation in baccalaureate and advanced degree programs as Job Skills Training Directly Related to Employment would also avoid exhausting the 12-month VET limit.

Please note that any amount of VET time reported in a month will be counted as one month of the 12-month lifetime VET limit. Thus, if the 12-month lifetime limit of VET *has not yet been exceeded*, and VET hours of participation in a month are minimal, it may be beneficial to record the hours in OSMIS as ONCH or Job Skills Training Directly Related to Employment (unless those hours were required for the person to meet their participation requirement that month).

Hours of participation spent in VET that have *exceeded* the 12-month lifetime limit should be reported on the OSMIS, despite not counting towards participation requirements. This information will be collected and may be beneficial in federal assessments of the state's overall work participation status, as these hours contribute information about the overall engagement levels of participants.

Job Skills Training Directly Related to Employment – Non-Core Activity

This activity consists of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training can include customized training to meet the needs of a specific employer or it can be general training that prepares individuals for employment. This can include literacy instruction or language instruction when such instruction is explicitly focused on skills needed for employment or combined in a unified whole with job training.

Education Directly Related to Employment – Non-Core Activity

This activity is for WEI who have not received a high school diploma or a certificate of high school equivalency. It involves education related to a specific occupation, job, or job offer. The activity includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic skills education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a General Equivalency Diploma (GED) or high school equivalency certificate.

Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence – Non-Core Activity

Unlike “education directly related to employment,” this activity need not be restricted to those for whom obtaining a GED is a prerequisite for employment. The activity consists of regular attendance at a secondary school, in accordance with the requirements of the secondary school; or, in a course of study leading to a certificate of general equivalence, in the case of a participant who has not completed secondary school or received such a certificate. The former is aimed primarily at minor parents still in high school, whereas the latter is aimed at participants of any age.

This activity may not include other related educational activities, such as adult basic education or language instruction, unless it is linked to attending a secondary school or leading to a GED.

Please review the [Deeming for 18 & 19-Year-Olds](#) section of [Chapter 10](#) for a special provision where this activity may be treated as a Core Activity for 18 & 19 year olds.

Prohibitions

In all such instances where participants are placed into any of the allowable work activities, they shall not be placed into vacancies created as the result of layoffs, strikes, or bona fide labor disputes. While participants cannot displace employees who were involuntarily terminated due to staffing reductions, they may fill positions that occur due to attrition, as in cases where former employees voluntarily vacated positions. Concurrence must be obtained from the union prior to placement into vacancies if there is union representation.

Chapter 9: Partnership.Accountability.Training.Hope. (PATH) Supportive Service

The Michigan Works! Agencies (MWAs) are charged with managing payment of supportive services and are responsible for ensuring that the provision of supportive services are appropriate, with proper documentation on file. The MWAs shall respond in a timely manner when supportive services are requested. In an emergency, meaning a situation in which the participant would lose their current employment without immediate support from the MWA, the MWAs are to respond within 24 hours in order to prevent the loss of employment. The MWAs and the Michigan Department of Health and Human Services (MDHHS) are to locally coordinate supportive service payments to ensure that expenditure limitations are not exceeded. Supportive services in categories with monetary limits are to be recorded on the One-Stop Management Information System (OSMIS).

The MDHHS may authorize Employment Supportive Services (ESS) to applicants and recipients who are enrolled in PATH when both the MDHHS and the MWA agree that it is in the customer's best interest to have the MDHHS issue the supportive service payment. All individuals referred from MDHHS while in the Applicant Eligibility Period (AEP) are eligible to receive supportive services prior to being found ineligible. The MDHHS and the MWA staff should locally determine when and under what circumstances this should occur.

As stated above, supportive services are to be provided as appropriate while the Family Independence Program (FIP) case is open and through the first 180 days of a participant's unsubsidized employment (the 180-day job retention period). Please note that this policy also applies to individuals whose FIP case closes prior to the end of the 180-day retention period. The PATH participants receiving FIP payments beyond the 180-day retention period may be provided supportive services at the MWA's discretion and funding availability.

If a participant relocates and begins receiving services from a new MWA, the participant is to receive supportive services from the MWA that covers the area into which they have moved. Monetary maximums on supportive services apply to an individual's total participation time in the PATH program. Maximums may not be reset if a participant begins receiving services from a new MWA. Supportive services provided to date in categories with monetary limits may be located on the OSMIS.

The OSMIS will provide a warning when a supportive service category reaches the participant's yearly or lifetime limit. The following supportive services are required to be entered into the OSMIS:

- Automobile purchase (\$4000/lifetime limit).
- Automobile repair (\$900/12-month limit).
- Clothing allowance (\$500/12-month limit).
- Relocation expenses (\$1,500/limit per move).
- Vehicle Insurance (lifetime maximum up to \$2000).

The MWAs are not to use funds to pay fines or penalties, such as those associated with a driver's license reinstatement. Also, funding may not be used to pay any fees associated with enrolling a child in daycare.

All of the following supportive services may be provided to PATH participants, in accordance with all applicable limitations stipulated in this manual

Transportation Allowances

Allowances for public transportation, Uber, Lyft, or private automobile mileage reimbursement may be provided for all allowable activities under PATH.

Transportation allowances include traveling to and from the participant's home to a job interview, job site, potential job site, childcare provider, education or training facility, community service site, work experience site, or MWA/service provider.

Compensation for transportation is the actual cost for public transportation or based on the Federal IRS standard mileage rate for business (currently 58 cents per mile). The MWAs are to establish the rate at which participants will be reimbursed for the use of a private automobile based on funding availability and local gasoline rates.

Payment of a flat rate is allowed, but the rate must be based on public transit costs or actual miles. In a two-parent family, each parent is eligible to receive a transportation allowance if each parent is contributing towards meeting the case's work participation requirement and has the need for separate transportation.

Volunteer drivers may be reimbursed at the same rate that the MDHHS volunteer drivers are reimbursed. The MWAs should use the current MDHHS rate as a guide. Reimbursement for volunteer mileage may not exceed the MDHHS maximum allowable rate.

Automobile Purchase

Up to \$4,000 may be authorized toward the purchase of an automobile if it will be used as the participant's primary means of transportation for employment-related activities. In addition, ensure all the following before authorizing the purchase:

- Public transportation is not reasonably available (such as the location and hours of the employment, childcare, or long commute, as defined as good cause in the MDHHS Bridges Eligibility Manual 233A, and the client has no other means to reach the job site reliably.
- The client can afford any payments, insurance, and other expenses associated with owning the vehicle.
- The client has a valid Michigan driver's license.
- Verify via the Secretary of State (SOS) records that the client does not own an unusable vehicle. In order to verify vehicle registration information with SOS, the following documentation must be faxed to Workforce Development (WD) at 517-241-9846 for processing. Notify WD that the fax has been sent by sending an email TED-TIA-TANFREV@michigan.gov with the MWA name and recipient ID number only in the subject line. The MWA shall submit Attachment A, SOS request form, which shall include the MWA name, MWA requestor, MWA email, participant's first, middle, and last name, address, date of birth, Michigan driver's license number, current address, and

recipient ID. WD will verify with SOS that the participant does not own an unusable vehicle and will notify the MWA by email.

- The vehicle must be registered to an eligible group member and insured, at a minimum, for personal liability and property damage. Vehicle insurance, license plates, or vehicle registration are covered under other ESS later in this item and do not reduce the \$4,000 lifetime limit.

A vehicle inspection by a licensed mechanic is required and must be placed into the case file.

In a two-parent family, if both parents are required to participate and need separate vehicles, an exception may be made prior to approving a vehicle purchase for a second parent.

Payment may be authorized for a licensed mechanic's inspection in addition to the \$4,000 automobile purchase authorization. Automobile purchase is limited to once in a client's lifetime.

Note: *All car purchase exceptions must be approved by WD.*

To prevent a misappropriation of funds, the automobile must be registered and insured in the name of a member of the eligible family. For purposes of this policy, a member of the eligible family is defined as any adult who is included in the FIP grant.

Automobile Repairs

Up to \$900 in automobile repairs may be authorized per participant in any 12-month period for an automobile that is his or her primary means of transportation for employment-related activities, even if public transportation is available. The total MDHHS/PATH program cost of repairs may not exceed \$900, including any repairs done in the previous 12 months. Clients may contribute any amount over \$900, prior to the MDHHS payment. In a two-parent family, each parent who is contributing towards meeting the case's work participation requirement may be eligible to receive up to \$900 towards the repair of an automobile if the funding is directed towards separate automobiles for each parent and the automobiles are used as the primary means of transportation for employment-related activities.

An estimate of the vehicle repair is required and should be placed in the case file.

Do not authorize any vehicle repair for a vehicle that has been purchased within the last 60 calendar days.

Note: *To prevent misappropriation of funds, the automobile must be registered and insured in the name of a member of the eligible family. For purposes of this policy, a member of the eligible family is defined as any adult who is receiving assistance and included in the FIP grant. Payment may be authorized for a licensed mechanic's repair estimate in addition to the \$900 automobile repair authorization.*

Vehicle Insurance

Vehicle insurance is limited to up to a \$2,000 maximum lifetime cap from this point forward. Vehicle insurance coverage is limited to the time period in which the client is establishing income to allow for their ongoing payment of the insurance up to 90 days at one time. There is a lifetime maximum of no more than \$2000.

Clothing

Clothing as required for participants assigned to work projects and as needed for employment may be provided. Allowable items include clothing for interviews, work gloves, work boots, work shoes, hard hats, personal safety items, protective/special clothing, uniforms, and other clothing as needed to participate in training and/or clothing that is considered to be “job appropriate.” A maximum of \$500 in clothing supportive services may be provided to each participant per 12-month period. In a two-parent family, each parent who is contributing towards meeting the case’s work participation requirement is eligible.

Relocation Allowance

A relocation allowance for participants who have obtained verified employment at a location outside commuting distance from their home may be provided. Allowable relocation expenses include pre-location expenses (coordination of details of the move beforehand, as well as the actual moving plan), trailer or truck rental, compensation for persons assisting in the move, mileage allowances, rental of moving equipment, such as dollies, security deposit and payment of the first month’s rent at the new location, and any other expense of the move determined as necessary by the MWA. Moving expenses are limited to \$1,500 per participant per move. In two-parent families, both parents are eligible if they both obtain employment that requires relocation.

Medical Exams, Immunizations, and Tests

Certain services, which are not defined as medical services by the MDHHS, may be needed to overcome barriers to employment or training, and are allowable supportive service expenses.

These services may include:

- Employment-related photocopies.
- The completion of an MDHHS Medical Needs form by a Medical Doctor (MD), or Doctor of Osteopathic Medicine (DO) certifying that based on previous medical records or a recent medical examination, the client is able (or unable) to participate in employment-related activities, and whether or not there are limitations or restrictions on the types of activities in which the participant may be engaged.
- An employment or training-related general medical or physical examination by an MD or DO (including the completion of an MDHHS Medical Needs form).
- Employment-related immunizations and tests required as an employment or training condition (i.e., drug testing or vaccinations).

Section D – PATH
Chapter 9 – PATH Supportive Services

The PATH supportive services may be used for dental services that are not covered under Medicaid, another health insurance plan, or by a community public health agency that normally covers medical and/or dental services for the diagnosis, prevention, and treatment of physical or mental diseases.

The MWAs have the discretion to determine the types of dental services that are necessary and appropriate for employment. To access information about the types of dental services that are covered under Medicaid, the MWAs may either contact a local Medicaid provider or email Mr. Kyle Norman, Medicaid Dental Policy Specialist, Michigan Department of Health and Human Services at Normank2@michigan.gov.

PATH Transitional Supportive Services

Effective October 1, 2018, transitional supportive services, stipends, and incentive payments are no longer allowed for the AEP and PATH participants.

Other ESS

At the discretion of the MWA, other one-time, non-continuing, work-related expenses may be provided to enable individuals to participate in activities to seek, obtain, and retain employment when funds are available from other sources.

Examples of one-time, work-related expenses include payments for professional license fees (auto trade certification, etc.), the purchase of professional tools, business start-up expenses, etc.

Exceptions

State approval is needed for all policy exceptions. The MWA should email the State mailbox at TED-TIA-TANFREV@michigan.gov with a detailed explanation regarding the exception request. The State will notify the MWA of the decision by email within 14 days.

PATH Program Supportive Services by Category:

- Plates/Tags.
- Title Transfer.
- Registration.
- Driver's License.
- Drivers Training/Drivers Permit/Road Test.
- Vehicle Inspections (related to auto purchase).
- Diagnostics.
- Towing.
- Taxes (auto purchase and auto repair)

Auto Repair - Any Supportive Service-related repair of a vehicle to make it Road Worthy

- Tires.
- Maintenance.

Auto Purchase – Purchase cost of a vehicle

Car Insurance

Clothing

- Interview.
- Employment.
- Protective.
- Uniforms.

- State ID.
- Birth Certificate.
- Tools/Equipment.

Pre – Employment Exam and Screening – Needed for a specific employment and if medical, not covered by Medicaid.

- Pre-employment physical/immunizations.
- Drug testing.
- Professional License/certifications.
- Background checks

Private Vehicle Mileage – Allowances for transportation

Public Transportation

- Bus passes.
- Taxi Service.
- Uber.
- Lyft.

Relocation – Must be related to an employment offer

- Moving expenses.

Secretary of State Clearance Request
Car Purchase

To: Workforce Development (WD)
Attn: Targeted Services Division

Date: _____

COMPLETE ALL FIELDS

Michigan Works! Agency (MWA) _____

MWA Requestor _____

MWA Email _____

Client First Name: _____ MI _____ Last Name _____

DOB: _____

Michigan Driver's License #: _____

Current Address: _____

Recipient ID #: _____

Fax Transmission: 517-241-9846

WD ONLY COMPLETE THIS SECTION

Active Title _____ Last Year Active _____

No Results _____

Inactive Title _____ Inactive Since _____

Signature _____ Date _____

Chapter 10: PATH Case Management

[MWA](#)s must provide case management activities, as necessary, to assist participants in obtaining employment at sufficient wage and hours to eliminate the need for [FIP](#) assistance.

Examples of case management activities include:

- Working with employers to develop career ladder programs and/or providing more working hours to a participant;
- Enrollment of participants into training programs, assessing needs for supportive services;
- Providing supportive services;
- Consulting with the participant's [DHS](#) Family Independence Specialist (FIS) to address situational barriers; and
- Using other community agencies for additional necessary services.

MWAs are to serve all persons applying for, or connected to, a FIP or Extended Family Independence Program (EFIP) case. Persons served are to be electronically referred from DHS, and are to include FIP clients who are in their last month of sanction and have reapplied for FIP. Case managers of PATH participants may participate in home visits with DHS staff at the MWA's discretion.

Bridges, the electronic data system for DHS, will schedule a PATH orientation appointment for each person ([AEP](#) and Non-AEP) referred to the MWA. The DHS-4785, PATH Appointment Notice, is sent to the participant and the orientation appointment information is transmitted to [OSMIS](#). The MWA may view a report containing the appointment information via the "Orientation Appointments" link on the Special Functions header tab in the Welfare Reform program section of OSMIS.



In addition, the “Appointment Office Name” and “Appointment Date” are auto-filled on the participant’s Welfare Reform registration screen.

General Orientation	
Last Date to Attend Orientation:	12/27/2012
Appointment Office Name:	KENT COUNTY MICHIGAN WORKS! SERVICE CENTER
Appointment Date:	12/26/2012 09:00:00 AM
Date Attended Orientation:	
Earliest Activity Start Date:	

Supportive services are to be provided in accordance with [Chapter 9: PATH Supportive Services](#) of this manual. MWAs are to provide supportive services to participants, as appropriate, through the first 180-days of a participant’s employment (the 180-day job retention period).

Note: *This also applies to those individuals whose FIP case closes due to income prior to the end of the 180-day retention period. PATH participants receiving FIP payments beyond the 180-day retention period may be provided supportive services at the MWA’s discretion and funding availability.*

However, in accordance with [Chapter 9](#), after the 180-day retention period has been completed, public transportation allowances or private automobile mileage reimbursement may only continue to be provided to those participants who are **enrolled in education or training activities**.

MWAs are required to record all appropriate case note information in the OSMIS in a timely manner. This includes identified barriers and steps taken to remove them, supportive services records, and employment information from case management contacts.

Participant information required to be reported in the OSMIS; such as, activity data, beginning and ending dates, participant status, and date attended orientation must be entered in the OSMIS within two business days of obtaining the information with the exception of the Assigned to Triage activity. The Assigned to Triage activity must be entered in OSMIS the same day the Triage Meeting Notice is distributed.

Family Automated Screening Tool (FAST)

The FAST is a 50-question, web-based, participant self-assessment designed to identify the participant’s strengths and barriers. The FAST is to be completed by the participant and takes approximately 30 minutes to complete, depending on the individual’s reading and computer skills. The results of the FAST survey will populate portions of the Family Self-Sufficiency Plan (FSSP) in Bridges.

All PATH participants must complete and submit a FAST within 30 days of the initial interview with the FIS. Completion of the FAST is the participant’s responsibility, and is one of the criteria for FIP eligibility. The DHS maintains responsibility for the participant’s compliance with FAST completion. MWAs may assist with participants’ completion of the FAST if they have the resources to do so. The FAST is available to participants at www.michigan.gov/fast, in both English and Spanish. The client must select an answer to every question even if they choose the response “skip.” When the client submits the completed FAST, they will be given a confirmation number to document their completion of the FAST.

OSMIS Data Entry

The Welfare Reform Electronic Participant Management Information Guide (WR_E-P-MIG), accessible through the OSMIS, provides in-depth instructions of the necessary steps for complete participant information reporting for the PATH program. The guide is to be used by all MWA and MWA service provider staff responsible for reporting OSMIS information. Information captured by the OSMIS is needed for inclusion in federal reports, meeting state and federal policy requirements, and program management.

