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STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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DIRECTOR

OFFICIAL
Michigan Talent Investment Agency (TIA)
Policy Issuance (PI): 15-18 Change 4

Date: January 12, 2017

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director **SIGNED**
Michigan Talent Investment Agency

Subject: Fiscal Year (FY) 2016 Partnership.Accountability.Training.Hope. (PATH)
Program FY 2016 Temporary Assistance for Needy Families (TANF)
Extension

Programs Affected: PATH

References: Reauthorization of the TANF Program; Final Rule, 45 Code of Federal
Regulations Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PATH Program Manual, dated November 17, 2014

PI: 15-18 and 15-18 Changes 1 and 2

Rescissions: None

Background: The TIA and the Department of Health and Human Services (DHHS) have
agreed to allow GST Michigan Works! to extend its expenditure of
TANF funding by one quarter for Fiscal Year 2016.

Policy: The DHHS has agreed to allow, on a test case basis, GST Michigan Works!
to extend its FY 2016 TANF funding thru the first quarter of FY 2017.
Therefore, GST has until December 31, 2016, to expend its TANF funding.

Action: All other requirements of PI 15-18 and PI: 15-18 Change 1, 2 and 3 remain in
effect. GST must submit a revised Budget Information Summary within
10 days of the official date of this policy issuance to
wda-wr-wp@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 an alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date:

December 31, 2016

WMS:YH:pv

**Partnership.Accountability.Training.Hope. (PATH)
Temporary Assistance for Needy Families (TANF)
Budget Information Summary Instructions**

Section I - Identification Information

Michigan Works! Agency (MWA): Enter the name of the MWA.

Policy Issuance: "15-18 Change 4" has been pre-printed.

Grant Name: "FY 2016 TEMP ASSIST FOR NEEDY FAMILIES" has been pre-printed.

Project Name: "PATH" has been pre-printed.

Plan Period: "10/1/2015 thru 12/31/2016" has been pre-printed.

CFDA Number: "93.558" has been pre-printed.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the deobligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

Section III - Planned Expenditures by Cost Categories

Direct Client Services:

Employment: Enter the cumulative amount planned for Employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by TANF, State General Funds/General Purpose funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for work subsidies.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. They do not include expenditures related to payment to participants in community service and work experience activities that are within the definition of assistance.

Other Work Activities: Enter the cumulative amount planned for other work activities.

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.

Unpaid Work: Enter the cumulative amount planned for Unpaid Work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, providing childcare services to individuals participating in community service.

Education/Training Activities: Enter the cumulative amount planned for education/training activities.

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.

Preparation to obtain employment.

Job Search/and Job Readiness: Enter the cumulative amount planned for job search/job readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes or through less structured individualized activities.

Total Direct Client Services: This cell will automatically calculate.

Supportive Services:

- a. Auto Purchases: Enter the cumulative amount planned for auto purchases.
- b. Public Transportation: Enter the cumulative amount planned for public transportation. 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 planned for auto related expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.
- d. Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: This cell will automatically calculate.

Administration: Enter the cumulative amount to be spent for each of the administrative cost categories during the plan period.

- e. 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.
- f. 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 limitation technology or computer systems. Contracts for such services are included in this cost category.

Total Administration: This cell will automatically calculate.

Total Planned Expenditures: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

Note: The Program Operations Budget Information Summary form titled “15-18c3_BIS.xlsx” is attached to this official policy email.