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**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 13-29, Change 2**

E-mailed 10/09/14 (pv)

**Date:** October 9, 2014

**To:** Area Community Services Employment and Training (ACSET) Council  
Capital Area Michigan Works!  
Genesee/Shiawassee Michigan Works! Inc.  
Great Lakes Bay Michigan Works!  
Detroit Employment Services Corporation (DESC)  
Macomb/St. Clair Workforce Development Board  
Southeast Michigan Community Alliance (SEMCA)  
Northwest Michigan Council of Governments

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

**Subject:** Fiscal Year 2014 Foster Care Summer Youth Employment Program for  
Chafee-Eligible Youth (Foster Care SYEP)

**Programs  
Affected:** None

**Rescissions:** None

**References:** The Workforce Investment Act (WIA) of 1998

**Background:** Eight Michigan Works! Agencies (MWAs) will offer a summer program that provides meaningful summer employment opportunities for youth in foster care. The Foster Care SYEP for Chafee-Eligible Youth will be in effect from April 1, 2014 to August 31, 2014. The Foster Care SYEP may include any combination of allowable WIA youth services that occur during the summer period, as long as it includes a work experience component as defined under the WIA regulations at 20 CFR 664.460. This program is being implemented at the request of the Michigan



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Department of Human Services (DHS) as part of its response to *Dwayne v. Granholm* (2008 No. 2:06 cv. 13548). DHS has allocated Temporary Assistance (TANF) for Needy Families supportive services funding to support SYEP.

This policy change redistributes \$22,649 of Chafee funds.

**Policy:**

**Fiscal Requirements and Reporting**

A fiscal report for the period ending June 30, 2014, is due through the Management of Awards to Recipients Systems (MARS) on or before July 20, 2014.

A fiscal report for the period ending August 31, 2014, is due through MARS within 20 days after the end of the program, or on, or before, October 6, 2014. Because financial reporting to the DHS will be based upon the information submitted on this report, reasonable and conservative estimates should be used, if final financial information is not available.

A final financial closeout report is due through MARS 60 days after the program's end by October 31, 2014. Expenditures in excess of what has been represented on the previous report are not allowed.

**Action:**

Affected MWAs must submit a Budget Information Summary (BIS) within three days from the date of this policy issuance. BISes are to be submitted by e-mail to Ms. Pam Vance at [Vancep1@michigan.gov](mailto:Vancep1@michigan.gov) and to Ms. Yvette Harris at [Harrisym@michigan.gov](mailto:Harrisym@michigan.gov). The WDA will issue Grant Action Notices on a conditional basis immediately to comply with fiscal reporting requirements.

**Inquiries:**

Questions regarding this policy issuance should be directed to Ms. Yvette Harris at (517) 241-0092 or at [Harrisym@michigan.gov](mailto:Harrisym@michigan.gov).

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. Please contact Ms. Pamela Vance at (517) 373-6234 for details.

**Expiration**

**Date:**

September 30, 2015

GC:LM:pv  
Attachments

## ATTACHMENT

## Allocations

Michigan Works! Agency	Current Chafee Allocation	De-obligated Funds	Redistributed Funds	Revised Total Chafee Allocation	Current Supportive Service Allocation	Revised Total Program Allocation
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET	64,000			64,000	8,000	72,000
Capital Area	40,000			40,000	1,000	41,000
Genesee/Shiawassee	40,000	(15,833)		24,167	0	24,167
DESC	240,000			240,000	6,300	246,300
Great Lakes Bay	40,000	(6,816)		33,184	0	33,184
Macomb/St. Clair	72,000		22,649	94,649	6,000	100,649
SEMCA	80,000			80,000	3,700	83,700
Northwest	24,000			24,000	5,000	29,000
<b>Total</b>	<b>\$600,000</b>	<b>(\$22,649)</b>	<b>\$22,649</b>	<b>\$600,000</b>	<b>\$30,000</b>	<b>\$630,000</b>

## 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. Program Title: Enter the program name. “Foster Care Summer Youth Employment Program (SYEP)” has been preprinted.
4. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers. “13-29, Change 2” has been preprinted.
5. Plan Period: Enter the start and end dates of the plan period; i.e., 04/01/14 through 08/31/13. “04/01/14 through 08/31/14” has been preprinted.
6. Grant Name: Enter the name of the grant associated with the funding being awarded. “FY 2014 DHS – Chafee Funding” has been preprinted.
7. Project Name: Enter the name of the project associated with the funding being awarded. “Foster Care Summer Youth Employment Program (SYEP)” has been preprinted.

### Section II - Total Funds Available

1. Fiscal Year (AY) Funding
  - a. Enter the current FY allocated funding.
  - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from. “N/A” has been preprinted. This step is not applicable.
  - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to. “N/A” has been preprinted. This step is not applicable.
  - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.

### Section III - Current AY Planned Expenditures by Cost Category

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.

If youth are dually enrolled in WIA year-round youth:

- a. Enter amount of allocation planned for in-school youth.
- b. Enter amount of allocation planned for out-of-school youth.

## BUDGET INFORMATION SUMMARY

### SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Foster Care Summer Youth Employment Program (SYEP)	4. Policy Issuance Number: 13-29, Change 2
5. Plan Period: 04/01/14 through 08/31/14	5. Grant Name: FY 2014 DHS – Chafee Funding
6. Project Name: Foster Care Summer Youth Employment Program (SYEP)	

### SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Fiscal Year (FY) Funding	
a. Current FY Funding	\$
b. Transfer in from:   Adult [   ]   Dislocated Worker [   ]	\$   N/A
c. Transfer out to:    Adult [   ]   Dislocated Worker [   ]	\$   N/A
d. Total Current FY Funding	\$

### SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Dually Enrolled Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

BWT-345 (5/09)

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