



OFFICIAL

Emailed: 09/12/13 (pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 13-14

Date: September 12, 2013

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2014 Food Assistance Employment and Training (FAE&T) Program Plan Instructions

Programs Affected: FAE&T

Rescissions: None

References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])

Code of Federal Regulations (CFR), Title 7, Department of Agriculture (7 CFR 273.7)

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL 110-246 (2008) (codified, as amended, at 7 U.S.C. § 2015)

Code of Federal Regulations, Title 7, Department of Agriculture (7 CFR 277) (OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments

Background: Congress established the FAE&T Program under the FSA of 1977, as amended, to assist members of households participating in the Food Assistance (FA) program in gaining skills, training, work, or experience to increase their ability to obtain regular employment. The State of Michigan FAE&T Program is jointly administered by the Michigan Department of Human Services (DHS) and the WDASOM.



Workforce Development Agency, State of Michigan
Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
michigan.gov/bwt | 517.335.5858 | TTY 888.605.6722

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The MWAs serve the ABAWDs, with oversight and technical assistance from the WDASOM and DHS local offices, and will provide services for the Non-ABAWD FAE&T population. The State of Michigan operates a voluntary program. Therefore participants should not be disqualified from the FAE&T Program for failure to comply with the requirements of a specific activity. The participant may be moved to a different activity to continue participation. Through the joint efforts of these two departments, employment and training services are available to all FA applicants and recipients in the State of Michigan who volunteer to participate.

The MWAs are required by state law to subcontract with public and/or private providers through a competitive procurement process for case management and delivery of participant services, unless granted approval otherwise in accordance with WDASOM PI 11-13, or any policy issuance that replaces PI 11-13. Each MWA, within the parameters of state and federal policies, will design its FAE&T Program to meet the demands of its labor market and the needs of the FA participants.

ABAWDs can volunteer to participate in the Self-Initiated Community Services (SICS) Program administered by the local DHS offices, and the employment and training program administered by the MWAs.

Policy:

Allocations

The FY 2014 funding is allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's funding for the FAE&T Program.

Use of Funds

There is no carry-in of unexpended FY 2013 FAE&T funds. There will be no carry-forward of any unexpended FY 2014 FAE&T funds into FY 2015.

MWAs will be provided with an allocation to cover program operations, and a separate allocation to cover supportive services. Supportive service funds will consist of 50 percent federal FAE&T funding and 50 percent state match. Therefore, two separate FAE&T plans will be required. A separate Grant Action Notice will be issued for each plan submitted.

FAE&T funds may only be used to provide employment and training and support services to individuals who are referred to the MWA by the DHS, via Bridges to the One Stop Management Information System (OSMIS). The FAE&T Program funds may be used to cover the actual educational costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client.

F&T Program funds may also be used to market the program to potential volunteers. Marketing expenses must be reasonable and necessary to promote the F&T Program. The MWA may collaborate with local partners, such as food banks, vocational and technical training centers, and community centers to reach potential volunteers.

The following chart represents the amount each MWA **may expend of Program Operations funding** to support marketing initiatives. Due to statewide funding limitations and to ensure all MWAs have the opportunity to market their program, marketing will be limited to 2 percent of the **initial allocation**, with a minimum base level of \$1,500 and a maximum of \$4,000. The state will monitor marketing expenditures throughout the fiscal year.

MWA	Maximum Allowable for Marketing (\$)
Berrien/Cass/Van Buren	1,610
Calhoun ISD	1,500
Capital Area	2,186
Central Area	1,500
DESC (City of Detroit)	4,000
Eastern U.P.	1,500
Genesee/Shiawassee	3,568
Great Lakes Bay	2,311
Kalamazoo-St. Joseph	1,645
Livingston County	1,500
Macomb/St. Clair	4,000
Muskegon/Oceana	1,500
Northeast	1,500
Northwest	1,500
Oakland County	3,931
Ottawa County	1,500
Region 7B	1,500
SEMCA	4,000
South Central	1,535
The Job Force Board	1,500
Washtenaw County	1,500
West Central	1,500
Western U.P.	1,500
Total	\$48,286

FAE&T funds may be used to serve FA Program applicants from the date of application until the application is approved, denied, or withdrawn. ABAWDs who are determined eligible for FA will continue to be eligible for FAE&T services during the time period they receive FA benefits or through the 90th day of Job Retention Services activity.

FAE&T funds shall not be used for transporting applicants to and from the local DHS office to complete FA applications or to provide assistance in completing FA applications.

Program Operations

Program operation costs are not to exceed an average of **\$4,000** per participant.

Supportive Services

Supportive services are expenses that are reasonable and necessary, and directly related to participation in the FAE&T Program. A participant may receive a maximum of \$50 per month for transportation, clothing, and tools. Participants who secure full-time (30 hours or more) employment while in the program may continue to receive supportive services for up to 90 days from the date employment began. Supportive services may be provided in the form of prepaid allowances, based on actual costs or through reimbursement, to the participant for the actual cost of services incurred. For the purpose of this policy, “per month” is defined as every 30 calendar days.

