

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 08/28/13 (pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 13-10

Date: August 28, 2013

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2014 Partnership. Accountability. Training. Hope. (PATH) Program Plan Instructions

Programs Affected: PATH formerly the Jobs, Education and Training (JET) program

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

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

Rescissions: None

Background: Effective January 2, 2013, the PATH program replaced the JET program as the work participation program required for families receiving cash assistance through the Family Independence Program (FIP) through the Department of Human Services (DHS). PATH features a 21-day eligibility period (AEP) during which FIP participants work one-on-one with both DHS and MWA case managers to identify barriers to employment and connect participants to resources addressing those challenges. Benefits of this partnership include linking employer, community, and faith-based solutions with the human service, education, and training systems.



Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
517.335.5858 | TTY 888.605.6722

The PATH program is a partnership between the MWAs, the Michigan DHS and the WDA.

Policy:

PLAN INSTRUCTIONS

The Michigan Works! System Plan stipulations apply to the PATH plan.

Together, the MWAs and the DHS offices shall develop plans to address PATH activities for the period of October 1, 2013 through September 30, 2014.

The PATH plan shall consist of the following:

Section I. Plan Approval/Modification Request – which bears the signatures of authorized chief elected officials and the Workforce Development Board (WDB) chairperson.

Section II. Plan Narrative – which describes the services and/or planned activities to be provided during Fiscal Year (FY) 2014.

Section III. Budget Information Summary (BIS) – which includes BISs for Federal TANF and State General Fund/General Purpose (GF/GP) funds. Separate Grant Action Notices will be issued for each funding source. There will be **no** Workforce Investment Act Statewide activity funding to support PATH for FY 2014.

ALLOCATIONS

MWA allocations for FY 2014 are planning funds and will be contingent upon State Administrative Board approval. The allocations include a 1/3 hold harmless of the difference between FY 2013 and FY 2014 allocations. Beginning, FY 2015, the hold harmless factor will be 2/3 of the change.

PROGRAM ELIGIBILITY

The PATH Program seeks to provide Family Independence Program (FIP) applicants and recipients with employment-related services, training, and supportive services to obtain and retain employment. MWAs are required to serve all FIP applicants and recipients.

The PRWORA established a five-year (60-month) lifetime limit on receipt of federal TANF assistance for adult-headed families. Starting October 1, 2011, Michigan implemented a stricter enforcement of the federal 60-month time limit, as well as executing the state's 48-month lifetime limit. The begin date for the Federal Time Limit is October 1, 1996, and the State Time Limit begin date is October 1, 2007. The PATH program will **not** provide any services to

PATH participants once their case closes due to the client reaching either time limit. However, if the case closed before the end of the month, the participant is entitled to services until the end of the month.

PROGRAM DESIGN, GOALS, AND OBJECTIVES

The PATH program is geared towards allowing Family Independence Program (FIP) applicants/recipients to self-identify barriers to employment and assist the participants in eliminating those barriers so that they can successfully prepare themselves for long-term employment and therefore reduce their need for public assistance.

Local WDBs, MWAs, and DHS offices will provide a blended approach to helping FIP applicants/recipients become self-sufficient and permanently attached to the labor force, based on the workforce needs of Michigan's current and emerging economy. By helping FIP applicants/recipients get and keep good paying jobs, the state will increase the number of families who are self-supporting and decrease the number of families requiring public assistance.

The objective of the PATH program is to provide FIP applicants/recipients with employment related services, training, and supportive services to obtain and retain employment. Partners will have latitude in the design of PATH local service strategies to achieve this goal. MWAs should balance the flexibility of individual program design allowed by state law, while ensuring that the participant population as a whole meets federal work participation requirement rates. Federal regulations require that 50 percent of all TANF-funded families meet participation requirements and that 90 percent of TANF-funded two-parent families meet participation requirements to avoid reductions in program funding levels.

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 dependence on public assistance.

The State of Michigan (SOM) allows MWAs to require work participation of **up to** 40 hours per week for all participants. However, the primary goal is for the SOM to meet the federal participation rates. The MWAs must first ensure that the federal work participation requirements are being met by a majority of the participants. The federal minimum required weekly hours for each family size are as follows:

Single-parent family <u>with</u> a child under the age of six	20
Single-parent family <u>without</u> a child under the age of six	30
Two-parent family <u>not utilizing</u> federally-funded day care	35
Two-parent family <u>utilizing</u> federally-funded day care	55
Two-parents with one parent receiving SSI, regardless the age of the youngest child	30

MWAs must make every effort to place a minimum of 50 percent of clients who participate in the PATH program into positions that provide wages of \$8.00 an hour or more. Additionally, MWAs must make available to PATH participants guidelines on eligibility for training/education opportunities and how training/education hours are applied toward work participation requirements.

