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**OFFICIAL**

**Workforce Development Agency (WDA)**

**Policy Issuance (PI): 15-03**

E-mailed: 03/30/15 (pv)

**Date:** March 30, 2015

**To:** Michigan Works! Agency (MWA) Directors

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

**Subject:** Plan Instructions for Local Agreements Between MWAs and the Michigan Department of Human Services (DHS) Local Offices to Provide Funding for Fiscal Year (FY) 2015 Partnership. Accountability. Training. Hope. (PATH) Employment-Related Supportive Services

**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:** The MWAs may enter into agreements with local DHS offices for the purpose of providing additional TANF funding for employment-related supportive services. The additional funding may be used to increase the availability of current MWA funds for other PATH services or activities. The funds will be transferred to the WDA via an Interagency Agreement with the DHS and then allocated out to the MWAs. The attached chart (Attachment A) identifies the MWAs that have entered into agreements with their local DHS offices.



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**Policy:**

Use of additional employment-related supportive services funding is subject to the follow provisions:

Funds will be contingent upon an Interagency Agreement with DHS. Funds must be expended exclusively to provide employment-related supportive services to the Family Independence Program (FIP) and the Extended Family Independence Program (EFIP) participants, in accordance with the WDA policy and policy established by the MWAs.

- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP and EFIP participants back to the DHS for employment-related supportive services unless all supportive service funds have been exhausted.
- The funds are to be independently tracked, therefore, Grant Action Notices will be issued under Grant Name: “FY 15 TANF – Supportive Services,” and Project Name: “PATH Supportive Services.”
- Funds cannot be transferred between counties without prior approval from the DHS.
- The grant spending period for these funds is October 1, 2014 through August 31, 2015.

All reporting of expenditures of the funds provided through this grant must be reported to the WDA on a quarterly basis. A final closeout is also required. For the first three quarters, financial expenditure reports are due to the WDA no later than the 20<sup>th</sup> calendar day after the end of the calendar quarter. For the final quarterly report, the financial expenditure report is due to the WDA no later than the 20<sup>th</sup> calendar day after August 31<sup>st</sup>. The final closeout report is due to the WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Submit reports to the Management of Awards to Recipient’s System (MARS) at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788.

**Please Note: If billing for expenditures retroactive to October 1, 2014, please include them in your second quarter report in MARS.**

## **Other DHS Reporting Requirements**

By the 28<sup>th</sup> of each month, the MWAs are required to provide the local DHS office a report of the supportive services they have provided in the previous month. This report must list the supportive services provided, the individual name and case number, and the amount of services provided.

For Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA), the information is to be provided to the appropriate district office.

It is very important that all supportive services, to the extent possible, be documented on the One-Stop Management Information System (OSMIS). Please choose the 'Employment-Related' Fund Source when entering services paid with these funds. The WDA is required to submit quarterly reports to the DHS consisting of the following information:

- A list of participants
- Expenditures by participant
- Description of services provided
- Total cost of services for each participant
- Bulk purchases (can be noted as "bulk")
- The total amount of funding expended by category and the number of participants served for the reporting period

DESC and SEMCA must list the above requirements by district office in Wayne County. These reports should be sent to the WDA by April 24, 2015, July 24, 2015, and October 9, 2015, to:

Ms. Yvette Harris, Specialist  
Welfare Reform/Wagner-Peyser Section  
Workforce Development Agency  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Or e-mail to: [HarrisY@michigan.gov](mailto:HarrisY@michigan.gov)

Or fax to: (517) 373-7794

**Action:** Affected MWAs must submit the PATH Employment-Related Supportive Services Plan and Budget Information Summary within 30 days of the official date of this policy issuance to [vancep1@michigan.gov](mailto:vancep1@michigan.gov).

**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:** August 31, 2015

SB:YH:pv  
Attachments

## **SECTION I**

### **PATH Employment-Related Supportive Services Plan Narrative**

#### **Identifying Information**

A. **Michigan Works! Agency (MWA) Identification Information**

The PATH Employment-Related Supportive Services Plan Contact Person: Identify the MWA contact person (including phone number, e-mail address, and fax number) for purposes of discussing the PATH employment-related supportive services plan contents.

B. **Description of the PATH Employment-Related Supportive Services to Be Provided**

Provide a description of the employment-related supportive services that will be made available to the PATH FIP and EFIP participants.

**SECTION III**  
**PATH**  
**EMPLOYMENT-RELATED SUPPORTIVE SERVICES**  
**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 policy issuance number (and change, if applicable). “15-03” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/14 through 08/31/15” has been preprinted.
5. Grant Name: Enter the grant name. “FY 15 TANF – SUPPORTIVE SERVICES” has been preprinted.
6. Project Name: Enter the project name. “PATH SUPPORTIVE SERVICES” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

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

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. 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.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned employment-related supportive services expenditures for the plan period.

**PATH  
TANF - BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 15-03		4. Plan Period: 10/01/14 through 08/31/15	
5. Grant Name: FY 15 TANF – SUPPORTIVE SERVICES		1. Project Name: PATH SUPPORTIVE SERVICES	

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: TANF	Amount
1. Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amount
1. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
2. 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.

**The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.**

<b>MWAs and Counties Served</b>	<b>Total MWA \$</b>	<b>County Transfer \$</b>
<b>ACSET</b>	<b>90,000</b>	
Allegan		12,000
Kent		78,000
<b>Berrien-Cass-Van Buren</b>	<b>18,000</b>	
Berrien		15,000
Van Buren		3,000
<b>Capital Area</b>	<b>39,023</b>	
Clinton		9,023
Eaton		15,000
Ingham		15,000
<b>Central Area</b>	<b>31,000</b>	
Ionia		8,000
Isabella		15,000
Montcalm		8,000
<b>DESC</b>	<b>250,000</b>	
City of Detroit		250,000
<b>Great Lakes Bay</b>	<b>82,000</b>	
Bay		15,000
Midland		17,000
Saginaw		50,000
<b>The Job Force</b>	<b>18,000</b>	
Delta		10,000
Dickinson		3,000
Menominee		5,000
<b>Michigan Works! Southwest</b>	<b>12,000</b>	
Kalamazoo		5,000
St. Joseph		7,000
<b>Livingston</b>	<b>9,000</b>	
Livingston		9,000

<b>Macomb/St. Clair</b>		<b>10,000</b>	
	Macomb		10,000
<b>Northeast</b>		<b>13,000</b>	
	Alcona		2,000
	Alpena		5,000
	Crawford		2,000
	Oscoda		2,000
	Otsego		2,000
<b>Northwest</b>		<b>18,000</b>	
	Antrim		3,000
	Charlevoix		2,500
	Emmet		2,500
	Missaukee		2,500
	Wexford		7,500
<b>Ottawa</b>		<b>20,000</b>	
	Ottawa		20,000
<b>Region 7B</b>		<b>29,660</b>	
	Arenac		4,660
	Clare		6,000
	Gladwin		4,000
	Iosco		15,000
<b>SEMCA</b>		<b>181,095</b>	
	Monroe		6,095
	Wayne		175,000
<b>Washtenaw</b>		<b>24,000</b>	
	Washtenaw		24,000
<b>Western UP</b>		<b>10,500</b>	
	Baraga		2,500
	Houghton		7,500
	Keweenaw		500
<b>Total</b>		<b>\$855,278</b>	<b>\$855,278</b>