MWAs have the option to provide a hard cash local match from a non-federal funding source if they wish to provide supportive services in excess of the \$50 per person, per month limitation. The MWAs will be responsible for documenting their use of local matching funds for the provision of supportive services, and for verification that their local match is acceptable.

Administrative Costs

Administration is the cost of allowable goods, services, and staff costs required for the general administrative functions of the program. General administrative costs shall be **limited to 10 percent** of the MWA’s allocated funds.

The allocation of shared costs must be consistent with an established cost allocation plan methodology. Documentation of such charges must be maintained.

Administrative costs are to be taken against the MWA's allocation for program operations only. Administrative costs must not be taken against the MWA's supportive services allocation.

F&T Plan Instructions

The MWAs are to prepare **two separate plans** for FY 2014 as follows:

- F&T Program Operations Plan for FY 2014
- F&T Supportive Services Plan for FY 2014

The F&T plan for program operations and the F&T plan for supportive services shall consist of the following:

- Section I. F&T Plan/Modification Approval Request – which bears the signatures of authorized chief elected officials and the Workforce Development Board (WDB) chairperson.
- Section II. F&T Narrative – describing the planned F&T Program activities (or supportive services) to be provided to ABAWDs.
- Section III. Budget Information Summary (BIS) – which includes a composite of the MWA's F&T BIS, incorporating the FY 2014 allocation (Attachment A).

Action:

Fiscal Information

The MWA will process all cash requests through the 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 are 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 policy issuance must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the 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 Schomisch at (517) 241-0672.

Program Plan Information

MWA officials shall prepare and submit separate BISs covering each of the FY 2014 FAE&T grants. Each plan is to contain a narrative, BIS, and signature page. **Plans are to be submitted within 30 days from the date of this policy issuance** via e-mail to: Ms. Pam Vance at vancep1@michigan.gov **and** to the MWA's Welfare Reform state coordinator. **The hard copy of the original signature pages must be submitted to:**

Mr. Brian Marcotte, Manager
Welfare Reform\Wagner Peyser Section
Workforce Development Agency, State of Michigan
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) 373-6234. 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:LM:pv
Attachment

SECTION I

F&T PROGRAM OPERATIONS PLAN/MODIFICATION APPROVAL REQUEST Instruction Sheet

Identifying Information

1. **Michigan Works! Agency (MWA)**: Enter the name of the MWA.
2. **MWA Number**: Enter the number assigned to the MWA.
3. **Plan Title(s)**: Enter the appropriate title for the plan being submitted. “Food Assistance Employment and Training – Program Operations” has been preprinted.
4. **Policy Issuance (PI) Number**: Enter the appropriate PI number. 13-14 has been preprinted.
5. **Plan Period**: Identify the spending/grant period covered by the specific plan action. “10/01/13 through 09/30/14” has been preprinted.

**F&T PROGRAM OPERATIONS
PLAN/MODIFICATION APPROVAL REQUEST**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): Food Assistance Employment and Training – Program Operations	
4. Policy Issuance Number: 13-14	5. Plan Period: 10/01/13 through 09/30/14

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

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

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

F&T PROGRAM OPERATIONS NARRATIVE

A. MWA Identification Information

F&T Contact Person: Identify an MWA contact person (including telephone number and e-mail address) for purposes of discussing the F&T plan contents.

B. Program Design/Description of Services to be Provided

The plan narrative is to provide a description of the F&T Program design. At a minimum, the following elements must be included:

1. A description of each of the planned F&T Program activities that will be available to participants (Job Search with Workfare and Job Search Training with Workfare, Educational and Training Programs, and Job Retention Services, as prescribed in F&T Program Policy Guidelines WDASOM PI 12-17, and subsequent changes.) The narrative should include a summary of how the activities relate to the needs and problems of the targeted F&T participants.
2. A description of the F&T participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
3. A description of the F&T Program orientation design and referral process.
4. Provide a description of the ongoing case management services. At a minimum, provide a description of the procedures for reviewing the progress of each participant in meeting the objectives of their Individual Service Strategy (ISS). The description should include how the MWA will oversee the ISS to ensure that the stated goals are being met and how problems will be resolved.
5. A description of how the F&T Program will be coordinated with ongoing programs (i.e., Workforce Investment Act [WIA]) and other services within the MWA's geographical area.

SECTION III

F&T PROGRAM OPERATIONS BUDGET INFORMATION SUMMARY General 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 Number: Enter the appropriate policy issuance number (and change if applicable). "13-14" 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. "FY14 ST ADM MTCH GRTS FOR THE SNAP" has been preprinted.
6. Project Name: Enter the Project Name. "FY14 FOOD ASSISTANCE" has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Allocation: Enter the initial amount allocated for the plan period.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

This section is a breakout of planned F&T expenditures for activities during Fiscal Year 2014.

1. Employment & Training Expenditures
 - a. Job Search/Job Search Training: Enter the amount of cumulative planned expenditures for Job Search/Job Search Training activities

- b. Workfare: Enter the amount of cumulative planned expenditures for Workfare.
- c. Educational/Training Programs: Enter the amount of cumulative planned expenditures for educational/training programs.
- d. Job Retention Services: Enter the amount of cumulative planned expenditures for Job Retention Services.

