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Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 12-20, Change 3

Date: January 23, 2014

To: Michigan Works! Agency (MWA) Directors

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

Subject: 21-Day Application Eligibility Period (AEP) for Family Independence Program (FIP) Benefits

Programs Affected: Partnership. Accountability. Training. Hope. (PATH)

Rescissions: WDASOM PI 12-20, Change 2

References: Michigan Compiled Law (MCL) 400.1 through 400.119b

Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule: *45 Code of Federal Regulation (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

PA 471 of 2006, dated December 20, 2006 (Enrolled Senate Bill 1501)

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

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

The WDASOM is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Background: 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.

This policy issuance rescinds and replaces WDASOM PI 12-20, Change 2 to clarify Family Automated Screening Tool (FAST) compliance and participation requirements for two-parent families. In addition, incarceration has been added as a reason to grant extensions to complete the 21-Day AEP.

Sections of the policy have also been reorganized without change to the content.

Policy:

21-Day AEP Overview

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 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.

- **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 Plan Requirements

The MWA must use the "PATH Week 1, Week 2, and Week 3 Assignment Plan 21-Day Application Eligibility Period" forms attached to this policy (Attachments A, B and C) 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 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 day care (*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.

Weekly Review Meetings and 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; and

- 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. The applicant's misconduct and failure to complete the AEP needs to be recorded in the OSMIS Case Notes.

MWAs must also inform the local Department of Human Service (DHS) of the applicant's misconduct.

Medical Excuse from the 21-Day 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:

- On the OSMIS, enter "No" for "AEP Completed?" status 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. Please reference Policy Issuance 06-30 for the participant transfer guidelines.

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 of the Last Date to Complete (LDTC) the 21-Day AEP

When applicants notify the MWA that they are unable to participate in or complete their AEP weekly assignments due to unforeseen circumstance lasting fourteen days or less, the MWA may offer the applicants the opportunity to extend their 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 AEP assignments will affect their receipt of FIP benefits.

The LDTC AEP 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" (Attachment D) 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. Signature is required on all extension request form(s); 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 form(s) 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 AEP would be changed to

11/28/2012 on the OSMIS. If the applicant is offered a second one-week extension, the LDTC AEP would be changed to 12/5/2012.

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

- Enter applicant's new LDTC AEP (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.

Week 1 Assignments for Applicants' Required Hours (20, 30, 35, or 55)

- 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 DHS will address any noncompliance.

- Individual Service Strategy (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
    - MWA needs to 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
- 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
  - Employment
  - High School completion/GED preparation
  - High School/GED for 18 & 19-year-old grantees

Week 2 Assignments for Applicants' Required Hours (20, 30, 35, or 55)

- 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

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:
    - Job Search/Job Readiness
    - Resume writing
    - Interviewing skills
    - Computer skills
    - Career/life skills
    - 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.
        - The MWA needs to sign the completed Week 2 Assignment Plan
    - Collaborate to develop and sign the Week 3 Assignment Plan

- Vocational education and/or training activities for those already enrolled

- 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

    - Job Search

    - Employment

    - High School completion/GED preparation, and

    - High School/GED for 18 & 19-year-old grantees.

Week 3 Assignments for Applicants' Required Hours (20, 30, 35, or 55)

- 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

- 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

    - Job Search/Job Readiness

    - Vocational Educational Training

    - 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
- 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:
  - Job Search/Job Readiness workshop(s)
  - Resume writing workshop(s)
  - Interviewing skills workshop(s)
  - 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
    - The MWA needs to 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.

Attachment E provides an example of a general AEP curriculum and the suggested hour assignment values potentially needed to complete each assignment.

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:

AEP Participant?: 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.

AEP Begin Date: 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.

Last Date to Complete (LDTC) AEP: 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."

Prior Participation Denied in Error?: 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.

Completed Week #1?: "Yes" or "No" is used to indicate whether or not applicants completed their week one assignments.

Completed Week #2?: "Yes" or "No" is used to indicate whether or not applicants successfully completed their week two assignments.

Completed Week #3?: "Yes" or "No" is used to indicate whether or not applicants successfully completed their week three assignments.

AEP Completed?: "Yes" or "No" is used to record whether applicants successfully completed their 21-Day AEP requirements.

