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Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 06-11, Change 8

Date: February 1, 2013

To: Michigan Works! Agency (MWA) Directors

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

Subject: Allowable Activities in Meeting Work Participation Requirements

Programs

Affected: Partnership. Accountability. Training. Hope. (PATH) [Formerly the Jobs, Education and Training (JET) Program]

Rescissions: PI 06-11, Change 7 issued on July 5, 2011, and all previous versions of this policy issuance.

References: Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule: *45 CFR Parts 261, et al.*, Federal Register, Volume 73, Number 24, February 5, 2008

Reauthorization of the TANF Program; Interim Final Rule: *45 CFR Parts 261, et al.*, Federal Register, Volume 71, Number 125, June 29, 2006

TANF Program; Final Rule: *45 CFR Part 260 et al.*, Federal Register, Volume 64, Number 69, April 12, 1999

Workforce Investment Act (WIA) of 1998: 20 CFR 652 et al., Final Regulations, Subpart B, Section 663.700-663.710

Section 403(b)(5) of the Social Security Act

Social Security Act, 407(c)(2)(C)

State of Michigan Work Verification Plan, effective August 1, 2012



Workforce Development Agency, State of Michigan

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Background: This policy change is being issued to update the federal minimum required hours' table to include a subset of the two-parent family type and corresponding required hours. It also spells out the change to how MWAs will determine the maximum hours of participation allowed in unpaid work activities. In addition, the requirement to assign minor parents, without a high school diploma or General Equivalency Degree (GED), to Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence has been removed

Policy: PATH is designed to establish and maintain a connection to the labor market for individuals referred from the Michigan Department of Human Services (DHS) while offering educational and training opportunities and Job Search and Job Readiness (JS/JR) activities to increase the participant's income, therefore, reducing or eliminating a family's need for public assistance.

This policy defines the State of Michigan's PATH allowable work participation activities in accordance with federal regulations. These regulations are stipulated in the *(Reauthorization of the TANF) Program; Final Rule*, dated February 5, 2008, with the effective date of October 1, 2008.

As recipients of federal funds, MWAs and their service providers are required to comply with various regulations relating to non-discrimination, equal opportunity (EO), and inclusion. The most critical of these regulations are:

- Implementation of the Non-discrimination and EO Provisions of the WIA of 1998
- Section 504 of the Rehabilitation Act of 1998, as amended
- Titles I and II of the Americans With Disabilities Act (ADA)
- The ADA Accessibility Guidelines or the Uniform Federal Accessibility Standards

In addition, priority will be given to assuring that throughout the system persons with physical, mental, cognitive, and sensory disabilities will have programmatic and physical access to all Michigan Works! Service Centers' services and activities. The commitment to adequately serving persons with disabilities extends beyond the specialized services of vocational rehabilitation. To ensure a universally accessible and inclusive system, each local service area is encouraged to embrace the overall philosophy of Michigan's One-Stop Inclusion Workgroup Final Report.

For all activities, a reasonable workplace/training environment must be provided and must comply with applicable health and safety standards. All work/training placements must be non-discriminatory in nature and provide EO for all participants.

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 policy issuance 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. **Although it is the expectation that 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. 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 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 six20
- Single-parent family without a child under the age of six30
- Two-parent family not using federally funded child day care35
- Two-parent family using federally funded child day care55

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 policy to be counted as meeting federal participation requirements. For two-parent families not receiving federally funded child day care 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 day care 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.

Family Type	Minimum Average Hours Required/Week	Average Core Hours Required/Week	Remaining Avg 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 day care	35	30	5
Two-parents <u>with</u> federally funded child day care	55	50	5

Please note that there are two-parent families in which one parent is a Supplemental Security Income (SSI) recipient and the other parent is referred to 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 Avg 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 WDASOM 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 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 policy issuance are to be used to ensure that work participation requirements are being met in accordance with federal and state standards.

Allowable Activities

PATH uses the definitions and guidelines for the allowable activities as outlined in the *Reauthorization of the TANF Program; Final Rule*, 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.

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 WDASOM PI 12-10, and its subsequent changes.

The allowable activities are as follows:

I. Paid Work Activities

Unsubsidized Employment is a Core Activity. This means 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 = 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 502 at <http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf>.

Subsidized Private and Public Sector Employment is a Core Activity. This 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 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) is a 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 WIA Regulations will apply for all PATH participants.

II. Job Search and Job Readiness (JS/JR) Assistance

JS/JR is a 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.

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** work eligible individual 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 weeks will not count towards participation requirements, nor apply towards the individual's 240/360 hours 12 month limit.

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 Family Self-Sufficiency Plan (FSSP), under the Countable Hours Option in the Main Menu

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, found in the FSSP, may be used to determine when countable hours of JS/JR will be available.

