

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 08/03/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 14-08, Change 2

Date: August 3, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director, Office of Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Fiscal Year (FY) 2015 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References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act [FSA] of 1977, as amended, Public Law [PL] 88-525 [1964])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 FAE&T Program is jointly administered by the Michigan Department of Health & Human Services and the WDA.



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

This policy change redistributes funds based on the MWA responses regarding anticipated surplus or shortage of funds. Attachment A details the redistribution of \$201,900 of program operations funding and \$3,358 of supportive service funding.

Policy:

Allocations

The initial FY 2015 funding was allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's current funding for the FAE&T Program.

Action:

Affected MWAs shall prepare and submit a Budget Information Summary (BIS) covering the FY 2015 FAE&T Program Operations and Supportive Service grants. **The BIS(s) are to be submitted within 15 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. All other requirements of WDA PIs 14-08 and 14-08, Change 1 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, 2015

SB: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). "14-08, Change 2" 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. "FY15 ST ADM MTCH GRTS FOR THE SNAP" has been preprinted.
6. Project Name: Enter the Project Name. "FY15 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. Current Allocation: Enter the current 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 2015.

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: 14-08, Change 2		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY15 ST ADM MTCH GRTS FOR THE SNAP		6. Project Name: FY15 FOOD ASSISTANCE	
7. CFDA Number: 10.561			

SECTION II - TOTAL FUNDS AVAILABLE

1. Current 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. “14-08, Change 2” has been preprinted.
4. Plan Period: Identify the effective dates of the specific plan action. “10/01/14 through 09/30/15” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY15 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. Current Allocation: Enter the current amount allocated for the Fiscal Year 2015 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.

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

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 14-08, Change 2		4. Plan Period: 10/01/14 through 09/30/15	
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. Current 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.

Michigan Works! Agency	Current Program Operations Allocation	De-obligated Funds	Redistributed Funds	Revised Total Program Funds	Current Supportive Service Allocation	De-obligated Funds	Redistributed Funds	Revised Total SS Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET	172,112	(100,000)	0	72,112	3,875	0	0	3,875
Berrien/Cass/Van Buren	117,813	0	0	117,813	1,752	0	0	1,752
Capital Area	109,668	0	0	109,668	2,379	0	0	2,379
Central Area	54,281	0	0	54,281	1,222	0	0	1,222
Detroit	561,277	0	78,260	639,537	12,638	0	0	12,638
Eastern UP	11,804	0	1,140	12,944	1,400	0	0	1,400
Genesee/Shiawassee	172,456	0	30,000	202,456	4,433	0	0	4,433
Great Lakes Bay	111,695	0	0	111,695	2,515	0	0	2,515
Job Force	36,422	0	0	36,422	50	0	0	50
Livingston County	17,281	0	0	17,281	900	0	0	900
Macomb/St. Clair	172,105	0	0	172,105	1,801	0	0	1,801
MW! Southwest	133,888	0	0	133,888	3,015	0	0	3,015
Muskegon County	50,700	(39,400)	0	11,300	1,621	(1,421)	0	200
Northeast	13,455	(7,000)	0	6,455	900	(500)	0	400
Northwest	63,628	0	0	63,628	1,433	0	0	1,433
Oakland County	249,994	0	80,000	329,994	7,278	0	2,000	9,278
Ottawa Co.	0	0	0	0	0	0	0	0
Region 7B	50,476	0	0	50,476	1,136	0	0	1,136
South Central	74,206	(50,000)	0	24,206	1,671	(500)	0	1,171
SEMCA	273,558	0	0	273,558	7,434	0	600	8,034
Washtenaw County	80,186	0	12,500	92,686	1,250	0	758	2,008
West Central	32,273	(5,500)	0	26,773	997	(937)	0	60
Western U.P.	19,147	0	0	19,147	300	0	0	300
Total	2,578,425	(201,900)	201,900	2,578,425	60,000	(3,358)	3,358	60,000

Initial Allocation based on total food stamp households from June 2014. Source: Department of Health & Human Services. Initial Formula Run by WDA August 14, 2014. Initial Supportive Service funding was calculated with a \$900 minimum threshold.