Reason Failed to Complete AEP: A reason is required for an entry of "No" in the "AEP Completed" field. The following options are available:

- "Did Not Complete AEP"
- "Did Not Complete Due to Medical"

AEP Transmitted to DHS on: 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

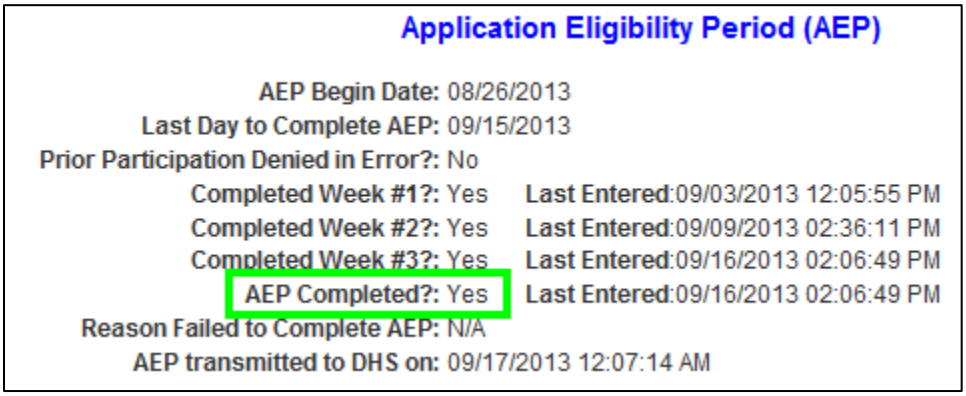
MWAs must enter in the OSMIS the completion status of the weekly assignments by selecting "Yes" or "No" in the Completed Week 1, 2, and 3 fields, as indicated above.

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.

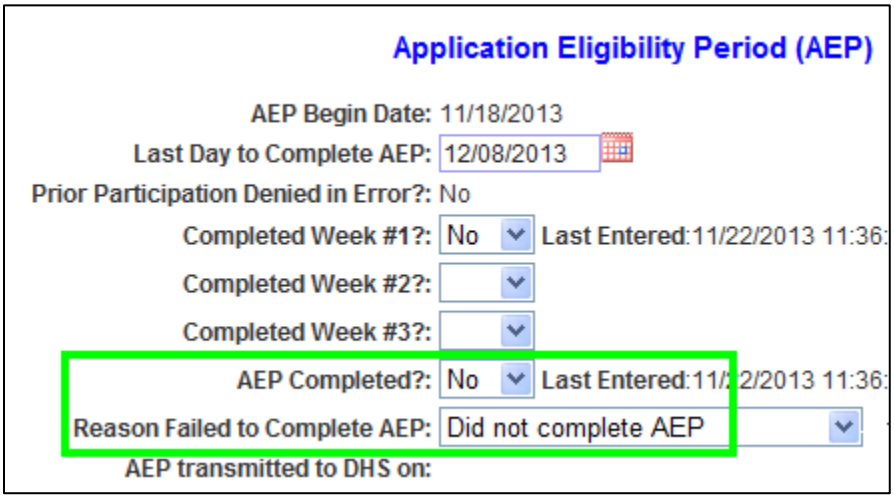
Data Entry and Transmission of Completed 21-Day AEP

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."



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



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

Application Eligibility Period (AEP)

AEP Begin Date: 10/21/2013
Last Day to Complete AEP: 11/10/2013
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
AEP Completed?: Yes Last Entered:11/08/2013 04:09:21 PM
Reason Failed to Complete AEP: N/A
AEP transmitted to DHS on: 11/11/2013 12:07:12 AM

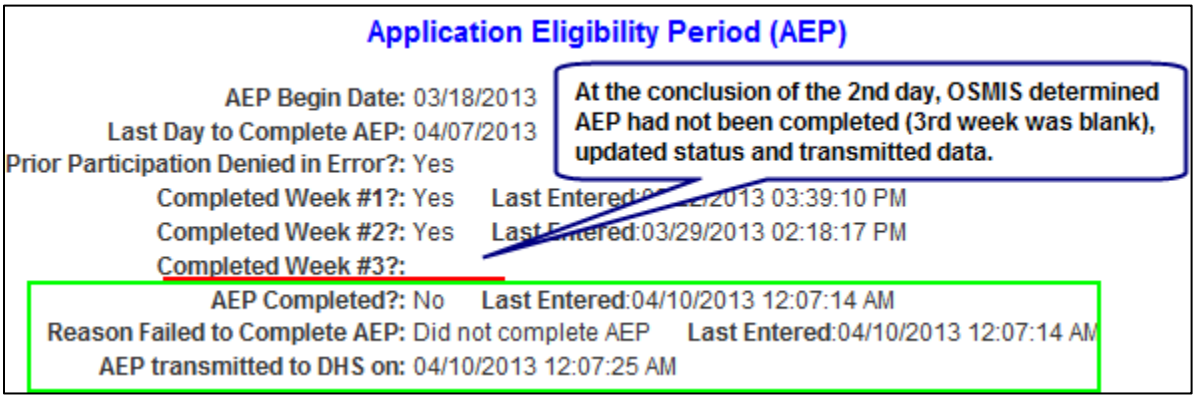
The OSMIS will not transmit the “AEP Completed?” status to Bridges prior to the LDTC, except when the “Did not complete due to Medical” status and reason is entered. In the case below, the “AEP Completed: No” status and “Did not complete due to Medical” reason will be transmitted to Bridges after midnight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