III. 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.

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 in Community Service Program (CSPs), Work Experience Programs (WEP), and Providing Childcare Services to an Individual who is Participating in a Community Service Program 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). This monthly hour’s value is determined by the DHS for each FIP case and is transmitted from Bridges for display in the OSMIS as “**FIP CS/WE Hrs.**” or “**FIP/FAP CS/WE Hrs.**” Participants are not eligible to participate in CSP or WEP until an hourly value is displayed in one the fields as indicated below:

[Access DHS-FSSP](#)

Participant Name	Cust. ID	Cint/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Patty Doe			Work First Referral - 1		06/16/2012	1	-	(2) Two Parent Family
FIP Grant	FIP CS/WE Hrs	FIP/FAP CS/WE Hrs	Program Violation?	Part. Hrs	JS/JR Limit	Refugee	WL	Current Staff
\$597 for Jan 2013	80	-		35	360 hours	No	No	

Two-Parent Family Provision

The “**FIP CS/WE Hrs.**” 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 below: total participation by both parents may not exceed 93 hours per month.)

[Access DHS-FSSP](#)

Participant Name	Cust. ID	Cint/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Jane Smith			Work First Referral - 1		06/16/2012	1	-	(2) Two Parent Family
FIP Grant	FIP CS/WE Hrs	FIP/FAP CS/WE Hrs	Program Violation?	Part. Hrs	JS/JR Limit	Refugee	WL	Current Staff
\$694 for Jan 2013	93	-		35	360 hours	No	No	

[Access DHS-FSSP](#)

Participant Name	Cust. ID	Cint/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
James Smith			Work First Referral - 1		06/16/2012	1	-	(2) Two Parent Family
FIP Grant	FIP CS/WE Hrs	FIP/FAP CS/WE Hrs	Program Violation?	Part. Hrs	JS/JR Limit	Refugee	WL	Current Staff
\$694 for Jan 2013	93	-		0	360 hours	No	No	

DHS has obtained a waiver that allows certain Food Assistance Program (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 display in OSMIS as “**FIP/FAP CS/WE Hrs.**” for each participant eligible to engage in the increased monthly CSP and/or WEP hours.

[View Welfare Registration](#)

[Access DHS-FSSP](#)

Participant Name	Cust. ID	Clnt/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
Janet Doe			Work First Referral - 1		10/16/2012	1	-	(6) Single Parent - Child Under 6
FIP Grant	FIP C/S/WE Hrs	FIP/FAP C/S/WE Hrs	Program Violation?	Part. Hrs	JS/JR Limit	Refugee	WL	Current Staff
\$492 for Jan 2013		137		20	240 hours	No	No	CENTRAL STAFF DCD ACSET Admin-Grand Rapids

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 “**FIP/FAP CS/WE Hrs**” 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.

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 Bridges Eligibility Manual 232 at <http://www.mfia.state.mi.us/olmweb/ex/bem/232.pdf>.

Work Experience Program (WEP) is a Core Activity which 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.

Community Service Program (CSP) is a Core 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 Community Service Program is a Core Activity that 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.

Please note that 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 community service program.

IV. 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.

Vocational Educational Training (VET) is a Core Activity that is outlined in the following categories: Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicums, and Clinicals.

- A. Vocational Occupational Training (VOT) - An occupationally relevant training component, directly related to a specific occupational field or job, which may combine classroom, laboratory, and other related activities.
- B. Condensed Vocational Training (CVT) - A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per week.
- C. 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 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 FSSP, under the Countable Hours Option in the Main Menu.

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 is a Non-Core Activity. It 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 is a Non-Core Activity. This activity is for work eligible individuals 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 Educational Development (GED) or high school equivalency certificate.

Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence is a 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, in accordance with the requirements of the secondary school or course of study at a 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 WDASOM PI 12-10 and its subsequent changes for a special provision where this activity may be treated as a Core Activity for 18 & 19 year olds.

V. PROHIBITED

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.

Action: MWAs shall comply with this policy issuance in the implementation of PATH.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator at (517) 335-5858.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: Continuing

GC:LM:pv
Attachment

PATH Allowable Activities in Meeting the Required Hours of Participation
(Applies to all Participants, Updated January 31, 2013)