Technical instructions for the entry of actual hours into the OSMIS can be found in [Section F](#), of the manual.

Entry of Educational and Training Outcomes

MWAs must enter into the OSMIS all PATH participants’ educational and training outcomes prior to termination/case closure. As a best practice, the MWAs should enter educational outcomes when they are attained. In the registration component of the OSMIS, case managers will be required to indicate whether or not the participant obtained a high school diploma/[GED](#), an associate’s degree, other post-secondary degree, or other training credentials during enrollment in PATH. All educational and training outcomes must be verified by the MWA prior to being entered into the OSMIS.

Entry of Actual Hours of Participation in OSMIS

[Chapter 8: PATH Allowable Activities](#) specifies the requirements and limitations of all allowable activities. Actual hours of participation in the allowable activities must be entered into the OSMIS and supported by the appropriate documentation, as specified in this manual. Planned hours may **not** be considered and entered as actual hours.

Actual hours must be entered into the OSMIS within **two calendar weeks** of the end of the week in which the activity was completed, with the exception of self-employment which is calculated and entered monthly. Each week is defined as **Sunday through Saturday**.

The beginning and ending dates for each reporting month may be found in the OSMIS, in the “Participation Hours Calendar.” This calendar may be accessed through the “Update/View Participant Activities” page, the “Enter Actual Hours” page, or the “Actual Hours Status” page.

Activity begin dates, activity end dates, and actual hours data can only be updated for the current calendar month and the two previous [TANF](#) months. Hours of participation in paid work

Section D – PATH
Chapter 10 – PATH Case Management

activities may be projected for up to six months, with appropriate documentation as specified in this manual.

Participants remaining countable participation time in [VET](#) and [JS/JR](#) may be found on the individual's current Countable Hours report or Limits History report. These reports are accessible from the participant's Instrument Panel or the Special Functions tab.

The screenshot shows the 'INSTRUMENT PANEL' interface. At the top, there is a 'CUSTOMER INFO' section with fields for Name, IRIS, Client/Recipient ID (83), and Case No (123). Below this is a navigation bar with tabs: OSMIS Info, DHS Info, Required Hours & CS/WE, Actual Hours, Triage, Activities, Support Services, and Run Reports (highlighted with a red box). Underneath, there are two report generation sections: 'COUNTABLE HOURS REPORT' and 'LIMITS HISTORY REPORT'. Each section has dropdown menus for 'Report Year' (2014) and 'Report Month' (March), and buttons for 'Run' and 'Reset Form'.

The screenshot shows the 'Welfare Reform' interface. A 'Special Functions' menu is open, with 'Special Functions' and 'WPR Reports' circled in red. The menu items include: Staff Admin, WPR Reports, Orientation Appointments, and Triage Appointments. A sub-menu is visible for 'WPR Reports', with 'Countable Hours' and 'Limits History' circled in red. The sub-menu items are: Countable Hours, Limits History, Monthly CS/WE Max Hours, QG-150 : Statewide by Living Arrangement, QG-151 : Statewide by Employment code, QG-152 : By County/Living Arrangement, QG-153 : By County/Employment code, QG-154 : By County/Employment code WF, QG-155 : By County/District/Living Arrangement, QG-160 : By WDA MWA/Region/County/District (all referrals), QG-160-S : WPR WDA Statewide Summary, QG-163 : By WDA MWA/Region/County/District (all completed), QG-163-S : WPR WDA Statewide Summary, and QG-166 : Work First/JET Deferral Status Summary by County.

Other Non-Countable Hours (ONCH)

In order to better track and record PATH participant engagement levels and to avoid unnecessarily exhausting JS/JR or VET durational limits, the MWA **must** report hours of participation as ONCH in the following situations:

- When a participant does not meet federal work participation requirements for the month, hours must be moved from actual hours to ONCH hours;
- When a participant already has enough hours for the month, additional time spent in JS/JR activity must be reported as ONCH; and
- When a participant has exceeded the annual JS/JR limit, additional time spent in the activity must be reported as ONCH.

Note: *Please remember when moving JS/JR and VET hours to ONCH, any excused absence or holiday hours must also be removed.*

Deeming for 18 & 19-Year-Olds - Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a Certificate of General Equivalence

Section F contains the technical instructions for the activity in OSMIS titled “High School/GED for 18/19 Year Olds.”

Participants, who are 18 or 19-years-old without a high school diploma or GED, are eligible for this activity. Homeschooling is not allowed for this activity. The participant's age on the first day of the month is the age designated for the individual for the whole month.

Example: If the participant turns 20 on October 10th he/she qualifies for the activity in October but not after October.

Example: If the participant turns 20 on October 1st he/she **does not** qualify for the activity in October or any month thereafter.

In both situations, additional participation in high school completion or GED must be recorded in OSMIS under the appropriate non-core educational activity and all rules of that activity apply.

18 & 19-year-old **single parents** may be deemed to be meeting their federal minimum work participation requirement solely through satisfactory attendance in high school, a high school completion program, or a GED program.

If **both** 18 & 19 year-old parents from a **two-parent family** are enrolled in this activity, they may be deemed to be meeting their federal minimum work participation requirement solely through satisfactory attendance in high school, a high school completion program, or a GED program.

For single parents and two-parent families where **both** parents are enrolled in this activity, deeming is the act of treating satisfactory participation in either the non-core high school or GED activity as a **core** activity that meets work participation.

If only **one parent** from a **two-parent family** is eligible and enrolled in this activity, he/she is granted 20 **core** hours of participation (due to deeming) or the actual hours of participation each week, whichever is greater. The family is still obligated to participate up to their remaining required hours.

Example 1: A two-parent family without federally funded daycare is required to participate 35 hours per week (30 core and 5 non-core hours), or 140 total hours for a 4-week month or 175 total hours for a 5-week month. One parent participates in a GED program for 8 hours per week and the other parent is working for 15 hours per week.

Breakdown of how the Family Met Work Participation– 4-week month

32 hours = Actual participation in GED program (deemed as core hours)
48 hours = Deemed core hours (12 hours each week to bring up to 20)
60 hours = Actual participation in unsubsidized employment
140 hours = Total hours for the 4-week month (all core)

Breakdown of how the Family Met Work Participation – 5-week month

40 hours = Actual participation in GED program (deemed as core hours)
60 hours = Deemed core hours (12 hours each week to bring up to 20)
75 hours = Actual participation in unsubsidized employment
175 hours = Total hours for the 5-week month (all core)

Example 2: A two-parent family with federally funded daycare is required to participate 55 hours per week (50 core and 5 non-core hours), or 220 total hours for a 4-week month or 275 total hours for a 5-week month.. One parent attends high school for 35 hours per week and the other parent is working for 15 hours per week plus participating in Job Skills Training Directly Related to Employment for 5 hours per week.

Breakdown of how the Family Met Work Participation – 4 week month

140 hours = Actual participation in high school (deemed as core hours)
60 hours = Actual participation in unsubsidized employment (core)
20 hours = Actual participation in job skills training directly related to employment (non-core)
220 hours = Total hours for the 4-week month (200 core and 20 non-core)

Breakdown of how the Family Met Work Participation – 5-week month

175 hours = Actual participation in high school (deemed as core hours)

75 hours = Actual participation in unsubsidized employment (core)

25 hours = Actual participation in job skills training directly related to employment (non-core)

275 hours = Total hours for the 5-week month (250 core and 25 non-core)

Satisfactory Attendance and Entry of Actual Hours

Satisfactory attendance is determined by the educational institution. If the participant does not receive satisfactory attendance, the actual hours for the month will be treated as non-core hours and deeming will not apply.

The MWA must enter actual hours in OSMIS and maintain acceptable documentation, as described in this manual. Zero actual hours are acceptable if the educational program was not in session due to a short-term break, such as winter holiday or spring break. Excused absences and holiday hours **will not** be tracked for this activity.

Educational Programs Scheduled for Part of the Month

The following applies to **single parents** and **two-parent families, where both parents** are eligible and enrolled in this activity.

If the high school or GED program ends before the end of the TANF month and the participant had satisfactory attendance for all weeks the program was in session, they may be deemed as meeting work participation for the month. The same holds true if the educational program started after the beginning of the TANF month.

Example: An 18-year-old single parent (or two 18-year-old parents in a two-parent family) attended high school and the last day of high school is June 7th. The school verified the participant(s) had satisfactory attendance for the week of June 3rd thru June 7th. The participant(s) will be deemed as meeting work participation for June.

PATH requirements must resume during any full month which the participant is not assigned to High School/GED for 18/19-Year-Olds.

Example: A 19-year-old is participating in a traditional high school environment where classes are not scheduled during the summer. The participant must be assigned to allowable activities at the appropriate level to meet work participation during the month **after** the high school program ends.

Determining the Number of Hours Allowable for Participation in CSP and/or WEP

DHS has obtained a waiver that allows certain [FAP](#) grant amounts to be combined with the **TANF funded FIP grant amounts** for the purposes of determining the maximum number of hours of CSP and WEP to count towards meeting work participation. The [FLSA](#) places a limit on the number of hours a participant can engage in these unpaid activities. The formula to determine the FLSA limit is the quotient of the total benefit amount divided by the state minimum wage. Adding FAP benefits to the top of the equation produces a greater number of allowable hours. This value, as determined by DHS, is transmitted from Bridges for display in OSMIS as “**Family FIP/FAP CS/WE**” for each participant eligible to engage in the increased monthly CSP and/or WEP hours. If OSMIS does not display Family FIP CS/WE or Family FIP/FAP CS/WE for a PATH participant **but does** display an Eligibility Date, the MWA may contact their local DHS office to determine the number of hours the FIP case is allowed for CSPs or WEPs. Another option to determine allowable CSP/WEP hours is to run the participant’s Countable Hours Report and view the header for “Fam FIP CS/WE Max Hrs” or “Fam FIP/FAP CS/WE Max Hrs”, as represented in the example below:

Countable Hours Monthly Detail Report			
October 2013			
Data captured through: Oct 06, 2013 @ 06:00:00 PM			
Client/Recipient ID	498	Case Number	1154
Participant Name	BRITTANY	Single/Two Parent	Single
Family Required Hrs/week	20	Family Required Hrs/month	100
Weeks in Month	5	Holidays in Month	0
Deemed HS/GED?	No	Fam FIP CS/WE Max Hrs	-
Deemed CS/WE?	No	Fam FIP/FAP CS/WE Max Hrs	104
Hours Deemed	0	Met Core Requirement?	No
Excess CS/WE Hours	0	Met Total Requirement?	No

Deeming for TANF-Funded Participants Who Complete the Maximum Allowable CSP/WEP Hours

Deeming is the act of giving the participant credit for completing core hours when they were unable to complete those hours due to the FLSA restriction.

If the “**Family FIP/FAP CS/WE**” displayed are less than the participant’s federally required **CORE** hours and the individual completes the maximum number of hours allowed in CSP or WEP, the remaining **core hours** may be “deemed.”

Participants that qualify for deeming are not allowed to use excused absences or holiday hours for the CSP or WEP activities. All hours of participation must be actual hours.

Example 1a: During a 4-week month, a 20-hour participant (80 required **core** hours for the month) has 72 “**Family FIP/FAP CS/WE**” allowed for the month (or 18 hours per week). For a 5-week month, a 20-hour participant (100 core hours for the month) also has 72 “**Family FIP/FAP CS/WE**” allowed for the month. The participant is assigned and completes all 72 hours in the CSP activity. The participant is deemed as meeting work participation for the month.

Section D – PATH
Chapter 10 – PATH Case Management

View Welfare Registration								
Instrument Panel								
Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jean Doe			Work First Referral - 1		12/16/2013	1	-	(6) Single Parent - Child Under 6
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$306 for May 2014 View All		72 hrs/month	20 hrs/week for May 2014		240 hrs/yr	No	No	Expired - 120 day limit

Breakdown of how Participant Met Work Participation – 4-week month

72 hours = Actual participation in CSP activity

8 hours = Deemed Core hours

80 hours = Total hours for the month

Breakdown of how Participant Met Work Participation – 5-week month

72 hours = Actual participation in CSP activity

28 hours = Deemed Core hours

100 hours = Total hours for the month

The MWA must enter a separate case note in OSMIS to indicate that the participant has been assigned to CSP and/or WEP at the hourly level to satisfy deeming. (e.g., *Jean is assigned to 72 hours of CSP for the month of February to qualify for deeming.*)

If the participant was unable to complete the maximum hours allowed in a CSP and/or WEP activity, deeming does not apply and the individual must complete the federally required hours by participating in other core activities.

Example 1b: If the participant above only completed 60 hours in the assigned CSP activity, deeming would not be an option and the participant would have to complete 20 hours of participation in other core activities to meet work participation in the 4-week month.

The MWA should enter another case note to indicate that the participant had been assigned to CSP and/or WEP at the hourly level to satisfy deeming but was unsuccessful, so deeming is no longer an option. (e.g., *Jean was assigned to 72 hours of CSP for the month of February but was unsuccessful and will not be deemed.*)

Provision for Participants with 30 Average Weekly Required Hours

The provision of deeming only applies to the CORE required hours. Participants with a federal requirement of 30 average weekly hours only have 20 **core** hours. The remaining 10 average hours per week are designated as non-core hours, even though all 30 hours may be completed in core activities.

Example 2: During a 4-week month, a 30-hour participant (80 **core** hours and 40 non-core hours total 120 total hours for the month) has **66 “Family FIP/FAP CS/WE”** allowed for the month (or 16 hours per week). For a 5-week month, a 30-hour participant (100 core hours and 50 non-core hours total 150 hours for the month) also has **66 “Family FIP/FAP CS/WE”** allowed for the month. The participant is assigned and completes all **66** hours in the CSP activity.

Section D – PATH
Chapter 10 – PATH Case Management

The participant may be deemed for meeting their requirement for the month, as long as they also complete their 40/50 hour non-core requirement in other activities (core or non-core).

View Welfare Registration								
Instrument Panel								
Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jessica Doe			Work First Referral - 1		12/16/2013	1	-	(6) Single Parent - Child Under 6
FIP Grant	Family FIP CSWE	Family FIP/FAP CSWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$306 for May 2014 View All		66 hrs/month	30 hrs/week for May 2014		240 hrs/yr	No	No	Expired - 120 day limit

Breakdown of how Participant Met Work Participation – 4-week month

66 hours = Actual participation in CSP activity

14 hours = Deemed Core hours

40 hours = Actual participation in other activities (core or non-core)

120 hours = Total hours for the month

Breakdown of how Participant Met Work Participation – 5-week month

66 hours = Actual participation in CSP activity

34 hours = Deemed Core hours

50 hours = Actual participation in other activities (core or non-core)

150 hours = Total hours for the month

The MWA must enter actual hours in OSMIS and maintain acceptable documentation, as described in this manual. Hours deemed will be displayed on the participant’s countable hours report.

Documentation

The documentation requirements specified below are used to verify PATH participation in allowable work activities. Documented actual hours are compared with participants’ assigned participation requirements to measure Michigan’s Work Participation Rate, as described in [Chapter 7: PATH Work Participation Requirements](#).

All hours of participation reported as actual hours in the OSMIS **must** be verified every two weeks with documentation which meets the requirements below and in the [Documentation Checklist](#) within [Section E](#) of the manual. [Section E](#) also includes standard forms that **must be used** to document actual hours of participation unless an exception is noted below. The MWAs may create instructions for using the standard forms, as long as the instructions are printed on the back of the form. On all forms the “Michigan Works!” logo may be deleted and a local MWA logo may be inserted in its place. The MWA may also replace the title “MWA Staff” with a locally recognized title. Several of the forms have more than one approved version to choose from.

Note: Where signatures are required, electronic signatures may be accepted.

Paid Work Activities (Except Self-Employment)

- Unsubsidized Employment (except Self-Employment)
- Subsidized Private and Public Sector Employment
- [OJT](#)

Paid work must be documented in one of the following ways:

- With a pay stub, other official employer record detailing hours of work, or third party verification, such as “TALX” which includes:
 - Participant’s name
 - Participant’s actual hours of participation
 - Name of the employer
- By a documented contact with an employer through one of the following methods:
 - A *Verification of Employment Hours* form ([WR-201](#) or [WR-202](#))
 - A signed written statement generated by the employer which includes:
 - Participant’s name
 - Participant’s actual hours of participation
 - Name of the employer
 - Name and contact information of the individual providing the information.

Note: *The MWA may accept employment documentation that is dated prior to participation in PATH when a participant is employed at the time of referral.*

Note: *Written statements from employers or completed Verification of Employment Hours forms must not be used as verification of participation hours, unless the documentation was completed after the hours have actually been worked.*

Projecting Hours for Unsubsidized Employment (excluding self-employment), Subsidized Employment, and OJT

An MWA may report projected actual hours of employment participation for up to six months based on current, documented actual hours of work, assuming hours worked will remain constant. All documentation must conform to the requirements above. Projections are to be generated as follows:

- Calculate the average weekly hours worked during a minimum of two consecutive weeks based on pay stubs, other official employer records detailing hours of work, or third party verification services, such as “TALX,”

Example: If the participant is paid weekly, and if the MWA is using pay stubs to verify hours or participation, the MWA would use two consecutive pay stubs to project hours. If the participant is paid bi-weekly or monthly, only one pay stub is needed to project hours.

If there is a gap in the pay stubs, the MWA may calculate the missing pay period by using the year-to-date information on submitted pay stubs.

OR

- Project the average weekly hours based on a documented contact with the employer.