Federal Guidelines

The Federal Final Rule identifies eight components as “core” activities and four components as “non-core” activities. Core hours do not have to be completed before non-core hours. For single parents, 20 hours of work-related activities must be spent participating in core activities. Two-parent families not receiving federally-funded child day care must spend 30 hours of the required 35 hours per week participating in core activities. Two-parent families receiving federally-funded child day care must spend 50 hours of the required 55 hours per week in core activities. Core activities may also be used to count towards remaining participation requirements. The components are listed below:

Core Activities

- Unsubsidized Employment
- Subsidized Public or Private Sector Employment
- Work Experience Program
- On-the-Job Training
- Job Search/Job Readiness Assistance
- Community Service Programs
- Vocational Educational Training (12-month lifetime limit)
- Providing Childcare for an Individual who is participating in Community Service

Non-Core Activities

- Job Skills Training Directly Related to Employment
- Education Directly Related to Employment
- Secondary Education (attendance at high school for completion or General Equivalency Degree (GED) preparation)
- High School/GED 18 & 19 year olds

All PATH plans must include descriptions of how the allowable core and non-core activities will be utilized to serve participants. PATH plans must also include detailed explanations of how participation in activities will be documented, verified, monitored, and/or supervised.

Documentation requirements for verification of involvement in work participation activities are outlined in the WDA Case Management PI 12-10. Plans must describe how the MWA will provide work participation activities that are in accordance with the Final Rule. The SOM will utilize the definitions and guidelines for the allowable activities, as outlined in the Final Rule. Please see the WDA Allowable Activities PI 06-11, and its subsequent changes for the complete detailed definitions of all allowable work participation activities.

21-Day Application Eligibility Period (AEP)

Effective January 1, 2013, Michigan required **FIP applicants** to successfully complete a 21-Day AEP and orientation program at MWAs, as a condition of eligibility for FIP benefits. WDA Policy Issuance 12-20, issued on October 29, 2012, (including changes) outlines AEP requirements.

Pathways to Potential (P2P)

P2P is a 21st century customer-centered, service delivery model that has transformed the way in which DHS conducts its business and interacts with clients and the communities it serves. During FY 2013, DHS expanded the P2P initiative in Detroit, Flint, Pontiac and Saginaw and now requires a MWA presence. WDA PI 12-28, issued on February 8, 2013, outlines the requirements of P2P sites.

Vision 100

Vision 100 is a mechanism for demonstrating the PATH program performance for DHS local offices and their MWA partners. The goals of Vision 100 are:

- 100 percent work participation for work-ready PATH participants, and
- Supportive case management for 100 percent FIP recipients who are not work-ready.

Policy guidelines and instructions can be found in WDA PI 12-27, issued on February 7, 2013.

Transportation Resource Representatives (TRRs)

WDA and DHS collaborated with the Michigan Department of Transportation (MDOT) to coordinate transportation initiatives in support of the PATH program. In May 2013, WDA requested that the MWAs designate staff to serve as TRRs and partner with transportation navigators from DHS and MDOT to address transportation solutions for PATH participants. TRR policy instructions can be found in WDA PI 12-35, issued on May 14, 2013.

Refugee Assistance Applicants

Starting in early November 2012, selected MWAs were required to serve FIP applicants and recipients who are refugees. Separate plan instructions will be issued for this population, as well as funding allocations.

PRIORITY OF SERVICE

MWA and DHS Directors have latitude in the design of plans to meet the local needs of the community and their participants. With this in mind, implementation of a process/strategy is needed for conducting a comprehensive assessment of local employer needs and identifying which industry sectors and occupations are in greatest demand in the community/region.

PROGRAM PLANNING AND COORDINATION

During local plan development, partners will have flexibility in customizing innovative education and training opportunities and work participation activities that will best serve the participants in each region. It is expected that, at a minimum, the established federal weekly participation rates will be met.