Application Eligibility Period (AEP)

AEP Begin Date: 11/12/2013
Last Day to Complete AEP: 11/19/2013
Original LDTC was 12/02/2013. Upon transmission of data, the LDTC is changed to match the 'Did not complete due to Medical' date.
Prior Participation Denied in Error?: No
Completed Week #1?: No Last Entered:11/19/2013 08:29:35 AM
Completed Week #2?: No Last Entered:11/19/2013 08:29:35 AM
Completed Week #3?: No Last Entered:11/19/2013 08:29:35 AM
AEP Completed?: No Last Entered:11/19/2013 08:29:35 AM
Reason Failed to Complete AEP: Did not complete due to Medical Last Entered:11/19/2013 08:29:35 AM
AEP transmitted to DHS on: 11/20/2013 12:07:16 AM

MWAs have two days following the LDTC 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.



Once the "AEP Completed" status has been transmitted to Bridges, it will become read-only in the OSMIS.

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.
- An OSMIS administrative user **must** change an applicant's LDTC to an appropriate date which recognizes previously completed assignments and facilitates AEP completion promptly.

Action: MWA officials shall take the appropriate actions necessary to implement the directives of this policy issuance.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator.

This policy issuance is available for downloading from the internet system. Please contact Ms. Pam Vance at (517) 373-6234 for details. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

Expiration Date: Continuing

GC:LM:pv

PATH Week 1 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:**	**MW! Use Only Assignment Completed**
☐ 21 Day AEP Presentation:		☐ Yes ☐ No
☐ PATH Orientation Presentation:		☐ Yes ☐ No
☐ FAST:		☐ Yes ☐ No
☐ Individual Service Strategy:		☐ Yes ☐ No
☐ Assessment Test :		☐ Yes ☐ No
☐ Barrier Resolution Activity(ies): [Document Assignment Below, i.e., Childcare, Housing, Food Bank, Counseling]		☐ Yes ☐ No
☐ Job Search/Job Readiness Workshop(s):		☐ Yes ☐ No
☐ Resume Writing Workshop(s):		☐ Yes ☐ No
☐ Interviewing Skills Workshop(s):		☐ Yes ☐ No
☐ Computer Skills Workshop(s):		☐ Yes ☐ No
☐ Career/Life Skills Workshop(s):		☐ Yes ☐ No
☐ High School / GED Prep:		☐ Yes ☐ No
☐ High School Completion/GED Course of Study, 18 & 19 Year Old Grantees Only:		☐ Yes ☐ No
☐ Community Service or Work Experience Research:		☐ Yes ☐ No
☐ Job Search Activities:		☐ Yes ☐ No
☐ Employment:		☐ Yes ☐ No
☐ Vocational Education:		☐ Yes ☐ No
☐ Other:		☐ Yes ☐ 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

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

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."

PATH Week 3 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:**	**MW! Use Only Assignment Completed:**
☐ Employment: _____		☐ Yes ☐ No
☐ Job Search/Job Readiness: _____		☐ Yes ☐ No
☐ Vocational Education: _____		☐ Yes ☐ No
☐ High School / GED Prep: _____		☐ Yes ☐ No
☐ High School Completion/ GED Course of Study, 18 & 19 Year Old Grantees only:		☐ Yes ☐ No
☐ Job Skills Training Directly Related to Employment: _____		☐ Yes ☐ No
☐ Education Directly Related to Employment: _____		☐ Yes ☐ No
☐ Community Service and/or Work Experience Research: _____		☐ Yes ☐ No
☐ Other: _____		☐ Yes ☐ No
Additional Assignments		
☐ Job Search/Job Readiness Workshop(s): _____		☐ Yes ☐ No
☐ Resume Writing Workshop(s): _____		☐ Yes ☐ No
☐ Interviewing Skills Workshop(s): _____		☐ Yes ☐ No
☐ Barrier Removal Activity(ies) [if necessary]: [Document Assignment Below, i.e., Childcare, Housing, Food Bank, Counseling] _____		☐ Yes ☐ 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

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.

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

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
- ☐ Immediate need for relocation of the primary residence
- ☐ Death in the family
- ☐ Incarceration

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."

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

21-Day AEP Curriculum Model [For demonstration purposes only]

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
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.

Sample Use of Curriculum Model:

During Week 1, an applicant is assigned the following assignments in addition to introductory presentation, PATH orientation and assessments: Computer Skills, Life Skills, and Financial Literacy.

Then in Week 2, the same applicant is assigned to: Seek Mental Health Services, Workplace Success/Job Coaching Classes, Resume Writing, MI Talent Connect Class, and a Job Search Class.

Finally, in Week 3 the applicant is assigned to: Additional Workplace Success Classes, Interviewing Skills, Job Clubs, Job Search Classes and Researching Community Service opportunities.