Note: *Written statements from employers or completed Verification of Employment Hours forms must not be used as verification of participation hours, unless the documentation was completed after the hours have actually been worked.*

Note: *The MWA may use information from pay stubs dated prior to participation in PATH to project hours of employment; however, the information is only valid for six months from the date of the pay stub – not from when the MWA received it.*

Any time an MWA receives information that the participant's average actual hours of work have changed, or no later than the end of any six-month period, the MWA must re-verify the client's current actual average hours of work, and may report these projected actual hours of participation for another six-month period.

Self-Employment

MWAs must collect copies of a participant's documentation of gross business sales and expenses, attach the copies to the completed *Self-Employment Cover Sheet* ([WR-203](#)), and maintain this packet in the participant's case file. Documentation may consist of personal checks, business receipts, billing invoices, or accounting records. (Self-reporting by a participant *without* additional verification is not sufficient documentation.)

The cover sheet includes the following formulas:

- Monthly net business sales (gross revenue minus expenses) divided by the federal minimum wage equals Monthly Actual Hours.

- Monthly Actual Hours divided by number of weeks in the month, equals average Weekly Actual Hours.

Note: *The number of weeks in the month is defined by the Participation Hours Calendar in OSMIS (4 or 5).*

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by DHS in determining TANF eligibility. These guidelines can be found in DHS BEM 502 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/502.pdf>.

The MWA is required to request verification of expenses from the participant; however, if the participant indicates they do not have any business expenses, then the MWA may not deduct expenses from the gross revenue.

Projecting Hours of Self-Employment

Actual participation hours for self-employment may be projected for up to six months, assuming hours worked will remain constant, based on one month of tax or income records. The hours must be calculated and verified by using the self-employment formula and documentation requirements above.

JS/JR – OUTSIDE the Service Center

In order to count job search activities that a participant engages in **outside the MWA service center**; participants must maintain a **daily** record of all employers visited or contacted by using the *Outside Job Search Contact Log* ([WR-204](#) or [WR-205](#)).

If travel time between interviews is included in reported JS/JR time, the MWA must verify that the time is an accurate representation of the time required to travel between the locations.

The MWA must conduct random reviews of the listed employers on job search records to ensure the validity of the reported participation hours.

JS/JR - INSIDE the Service Center

The Activity Log ([WR-206](#), [WR-207](#), [WR-208](#), or [WR-209](#)) is to be used to document the participant's time spent in JS/JR activities at the MWA service center or at another supervised location, such as a substance abuse treatment appointment.

If the MWA has their own time keeping methods for JS/JR at the service center, such as time cards or electronic monitoring, they may be used in place of the Activity Log, *if* it fulfills the documentation requirements below:

- Participant's name
- Actual Hours and dates of participation
- Name, signature, and contact information of the MWA staff overseeing the activity

In order to count substance abuse treatment, mental health treatment, or rehabilitation as Job Readiness activities, a qualified medical, substance abuse, or mental health professional must provide written documentation of the need for participation in such activities.

WEP and CSP

The *Activity Log* is to be used to document the participant's time spent engaged in WEP or CSP.

If the WEP or CSP site has their own record keeping methods such as time cards, attendance records, electronic records or other official verification, they may be used in place of the *Activity Log*, **if** it fulfills the documentation requirements below:

- Participant's name
- Actual hours and dates of participation
- Name of the work site
- Name, signature, and contact information of the individual verifying the information

The Activity Log

Since the *Activity Log* is used to document both JS/JR inside the service center and WEP/CSP activities, two activities can be documented on the same sheet OR each activity can be documented on a separate *Activity Log*. Although documentation is only required to be submitted bi-weekly, a new *Activity Log* is to be used each week.

Providing Childcare Services to an Individual Participating in a CSP

The *Childcare Services for CSP Participant* form ([WR-210](#) or [WR-211](#)) is to be used to document this activity.

Educational Activities

The *Education Log* ([WR-212](#), [WR-213](#), [WR-214](#), or [WR-215](#)) is to be used to document education and training performed at an educational institution or through distance learning, including:

- VET;
- Job Skills Training Directly Related to Employment;
- Education Directly Related to Employment; or
- Satisfactory Attendance at a Secondary School, or in a Course of Study Leading to a Certificate of General Equivalence.

If the educational institution has their own record keeping methods for the above activities such as time cards, attendance records, electronic records, computer log-in/log-out times, or other official verification it may be used in place of the *Education Log*, *if* it fulfills the documentation requirements below:

- Participant's name
- Actual hours and dates of participation
- Name of educational provider
- Name, signature, and contact information of the individual verifying the information

Note: *If computer log-in/log-out times are used as documentation, the periods must be verifiable by the educational institution as periods in which progress was made.*

Alternative Documentation Process for Distance Learning

If the educational institution will not sign the participant's *Education Log* and the institution does not have its own record keeping method for attendance for distance learning programs that meets the criteria above, the following process may be followed:

If the MWA chooses to participate in the alternative documentation process, the participant must provide evidence of work completed and progress made to the MWA at least every two weeks. This evidence may be feedback from the distance-learning program or copies of work completed. The MWA must monitor the participant's progress and compliance by reviewing information submitted by the participant and/or contacting the school. In addition, the MWA must be available on a daily basis to the participant by telephone, e-mail, or face-to-face for any needed guidance or oversight. The MWA will also sign the *Education Log* as the individual verifying the information.

Study Time

A limited amount of supervised and unsupervised study time may be counted for these educational activities. In order to count study time, the participant's case file must contain documentation of the educational institution's homework/study time expectations. Total study time hours (supervised plus unsupervised) may not exceed the homework/study time expectations of the educational institution. In addition to these limitations:

- Unsupervised study time entered may not exceed the actual time spent in classroom (seat time).

- Supervised study time must occur in a formal study hall at the MWA or the educational institution, where an MWA staff person or appropriate representative of the educational institution, can verify the participant's hours of study on the *Education Log*.

18 & 19-Year-Olds Attending High School or a GED Program

The *18 & 19-Year-Olds High School/GED Log* ([WR-216](#) or [WR-217](#)) is to be used to document this activity. If the educational institution has their own record keeping methods, such as time cards, attendance records, electronic records, computer log-in/log-out times, or other official verification, it may be used in place of this log, **if** it fulfills the documentation requirements below:

- Participant's name,
- Actual hours and dates of participation,
- Name of educational provider,
- Name, signature, and contact information of the individual verifying the information, and
- A statement from the educational provider that the participant has maintained satisfactory attendance.

Documenting Excused Absences and Holidays

Excused absences and holiday policies apply to participation in the unpaid work activities (JS/JR, WEPs, CSPs, Provision of Childcare Services to Individuals Participating in CSPs, VET, Job Skills Training Directly Related to Employment, Education Directly Related to Employment, and Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a GED). The approved holidays and excused absences may be reported as actual hours. In order to count an excused absence or holiday as actual hours of participation, the individual must have been scheduled to participate in the activity for the period of absence that the MWA reports as participation time. MWA office closures, other than for holidays listed below, may be counted as an excused absence for the participant.

Excused absences are limited to a maximum of 80 in the preceding 12-month period, no more than 16 of which may occur in a month. The MWA has the discretion to allow additional excused hours; however, they will not count towards federal participation requirements.

The MWA must document the following information in the case record:

- Date of the absence
- Reason for the absence
- Approval or denial of the absence
- Case manager initials or signature
- Date of determination

The following are the approved holidays. A maximum of eight hours per holiday may be counted towards participation requirements.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Example: If a participant is scheduled to participate in a WEP every Monday for four hours, the participant may receive four countable hours of WEP for Labor Day without being required to participate in the WEP that day.

Excused absences and holiday time must be recorded in the appropriate fields in the OSMIS. Technical instructions for the entry of excused absence and holiday hours into the OSMIS can be found in [Section F](#) of this manual.

Excused absence or holiday hours reported as actual hours in the OSMIS, under either JS/JR or VET, will be counted towards the durational limits associated with these activities. For example, if the MWA reports three hours of excused absences from JS/JR, those three hours of excused absence time will be counted towards both the participant's countable JS/JR limit and the participant's countable excused absence limit. Durational limits on JS/JR and VET are detailed in [Chapter 8: PATH Allowable Activities](#).

In order to preserve excused absence hours and the durational limits of JS/JR or VET, the MWA must not enter excused absence hours in OSMIS that do not help meet work participation. If the hours have already been entered the MWA must remove these hours. In these cases, the participant would be excused from attendance and would not be considered a "no show." The MWA must document that the hours were approved, but not entered in OSMIS. In the same way, the MWA must not enter holiday hours in OSMIS that do not help meet work participation.

180-Day Job Retention

The OSMIS will track and report 180-day job retention status based on the entry of consecutive weeks of actual hours entered by the MWAs. Participants who have been placed into employment must remain employed for 180 calendar days to be reported as completing 180-day job retention requirements.

If there is a break of seven calendar days or less in a participant's employment status, or a 14-calendar-day break occurs as a result of a cyclical layoff during the 180-day period, there is no requirement to start the retention period over. In order for the original 180-day retention period to remain uninterrupted, the individual must remain in the original employment activity in the OSMIS. Within the Employment Activity in OSMIS, the original employment information

should be transferred to the comment box and the new employer information should be added to the OSMIS fields.

Note: *The start date field must not be updated but the new start date should be documented in the comment box.*

If the break is more than 7-calendar-days, or more than 14-calendar-days resulting from a cyclical layoff, the 180-day job retention period must begin over from zero, and the individual is to be placed into a new employment activity.

For the purposes of this manual, a cyclical layoff is a layoff of 14 days or less that is related to business or production cycles. The participant must return to work with the same employer at the end of the layoff period. In the case of participants who work with temporary agencies, the participant may return from the cyclical layoff to work at a comparable work site, as long as he/she is an employee of the same temporary agency.

If an individual is still receiving regular FIP payments 180 days after obtaining employment, the participant should not be terminated from the OSMIS. The MWA is to leave the participant active in the OSMIS and continue to verify that work participation requirements are being met.

Extended FIP (EFIP)

The DHS will provide a payment of \$10 per month for six months to individuals whose FIP case would have otherwise closed due to earnings, **if those individuals continue to meet federal work participation requirements, per Section 57s of Public Act (PA) 471**. The DHS extends the FIP case and it becomes an EFIP case. Such case outcomes are captured as “Case Closures Due to Income” in the OSMIS. All case closures due to income should be considered EFIP cases upon the “Case Closures Due to Income” notification. MWAs must ensure that EFIP recipients who are active with the MWA are meeting federal participation requirements. If, based on a monthly average, an EFIP recipient’s hours of employment are less than his/her federally required hours of participation, the individual must participate in the additional allowable activities necessary for the participant to meet federal participation requirements.

EFIP participants’ hours of participation should be verified and reported according to the documentation requirements stipulated in the [Documentation](#) section of this chapter (hours of participation in employment may be projected for up to six months). If an EFIP participant changes employers, documentation from the **new** employer must be submitted in order to project hours.

If an EFIP participant loses their job, due to no fault of their own, the MWA should re-engage the client and notify the FIS. An EFIP recipient is noncompliant with work related activities and requires the triage process **only** when he/she:

- Quits a job without good cause;
- Is fired from a job for misconduct; or
- Voluntarily reduces hours of employment without good cause.

If an MWA is unable to obtain documentation to support an EFIP participant's hours of participation within four weeks of the notification of the case's transfer to EFIP, the MWA should terminate the EFIP participant from the OSMIS using the code "Refused EFIP Services," and notify the FIS of the termination. If an EFIP participant declines MWA services, the MWA should immediately terminate the participant from the OSMIS, using the code "Refused EFIP Services," and notify the FIS of the termination.

Supportive services are to be provided, as appropriate, through the 180-day job retention period.

Note: *The six-month (180-day) period in which a participant receives EFIP payments does not necessarily coincide with the participant's 180-day job retention period. EFIP payments begin upon the individual's case closure to income, which often occurs at a point subsequent to the person's first date of employment (the beginning of the 180-day retention period). An EFIP payment period that does not begin at the same point at which the 180-day retention period begins is a result of the initial income from the person's employment not having been sufficient to immediately discontinue the FIP payments (and change to EFIP payments). MWAs are not required to provide supportive services to individuals receiving EFIP beyond their 180-day job retention period.*

All EFIP cases in the OSMIS will be automatically terminated upon receipt of any "case closure" notification subsequent to the case's initial "case closure due to income" notification. Such automatic terminations include case closures that occur due to six months of EFIP having been provided, and other case closures (which may occur prior to six months of EFIP having been provided). Accordingly, MWAs are to discontinue the provision of all case management services, including the provision of supportive services, upon such EFIP case terminations.

Participants who move from EFIP payments back to regular FIP payments will continue their current participation in the OSMIS. **The MWA is not to terminate the existing referral, or manually enter a new referral, in the OSMIS.** The participant's EFIP status will be changed to "No" in the OSMIS and the participant will be listed on the "WF_EFIP_NO" report. The Work First Participant Count in the OSMIS will be increased by one to reflect the new referral. MWAs are to reassign allowable work participation activities to these participants, as appropriate.

PATH Participants who are Unable to Fully Participate Due to Medical Reasons

30 Days or Less

PATH participants who are unable to participate for 30 days or less due to medical reasons are to be placed in OSMIS, code 75; "Medical Inactive – 30 days or less."

MWAs must give the participant a *Return to PATH Appointment Notice* ([WR-231](#)), which schedules the participant to return, or contact the MWA, at the end of their medically excused period. If the notice cannot be given to the participant in person, then the mode of delivery must be a standard method of communication between the participant and the MWA, such as by postal mail, e-mail, or fax. If the participant fails to return or make contact with the MWA as instructed, this is an act of noncompliance. The MWA must follow the Noncompliance Process described in [Chapter 11: PATH Noncompliance](#).

More than 30 Days

If an MWA receives information from a PATH participant that they are unable to participate in PATH for more than 30 days due to medical reasons, **the MWA must contact** the local DHS for a deferral determination and place the participant into OSMIS, code 80; “Pending Deferral Determination.” **The participant is not to be placed in a triage nor terminated from the OSMIS while waiting for a deferral determination to be made.**

If DHS makes a determination that the individual qualifies for a deferral, the participant will be indicated as such in the daily OSMIS deferral file and will be terminated automatically from the OSMIS. If DHS determines that the individual does not qualify for a deferral, the MWA must reengage the participant and assign him/her to an appropriate allowable activity.

PATH Participants who are Work-Ready with Limitations (WL)

DHS has created a new program code (WL) for individuals that have been determined by the Medical Review Team (MRT) as “Work-Ready with Limitations.” Participants coded as WL may be referred to the MWA for participation in PATH. DHS will send a comment to OSMIS Case Notes which identifies the participant’s limitations as defined by the MRT. The MWA must abide by the limitations set by the MRT when assigning allowable activities and hours of participation. A participant may not be triaged for not meeting work participation, if they are engaged at the level set forth by the MRT. An indicator has been added to the Welfare Reform Header to signify that these individuals are “Work-Ready with Limitations”. An example of this indicator can be found in [Section F](#).

Found Ineligible Referrals

Please note the following automated OSMIS procedures regarding individuals who are “found ineligible” by DHS subsequent to being referred:

- If an individual is found ineligible for FIP benefits after being referred to the MWA, and the individual **has not** attended orientation, the OSMIS will set the “Last Day to Attend” in the OSMIS to the date the individual was found ineligible and will inactivate the record. No action is required of the MWA.
- If an individual is found ineligible for FIP benefits after being referred to the MWA, and the individual **has** attended orientation and has not been terminated by the MWA, the OSMIS will review the transaction file for service code 01, 14, 20, 30, 31, 32, 50, 72, or 73 without an End Date. If there is an active service code of 01, 14, 20, 30, 31, 32, 50, 72, or 73, no further action is performed by the system until OSMIS receives a new referral. At the time of the new referral OSMIS will terminate the previous registration and accept the new referral. The MWA should assess these cases and determine whether services should continue to be provided to the individuals. If there is not an active service code of 01, 14, 20, 30, 31, 32, 50, 72, or 73, the system will terminate the record as “WR_WF_INELIGIBLE.”

Case Closure Status Other and Employed Participants

If a PATH participant is employed at the time Bridges sends a “Case Closure Status Other,” the MWA may modify the OSMIS Termination Reason to “Employed,” as long as there is verification of employment in the case file.

The image shows two screenshots of OSMIS forms. The left screenshot is titled "Termination Status" and contains the following fields: (MWA) Termination Date: 02/28/2014; Entered On: 03/12/2014; Reason: Employed (highlighted with a green box); Employed at Termination: Yes; Occupation at Termination: Office & Administrative Support Occupations; Industry at Termination: Administrative and support services; Hourly Wage: 10.00. The right screenshot is titled "Case Closure Status" and contains the following fields: Case Closed Date: 02/03/2014; Entered On: 02/03/2014; Reason: Other (highlighted with a green box); If other: (empty text box); Number of Closures: 1.

Verification includes documentation obtained to support entry of actual hours; such as, pay stubs, third party verifications, and employer contacts. If these records do not exist, a contact with DHS or the employer confirming the participant is employed is sufficient. In this situation an OSMIS case note is required.

Time Limits

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, established a five-year lifetime limit on receipt of Federal TANF assistance for adult-headed families. The time limit was central to establishing the temporary nature of aid and communicating the program's goal moving recipients quickly into work and off of assistance. FIP is to support a family's movement to self-sufficiency. Families receiving FIP are to engage in PATH activities that will help them gain financial independence.

On October 1, 1996, Michigan law reduced the cumulative total of FIP to 48 months during an individual's lifetime, however, the state did not begin enforcing the 48-month limit until 2012. Also, under the FIP, a family is not eligible for assistance beyond 60 consecutive or non-consecutive federally funded months. Federally funded countable months began to accrue for FIP on October 1, 1996. Counts accrued for every month a family received FIP.