MWAs and local DHS offices are to work together to jointly develop an orientation method that will deliver information on PATH employment and education/training related activities to FIP applicants/recipients. The jointly developed orientation should be designed to meet the needs of the local area. The DHS remains responsible for sending out the PATH appointment notices to participants.

PROFIT

Profit is an allowable cost, payable only to commercial organizations and must be negotiated as a separate element of each contract's price. Profit rates can be negotiated from 0 (zero) percent up to a maximum of 10 percent. Profit rates can only be applied against the commercial organization's personnel-related costs (i.e., salaries, wages, and benefits) for the staff that

contributed to the organization's unique capacity to manage and achieve the performance of the contract. Factors to consider when negotiating profit are the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. Under cost reimbursement contracts there is little to no risk to the commercial organization, therefore profit is usually not warranted. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is earned when performance outcomes are attained and is disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments.

Please refer to WDASOM Procurement PI 12-29, issued March 5, 2013, or any policy replacing WDASOM policy 12-29, for further information regarding profit and corresponding limitations.

USE OF TANF FUNDS

The MWAs use of TANF funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2013 TANF funds into FY 2014.
- There will be no carry-forward of unexpended FY 2014 TANF funds into FY 2015.
- General administrative costs are limited to 12 percent of the TANF allocation for the fiscal year.
- Unspent FY 2013 TANF funds will be deobligated from FY 2014 TANF allocation

USE OF STATE GF/GP FUNDS

MWAs use of state GF/GP funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2013 state GF/GP funds into FY 2014.
- There will be no carry-forward of unexpended FY 2014 state GF/GP funds into FY 2015.
- General administrative costs are limited to 12 percent of the state GF/GP allocation for the fiscal year.

- State GF/GP funds will be utilized consistent with TANF allowability.
- Unspent FY 2013 GF/GP funds will deobligated from FY 2014 GF/GP allocation

Action: **Fiscal Information**

The MWA will process all cash requests through Management of Awards to Recipients System (MARS) manual. The MWA must have on file appropriate documentation to support each case draw.

Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts. In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

All reporting of fiscal expenditures of the funds provided through this PI must be reported to WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to WDA no later than the 20th calendar after the end of the calendar quarter. The final close-out report is due to WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisich at (517) 241-0672.

MWA Directors must submit the PATH program plan and BISs within 30 days of the official date of this policy issuance to Vancepl@michigan.gov.

One hard copy of the WDB Plan Approval/Modification Request requiring original signatures must be submitted within 30 days of the official date of this policy issuance to:

Mr. Brian Marcotte, Manager, Welfare Reform Section
Office of Talent Development Services
Workforce Development Agency/State of Michigan
Victor Office Center
201 North Washington Square, 5th Floor

Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 33-5858. 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:** September 30, 2014

GC:YH:pv
Attachments

SECTION I

PATH Workforce Development Board Plan Approval/Modification Request Instructions

Identifying Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter MWA number.
3. Program Title: Enter the appropriate program title. "PATH Program" has been preprinted.
4. Policy Issuance (PI) Number: Enter the appropriate PI number. "13-10" has been preprinted.
5. Plan Period: Identify the plan's time period covered. "10/01/13 through 09/30/14" has been preprinted.

PATH
Workforce Development Board (WDB)
Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title(s): PATH Program	
4. Policy Issuance Number: 13-10	5. Plan Period: 10/01/13 through 09/30/14

The Chief Elected Official (CEO[s]) and WDB hereby approve the PATH Program plan on file at the MWA.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

08-08 (Revised)

The Workforce Development Agency State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

SECTION II

PLAN NARRATIVE

A. Michigan Works! Agency (MWA) Identification Information

PATH Plan Contact Person: Identify the MWA contact person (including phone number) for purposes of discussing the PATH plan contents.

B. Description of PATH Services to be Provided

1. Provision of Orientation and Client Assessment

- a. Describe the orientation component. Include a description of the respective responsibilities of the Department of Human Services (DHS) and the MWA in this process and the frequency of providing orientation.
- b. Describe the client assessment process and the development of the Individual Service Strategy. The suggested screening and assessment tools that MWAs may utilize include Work Keys, Copes and Cops, or Pesco. Tools must focus on entry-level occupations and jobs in high-growth/high-demand occupations. Additional tools may be used. MWAs must assess PATH participants enrolled in the program.

2. Provision of Job Search/Job Readiness

Describe the Job Search/Job Readiness component of the local PATH Program.