<p>1. Unsubsidized Employment (Core Activity)</p> <ul style="list-style-type: none"> • Full or part-time employment in the public or private sector, not supported by Temporary Assistance for Needy Families (TANF) funds, state General Fund/General Purpose (GF/GP) funds, or any other public program. • Hours 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. • Self-employment may count as unsubsidized employment. • The following formula must be used to determine actual hours of participation for the self-employed: Monthly net business sales (gross revenues minus expenses) divided by the federal minimum wage equals monthly actual hours. Guidelines for determining allowable self-employment activities and allowable self-employment expenses can be found in Department of Human Services Bridges Eligibility Manual 502, at http://www.mfia.state.mi.us/olmweb/ex/bem/502.pdf 	X
<p>2. Subsidized Public or Private Sector Employment (Core Activity)</p> <ul style="list-style-type: none"> • Job creation through public or private sector employment wage subsidies. • Work-study programs sponsored by educational institutions may be included in this activity. • 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 participant's FIP case closes, and the placement of the participant into this activity was the result of efforts made by the MWA, the participant may remain in the activity for the remaining balance of their subsidized employment agreement. 	X
<p>3. On-the-Job Training (OJT) (Core Activity)</p> <ul style="list-style-type: none"> • Training is conducted while participants are employed. Employer may be reimbursed for the training costs, which may cover up to 50 percent of a participant's salary. • 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. • 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. 	X
<p>4. Job Search and Job Readiness (JS/JR) Assistance (Core Activity)</p> <ul style="list-style-type: none"> • The act of seeking or obtaining employment, or preparation to seek or obtain employment. • Job Readiness activities may include substance abuse treatment, mental health treatment, or rehabilitation activities if determined to be necessary by a qualified medical or mental health professional. • Personal activities such as seeking childcare, seeking housing, or seeking transportation are not countable work activities under JS/JR or any other allowable activity. • 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 of all other individuals. • A maximum of 360 JS/JR hours in the preceding 12-month period may be counted for each work eligible individual in a two-parent family. • Participation in JS/JR is 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; <i>any</i> amount of time spent participating in JS/JR during a week would exhaust one full week of the 4-consecutive week JS/JR time limit. • Hours of participation in JS/JR in the fifth consecutive weeks will not count towards participation requirements, nor be applied towards the individual's 240/360 hour 12 month limit. • Participation time spent in JS/JR prior to an individual becoming a FIP recipient will not count towards the JS/JR time limit. 	X
<p>5. Work Experience Program (WEP) (Core Activity)</p> <ul style="list-style-type: none"> • An unpaid work assignment, performed in return for welfare. May include work associated with the refurbishing of publicly assisted housing. • No specific time limit, but intent is for short-term participation that improves skills and general employability of participants. • A participant's combined monthly hours of participation in WEPs and Community Service Programs (CSPs) may not exceed the number of hours indicated in either the "FIP CS/WE Hrs." field or the "FIP/FAP CS/WE Hrs." field in OSMIS, in accordance with the Fair Labor Standards Act (FLSA). • The combined monthly participation of both parents in a two-parent family may not exceed the hours displayed in either parents "FIP CS/WE Hrs." field in OSMIS. 	X
<p>6. Community Service Program (CSP) (Core Activity)</p> <ul style="list-style-type: none"> • CSPs must be structured programs in which 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. • A participant's combined monthly hours of participation in CSPs and WEPs may not exceed the number of hours indicated in either the "FIP CS/WE Hrs." field or the "FIP/FAP CS/WE Hrs." field in OSMIS in accordance with the FLSA. • The combined monthly participation of both parents in a two-parent family may not exceed the hours displayed in either parents "FIP CS/WE Hrs." field in OSMIS 	X

<p>7. Providing Childcare Services to Individuals Participating in Community Service Programs (Core Activity)</p> <ul style="list-style-type: none"> • Providing childcare to individuals participating in a community service program. • This is an unpaid activity and must be 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. • 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 community service program. 	X
<p>8. Vocational Educational Training (VET) (Core Activity)</p> <ul style="list-style-type: none"> • Organized educational programs that prepare individuals for employment in current, emerging, or in demand occupations. • Participation in the educational activity 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 • Participation time in a baccalaureate or advanced degree program may be included in this activity. • Basic and remedial education and English-as-a-Second Language (ESL) may only count as part of a VET activity if they are a minor component of the program and deemed to be necessary by the educational institution, which must provide supporting documentation for its need. • Any participation time in this activity exceeding 12 months per individual shall not be counted towards federal participation requirements or shall be recorded as Job Skills Directly Related to Employment. • Study time may be counted 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. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program. <p>A. Vocational Occupational Training (VOT) is an occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.</p> <p>B. Condensed Vocational Training (CVT) is a short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom time per week.</p> <p>C. Internships, Practicums, & Clinicals are activities required by an academic or training institution for licensure, professional certification, or degree completion, etc.</p>	X
<p>9. Job Skills Training Directly Related to Employment (Non-Core Activity)</p> <ul style="list-style-type: none"> • Job skills training focuses on educational or technical training that specifically helps individuals obtain employment or advance in the workplace. • Remedial education/basic math/ESL is allowable if it relates directly to employment or job training. • Baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must be applicable to an occupation that the MWA has determined to be in-demand. • Study time may be counted 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. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program. • Participation in the educational activity 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 	O
<p>10. Education Directly Related to Employment (Non-Core Activity)</p> <ul style="list-style-type: none"> • Education related to a specific occupation, job, or job offer. • For work-eligible individuals who have <i>not</i> received a high school diploma or certificate of high school equivalency. • Remedial education/basic math/ESL and GED preparation is allowable if it is related to a specific occupation, job, or job offer. • Study time may be counted 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. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program. • Participation in the educational activity 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 	O
<p>11. Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence (Non-Core)</p> <ul style="list-style-type: none"> • 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. • Study time may be counted 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. Total study time (including unsupervised and supervised time) cannot exceed the hours required or advised by the particular educational program. • Participation in the educational activity 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 	O

X – Any single or combination of those activities identified with an “X” can be used to meet the weekly minimum 20 required average hours of participation in Core Activities. O – Those activities marked with an “O” are considered “Non-Core Activities” and they assist participants with weekly required average hours greater than 20 to meet participation, in conjunction with Core Activities, and help promote self-sufficiency for all participants.