Effective October 1, 2011, the PATH Program stopped serving any TANF recipient whose case closed due to the participant reaching either the federal or state lifetime limit. Affected participants' cases will receive a Case Closure due to "Other" from Bridges on the OSMIS. However, participants that are involved in a training or employment activity will need to have their PATH participation terminated **manually** on the OSMIS. When OSMIS receives a case closure for a participant who has exceeded the 48 or 60 month time limit, the MWA can continue to pay for supportive services until the end of the calendar month.

Households that have reached their federal or state time limit maximum may be eligible for housing assistance from DHS for up to three months following the month of their FIP closure. In order to be eligible for housing assistance, participants must attend an initial orientation and utilize the services of the local Michigan Works! at least once per week during the three month period. A [Temporary State Emergency Relief \(SER\) Housing Assistance Fact Sheet](#) and frequently asked questions about [Temporary Housing Assistance](#) are located in [Section F](#) of the manual.

TANF recipients whose cases are closed due to the time limit will be treated as Employment Services customers at the Michigan Works! One-Stops with eligibility for other services and programs determined by Michigan Works! MWAs will provide each eligible individual a ticket, to verify their attendance at an orientation as well as tickets to verify they utilized services at Michigan Works! The MWA **must issue a different colored date-stamped ticket** for the different weeks of issue (should be no more than four different colors). [Ticket Templates](#) are available in [Section E](#) of the manual.

Chapter 11: PATH Noncompliance

Noncompliance

All non-[AEP](#) referred individuals who have attended orientation, and AEP referred individuals who have **completed** AEP, are subject to noncompliance and reengagement procedures.

Noncompliance occurs when a participant does not complete assigned activities, does not call in or show up for a scheduled work assignment, demonstrates a pattern of tardiness, or is otherwise in violation of PATH without good cause. Examples of noncompliance may be found in the [DHS BEM 233A](#), at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/233A.pdf>.

Participants who are unable to attend a scheduled activity are expected to notify the appropriate PATH/[MWA](#) staff prior to the time that the activity begins. Participants are considered noncompliant if they do not have good cause for failing to notify the appropriate PATH/MWA staff, as required. Examples of good cause for noncompliance may be found in the DHS BEM 233A, at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/233A.pdf>.

A determination of noncompliance cannot be made solely on the fact that a participant has exceeded their countable excused absence hours. The noncompliance policy must be thoroughly explained to participants during their required PATH orientation. When a participant is noncompliant with PATH, the following process is to be followed:

- 1st Act of Noncompliance: Issue a Noncompliance Warning Notice and Reengage the participant
- 2nd Act of Noncompliance: If it has been less than 120 days since the first act of noncompliance, issue a *Triage Meeting Notice* ([WR-243](#) or [WR-244](#)). If it has been more than 120 days, issue a *Noncompliance Warning Notice* ([WR-241](#)) and reengage the participant.

Noncompliance Warning Notice:

The day the MWA becomes aware of the first instance of noncompliance, the MWA must issue a *Noncompliance Warning Notice* and attempt to contact the participant in person, or by phone, to schedule a reengagement appointment.

- If the participant is at the MWA, the reengagement appointment is held at that time.
- If the MWA reaches the participant by phone, the MWA must instruct the client to attend a reengagement appointment at the MWA within the next two business days.
- If the MWA is unable to reach the participant in person or by phone, the MWA must mail, e-mail, or fax the completed notice to the participant that day. The mode of delivery selected must be a standard method of communication between the participant and the MWA. The reengagement appointment must be held within five business days.

Section D – PATH
Chapter 11 – PATH Noncompliance

- The *Noncompliance Warning Notice* includes a section where the MWA must document where the warning notice was mailed via U.S. Postal Service.
- If the notice is sent via e-mail or fax, the MWA must keep a copy of the transmittal in the participant's case file.

If a participant notifies the MWA of a need to reschedule the reengagement appointment, the MWA must follow its standard excused absence procedure to determine whether the participant may reschedule.

In all cases, the original *Noncompliance Warning Notice* form must be maintained in the case file and a copy must be given to the participant.

Reengagement Appointment

During the reengagement appointment the MWA must at least:

- Review the *Noncompliance Warning Notice*,
- Address barriers to participation,
- Restate the noncompliance policy, and
- Offer the participant the opportunity to sign a *PATH Reengagement Agreement* ([WR-242](#)).

If the participant refuses to sign the reengagement agreement or fails to show up for the appointment, the MWA must immediately generate a *Triage Meeting Notice* (see [Triage Meeting Notice](#) section of this chapter).

In all cases, the original *PATH Reengagement Agreement* form must be maintained in the case file. A copy must be given to the participant if s/he attended the appointment.

Rescinding the Noncompliance Warning Notice

The MWA must rescind a *Noncompliance Warning Notice* if the participant can produce documentation of good cause for the noncompliance. Examples of good cause for noncompliance may be found at DHS BEM 233A, at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/233A.pdf>.

The MWA may also *choose* to rescind a *Noncompliance Warning Notice* for a participant who had a missed assignment but was still able to complete his/her assigned hours for the month.

In order to rescind a notice, the MWA must indicate on the *Noncompliance Warning Notice* form that the warning is being rescinded. The warning may no longer be acknowledged; however, the updated original notice must be retained in the case file. A copy of the rescinded notice must be given to the participant.

Tracking Noncompliance Warning Notices in [OSMIS](#)

The “Noncompliance Warnings” section of the OSMIS is designed to track the warning notices and associated reengagement appointments. This section is accessed from the “Applicant Search” menu.



Technical instructions for the Noncompliance Warning section in OSMIS can be found in [Section F](#) of the manual.

Triage

Determining when to Assign a Participant to the Triage Activity

If there is a **second instance of noncompliance within 120 days** of a *Noncompliance Warning Notice*, the MWA must immediately request a triage meeting, as described under the Triage Meeting Notice section below. Through certain actions, participants waive the right to a *Noncompliance Warning Notice* and the MWA must request a triage meeting. **The following are reasons to assign a participant to the triage activity immediately:**

- Falsifying documentation related to work participation activities.
- Threatening, physically abusing, or otherwise behaving disruptively toward anyone conducting or participating in an employment and/or self-sufficiency-related activity.
- Refusing suitable employment by:
 - Voluntarily reducing hours or otherwise reducing earnings;

Exception: *This does NOT apply if the work participation program verifies the client changed jobs or reduced hours in order to participate in a work participation program approved education and training program.*

- Quitting a job;

Exception: *This does NOT apply if the work participation program verifies the client changed jobs or reduced hours in order to participate in a work participation program approved education and training program.*

- Firing for misconduct or absenteeism (not for incompetence); or

Note: *This includes being dismissed from a [CSP](#) or [WEP](#) activity for misconduct or absenteeism.*

Note: *Misconduct sufficient to warrant firing includes any action by an employee, or other adult group member, that is harmful to the interest of the employer, and is done intentionally or in disregard of the employer's interest, or is due to gross negligence. It includes but is not limited to drug or alcohol influence at work, physical violence, and theft or willful destruction of property connected with the individual's work.*

- Refusing a bona fide offer of employment or additional hours up to 40 hours per week. A "bona fide offer of employment" means a definite offer paying wages of at least the applicable state minimum wage. The employment may be on a shift; full or part-time up to 40 hours per week; and temporary, seasonal or permanent.

Exception: *Meeting participation requirements is not good cause for refusing suitable employment, unless the employment would interfere with MWA approved education and training.*

- Noncompliance after completion of AEP but prior to FIP case opening.

Note: *The FIP case status can be viewed on the DHS tab of the instrument panel in OSMIS. The instrument panel will display "Pending" for the Case Status (Edg status) and the Individual Eligibility Begin Date will be blank prior to case opening (see screenshot on next page).*

Section D – PATH
Chapter 11 – PATH Noncompliance

INSTRUMENT PANEL							
CUSTOMER INFO: Name Doe, Jennifer Client/Recipient ID 893 Case No 116							
OSMIS Info	DHS Info	Required Hours & CS/WE	Actual Hours	Triage	Activities	Support Services	Run Reports
INDIVIDUAL DHS ELIGIBILITY							
FIP Eligibility Run Date		02/15/2014		Individual Application Date		02/12/2014	
Individual Eligibility Begin Date				Individual Eligibility End Date			
FIP Certification Date				Youngest Child under 6 Birthday		06/04/2011	
Current FIP Family Status		(6) Single Parent - Child Under 6		Second Parent Name			
GROUP DHS ELIGIBILITY							
Case No		116		Group Application Date		02/12/2014	
Group Eligibility Begin Date				Group Eligibility End Date			
DHS STATUS							
Refugee		No		Work Ready with Limitations		No	
Case Status (Edg status)		Pending		Deferral Reason			
Case Closure Notification Date				Deferral Notification Date			
EFIP Program Indicator				Ineligible Date			
Individual Failure (Edg Status) Reason				Group Failure (Edg Status) Reason			

Triage Meeting Notice

On the day that the MWA becomes aware of the 2nd act of noncompliance within 120 days, or the participant commits one of the actions above, the MWA **must**:

- Complete a *Triage Meeting Notice*;
- Place the participant into the “Assigned to Triage” activity in OSMIS and indicate the reason for the triage. When entering the “Start Date” on the “Assigned to Triage” screen in the OSMIS, the MWA must enter the date of the noncompliance which led to the *Triage Meeting Notice*; and
- Provide the participant a copy of the completed notice in person, by postal mail, e-mail, or fax. The mode of delivery selected must be a standard method of communication between the participant and the MWA.

Examples for Processing Acts of Noncompliance

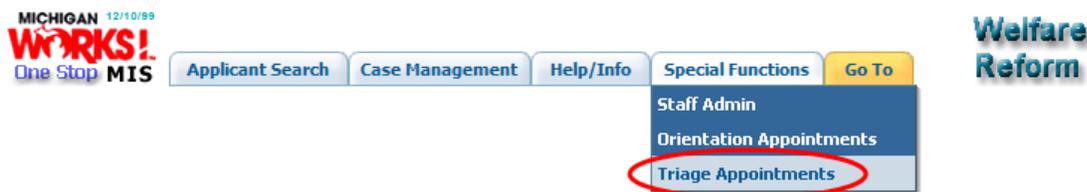
Example 1: The PATH participant does not attend the scheduled MWA appointment on Wednesday nor did s/he call in good cause for nonattendance. A *Noncompliance Warning Notice* was completed on the Wednesday to address the 1st act of noncompliance. The participant was contacted by phone and instructed to attend a reengagement appointment on Friday. At no time during the phone conversation or prior to the appointment on Friday does the participant provide a good cause reason for the noncompliance on Wednesday. The warning notice information was entered in OSMIS. The participant does not attend the reengagement appointment on Friday, thus a 2nd act of noncompliance has occurred less than 120 days from the 1st act of noncompliance and has to be addressed immediately with a *Triage Meeting Notice*. A *Triage Meeting Notice* is completed and mailed to the participant

on Friday and the participant was assigned to the triage activity in OSMIS that same day with a start date of Friday.

Example 2: The PATH participant arrives at the MWA office on Monday to meet with the case manager and turn in job search logs for the previous week. The participant had been assigned to 20 hours of job search but the logs only documented 5 hours of job search. The participant does not provide a good cause reason for the noncompliance. A *Noncompliance Warning Notice* was completed and given to the participant in person on Monday to address the 1st act of noncompliance. As the client was at the MWA, the case manager was able to hold the reengagement appointment at that time. The warning notice information was entered in OSMIS. The participant remained actively engaged and at the end of the month had successfully completed the monthly required hours of participation assigned. The MWA *chose* to rescind the *Noncompliance Warning Notice* and updated OSMIS accordingly.

Scheduling the Triage Meeting

When the triage activity is entered in OSMIS, the request is transmitted to DHS, and Bridges automatically schedules a triage appointment. The Notice of Noncompliance (DHS-2444) is sent to the participant and the triage appointment data is transmitted to OSMIS. The MWA may view the appointment information via the “Triage Appointments” link on the Special Functions header tab in the Welfare Reform program section of OSMIS.



At the Triage Meeting

MWA involvement in the triage (i.e., in person or via telephone conference call) is a local decision, so long as the DHS staff, MWA staff, and participant are able to be involved in the communication process.

The MWA must bring the applicable case file copies of the participant’s *Noncompliance Warning Notice*, *PATH Reengagement Agreement*, and *Triage Meeting Notice* for the noncompliance in question.

If the DHS and MWA staff does not agree as to whether good cause exists for the noncompliance, the case must be forwarded to the immediate supervisors of each party involved to reach an agreement. The DHS supervisor makes the final determination of good cause.

Examples of good cause for noncompliance may be found in the DHS BEM 233A, at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/233A.pdf>.

If the participant is given a finding of good cause, the MWA must indicate the participant's newly assigned activities in the OSMIS. If good cause was not found or has not been determined, the MWA is to wait for the interface from Bridges to send a case closure to the OSMIS before entering a termination in the OSMIS.

Please note that a participant's failure to attend a triage meeting does not automatically lead to a determination of no good cause.

Post-Triage - Good Cause Found and Effect on the Noncompliance Warning Notice

If the participant is given a finding of good cause that also covers the infraction on the *Noncompliance Warning Notice*, the MWA must rescind the *Noncompliance Warning Notice*, as explained below.

Example: On a Friday, a participant fails to submit JS/JR logs. The participant is not at the MWA, nor can they be reached by phone, the MWA mails the participant a *Noncompliance Warning Notice*, notifying him/her of a reengagement appointment. The participant fails to show for the reengagement appointment. The MWA issues a *Triage Meeting Notice*. At the triage, the participant presents good cause documentation showing that s/he was in the hospital. If the participant was hospitalized during the time for which the JS/JR logs were due, the *Noncompliance Warning Notice* must be rescinded. If the good cause is only for the time of the reengagement appointment, then the *Noncompliance Warning Notice* should not be rescinded.

Post-Triage PATH Appointment Notice

The *Post-Triage PATH Appointment Notice* ([WR-245](#)) has been provided as a best practice for the MWAs. The notice contains the time, date, and location of the reengagement appointment and is to be signed by the participant, MWA staff, and DHS staff after a triage meeting in which good cause is given.

A copy of the signed notice must be given to the participant and to the DHS staff. The original is to be maintained in the case file. While use of the *Post-Triage PATH Appointment Notice* form is not mandated, the MWA must provide some type of post-triage appointment notice to all participants returning to PATH after good cause has been found.

Other Triage Information

Triage meetings are not required for the following OSMIS termination reasons:

- Found ineligible after referral
- Deferred
- [FIP](#) case closure-Other
- FIP case closure-Income
- Refused [EFIP](#) Services

- Participant Death
- Institutionalized

MWAs are not required to participate in triage meetings for FIP (non-AEP) referrals who fail to show or call for a PATH orientation. Referred individuals who fail to show or fail to contact the MWA should not be activated in the OSMIS.

Prehearing Conferences and Administrative Hearings

The DHS has determined that a meaningful prehearing conference is a crucial component of the administrative hearings process. Therefore, appropriate MWA staff **must** participate in the prehearing conference. (Source: Bridges Administrative Manual (BAM) found at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BAM/600.pdf>.)

When notified by DHS that a participant has requested a hearing, the MWA should communicate with the local DHS to ensure the MWA is represented in a prehearing conference.

Participation in the prehearing conference will assist in resolving hearing requests at the lowest level possible.

If the prehearing conference does not resolve the issue and the hearing is scheduled, the MWA must attend all scheduled hearings and provide appropriate documentation.

Chapter 12: Data Verification and Internal Controls

Participation Data Verification Process

The [DHS](#) Office of Quality Assurance, Data Collecting and Reporting unit conducts data verifications of [PATH](#) participant files/records to measure the [TANF](#) Work Participation Rate. Through a Stratified Simple Random Sampling process, the DHS identifies and selects PATH cases for review.

Each month, the [WDA](#) contacts the [MWAs](#) via electronic mail identifying the participant case files selected for review. The MWAs are required to submit selected participant case files to the WDA. MWAs are granted five working days to mail hard copies of requested case files to the WDA. Selected case files are identified by MWA, county or district, participant identification number, and participant name. Submitted participant files must contain all documentation, case notes, and any other relevant materials, etc., verifying actual hours of participation for all activities within the review month. Documentation requirements for verification of participation in work-related activities are outlined in the [Documentation](#) section of [Chapter 10: PATH Case Management](#).

The [Data Verification Checklist](#), found in [Section E](#) of the manual, must be completed for each participant file selected for review. The [Data Verification Checklist](#) identifies the MWA, participant, review month, and appropriate case documentation submitted. The checklist also contains a weekly activity log for each participant. The weekly log must be completed using the appropriate [OSMIS](#) activity codes, actual hours of participation in allowable activities, and the dates clients participated in assigned activities.

For all participants engaged in [JS/JR](#) activities (Activity Code 13 on the OSMIS), on the checklist please indicate the activity's number of hours during the review month, and the total number of hours in the preceding 12-month period.

Internal Controls

The Federal TANF regulations require that states have "Internal Controls" procedures to ensure a consistent measurement of TANF work participation activities exists. Internal Controls provide a method to validate the authenticity of any reported Work Participation Rate data. A systematic review of randomly selected participant case files on a regular basis has been determined to be a key Internal Controls procedure.

The WDA requires an MWA-level Internal Controls Case Review Process for TANF work participation activities.

Note: *Case-file reviews done for Internal Controls are separate and distinct from the monthly TANF Data Verification process.*

Every quarter, the WDA generates a random sample of cases for file review. The WDA calculates the average monthly number of participants statewide and samples 0.43 percent of the cases at each MWA. To account for smaller MWAs, a minimum of three cases are selected at each MWA.

