

RICK SNYDER  
GOVERNOR



CHRISTINE QUINN  
DIRECTOR

**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 14-15, Change 1**

E-mailed: 06/01/15 (pv)

**Date:** June 1, 2015

**To:** Area Community Services Employment & Training (ACSET) Council; Michigan Works! Southwest; Capital Area Michigan Works!; Detroit Employment Solutions Corporation (DESC); Macomb/St. Clair Workforce Development Board; Oakland County Workforce Development Division; Washtenaw County Michigan Works!; and Southeast Michigan Community Alliance (SEMCA)

**From:** Stephanie Beckhorn, Director, Office of Talent Policy and Planning  
**SIGNED**

**Subject:** Fiscal Year (FY) 2015 Temporary Assistance for Needy Families (TANF) Refugee Program (TRP) Redistribution

**Programs Affected:** Partnership. Accountability. Training. Hope. (PATH) Refugee Program

**References:** Reauthorization of the TANF Program; Final Rule, 45 Code of Federal Regulation (CFR) Parts 261, 262, 263, and 265; Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996  
Refugee Resettlement Program, Federal Register 45 CFR, Part 400 and 401

**Rescissions:** None

**Background:** The PATH program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Michigan Department of Health & Human Services (MDHHS), Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program (FIP). A refugee is a person who has been forced



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

from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country, on account of race, religion, or nationality, membership in a particular social group or political opinion.

This policy distributes additional General Fund/General Purpose funding in the amount of \$145,748 for refugee services.

**Policy:** This policy allocates additional FY 2015 GF/GP funding in support of the refugee program. The WDA will distribute \$145,748 to MWAs that requested additional refugee funding.

**Action:** Affected MWA officials shall prepare and submit a plan narrative, and Budget Information Summary within 30 days of the official date of this policy issuance via the internet e-mail system to [Vancep1@michigan.gov](mailto:Vancep1@michigan.gov).

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

**Expiration  
Date:** September 30, 2015

SB:YH:pv  
Attachment

**PATH  
GF/GP Refugee  
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). “14-15, 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 General Fund/General Purpose” has been preprinted.
6. Project Name: Enter the project name. “Refugee” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Initial Allocation: Enter total TANF amount allocated for the plan period.

**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: payment 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 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; it may also include 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, and 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  
GF/GP – REFUGEE BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 14-15, Change 1		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY 15 GENERAL FUND/GENERAL PURPOSE		6. Project Name: REFUGEE	

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: GF/GP	Amount
1. Initial Allocation	\$
2. Additional 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	\$

**FY 2015 Refugee Assistance  
Allocations**

<b>Michigan Works! Agency</b>	<b>Current Allocation</b>	<b>Additional Funding</b>	<b>Total Allocation \$</b>
Area Community Services Employment and Training (ACSET) Council	45,454		45,454
Michigan Works! Southwest	13,636		13,636
Capital Area	59,090	5,700	64,790
Detroit Employment Solutions Corp.	22,727		22,727
Macomb/St. Clair Workforce Development Board	261,358		261,358
Oakland County	193,178	116,048	309,226
Southeast Michigan Community Alliance	49,999	24,000	73,999
Washtenaw County	15,908		15,908
<b>Total</b>	<b>661,350</b>	<b>\$145,748</b>	<b>\$807,098</b>