

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 1/16/15 (rwg)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 14-05, Change 1

Date: January 16, 2015

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency, State of Michigan **(SIGNED)**

Subject: Fiscal Year (FY) 2015 Partnership. Accountability. Training. Hope. (PATH)
Program FY 2014 Closeout Deobligation

Programs Affected: PATH 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: On January 15, 2013, the WDA issued a policy directive that stated,
“Effective October 1, 2013, any unspent previous fiscal year funding balances
will be reduced and removed from the new fiscal year’s allocation at a
percentage to be determined at that time. In accordance with that directive,
the WDA will deobligate FY 2014 unspent TANF and General Fund/General
Purpose (GF/GP) PATH funding from the FY 2015 PATH allocation.”



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

Policy:

The WDA will deobligate an amount equal to unspent FY 2014 PATH funding from the FY 2015 TANF and GF/GP allocations. These funding balances are based on FY 2014 closeout information reported in the Management of Awards to Recipients System (MARS).

Any unspent previous year funding balances greater than \$10,000 will be deobligated from the current fiscal year allocation. For FY 2015 the recapture percentage is seventy-five percent (75%) of unspent FY 14 balances above the \$10,000 threshold.

WDA deobligated 100% of South Central's FY 15 GF/GP funding because the FY 2014 unspent balance was larger than their current allocation. The remaining deobligation (\$113,787) is being recaptured from FY 2015 TANF allocation.

In order to avoid the deobligation of FY 2016 expenditures, MWAs should identify anticipated surplus of funding no later than **July 20, 2015**. Notification of surplus received after this date will be subject to the recapture policy. **The recapture rate for FY 2016 will be 100% of FY 15 unspent funds.**

Action:

Affected MWA Directors must submit a revised Budget Information Summary within 30 days of the official date of this policy issuance to Vancep1@michigan.gov.

Inquiries:

Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 373-6324. 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, 2015

GC:YH:rwg

Attachments



**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). “14-05, Change 1” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/14 through 09/30/15” has been preprinted.
5. Grant Name: Enter the grant name. “FY 15 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.
2. Deobligation Amount: Enter the total amount to be deobligated.
3. Total Allocation: Enter total allocation.

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: 14-05, Change 1		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY 15 Temp Assist for Needy Families		6. Project Name: PATH	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: TANF	Amount
1. Initial Allocation	\$
2. FY 2014 Deobligation Allocation	\$
3. Total 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	\$

**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. “14-05, Change 1” has been preprinted.
4. Plan Period: Identify the time period covered by the plan. “10/01/14 through 09/30/15” has been preprinted.
5. Grant Name: Enter the grant name. “FY 15 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.
2. FY 2014 Deobligation Amount: Enter FY 2014 GF/GP unspent funding.
3. Total Allocation: Enter total GF/GP allocation for FY 2015

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: 14-05, Change 1	4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY 15 PATH GF/GP	6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$
2. FY 2014 Deobligation Amount	\$
3. Total 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.

FY 2015 PATH – Allocation Table
14-05, Change 1

Michigan Works! Agency	Current TANF Allocation	FY 2014 TANF Unspent	Deobligated TANF Amount	Revised Total TANF Funds	Current GF/GP Allocation	FY 2014 GF/GP Unspent	Deobligated GF/GP Amount	Revised Total GF/GP Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET	3,237,229			3,237,229	547,668	9502	-0-	547,668
Berrien/Cass/Van Buren	1,381,792			1,381,792	233,769			233,769
Capital Area	1,874,051			1,874,051	317,048			317,048
Central Area	690,659			690,659	116,844	4,378	-0-	116,844
DESC	14,239,945			14,239,945	2,409,084			2,409,084
Eastern U.P.	368,906			368,906	62,411	1,782	-0-	62,411
Genesee/Shiawassee	7,276,981			7,276,981	1,231,104	139,464	(97,098)	1,134,006
Great Lakes Bay	2,758,338			2,758,338	466,650	18,234	(6,176)	460,474
Kalamazoo-St. Joseph	3,412,660			3,412,660	577,347	2,709		577,347
Livingston County	125,340			125,340	21,205			21,205
Macomb/St. Clair	5,208,356			5,208,356	881,139	92,849	(62,137)	819,002
Muskegon/Oceana	2,549,759			2,549,759	431,363	705	-0-	431,363
Northeast	734,480			734,480	124,258			124,258
Northwest	780,884			780,884	132,108			132,108
Oakland County	3,357,016			3,357,016	567,933			567,933
Ottawa County	335,179			335,179	56,705			56,705
Region 7B	1,100,716			1,100,716	186,217			186,217
SEMCA	5,867,803			5,867,803	992,703			992,703
South Central	2,258,483	232,090	(113,787)	2,144,696	382,085	439,073	(382,085)	0
The Job Force Board	510,679			510,679	86,396			86,396
Thumb Works!	770,694			770,694	130,384			130,384
Washtenaw County	971,609			971,609	164,375			164,375
West Central	738,261			738,261	124,897			124,897
Western U.P.	362,380			362,380	61,307			61,307
Total	60,912,200	232,090	(113,787)	60,798,413	10,305,000	549,485	(547,496)	9,757,504