After determining the sample, the WDA notifies the MWAs of the participant files to review. The MWAs may designate staff to conduct the reviews at either the administrative or contracted

Section D – PATH
Chapter 12 – Data Verification and Internal Controls

service-provider levels. Case managers may not conduct the review for cases to which they are the assigned case manager.

Designated reviewers must select a period of four consecutive weeks to review for each participant. For the selected four week period, the designee must review the documentation in participant files to ensure that the files contain adequate and accurate documentation of the participant's activities and that participation is correctly entered into the OSMIS. Documentation requirements for verification of participation in work-related activities are outlined in the [Documentation](#) section of [Chapter 10: PATH Case Management](#). Reviewers may choose to use the [Documentation Checklist](#), included in [Section E](#), as a resource for determining the required documentation.

The designated staff must complete the [TANF Internal Controls File Review Form](#), included in [Section E](#), for each selected participant file. The MWAs are to maintain a copy of the TANF Internal Controls File Review Form, as well as a copy of all of the documentation used in the Internal Controls review in a manner that is organized and readily accessible upon request.

Following the completion of the file reviews, the MWAs are to prepare the [TANF Internal Controls File Review Summary Report](#), included in [Section E](#), and submit it to the WDA within ten business days of the conclusion of the assigned quarter.

Corrective Action

The MWAs are expected to have an error rate lower than 25 percent, meaning fewer than 25 percent of files contain errors due to inadequate or improper documentation. When an MWA has fewer than 8 files in their sample, it is expected that no more than two files contain documentation errors.

The MWAs must take appropriate actions to correct all errors in sampled files. When completing the [TANF Internal Controls File Review Summary Report](#), the MWAs must also describe the corrective action taken to address the current file errors and how similar errors will be prevented in the future. When necessary, the WDA and/or the DHS will provide supplementary instruction and technical assistance to ensure that the most serious documentation deficiencies are addressed and corrected.

SECTION E

Forms and Templates

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PATH Week 1 Assignment Plan 21-Day Application Eligibility Period	
FIP Applicant's Name (printed): <input style="width: 90%;" type="text"/>	Client/Recipient ID: <input style="width: 90%;" type="text"/>
2-Parent Family (Optional Data) Name of 2nd Parent: <input style="width: 95%;" type="text"/>	
MW! Staff Name (printed): <input style="width: 90%;" type="text"/>	Date Plan Created: <input style="width: 90%;" type="text"/>

Week Begin Date: Week End Date:

Required Hours (check one) 20 30 35 55

MW! Staff: Check All Assignments that Apply and Assign Hours:	Assigned Hours:	MW! Use Only Assignment Completed
<input type="checkbox"/> 21 Day AEP Presentation:	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> PATH Orientation Presentation:	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FAST:	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Individual Service Strategy: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Assessment Test : <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Barrier Resolution Activity(ies): [Document Assignment Below, i.e., Childcare, Housing, Food Bank, Counseling] <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Job Search/Job Readiness Workshop(s): <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Resume Writing Workshop(s): <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Interviewing Skills Workshop(s): <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Computer Skills Workshop(s): <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Career/Life Skills Workshop(s): <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> High School / GED Prep: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> High School Completion/GED Course of Study, 18 & 19 Year Old Grantees Only:	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Community Service or Work Experience Research: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Job Search Activities: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Employment: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Vocational Education: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: <input style="width: 250px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Next Appointment with MW! Staff - Date: **Time:** **Location:**

I agree to complete activities as assigned above, turn in my documentation as required, contact MW! if I have questions or need supportive services, and return for my scheduled appointment. I further understand that if I fail to complete my weekly assignments, (without approval from the MW! Staff), my request for FIP benefits may be denied.

FIP Applicant Signature	Date	MW! Staff Signature	Date
-------------------------	------	---------------------	------

Applicant Refused to Sign (Applicant's FIP Benefits may be denied)

Distribution of Signed Form: Original remains in case file and a copy must be given to the applicant at the time of signing.

MW! STAFF USE ONLY: Applicant satisfactorily completed weekly assignments Yes No If No, MW! staff must explain in detail below. (Attach additional explanation documents, as necessary.) If the applicant disagrees with the determination, he or she must be offered the opportunity to speak with a supervisor for a managerial review.

MW! Staff Signature	Date
---------------------	------

Final Distribution of Week 1 Assignment Plan Form: Original remains in case file and a copy of the completed form with the Weekly Assignment completion status entered must be given to the applicant.

"Equal Opportunity Employer / Service Provider. Michigan Relay Center (800) 649.3777. Auxiliary Aids and Services Available to Individuals with Disabilities."

Revised: 12/12/13

**PATH Week 2 Assignment Plan
21-Day Application Eligibility Period**

FIP Applicant's Name (printed): Client/Recipient ID:

2-Parent Family (Optional Data) Name of 2nd Parent:

MW! Staff Name (printed): Date Plan Created:

Week Begin Date: Week End Date:

Required Hours (check one) 20 30 35 55

MW! Staff: Check All Assignments that Apply and Assign Hours:

Assigned Hours:

**MWA Use Only
Assignment Completed:**

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------|
| <input type="checkbox"/> PATH Orientation Presentation: (If necessary) | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> FAST: (If necessary) | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Individual Service Strategy: (If necessary) | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Assessment Test: (If necessary) | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Barrier Resolution Activity(ies): [Document Assignment Below, i.e., Childcare, Housing, Food Bank, Counseling] | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Job Search/Job Readiness Workshop(s): | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Resume Writing Workshop(s): | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Interviewing Skills Workshop(s): | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Computer Skills Workshop(s): | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Career/Life Skills Workshop(s): | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> High School / GED Prep: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> High School Completion/GED Course of Study, 18 & 19 Year Old Grantees Only: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Community Service or Work Experience Research: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Job Search Activities: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Employment: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Vocational Education: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: | <input type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Next Appointment with MW! Staff: Date: **Time:** **Location:**

I agree to complete activities as assigned above, turn in my documentation as required, contact MW! if I have questions or need supportive services, and return for my scheduled appointment. I further understand that if I fail to complete my weekly assignments, (without approval from the MW! Staff), my request for FIP benefits may be denied.

FIP Applicant Signature _____ **Date** _____ **MW! Staff Signature** _____ **Date** _____

Applicant Refused to Sign (Applicant's FIP Benefits may be denied)

Distribution of Signed Form: Original remains in case file and a copy must be given to the applicant at the time of signing.

MW! STAFF USE ONLY: Applicant satisfactorily completed weekly assignments Yes No If No, MW! staff must explain in detail below. [Attach additional explanation documents as necessary.] If the applicant disagrees with the determination he or she must be offered the opportunity to speak with a supervisor for managerial review.

MW! Staff Signature _____ **Date** _____

Final Distribution of Week 2 Assignment Plan Form: Original remains in case file and a copy of the completed form with the Weekly Assignment completion status finished must be given to the applicant.

"Equal Opportunity Employer / Service Provider. Michigan Relay Center (800) 649.3777. Auxiliary Aids and Services Available to Individuals with Disabilities."

Revised: 12/12/13

[AEF Week 2 Assignment Plan Online Version](#)

PATH Week 3 Assignment Plan 21-Day Application Eligibility Period	
FIP Applicant's Name (printed): <input style="width: 60%;" type="text"/>	Client/Recipient ID: <input style="width: 30%;" type="text"/>
2-Parent Family (Optional Data) Name of 2nd Parent: <input style="width: 100%;" type="text"/>	
MW! Staff Name (printed): <input style="width: 60%;" type="text"/>	Date Plan Created: <input style="width: 30%;" type="text"/>

Week Begin Date: Week End Date:

Required Hours (check one): 20 30 35 55

MW! Staff: Check All Assignments that Apply and Assign Hours:

Assigned Hours:

**MW! Use Only
Assignment Completed:**

- | | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Employment: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Job Search/Job Readiness: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Vocational Education: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> High School / GED Prep: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> High School Completion/ GED Course of Study, 18 & 19 Year Old Grantees only: | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Job Skills Training Directly Related to Employment: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Education Directly Related to Employment: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Community Service and/or Work Experience Research: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: <input style="width: 300px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Additional Assignments

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Job Search/Job Readiness Workshop(s): <input style="width: 250px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Resume Writing Workshop(s): <input style="width: 250px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Interviewing Skills Workshop(s): <input style="width: 250px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Barrier Removal Activity(ies) [if necessary]: [Document Assignment Below, i.e.,
Childcare, Housing, Food Bank, Counseling]
<input style="width: 450px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Next Appointment with MW! Staff: Date: **Time:** **Location:**

I agree to complete activities as assigned above, turn in my documentation as required, contact MW! if I have questions or need supportive services, and return for my scheduled appointment. I further understand that if I fail to complete my weekly orientation assignments, (without approval from MW! Staff), my request for FIP benefits may be denied.

FIP Applicant Signature	Date	MW! Staff Signature	Date
-------------------------	------	---------------------	------

Applicant refused to Sign (Applicant's FIP Benefits may be denied)

Distribution of Signed Form: Original remains in case file and a copy must be given to the applicant at the time of signing.

MW! STAFF USE ONLY: Applicant satisfactorily completed weekly assignments Yes No If No, MW! staff must explain in detail below. [Attach additional explanation documents as necessary.] If the applicant disagrees with the determination he or she must be offered the opportunity to speak with a supervisor for a managerial review.

MW! Staff Signature: _____ **Date:** _____

Final Distribution of Week 3 Assignment Plan Form: Original remains in case file and a copy of the completed form with the Weekly Assignment completion status finished must be given to the applicant.

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Revised: 12/12/13

Extension Request Form	
PATH 21-Day Application Eligibility Period	
FIP Applicant's Name (printed):	Client/Recipient ID:
2-Parent Family (Optional Data) Name of 2nd Parent:	
MW! Staff Name (printed):	Date Plan Created:

FIP Applicant Name: _____ is requesting to extend the 21-Day Application Eligibility Period due to the reason indicated below (check one):

- Temporary medical emergency for:
 - Self
 - Spouse
 - Dependent
- Death in the family
- Incarceration
- Immediate need for relocation of the primary residence

Extension Request Details (if applicable):

MW! STAFF USE ONLY:

Current 21-Day Application Eligibility Begin Date: _____ (Month, Day, Year)

Current Last Date to Complete 21-Day Application Eligibility Period: _____ (Month, Day, Year)

Extension Granted: **In-Person** **By Phone** [Applicant Signature Required upon return to MW!]

The One-week (7 Days) Extension is granted and the new Last Day to Complete 21-Day Application Eligibility Period is: _____ (Month, Day, Year)

Next Appointment with MW!: Date: _____ Time: _____ Location: _____

I, _____ (FIP Applicant Printed Name) understand that I must return to Michigan Works! for my next scheduled appointment listed above. I also understand this 7-Day Extension of my 21-Day Application Eligibility Period assignments may delay when I will receive Family Independence Program (cash assistance) benefits. I understand if I fail to return to Michigan Works! to complete my weekly assignments (without an approval from MW!) my request for FIP benefits may be denied.

FIP Applicant Signature	Date	Michigan Works! Staff Signature	Date
-------------------------	------	---------------------------------	------

Distribution of Signed Form: Original remains in case file and a completed copy must be given to the applicant after signing occurs

"Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649.3777. Auxiliary Aids and Services Available to Individuals with Disabilities."

Documentation Checklist (updated 6/25/14)

REMINDER: *This is not a stand-alone document and should not be used in lieu of applicable policy as described in this manual. Electronic signatures are acceptable.*

Paid Work Activities

Unsubsidized Employment (excluding self-employment), Subsidized Employment, and On-the-Job Training

If Hours are projected, case file contains documentation of the average weekly hours based on:

- Documentation of two consecutive weeks of employment via pay stubs, other official employer records detailing hours of work, or third party verification services, such as “TALX,” which includes:
 - Participant’s name
 - Participant’s actual hours of participation
 - Name of the employer

-- OR --

- A completed *Verification of Employment Hours* form ([WR-201](#) or [WR-202](#)) documenting hours that have ALREADY been performed

-- OR --

- A signed statement generated by the employer which includes:
 - Participant’s name
 - Participant’s actual hours of participation
 - Employer name
 - Name and contact information of the individual providing the information

Note: *If hours cannot be projected, Michigan Works! Agencies (MWAs) must continue to collect documentation to enter hours biweekly.*

Self-Employment

If Hours are projected, case file contains documentation of the average weekly hours based on:

- Documentation of the participant’s monthly net sales based on personal checks, business receipts, invoices, or accounting records

Section E – Forms and Templates

- A *Self-Employment Cover Sheet* ([WR-203](#)) which uses the following formulas to determine self-employment hours:
 - Monthly net business sales (gross revenues minus expenses) divided by the federal minimum wage equals Monthly Actual Hours.
 - Monthly Actual Hours divided by number of weeks in month equals average Weekly Actual Hours.

Note: *If hours cannot be projected, MWAs must continue to collect documentation to enter hours monthly.*

Job Search/Job Readiness (JS/JR)

Conducted at the Service Center or if Job Readiness activity involves substance abuse treatment, mental health treatment, or rehabilitation:

- Documented at least every two weeks
- Case file contains a completed *Activity Log* ([WR-206](#), [WR-207](#), [WR-208](#), or [WR-209](#))

-- OR --

- Case file contains an MWA attendance record which includes:
 - Participant's name
 - Actual Hours and dates of participation
 - Name, signature, and contact information of the MWA staff overseeing the activity

Note: *If Job Readiness activity involves substance abuse treatment, mental health treatment, or rehabilitation, case file contains a statement of need from a qualified medical, substance abuse, or mental health professional.*

Conducted Outside the Service Center

- Documented at least every two weeks
- Case file contains an *Outside Job Search Contact Log* ([WR-204](#) or [WR-205](#))

Unpaid Work Activities

Work Experience Program (WEP) and Community Service Program (CSP)

- Documented at least every two weeks

Section E – Forms and Templates

- Case file contains an *Activity Log* ([WR-206](#), [WR-207](#), [WR-208](#), or [WR-209](#))

-- OR --

- Case file contains a WEP/CSP agency-generated attendance record which includes:
 - Participant's name
 - Actual hours and dates of participation
 - Name of the work site
 - Name, signature, and contact information of the individual verifying the information

Providing Childcare Services to an Individual who is participating in a CSP

- Documented at least every two weeks
- Case file contains a completed *Childcare Services for CSP Participant* form ([WR-210](#) or [WR-211](#))

Educational Activities

Educational activities include Vocational Educational Training, Job Skills Training Directly Related to Employment, Education Directly Related to Employment, and Satisfactory Attendance at a Secondary School or in a Course of Study Leading to a Certificate of General Equivalence.

Educational Activities Performed at an Educational Institution or Through Distance Learning

- Documented at least every two weeks
- Case file contains a completed *Education Log* ([WR-212](#), [WR-213](#), [WR-214](#), or [WR-215](#))

-- OR --

- Case file contains an institution-generated attendance record which includes:
 - Participant's name
 - Actual hours and dates of participation
 - Name of educational provider
 - Name, signature, and contact information of the individual verifying the information

Supervised Study Time

- Documented at least every two weeks
- Case file contains a completed *Education Log* ([WR-212](#), [WR-213](#), [WR-214](#), or [WR-215](#))
- Case file contains documentation of the educational institution's homework/study time expectations
- **Total** study time hours entered (supervised plus unsupervised) do not exceed the homework/study time expectations of the educational institution

Unsupervised Study Time

Section E – Forms and Templates

- Documented at least every two weeks
- Case file contains documentation of the educational institution's homework/study time expectations
- Hours entered do not exceed the actual time spent in classroom (seat time)
- **Total** study time hours entered (supervised plus unsupervised) do not exceed the homework/study time expectations of the educational institution

18 & 19-Year-Olds Attending High School or a GED Program

- Documented at least every two weeks
- Case file contains a completed *18 & 19-Year-Olds High School/GED Log* ([WR-216](#) or [WR-217](#))
-- OR --
- Case file contains an institution-generated attendance record which includes:
 - Participant's name
 - Actual hours and dates of participation
 - Name of educational provider
 - Name, signature, and contact information of the individual verifying the information
 - A statement from the educational provider that the participant has maintained satisfactory attendance

Excused Absences

- Case file contains documentation which includes:
 - Date of the absence
 - Reason for the absence
 - Approval or denial of excused absence
 - Case manager initials or signature and date of determination



VERIFICATION OF EMPLOYMENT HOURS

Participant Name: _____ <small>(Print First & Last Name)</small>		Client/Recipient ID: _____	
Section 1 - Employment Information (To Be Completed By Employer or By MWA Staff if Done Via Phone Contact)			
Employer Name: _____ _____		Employer Address, Phone, & Fax: _____ _____	
Date Employment Began: _____		Average Actual Weekly Hours Worked: _____	
Wage: _____ Job Title: _____		Notes: _____ _____ _____	How Often Paid? <input type="checkbox"/> Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Monthly
Section 2 – To Be Completed by Employer			
Person Completing Form _____ <small>(Print First & Last Name)</small>		Title _____	
Signature _____		Date _____	
Section 3- To Be Completed by MWA Staff if Employment is Verified Via Phone			
_____ <small>(Name of Employer's Staff Verifying Employment Hours)</small>			
_____ <small>(Name of MWA Staff)</small>			
_____ <small>(Title of MWA Staff)</small>		_____ <small>(Date of Call)</small>	

WR-201 (Revised: -5/22/14)

Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\)649-3772](tel:80016493772). Auxiliary Aids and Services Available to Individuals with Disabilities



VERIFICATION OF EMPLOYMENT HOURS

Participant Name: <input style="width: 300px;" type="text"/>		Client/Recipient ID: <input style="width: 150px;" type="text"/>	
(Print First & Last Name)			
Section 1 - Employment Information (To Be Completed By Employer or By MW! Staff if Done Via Phone Contact)			
Employer Name: <input style="width: 300px; height: 40px;" type="text"/>		Employer Address, Phone, & Fax: <input style="width: 350px; height: 40px;" type="text"/>	
Date Employment Began: _____		Average Actual Weekly Hours Worked: <input style="width: 30px;" type="text"/>	
Wage: <input style="width: 60px;" type="text"/>	Job Title: <input style="width: 220px;" type="text"/>	Notes:	How Often Paid? <input type="checkbox"/> Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Monthly
Section 2 – To Be Completed by Employer			
Person Completing Form: _____		Title: _____	
(Print First & Last Name)			
Signature: _____		Date: _____	
Section 3- To Be Completed by MW! Staff if Employment is Verified Via Phone			

(Name of Employer's Staff Verifying Employment Hours)			

(Name of MW! Staff)			
_____			_____
(Title of MW! Staff)			(Date of Call)

WR-202 Online Version (Revised: 05/22/14)
 Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\) 649-3777](#). Auxiliary Aids and Services Available to Individuals with Disabilities

	SELF-EMPLOYMENT COVER SHEET Income and Expense
Participant Name: _____ Client/Recipient ID: _____ <small>(Print First & Last Name)</small>	
Month/Year: _____	
FOR MWA USE ONLY BELOW (To Be Completed By MW! Staff)	
Total Revenue – Expenses = Net Business Sales* Net Business Sales / Federal Min. Wage = Monthly Actual Hours	
_____ - _____ = _____ / _____ = _____	
Monthly Actual Hours / Number of Weeks in Month (Per TANF Calendar) = Average Weekly Hours	
_____ / _____ = _____	
Name of MW! Staff Verifying Information	
Please Print: _____ Date: _____ <small>(First & Last Name)</small>	
MW! Staff Title: _____	
ALL DOCUMENTATION OF INCOME AND EXPENSES MUST BE ATTACHED TO THIS COVER SHEET.	
<i>Per WDASOM policy self-reporting by a participant without additional verification is not sufficient documentation.</i>	
<i>Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by DHS in determining TANF eligibility. These guidelines can be found in DHS Bridges Eligibility Manual 502 at http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf</i>	
WR-203 (Revised 02/13/13)	
Equal Opportunity Employer / Service Provider. Michigan Relay Center (800) 649.3777. Auxiliary Aids and Services Available to Individuals with Disabilities.	



