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**OFFICIAL**

Emailed: 05/21/14 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 13-14, Change 1**

**Date:** May 21, 2014

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**References:** Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])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

CFR, 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 program in gaining skills, training, work, or experience to increase their ability to obtain regular employment. The State of Michigan



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F&T Program is jointly administered by the Michigan Department of Human Services and the WDA.

This policy change distributes \$443,319 of new program operations funding, as well as redistributes both program operations and supportive services funds, in response to anticipated surplus from several MWAs.

**Policy:**        **Allocations**

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

**Action:**        Affected MWA officials shall prepare and submit a separate Budget Information Summary (BIS) covering each of the FY 2014 F&T grants. **The BIS(s) 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](mailto:vancep1@michigan.gov) **and** to the MWA's Welfare Reform state coordinator. All other requirements of WDASOM PI 13-14 remain in effect.

**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

**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, Change 1” 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, Change 1		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.**

**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, Change 1” 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, Change 1		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	\$

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**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 & Training Program  
Fiscal Year 2014, PI 13-14, Change 1

Michigan Works! Agency	Initial Program Operations Allocation	De-obligated Funds	Additional and Redistributed Funds	Revised Total Program Funds	Initial Supportive Service Allocation	De-obligated Funds	Redistributed Funds	Revised Total SS Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET	0				0			0
Berrien/Cass/Van Buren	80,502		50,000	130,502	1,932			1,932
Calhoun ISD	66,823		60,000	126,823	1,604			1,604
Capital Area	109,319		22,538	131,857	2,624			2,624
Central Area	56,156			56,156	1,348			1,348
DESC	613,120		30,000	643,120	14,715			14,715
Eastern U.P.	12,212			12,212	293		707	1,000
Genesee/Shiawassee	178,414		75,000	253,414	4,282			4,282
Great Lakes Bay	115,554		2,000	117,554	2,773			2,773
Kalamazoo-St. Joseph	82,241			82,241	1,974			1,974
Livingston County	17,878			17,878	429			429
Macomb/St. Clair	229,779	(50,000)		179,779	5,515	(4,000)		1,515
Muskegon/Oceana	74,489			74,489	1,788	(1,288)		500
Northeast	39,784	(15,000)		24,784	955			955
Northwest	65,827			65,827	1,580			1,580
Oakland County	196,558		250,000	446,558	4,717		4,581	9,298
Ottawa County	31,427	(20,000)		11,427	754			754
Region 7B	52,220		30,000	82,220	1,253			1,253
SEMCA	240,212			240,212	5,765			5,765
South Central	76,769	(40,000)		36,769	1,843			1,843
The Job Force Board	37,680			37,680	904			904
ThumbWorks!	0			0	0			0
Washtenaw County	57,425		40,000	97,425	1,378			1,378
West Central	45,803			45,803	1,099			1,099
Western U.P.	19,808			19,808	475			475
<b>Total</b>	<b>\$2,500,000</b>	<b>(\$125,000)</b>	<b>\$559,538</b>	<b>\$2,934,538</b>	<b>\$60,000</b>	<b>(\$5,288)</b>	<b>\$5,288</b>	<b>\$60,000</b>

Initial Allocation based on total food stamp households from June 2013. Source: Department of Human Services. Initial Formula Run by WDA August 29, 2013