2. Marketing

Enter the amount of cumulative planned expenditures for marketing.

3 Administration

Enter the amount of cumulative planned expenditures for administration.

Total Planned Expenditures: Enter the total cumulative planned expenditures.

**F&T PROGRAM OPERATIONS
Budget Information Summary**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-14		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY14 ST ADM MTCH GRTS FOR THE SNAP		6. Project Name: FY14 FOOD ASSISTANCE	
7. CFDA Number: 10.561			

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category:	Amounts:
1. Employment & Training Expenditures:	
a. Job Search/Job Search Training	\$
b. Workfare	\$
c. Educational/Training Programs	\$
d. Job Retention Services	\$
2. Marketing	\$
3. Administration	\$
Total Planned Expenditures (1 + 2 + 3)	\$

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 Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.

SECTION I

FAE&T – SUPPORTIVE SERVICES PLAN/MODIFICATION APPROVAL REQUEST Instruction Sheet

Identifying Information

1. **Michigan Works! Agency (MWA)**: Enter the name of the MWA.
2. **MWA Number**: Enter the number assigned to the MWA.
3. **Plan Title(s)**: Enter the appropriate title for the plan being submitted. "Food Assistance Employment and Training – Supportive Services" has been preprinted.
4. **Policy Issuance (PI) Number**: Enter the appropriate PI number. "13-14" has been preprinted.
5. **Plan Period**: Identify the spending/grant period covered by the specific plan action. "10/01/13 through 09/30/14" has been preprinted.

**F&T – SUPPORTIVE SERVICES
PLAN/MODIFICATION APPROVAL REQUEST**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): Food Assistance Employment and Training – Supportive Services	
4. Policy Issuance Number: 13-14	5. Plan Period: 10/01/13 through 09/30/14

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

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

OWD-166

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

FAE&T – SUPPORTIVE SERVICES NARRATIVE

A. MWA Identification Information

FAE&T Contact Person: Identify an MWA contact person (including telephone number and e-mail address) for purposes of discussing the FAE&T plan contents.

B. Program Design/Description of Services to be Provided

A description of the supportive services available to participants and other costs reasonably necessary and directly related to participation in the program. (i.e., transportation, clothing and tools)

SECTION III

FAE&T – SUPPORTIVE SERVICES BUDGET INFORMATION SUMMARY General 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. “13-14” has been preprinted.
4. Plan Period: Identify the effective dates of the proposed plan action. The dates “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY14 SAM GRTS-SNAP-50% FED/50% GF” has been preprinted.
6. Project Name: Enter the Project Name. “FOOD ASST.-SUPP. SERVS.-50%FED/50%GF” has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

SECTION II – TOTAL FUNDS AVAILABLE

1. Allocation: Enter the initial amount allocated for the Fiscal Year 2014 supportive services funding.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

SECTION III – CURRENT PLANNED EXPENDITURES

1. Planned Expenditures: In this section, provide cumulative planned actual (not accrued) expenditures for supportive services, which include transportation, clothing, tools, and other supportive services necessary and directly related to participation in the FAE&T Program.

**F&T – SUPPORTIVE SERVICES
BUDGET INFORMATION SUMMARY**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-14		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY14 SAM GRTS-SNAP-50% FED/50% GF		6. Project Name: FOOD ASST.-SUPP. SERVS.- 50% FED/50% GF	
7. CFDA Number: 10.561			

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

SECTION III – CURRENT PLANNED EXPENDITURES

Planned Supportive Service Expenditures:	Amount:
1. Planned Expenditures	\$

OWD-177

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 Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.

**Food Assistance Employment and Training Program
Fiscal Year 2014**

Michigan Works! Agency	Program Operations Allocation	Supportive Service Allocation	Total Allocation
	(\$)	(\$)	(\$)
ACSET	0	0	0
Berrien/Cass/Van Buren	80,502	1,932	82,434
Calhoun ISD	66,823	1,604	68,427
Capital Area	109,319	2,624	111,943
Central Area	56,156	1,348	57,504
DESC	613,120	14,715	627,835
Eastern U.P.	12,212	293	12,505
Genesee/Shiawassee	178,414	4,282	182,696
Great Lakes Bay	115,554	2,773	118,327
Kalamazoo-St. Joseph	82,241	1,974	84,215
Livingston County	17,878	429	18,307
Macomb/St. Clair	229,779	5,515	235,294
Muskegon/Oceana	74,489	1,788	76,277
Northeast	39,784	955	40,739
Northwest	65,827	1,580	67,407
Oakland County	196,558	4,717	201,275
Ottawa County	31,427	754	32,181
Region 7B	52,220	1,253	53,473
SEMCA	240,212	5,765	245,977
South Central	76,769	1,843	78,612
The Job Force Board	37,680	904	38,584
ThumbWorks!	0	0	0
Washtenaw County	57,425	1,378	58,803
West Central	45,803	1,099	46,902
Western U.P.	19,808	475	20,283
Total	\$2,500,000	\$60,000	\$2,560,000

Allocation based on total food stamp households from June 2013.

Source: Department of Human Services

WDA August 29, 2013