OUTSIDE JOB SEARCH CONTACT LOG

Participant : _____ Client/Recipient ID: _____ (First & Last Name)	Due Date: _____ Time: _____
Michigan Works! Staff Name: _____ (Please Print)	
Week Begin Date (Sunday) : _____ Week End Date (Saturday): _____	

Date	Mileage (See case manager)	Employer Name & Phone Number	Employer Address or Website Address	Activity (circle one)	Actual Time Spent (check one)
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
				Interview Application Resume Follow-up Internet Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr

Participant Signature: _____

By signing above, I agree that the information I provided is true to the best of my knowledge.

Total Hours Above: _____
Page _____ of _____

WR-204 w/mileage (Revised Date: 02/13/13)

Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\) 649-3777](http://MichiganRelayCenter.org). Auxiliary Aids and Services Available to Individuals with Disabilities.



OUTSIDE JOB SEARCH CONTACT LOG

Participant : _____ (Print First & Last Name)			Client/Recipient ID: _____		Due Date: _____	
Michigan Works! Staff Name: _____ (Print First & Last Name)					Time: _____	
Week Begin Date (Sunday) : _____			Week End Date (Saturday): _____			
Date	Employer Name & Phone Number	Employer Address or Website Address	Activity (circle one)		Actual Time Spent (check one)	
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____
			Interview _____ Resume _____ Internet _____ Other _____	Application _____ Follow-up _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr _____	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr _____

Participant Signature: _____

By signing above, I agree that the information I provided is true to the best of my knowledge.

Total Hours Above: _____

Page ____ of ____

WR-205 (Revised Date: 02/13/13)

Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649-3777. Auxiliary Aids and Services Available to Individuals with Disabilities.



ACTIVITY LOG

Sunday _____ to Saturday _____
 Due Date _____ Time _____

Participant Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Signature of Participant: _____ Required Hours: _____

By signing above, I agree that the information I am providing is true to the best of my knowledge and I understand that I am only able to complete the number of hours of community service/work experience I was assigned by the MW! staff. Any amount of time I have completed in excess was done so voluntarily and I understand it will not count towards my PATH participation requirements.

2-Parent Family (Optional Data) Name of 2nd Parent: _____

Any community service (CSP) or work experience (WEP) hours MUST be approved by your MW! Staff before you complete the activity.

In accordance with the Fair Labor Standard Act, your maximum monthly hours limit for WEP/CSP is _____

ACTIVITY

CHECK ONE:
 JS/JR (At Service Center or Substance Abuse/Mental Health Treatment)
 Community Service Program
 Work Experience Program

DATE	ACTUAL HOURS OF PARTICIPATION	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING
			Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

Total Hours: _____

WR-206 (Revised Date: 02/13/13)
 Equal Opportunity Employer/ Service Provider. [Michigan Relay Center \(800\) 649-3777](http://www.michiganrelaycenter.org). Auxiliary Aids and Services Available to Individuals with Disabilities.



ACTIVITY LOG

Sunday _____ to Saturday _____
 Due Date _____ Time _____

Participant Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Signature of Participant: _____ Required Hours: _____

By signing above, I agree that the information I am providing is true to the best of my knowledge and I understand that I am only able to complete the number of hours of community service/work experience I was assigned by the MW! staff. Any amount of time I have completed in excess was done so voluntarily and I understand it will not count towards my PATH participation requirements.

2-Parent Family (Optional Data) Name of 2nd Parent: _____

Any community service (CSP) or work experience (WEP) hours MUST be approved by your MW! Staff before you complete the activity.

In accordance with the Fair Labor Standard Act, your maximum monthly hours limit for WEP/CSP is _____

ACTIVITY

CHECK ONE: JS/JR (At Service Center or Substance Abuse/Mental Health Treatment)
 Community Service Program Work Experience Program

DATE	ACTUAL HOURS OF PARTICIPATION	MILEAGE (See Case Mgr)	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING
				Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

Total Hours: _____



ACTIVITY LOG

Sunday _____ to Saturday _____
 Due Date _____ Time _____

Participant Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Signature of Participant: _____ Required Hours: _____

By signing above, I agree that the information I am providing is true to the best of my knowledge and I understand that I am only able to complete the number of hours of community service/work experience I was assigned by the MW! staff. Any amount of time I have completed in excess was done so voluntarily and I understand it will not count towards my PATH participation requirements.

2-Parent Family (Optional Data) Name of 2nd Parent: _____

Any community service (CSP) or work experience (WEP) hours MUST be approved by your MW! Staff before you complete the activity.

In accordance with the Fair Labor Standard Act, your Max month limit for WEP/CSP is _____

ACTIVITY #1 CHECK ONE: JS/JR (At Service Center or Substance Abuse/Mental Health Treatment)
 Community Service Program Work Experience Program

DATE	ACTUAL HOURS OF PARTICIPATION	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING:
			Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

Total Hours: _____

ACTIVITY #2 CHECK ONE: JS/JR (At Service Center or Substance Abuse/Mental Health Treatment)
 Community Service Work Experience

DATE	ACTUAL HOURS OF PARTICIPATION	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING
			Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

WR-208 Two activities (Revised Date: 2/13/13)
 Equal Opportunity Employer/Service Provider/Michigan Relay Center (800) 698-8874 Aids and Services for Individuals with Disabilities.



ACTIVITY LOG

Sunday _____ to Saturday _____

Due Date _____ Time _____

Participant Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Signature of Participant: _____ Required Hours: _____

By signing above, I agree that the information I am providing is true to the best of my knowledge and I understand that I am only able to complete the number of hours of community service/work experience I was assigned by the MW! staff. Any amount of time I have completed in excess was done so voluntarily and I understand it will not count towards my PATH participation requirements.

2-Parent Family (Optional Data) Name of 2nd Parent: _____

Any community service (CSP) or work experience (WEP) hours MUST be approved by your MW! Staff before you complete the activity.

In accordance with the Fair Labor Standard Act, your maximum monthly hours limit for WEP/CSP is _____

ACTIVITY #1 CHECK ONE: JS/JR (At Service Center or Substance Abuse/Mental Health Treatment) Community Service Program Work Experience Program

DATE	ACTUAL HOURS OF PARTICIPATION	MILEAGE <small>(See Case Mgr)</small>	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING:
				Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

Total Hours: _____

ACTIVITY #2 CHECK ONE: JS/JR (At Service Center or Substance Abuse/Mental Health Treatment) Community Service Work Experience

DATE	ACTUAL HOURS OF PARTICIPATION	MILEAGE <small>(See Case Mgr)</small>	NAME OF WORKSITE	PERSON VERIFYING HOURS OF PARTICIPATION MUST COMPLETE THE FOLLOWING
				Name: _____ <small>(Print)</small> Phone/Email: _____ Signature: _____ <small>(First & Last Name)</small>

Total Hours: _____

WR-209 Two activities w/mileage (Revised Date: 2/13/13)

Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649-3777. Auxiliary Aids and Services Available to Individuals with Disabilities.



**18 & 19-YEAR-OLDS
HIGH SCHOOL/GED LOG**

Sunday _____ to Saturday _____
Due Date _____ Time _____

Participant's Name: _____ Client/Recipient ID: _____
(Print First & Last Name)

Signature of Participant: _____

By signing above, I agree that the information I am providing is true and accurate.

CHECK ONE: GED High School Completion

NAME OF EDUCATIONAL INSTITUTION: _____

DATE	ACTUAL HOURS OF PARTICIPATION	

Total Actual Hours: _____

INDIVIDUAL VERIFYING HOURS OF PARTICIPATION:

According to the educational institution's policy, I attest that the participant above has had satisfactory attendance in the high school completion or GED program.

Name: _____ Date: _____

Signature: _____ Phone Number: _____

WR-217 (Revised: 2/13/13)

Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649-3777. Auxiliary Aids and Services Available to Individuals with Disabilities.



RETURN TO PATH APPOINTMENT NOTICE

Date: _____

Client/Recipient ID: _____

Dear _____
(Print Participant First & Last Name)

You have been given a medically excused leave from _____ to _____
(Begin Date) (End Date)

You are scheduled to return to PATH on _____ at _____
(Return Date) (Appointment Time)

If you are unable to keep your appointment, you must contact _____
(MW! Staff Name)
at _____ BEFORE your appointment.
(Phone Number)

If you do not return or contact us before the appointment time, you will be considered noncompliant and you will be subject to the noncompliance policy.

MWA Use Only
Please complete section below PRIOR to providing participant with their copy of this notice.
Distribution of Notice: Original remains in case file and a copy must be given to the participant.

Participant Copy Given In Person By Mail By E-mail By Fax Date: _____

Issued by: _____ Contact: _____
(Print name of MW! staff issuing the notice) (Phone Number)

WR-231 (Revised: 2/13/13)

Equal Opportunity Employer/Service Provider: Michigan Relay Center (800) 649-3777, Auxiliary Aids and Services Available to Individuals with Disabilities



Noncompliance Warning Notice

Date: _____

Client/Recipient ID: _____

Dear: _____
(Print Participant First & Last Name)

On _____ you became noncompliant with PATH for the following reason(s):
(Date of Noncompliance)

(Insert Details of Noncompliance)

In order to avoid triage and a potential FIP case closure, you must attend this reengagement appointment:

Date: _____ Time: _____ Location: _____

If you believe that you had good cause for the noncompliance, please bring proof to this appointment.

If you have questions, please contact: _____ at _____
(Name of MW! Staff) (Phone Number)

MWA Use Only

Please complete section below PRIOR to providing participant with their copy of this notice.

Distribution of Notice: Original remains in case file and a copy must be given to the participant.

Participant Contacted	<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone	<input type="checkbox"/> Unable to Reach	Date: _____	
Participant Copy Given	<input type="checkbox"/> In Person	<input type="checkbox"/> By Mail	<input type="checkbox"/> By E-mail	<input type="checkbox"/> By Fax	Date: _____
If "By Mail," list address where notice was mailed.					
_____		_____			
(Participant's Name)		(Street)			
_____		_____			
(City)		(State and Zip Code)			

Warning Notice Rescinded

(If Applicable)

Date: _____ Reason: _____

Rescinded by: _____ Contact: _____
(Print Name of MW! Staff) (Phone Number)

Distribution of Notice: Original remains in case file and a copy must be giving to the participant

WR-241 (Revised: 05/05/14)

Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\) 649-3777](http://www.michiganrelaycenter.org). Auxiliary Aids and Services Available to Individuals with Disabilities



PATH REENGAGEMENT AGREEMENT

Participant Name: _____ Client/Recipient ID: _____ <small>(Print First & Last Name)</small>	
Reengagement Appointment Date: _____ Time: _____	
From this point forward, I agree to:	
<ul style="list-style-type: none">• Complete my activities, as assigned• Turn in my documentation, as required• Contact Michigan Works! if I need supportive services, and• Comply with the requirements of this program.	
_____	_____
<small>(Participant Signature)</small>	<small>(Date)</small>
<input type="checkbox"/> Participant refused to sign	
<input type="checkbox"/> Participant did not show for reengagement appointment	
_____	_____
<small>(MW! Staff Signature)</small>	<small>(Date)</small>

MWA Use Only

MWA must complete a Triage Meeting Notice if Participant refused to sign this agreement or did not attend the appointment.
Distribution of Notice: Original remains in case file and a copy must be given to the participant, if they attend the appointment.

WR-242 (Revised: 2/13/13)
Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\) 649-3777](http://MichiganRelayCenter.org). Auxiliary Aids and Services Available to Individuals with Disabilities.



Triage Meeting Notice

Date: _____

Client/Recipient ID: _____

Dear: _____
(Print Participant First & Last Name)

You are currently considered noncompliant with PATH and a triage meeting has been requested for the following reason(s):

(Insert Dates and Details of Noncompliance)

You will receive a triage appointment notice from the Department of Human Services. Please follow the instructions on the letter. If you believe that you had good cause for the noncompliance you **must** bring proof to the triage appointment.

If you have questions, please contact: _____ at _____
(Name of MW! Staff) (Phone Number)

MWA Use Only

Please complete section below **PRIOR** to providing participant with their copy of this notice.
 Distribution of Notice: Original remains in case file and a copy must be given to the participant.

NOTE: The "Assigned to Triage" activity must be entered in OSMIS the same day the notice is distributed to the participant.

Triage Request Notice Issued:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Mail	<input type="checkbox"/> By E-mail	<input type="checkbox"/> By Fax	Date: _____
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Issued by: _____ Contact: _____
(Print name of MW! staff issuing the notice) (Phone Number)

WR-243 (Revised:2/13/13)

Equal Opportunity Employer/Service Provider. [Michigan Relay Center \(800\) 699-3777](http://MichiganRelayCenter.org). Auxiliary Aids and Services Available to Individuals with Disabilities



Triage Meeting Notice

Date: _____ Client/Recipient ID: _____

Dear: _____
(Print Participant First & Last Name)

You are currently considered noncompliant with PATH and a triage meeting has been requested for the following reason(s): _____
(Insert Dates and Details of Noncompliance Below)

You will receive a triage appointment notice from the Department of Human Services. Please follow the instructions on the letter. If you believe that you had good cause for the noncompliance you **must** bring proof to the triage appointment.

If you have questions, please contact: _____ at _____
(Name of MW! Staff) (Phone Number)

MWA Use Only

Please complete section below **PRIOR** to providing participant with their copy of this notice.
 Distribution of Notice: Original remains in case file and a copy must be given to the participant.

NOTE: The "Assigned to Triage" activity must be entered in OSMIS the same day the notice is distributed to the participant.

Triage Meeting Notice Issued:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Mail	<input type="checkbox"/> By E-mail	<input type="checkbox"/> By Fax	Date: _____
-------------------------------	------------------------------------	----------------------------------	------------------------------------	---------------------------------	-------------

Issued by: _____ Contact: _____
(Print name of MW! staff issuing the notice) (Phone Number)



Post-Triage PATH Appointment Notice

Date: _____

Client/Recipient ID: _____

Dear: _____
(Print Participant First & Last Name)

Your triage meeting was held on _____ and resulted in a determination of good cause.
(Date of Meeting)

You must attend the following reengagement appointment:

Date: _____ Time: _____ Location: _____

(Additional Information)

If you have questions, please contact: _____ at _____
(Name of MW! Staff) (Phone Number)

(Participant Signature) (Date)

(MW! Staff Signature) (Date)

(DHS Staff Signature) (Date)

MWA Use Only
Distribution of Notice: Original remains in case file and a copy must be given to the participant and to the DHS.