3. Provision of Other PATH Allowable Activities as Defined in State Policy

For each planned activity provide the following:

- a. A description of the planned activity, including how the activity relates to the needs and barriers of targeted Family Independence Program recipients.
- b. Expected results of the activity (competency levels to be achieved; quantifiable and non-quantifiable outcomes).

4. Supportive Services

Provide a description of the supportive services that will be made available to participants and any local restrictions on their provision surpassing those set forth in state policy.

5. Case Management

Provide a description of the ongoing case management services of participants.

SECTION III

PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (PATH) TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) BUDGET INFORMATION SUMMARY (BIS) INSTRUCTIONS

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number (and change if applicable). “13-10” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 Temp Assist for Needy Families” has been preprinted.
6. Project Name: Enter the project name. “PATH” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total TANF amount allocated for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to clients.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education/training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive service cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.
- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.
- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated fund. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

1. Salaries and benefits of staff performing administrative and coordination functions.
 2. Preparation of program plans, budgets, and schedules.
 3. Monitoring of programs and projects.
 4. Fraud and abuse units.
 5. Procurement activities.
 6. Public relations.
 7. Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 8. Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space).
 9. Travel costs incurred for official business.
 10. Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 11. Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
TANF - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-10		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 Temp Assist for Needy Families		1. Project Name: PATH	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: TANF	Amount
1. Initial Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

The Workforce Development Agency State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.

**PARTNERSHIP.ACCOUNTABILITY.TRAINING.HOPE. (HOPE)
GENERAL FUND/GENERAL PURPOSE (GF/GP)
BUDGET INFORMATION SUMMARY (BIS)
INSTRUCTIONS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “13-10” has been preprinted.
4. Plan Period: Identify the time period covered by the plan. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 PATH GF/GP” has been preprinted.
6. Project Name: Enter the project name. “PATH GF/GP” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total GF/GP amount allocated for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions.
 - Preparation of program plans, budgets, and schedules.
 - Monitoring of programs and projects.
 - Fraud and abuse units.
 - Procurement activities.
 - Public relations.
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental & maintenance of office space).
 - Travel costs incurred for official business.
 - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 - Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-10		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 PATH GF/GP		6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

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The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.

PATH FY 2014 Allocation Table			
Michigan Works! Agency	TANF Allocations (\$)	GF/GP Funding (\$)	Total Allocation \$
ACSET	\$3,283,310	\$831,717	\$4,115,027
Berrien/Cass/Van Buren	\$1,440,611	\$364,931	\$1,805,542
Calhoun ISD	\$1,776,643	\$450,053	\$2,226,696
Capital Area	\$1,678,647	\$425,229	\$2,103,876
Career Alliance	\$6,751,422	\$1,710,248	\$8,461,670
Central Area	\$794,925	\$201,368	\$996,293
City of Detroit	\$13,370,695	\$3,387,020	\$16,757,715
Eastern U.P.	\$337,444	\$85,480	\$422,924
Great Lakes Bay	\$2,781,743	\$704,662	\$3,486,405
Kalamazoo-St. Joseph	\$2,095,756	\$530,890	\$2,626,646
Livingston County	\$163,466	\$41,409	\$204,875
Macomb/St. Clair	\$4,507,271	\$1,141,767	\$5,649,038
Muskegon County	\$2,938,706	\$744,423	\$3,683,129
Northeast	\$670,171	\$169,765	\$839,936
Northwest	\$801,637	\$203,068	\$1,004,705
Oakland County	\$3,167,623	\$802,412	\$3,970,035
Ottawa County	\$378,689	\$95,928	\$474,617
Region 7B	\$1,065,375	\$269,877	\$1,335,252
SEMCA	\$6,395,228	\$1,620,018	\$8,015,246
South Central	\$2,251,509	\$570,345	\$2,821,854
The Job Force	\$438,289	\$111,026	\$549,315
Thumb Area	\$854,903	\$216,561	\$1,071,464
Washtenaw County	\$921,302	\$233,381	\$1,154,683
West Central	\$719,537	\$182,271	\$901,808
Western U.P.	\$415,098	\$105,151	\$520,249
Statewide	\$60,000,000	\$15,199,000	\$75,199,000

Based on a formula of (60%) participants and (40%) AEP attendees.

Applied Hold Harmless is equal to 1/3 the difference between 2014 and 2013 Funding.

August 15, 2013