WR-245 (Revised: 2/13/13)

Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649-3777. Auxiliary Aids and Services Available to Individuals with Disabilities

Michigan Works! Orientation Ticket Template

Possessor of this ticket has been in attendance at a Michigan Works! orientation on	Possessor of this ticket has been in attendance at a Michigan Works! orientation on
Possessor of this ticket has been in attendance at a Michigan Works! orientation on	Possessor of this ticket has been in attendance at a Michigan Works! orientation on
Possessor of this ticket has been in attendance at a Michigan Works! orientation on	Possessor of this ticket has been in attendance at a Michigan Works! orientation on
Possessor of this ticket has been in attendance at a Michigan Works! orientation on	Possessor of this ticket has been in attendance at a Michigan Works! orientation on

Michigan Works! Weekly Participation Ticket Template

Possessor of this ticket has utilized the services of Michigan Works! during the week of	Possessor of this ticket has utilized the services of Michigan Works! during the week of
Possessor of this ticket has utilized the services of Michigan Works! during the week of	Possessor of this ticket has utilized the services of Michigan Works! during the week of
Possessor of this ticket has utilized the services of Michigan Works! during the week of	Possessor of this ticket has utilized the services of Michigan Works! during the week of
Possessor of this ticket has utilized the services of Michigan Works! during the week of	Possessor of this ticket has utilized the services of Michigan Works! during the week of

Comments

--

TANF Internal Controls File Review Form

4 Week Review Period _____

Participant Name/ID Number _____

The following **MIS** Screens Were Reviewed: List the types of documentation used to verify hours of participation:

____ **Activities Screen** 1. _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

____ **Case Notes** 2. _____

____ **Participant History** 3. _____

4. _____

5. _____

Dates	MIS Code Actual Hours	Verified Weekly Actual Hours						
Week 1								
Week 2								
Week 3								
Week 4								

***Comments/Corrective Action Taken**

Reviewer Name: _____

Signature/Date: _____

SECTION F

Technical Instructions, Examples, and Resources

21-Day Application Eligibility Period (AEP) Curriculum Model

[For demonstration purposes only]

The following table provides an example of a general AEP curriculum and suggested hour assignment values potentially needed to complete each assignment. **Michigan Works! Agencies (MWAs) are not required to follow the sample 21-Day AEP Curriculum Model below.**

Required Work Readiness Activities/Workshops	Estimated Hour Values to Complete Each Assignment
Resume Writing	2
Interviewing Skills	3
MI Talent Connect Class	2
Job Search Class	3
Workplace Success/Job Coaching Classes	6

Optional Activities, Services, and Assignments	Estimated Hour Values to Complete Each Assignment
Computer Skills	3
Financial Literacy	3
Mental Health Services (i.e., Counseling, Substance Abuse Treatment)	4
Legal Matter Resolution (i.e., Court, Probation, and Friend of the Court Appointments)	5
Housing Issue Resolution	5
Childcare Resolution	4
Obtaining Legal Identification [ID] (i.e. Driver's License, State ID, Birth Certificates, Social Security Cards)	4
Transportation Resolution	4
General Equivalency Diploma (GED) Preparation	5
Remediation	4
English as a Second Language	4
Job Clubs	3
Life Skills (i.e., parenting, motivation, nutrition, etc.)	4

MWAs and applicants would need to select a combination of assignments appropriate to applicants' circumstances for all three jointly developed weekly assignment plans.

- Example:**
- Week 1 Assignments – Introductory presentation, [PATH](#) orientation, Computer Skills, Life Skills, and Financial Literacy.
 - Week 2 Assignments – Mental Health Services, Workplace Success Classes, Resume Writing, MI Talent Connect Class, and Job Search Class.
 - Week 3 Assignments – Workplace Success Classes, Interviewing Skills, Job Clubs, Job Search Class, and Researching Community Service opportunities.

Technical Instructions for Entering Actual Hours in the One-Stop Management Information System (OSMIS)

Welfare Reform

“Participant History” screen

Participant Name	Current Staff	Cust. ID	Clnt/Rec. ID
Jamie Doe	VICTOR BLD		

* This customer has 12 total Welfare participations *

Search:

Program	Referral Type	Last Date to Attend Orientation	Date Attended Orientation	AEP Status	Entered Activity	Termination Date	Termination Reason	Case Closed Date	Ineligible Date	MWA
Work First	Work First Referral - 1	03/06/2014	03/03/2014	Completed	03/24/2014	-	-	-	-	7

“Welfare Registration” Header

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jamie Doe			Work First Referral - 1		03/16/2014	1	-	(1) Single Parent Family

FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$353 for May 2014 View All		110 hrs/month	30 hrs/week for May 2014		360 hrs/yr	No	No	None

“Enter Activities” screen

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Heather Doe			Work First Referral - 1		11/01/2012		-	(6) Single Parent - Child Under 6

FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$492 for Oct 2013		137 hrs/month	20 hrs/week for Oct 2013		240 hrs/yr	No	Yes	None

Select the Activities in which you are enrolling the participant and click on the 'Continue' button at the bottom of the screen.

Employment

Unsubsidized Employment
 Subsidized Private Sector Employment
 Subsidized Public Sector Employment

Section F – Technical Instructions, Examples, and Resources

Entering Actual Hours

“Actual Hours” can be accessed from either the “Enter Activities” screen or the “Update Activities” screen.

Clicking on “Enter” in the “Actual Hours” column opens the “Enter Actual Hours” screen. Here you can enter hours for each week of an activity. The week time period runs from Sunday to Saturday and you cannot enter hours for a given week until today’s date is subsequent to Sunday’s date of the week you want to enter (see picture below).

Update/View Participant Activities

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jamie Doe			Work First Referral - 1		03/16/2014	1	-	(1) Single Parent Family
FIP Grant	Family FIP C/SWE	Family FIP/FAP C/SWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$353 for May 2014 View All		110 hrs/month	30 hrs/week for May 2014		360 hrs/yr	No	No	None

Program: Work First
AEP Completion Date: 03/23/2014

[Click here to view a calendar of Participation Weeks in each month](#) [Participation Hours Calendar](#)

Search:

Activity	Begin Date	Est. End Date	End Date	Employer Name	Hours	Service Location	Actual Hours
Unsubsidized Employment	03/24/2014	09/20/2014	-	MODULAR AUTOMOTIVE ANCHOR	20	The Resource Network	Enter

[Click Here to Enter Actual Hours](#)

Actual Hours can be recorded for existing and new clients. If you wish to skip a week, you must enter 0 hours for that week.

Entering Projected Hours of Employment

Hours for most activities must be entered week-by-week. However, for employment-related service codes 1, 14, 30, and 31, hours can be pre-filled up to 26 weeks into the future from the current date. On the Enter Actual Hours screen, type in the number of hours for this activity, select the beginning week and the ending week and then click “Autofill Actual Hours” (see picture below).

Update/View Participant Activities								
Instrument Panel								
Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jamie Doe			Work First Referral - 1		03/16/2014	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$353 for May 2014 View All		110 hrs/month	30 hrs/week for May 2014		360 hrs/yr	No	No	None

Use this section to auto-fill Actual Hours for the given Date Range :

Enter these Actual Hours:

for the inclusive range of weeks starting: ▼

and ending: ▼

[Click Here to Auto Fill Actual Hours](#)

Participation Hours Calendar

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday
1	03/09/2014	<input type="text"/>	N/A	N/A	N/A
2	03/16/2014	<input type="text"/>	N/A	N/A	N/A
3	03/23/2014	<input type="text"/>	N/A	N/A	N/A

Entering Job Search/Job Readiness (JS/JR) Actual Hours

A maximum of 240 hours of JS/JR in the preceding 12-month period may be counted towards the participation requirements of single custodial parents with a child under age six, and a maximum of 360 hours of JS/JR may be counted toward the participation requirements of all other individuals. Also, only four consecutive weeks of JS/JR will be counted toward federal work participation.

If more than 240/360 hours are entered into the OSMIS, the system will display an error message such as the one below. For an accurate representation of the JS/JR hours that have been applied to the 240/360 limit, please view the participant’s Countable Hours or Limits History report via the Instrument Panel or via the Work Participation Requirements (WPR) Reports within the Special Functions tab.

Enter Actual Hours: Job Search and Job Readiness (JSJR)

- Job Search/Job Readiness limit is 360 hours per year. All other hours will not count toward Work Participation.
- If the information you entered is correct, please 'Confirm' to update the registration

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Tamika Doe			Work First Referral - 1		04/01/2012	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	35 hrs/week for Jul 2013		360 hrs/yr	No	No	None

Other Non-Countable Hours (ONCH)

If a participant has exceeded the annual countable JS/JR limit (240/360 hours), additional time spent in this activity must be entered as ONCH as indicated below.

Participation Hours Calendar

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	03/02/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	<input type="text" value="10"/>
2	03/09/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	<input type="text" value="20"/>
3	03/16/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	<input type="text" value="25"/>
4	03/23/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	<input type="text" value="25"/>

Section F – Technical Instructions, Examples, and Resources

If an **individual did not meet** the federal work participation requirement for the month, the JS/JR hours must be entered as ONCH as shown below.

Participation Hours Calendar
Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	03/02/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	10
2	03/09/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	20
3	03/16/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	25
4	03/23/2014	<input type="text"/>	<input type="text"/>	N/A	N/A	25

30 Hour Participant during a 4 week month = 120 Required Hours

If an individual has met their monthly federal participation requirement, (20 hour client = 80 hours for 4-week month/100 hours for 5-week month or 30 hour client = 120 hours for 4-week month/150 hours for 5-week month) any additional time spent in this activity must be entered as ONCH as indicated below. This hours' management technique will avoid unnecessarily exhausting JS/JR limits (240/360 hours).

Participation Hours Calendar
Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	03/02/2014	30	<input type="text"/>	N/A	N/A	10
2	03/09/2014	30	<input type="text"/>	N/A	N/A	<input type="text"/>
3	03/16/2014	30	<input type="text"/>	N/A	N/A	10
4	03/23/2014	30	<input type="text"/>	N/A	N/A	<input type="text"/>

30 Hour Participant during a 4 week month = 120 Required Hours

Hours Not Needed

Entering Vocational Educational Training (VET) Hours as ONCH

If an individual participated in a minimal number of hours of VET in a month, the hours may be entered as ONCH as shown below. This hours’ management technique will avoid unnecessarily exhausting the individual’s 12-month lifetime limit on VET if the hours were not needed to meet work participation. However, in order to apply the hours toward the federal work participation requirements, the actual hours should be entered as the non-core activity “Job Skills Directly Related to Employment.”

Enter Actual Hours: VET - Vocational Occupational Training

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Tamika Doe			Work First Referral - 1		04/01/2012	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	35 hrs/week for Jul 2013		360 hrs/yr	No	No	None

Participation Hours Calendar

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	03/09/2014	<input type="text" value="0"/>	<input type="text"/>	N/A	N/A	<input type="text" value="6"/>
2	03/16/2014	<input type="text" value="0"/>	<input type="text"/>	N/A	N/A	<input type="text"/>
3	03/23/2014	<input type="text" value="0"/>	<input type="text"/>	N/A	N/A	<input type="text"/>

Hours Not Needed to Meet WPR

Note: If a participant exceeds the 12-month lifetime limit of VET, enter continued participation in the VET activity as actual hours of the non-core activity “Job Skills Directly Related to Employment.”

Section F – Technical Instructions, Examples, and Resources

Displaying ONCH Hours on the Actual Hours Status Page

ONCH may only be entered for service codes 13, 21, 50, 72, and 73. The Actual Hours Status Page, accessed within the Update/View Participant Activities screen, reflects ONCH entered as shown below.

Actual Hours Status Page

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Tamika Doe			Work First Referral - 1		04/01/2012	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	35 hrs/week for Jul 2013		360 hrs/yr	No	No	None

Region Code: 95014 Attended General Orientation Date: 04/02/2012
 Second Parent FIA Number: Second Parent Name: Doe, Chris

Participation Hours Calendar

List of Actual Hours for Weeks starting on or after 03/02/2014 and ending on or before 03/29/2014.

Week Begin Date	13	33	50	TOTAL
03/02/2014	35	-	-	35
03/09/2014	20	15	0	35
03/16/2014	20	15	0	35
03/23/2014	20	15	0	35
TOTAL	95	45	0	140

Legend	
Service Code	Description
13	Job Search and Job Readiness (JSJR)
33	Community Service Programs
50	VET - Vocational Occupational Training

 List of Other Non-Countable Hours for Weeks starting on or after 03/02/2014 and ending on or before 03/29/2014.

Week Begin Date	13	50	TOTAL
03/09/2014	10	6	16
03/16/2014	10	-	10
TOTAL	20	6	26

Legend	
Service Code - Non-Countable	Description
13	Job Search and Job Readiness (JSJR)
50	VET - Vocational Occupational Training

Entering Community Service Program (CSP) & Work Experience Program (WEP) Hours

Community Service and Work Experience have a monthly limit on Actual Hours. If more than the allowable hours are entered, which can vary depending on the participant's, "Family FIP CS/WE" or "Family FIP/FAP CS/WE" value the system will display an error like the one shown below. Please note the error message will also appear if the "Family FIP CS/WE" and "Family FIP/FAP CS/WE" fields are both left blank.

Enter Actual Hours: Work Experience

The number of Actual Hours you specified in Row# 4 (25) would cause the overall number of such hours for the 'Work Experience' or 'Community Service Program' activities for the month of April 2014 to total 100 hours. This would be above the limit of 99. If the information you entered is correct, please 'Confirm' to update the registration

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for April 2014 View All		99 hrs/month	30 hrs/week for April 2014		360 hrs/yr	No	No	None

Participation Hours Calendar
Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday
1	03/30/2014	25		N/A	N/A
2	04/06/2014	25		N/A	N/A
3	04/13/2014	25		N/A	N/A
4	04/20/2014	25		N/A	N/A

Entering Hours in "High School/GED for 18/19-Year-Olds" Activity

High School/GED for 18/19-Year-Olds is limited to participants without a high school diploma or GED, under the age of 20.

An error message similar to the one below will appear if the activity is entered for a participant older than 19-years-old. This error was based on a participant with a 9/10/1971 date of birth.

You attempted to enter a new 'High School/GED for 18/19 year olds' activity with a 10/09/2012 Service (Start) Date, which is outside the legal timeframe that includes start dates between 09/10/1989 and 09/30/1991.

Section F – Technical Instructions, Examples, and Resources

When an eligible participant is placed in the High School/GED for 18/19-Year-Olds activity, the following message will appear on the Update/View Participant Activities Screen:

Update Welfare Registration								
Instrument Panel								
Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Sharon Doe			Work First Referral - 1		12/16/2013	1	-	(6) Single Parent - Child Under 6
FIP Grant	Family FIP C/SWE	Family FIP/FAP C/SWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$492 for May 2014	66 hrs/month	-	20 hrs/week for May 2014		240 hrs/yr	No	No	None

Warning: The Participant has an open 'High School/GED for 18/19 Year Olds' activity. Please exit the activity within the correct timeframe.

Actual hours equal to, or greater than, zero along with satisfactory attendance will be recorded in the Enter Actual Hours screen as reflected below:

Enter Actual Hours: High School/GED for 18/19 Year Olds

Participation Hours Calendar
Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Satisfactory Attendance?
1	12/02/2012	35	Yes <input type="button" value="v"/>
2	12/09/2012	35	Yes <input type="button" value="v"/>
3	12/16/2012	35	Yes <input type="button" value="v"/>
4	12/23/2012	0	Yes <input type="button" value="v"/>

Zero hours are acceptable due to winter break

Entering Excused Absences and Holiday Hours

Excused Absence and Holiday hours are entered into the same screen as other actual hours. When entering **Excused Absences** a maximum of 80 hours in the preceding 12-month period may be entered. No more than 16 hours may be countable in a month (see picture below). If the limits are exceeded, a warning message will be displayed

Enter Actual Hours: Job Search and Job Readiness (JSJR)

- The number of Excused Absence Hours you specified in Row# 2 would cause the overall number of such hours for the month of April, 2014 across all of this Applicant's Actual Hours records, to total 20 hours. The "Excused Absence" limit is 16 hours per month and all other hours will not count toward Work Participation.
- If the information you entered is correct, please 'Confirm' to update the registration

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Alicia Doe			Work First Referral - 1		09/16/2013	1	-	(6) Single Parent - Child Under 6
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2014		101 hrs/month	20 hrs/week for Jun 2014		360 hrs/yr	No	No	None

Participation Hours Calendar

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	04/20/2014	20		N/A	N/A	
2	04/27/2014		20	N/A	N/A	

There are ten holidays for which a participant may receive credit towards their total countable hours in unpaid work activities. A total of eight hours per holiday can be entered into OSMIS. If the limit is exceeded, the system will display an error message such as the one shown below.

Enter Actual Hours: Job Search and Job Readiness (JSJR)

- The number of Holiday Hours you specified in Row# 2 (10) exceeds the overall number of holiday hours for the week of 01/20/2013. During that week, the limit is 8 hours due to the Martin Luther King Jr. holiday.
- Current transaction can not be completed. Please correct above errors and re-submit request

Participation Hours Calendar

Use this section to manually enter Actual Hours:

Row#	Week Begin Date	Actual Hours	Excused Absence Hours	Holiday Hours	Type of Holiday	Other Non-Countable Hours
1	01/13/2013	20		N/A	N/A	
2	01/20/2013	10		10	Martin Luther King Jr.	

Changing the Activity Begin Date and/or End Date, and the Effect on Actual Hours

Section F – Technical Instructions, Examples, and Resources

Weeks in which actual hours are entered must fall between the Begin Date and the End Date of the activity.

Activity Start Date Change

If hours have been entered for an activity and the Start Date is then moved backward, the OSMIS will provide a warning that moving the Begin Date will create new Actual Hours weeks. Click Confirm and the system will create these weeks and enter “0” for the new weeks added.

Enter Activity: Job Search and Job Readiness (JSJR)

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	30 hrs/week for Jul 2013		360 hrs/yr	No	No	None

↪ Hours: per week

↪ Start Date:

Confirm Activity: Job Search and Job Readiness (JSJR)

• Warning: By giving this activity's Start Date a new value, the application will automatically create Actual Hours records with a default value of zero (0) hours for all weeks starting with the week of Sunday 03/30/2014 and up to the week of Sunday 03/30/2014. Please 'Confirm' if you wish to continue with this change anyway.

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	30 hrs/week for Jul 2013		360 hrs/yr	No	No	None

↪ Hours: per week

↪ Start Date:

Activity End Date Change

If hours have been entered for an activity and the End Date is entered for a date prior to weeks for which hours have already been entered, the system will give a warning message that some weeks with hours will be deleted. The system will delete any hours past the End Date of the activity.

Section F – Technical Instructions, Examples, and Resources

Actual Hours before End Date was Changed:

List of Actual Hours for Weeks starting on or after 03/30/2014 and ending on or before 04/27/2014.

Week Begin Date	13	17	TOTAL
03/30/2014	30	25	55
04/06/2014	20	25	45
04/13/2014	20	25	45
04/20/2014	20	25	45
04/27/2014	20	-	20
TOTAL	110	100	210

Legend	
Service Code	Description
13	Job Search and Job Readiness (JSJR)
17	Work Experience

Confirm Activity: Job Search and Job Readiness (JSJR)

• Warning: By modifying this activity's End Date, the Actual Hours records that had been entered for all weeks starting with the week of Sunday 04/27/2014 and up to the week of Sunday 04/27/2014 will automatically be deleted by the application. Please 'Confirm' if you wish to continue with this change anyway.

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CSWE	Family FIP/FAP CSWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for May 2013 View All		99 hrs/month	30 hrs/week for Jul 2013		360 hrs/yr	No	No	None

Hours: per week

Start Date:

Estimated End Date:

End Date:

Actual Hours after End Date was Changed:

List of Actual Hours for Weeks starting on or after 03/30/2014 and ending on or before 04/27/2014.

Week Begin Date	13	17	TOTAL
03/30/2014	30	25	55
04/06/2014	20	25	45
04/13/2014	20	25	45
04/20/2014	20	25	45
TOTAL	90	100	190

Legend	
Service Code	Description
13	Job Search and Job Readiness (JSJR)
17	Work Experience

Tracking Noncompliance Warnings

This section tracks the warning notices and associated reengagement appointments.



Enter Non-Compliance Warning

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for Mar 2014 View All		99 hrs/month	30 hrs/week for Mar 2014		360 hrs/yr	No	No	None

↪ Issuance Date:

End Date:

Reason:

Ended By:

↪ Reengagement Appointment Date:

Attended Reengagement Appointment?:

Eligibility Begin Date:

Record Created: by:

Record Last Updated: by:

“Enter Noncompliance Warning” screen fields

- **“Issuance Date”** field is the date the participant was issued the “Noncompliance Warning.”
- **“End Date”** field is the date the participant’s “Noncompliance Warning” ended. If the warning is still active on the 121st day after the issuance date or the client receives a new episode of assistance as determined by the eligibility begin date, this field will automatically display the date of the expiration. The user may also enter an end date to rescind the noncompliance warning prior to the expiration.
- **“Reason”** field will display the reason the warning was ended. If the warning is still active on the 121st day after the issuance date, then this field will automatically display “Expired – 120 Day Limit.” If the warning is still active and the client receives a new episode of assistance as determined by the eligibility begin date, then this field will automatically display “Expired – New Eligibility Date.” If the user manually rescinds the

Section F – Technical Instructions, Examples, and Resources

noncompliance warning, the user should select “Rescinded by Staff.” Only one “Expired” reason displays, whichever is the first expiration reason that is reached.

- **“Ended By”** field is auto-filled with the OSMIS username of the individual who entered the “Reason.”
- **“Reengagement Appointment Date”** field reflects the date the PATH participant is scheduled for a reengagement appointment with the PATH provider as documented on the Noncompliance Warning Notice.
- **“Attended Reengagement Appointment”** field is used to indicate whether the participant attended their reengagement appointment.

Noncompliance Warning History

This screen displays a history of all Warnings issued, expired and/or rescinded for the PATH participant. Additionally, this screen displays a history of all the “Assigned to Triage” Activities entered for the PATH participant.

Update/View Non-Compliance Warning History

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP C/SWE	Family FIP/FAP C/SWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for Mar 2014 View All		99 hrs/month	30 hrs/week for Mar 2014		360 hrs/yr	No	No	3 days since Issuance

Warnings ○

Triage Activities ○

Non-Compliance Warnings

#	Issuance Date	End Date	Reason	Reengagement Appointment Date	Attended Reengagement Appointment?	Eligibility Begin Date
1	03/10/2014	-		03/13/2014		04/01/2012

Triage Activities

#	Begin Date	End Date
1	03/03/2014	03/05/2014

Click Here to update the record when the participant attends the reengagement appointment

Updated Record after Reengagement Appointment:

Non-Compliance Warnings						
#	Issuance Date	End Date	Reason	Reengagement Appointment Date	Attended Reengagement Appointment?	Eligibility Begin Date
1	03/10/2014	-		03/13/2014	Y	04/01/2012

Section F – Technical Instructions, Examples, and Resources

Rescinding the Warning Notice:

Non-Compliance Warnings						
#	Issuance Date	End Date	Reason	Reengagement Appointment Date	Attended Reengagement Appointment?	Eligibility Begin Date
1	03/10/2014	-		03/13/2014	Y	04/01/2012

Triage Activities		
#	Begin Date	End Date
1	03/03/2014	03/05/2014

Click Here if you choose to Rescind the Warning Notice

➔ Issuance Date: 03/10/2014

Enter information and click update

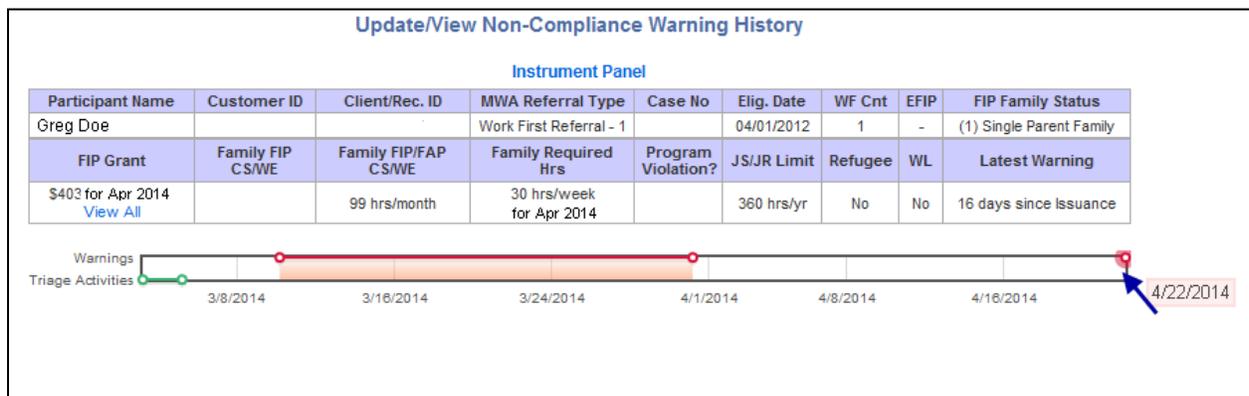
End Date: 03/31/2014

Reason: Rescinded by staff

Ended By: SDA33

Timeline

A timeline is available on the “Update/View Noncompliance Warning History” screen, which allows a user to see a timeline of the beginning and end dates of all warnings and/or assigned to triage activities for the PATH participant. Rolling the mouse over the begin or end period of a warning or triage activity will display the actual begin or end date of the associated warning or triage activity.



WR Participant Header – “Latest Warning”

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Greg Doe			Work First Referral - 1		04/01/2012	1	-	(1) Single Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$403 for Apr 2014 View All		99 hrs/month	30 hrs/week for Apr 2014		360 hrs/yr	No	No	16 days since issuance

- “None” – displays if the PATH participant has not been issued a warning.

Section F – Technical Instructions, Examples, and Resources

- **“XXX days since issuance”** – displays the number of days elapsed since the most recent warning has been issued.
- **“Expired – 120 Day Limit”** – displays if the warning has expired due to reaching the 121st day since issuance.
- **“Expired – New Eligibility Date”** – displays if the warning has expired due to a new episode of FIP assistance.
- **“Rescinded by Staff”** – displays if the most recent warning has been manually rescinded.

Active Noncompliance Warning Report

A report titled “WFWARNING” is available which lists all PATH participants with an active “Noncompliance Warning” that was issued within the specified date range on the report selection criterion. The report does not display the warning if it is expired or was rescinded.



WFWARNING - Active Non-Compliance Warnings Listing										
Date Produced: 03/25/2013 08:04:47 AM		Date Range: 03/25/2012 to 03/25/2013		MWA ID: 7						
Region Code: ALL			County: ALL			Case Manager: ALL				
Row#	Participant Name	Client/Rec ID	Region	County	Case Manager	Issuance Date	Days Since Issuance	Reengagement Appt Date	Attended Appt?	Assigned to Triage
1	LAST1, FIRST1 M	11917037	All	WAYNE	UNKNOWN, UNKNOWN	03/05/2013	21	03/20/2013	All	
2	LAST2, FIRST2 S	66293108	All	WAYNE	UNKNOWN, UNKNOWN	02/27/2013	27	03/07/2013	All	02/25/2013

Print Email Close

Section F – Technical Instructions, Examples, and Resources

Work-Ready with Limitations Indicator

Work-Ready with Limitations (WL) individuals have the same activity options and actual hours entry as PATH participants. The WL indicator is displayed in the Welfare Reform Header and the following reports WF310, WF720, and WF722

Update Welfare Registration								
Instrument Panel								
Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jasmine Doe			Work First Referral - 1		08/01/2013	1	-	(1) Single Parent Family
FIP Grant	Family FIP CSWE	Family FIP/FAP CSWE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$492 for May 2014	66 hrs/month	-	30 hrs/week		360 hrs/yr	No	Yes	None

Temporary State Emergency Relief (SER) Housing Assistance Fact Sheet

Households that have reached their federal or state Temporary Assistance for Needy Families (TANF) Family Independence Program (FIP) time limit maximums may qualify for housing assistance for up to three months following the month of their FIP closure.

Note: *Three eligible months will be immediately following the month of FIP closure due to time limits.*

- You must not have been disqualified or sanctioned at the time of your FIP closure.
- **Month 1:** Each adult must attend a general orientation and use the local Michigan Works! at least once per week. A ticket will be issued by the Michigan Works! office at the time of your participation. A ticket for orientation and two weekly tickets are required in order to qualify for your first request. You will need to submit a completed SER application to your local office to have your eligibility determined.
- **Month 2 & 3:** Each adult must provide weekly four MWA participation tickets - one for each week. Tickets will be issued by the local Michigan Works! at the time of your visit. The Temporary Housing Assistance Pilot Program Supplemental SER Application may be submitted to your local Department of Human Service (DHS) office for the 2nd and 3rd months.
- Lost tickets are not replaced and can only be regained if the participant visits Michigan Works! another time during that same week. Individuals are responsible for requesting and retaining their own tickets. Replacement tickets for previous weeks are not available.
- You must provide a current rental or lease agreement, mortgage statement, Section 8, or other housing verification to determine the cost of your legal housing obligation.
- Payments will be made directly to your landlord/housing provider for your actual housing obligation amount. The payment amount cannot exceed the SER relocation amount for the FIP group size.
- You may be eligible for child care benefits while attending the orientation and utilizing Michigan Works! services. Time spent attending these activities are limited to 16 hours every two weeks, for a maximum of three months.
- DHS **may** be able to provide bus passes/tokens in order for you to attend a Michigan Works! service center, please discuss with your DHS case worker if you do not have other transportation available.

Temporary Housing Assistance - Frequently Asked Questions (FAQs)

Q: What is the requirement for the rental assistance payment?

A: The requirement is the same for each case reaching their [TANF](#) time limit. Each adult must attend the general orientation and utilize the [MWA](#) at least once per week to receive their ticket required for eligibility. For the initial month of eligibility each adult must attend the orientation and receive two weekly tickets to be eligible for rental assistance. For subsequent months, each adult must provide weekly four tickets - one for each week.

MWAs will issue different colored tickets each week and the week covered by that particular color will be pre-printed on the ticket. Lost tickets are not replaced and can only be regained if the participant visits a MWA another time during that same week.

Note: Three eligible months will be consecutive immediately following the [FIP](#) closure due to time limits.

Q: What is the requirement for clients who are deferred (for any employment code other than “IN”) when their FIP closes for TANF time limits?

A: The requirements for deferred clients are the same as those that were not deferred. Each adult must attend the general orientation and utilize the MWA at least once per week to receive their ticket required for eligibility.

Q: Will clients closing with current NC (Needed to care for a disable child) or NS (Needed to care for a disabled spouse) deferral code be expected to participate in employment services?

A: Yes.

Q: What are the requirements for MWAs to verify a "personal appearance"? What constitutes utilizing services before we can issue a "ticket"?

A: A customer’s physical presence at a Michigan Works! office requesting a ticket constitutes “utilizing services.”

Q: Is this Orientation different than the one that we have scheduled to accommodate those leaving welfare? What type of documentation is needed to verify the person(s) attended Orientation?

A: This Orientation is the same as the one Michigan Works! has scheduled to accommodate those leaving welfare. The Orientation should provide customers with an introduction to Michigan Works! services; including: overviews of One-Stops, Michigan Talent Bank usage instructions, and Resource Room availability.

Q: What is the verification process?

A: The type of documentation needed to verify that a customer attended the Orientation is the dated ticket stating “Possessor of this ticket has been in attendance at a Michigan Works! orientation”. The documentation needed to verify a customer utilized services of Michigan Works! is a dated ticket stating “Possessor of this ticket has utilized the services of Michigan Works! during the week of”. The customer is responsible for requesting tickets from MWA staff at the time of their weekly visit.

Q: What if an individual loses a ticket?

A: Individuals are responsible for requesting and retaining their own tickets. Lost tickets should only be provided during the week the MWA services were utilized. Replacement tickets for previous weeks are not available.

Q: Is the MWA required to keep a log-in sheet?

A: MWAs are not required to keep a log-in sheet.

Q: Will these clients receive a higher level of service at the MWA?

A: No, they will receive the same service as any person receiving employment services through the MWA.

Q: How will the MWA know when a customer is eligible for the rental subsidy? There is no indicator that shows a customer's countable month limitation on [OSMIS](#) or Family Self Sufficiency Plan (FSSP).

A: MWAs are not responsible for determining a customer's rental subsidy eligibility. Requests have been made for an indicator showing a customer's countable months on OSMIS.

Q: What if the client missed a month? Are they eligible for the month?

A: This is a resource where eligibility is only during the 3 consecutive months immediately following the month of “closure due to exceeding 48/60 months’ time limits.” The household may receive assistance for month 1 and 3 only or month 2 only. Eligibility factors must be met for each month.

Q: Will the clients need to be registered at the MWA?

A: No. There is no referral needed for MWA employment services.

Q: Is the [DHS](#) able to provide bus passes/tokens for customers who reached their 48/60 month limitation and need to attend a Michigan Works! service center for rental subsidy support?

A: There are Department of Social Service (DSS) services that these clients may be eligible for if they meet the criteria for DSS as outlined in the Bridges Eligibility Manual (BEM). However, this is not an entitlement program, and local offices may not have funding for this. Additional information can be found in BEM 232 at the following Web address: <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BEM/000.pdf#pagemode=bookmarks>.

Q: Will the Job Navigators be the only resource to assist clients?

A: Job Navigators are volunteers under the supervision of the MWA and only utilized to supplement current employment services for the program. The client will ultimately be responsible for self-directed job search.

Q: Can this housing assistance be used to pay late payment?

A: The Housing Assistance can be used to pay up to the cap for arrearages when behind, but will only pay the maximum based on the number of individuals in the [FIP](#) household.

Q: Are clients eligible for regular [SER](#) and Temporary SER Housing Assistance at the same time?

A: Yes, as long as eligibility requirements are met for both programs (court ordered eviction, affordability, and copay verifications must be met for regular SER). Payment should not exceed the client’s legal obligation amount.

Q: How will payments be made?

A: Payments must be made directly to the landlord through the provider management process. The landlord must be enrolled and instructions are included in the Housing Assistance memo.

Q: Why are we requiring a lease or rental agreement only and not allowing collateral contact or a DHS-3688?

A: The DHS-3688 and collateral contact were excluded to assure verification of the legal obligation to pay. Clients must have a valid lease that shows a legal obligation to pay.

Q: What is considered to be a “Current rental agreement”?

A: This would be an agreement that includes a time period with the application date. A rental agreement usually covers a period of months.

Example: Client Z applies for SER housing on 10-15-11 and provides a rental agreement that is in effect from August 1, 2011 – January 31, 2012.

Q: Are both families eligible with Shared Leases?

A: Both families would be considered one SER household. We would not pay the same landlord twice – only one payment per lease with legal obligation.

Q: Will the transfer of the case to an Employer Service be auto or stay with Family Independent Specialist (FIS)/Case Manager?

A: Bridges will hold a closed FIP case with the case manager for 60 days and then will auto-transfer to an eligibility specialist. By the second month of closure in the case of housing assistance being requested, the client should be formulating a plan for future goals and living situation management.

Q: Are clients eligible for child care benefits while attending the orientation and utilizing Michigan Works! services?

A: Time spent attending these activities should be categorized as an approved activity and any related Child Day Care authorizations should be limited to 16 biweekly need hours for a maximum of three months. Documentation of the client’s participation in the Temporary Housing Assistance Pilot program per FOA Memo 2011-24 must be entered in Bridges case comments; and, the ticket provided to the client by Michigan Works! shall be filed in the case record as verification of attendance.

Q: How are hearing requests to be handled for this program?

A: In the same manner all other hearing requests are for each particular local office.



End of PATH Program Manual

**Workforce Development Agency
State of Michigan**