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**OFFICIAL**

E-mailed: 09/15/15 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 15-20**

**Date:** September 15, 2015

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

**From:** Joseph Billig, Director, Office of Talent Policy and Planning  
Workforce Development Agency  
**SIGNED**

**Subject:** Fiscal Year (FY) 2016 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**References:** Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL 110-246 (2008) (codified, as amended, at 7 U.S.C. § 2015)

7 Code of Federal Regulations, Department of Agriculture, Parts 273.7 and 277

WDA PI 14-14, Michigan Works! System Plan Instructions, issued December 11, 2014, and subsequent changes

WDA PI 15-12, Procurement, issued July 17, 2015

WDA PI 12-17, Change 1, issued September 10, 2015, and subsequent changes



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**Background:** Congress established the FAE&T Program under the FSA of 1977, as amended, to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the WDA.

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. The MWAs serve the ABAWDs, with oversight and technical assistance from the WDA. The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to all FAP applicants and recipients in the state of Michigan.

The MWAs are required by state law to subcontract with public and/or private providers through a competitive procurement process for case management and delivery of participant services, unless granted approval otherwise in accordance with the WDA State of Michigan (WDASOM) PI 11-13, or any policy issuance that replaces PI 11-13. Each MWA, within the parameters of state and federal policies, will design its FAE&T Program to meet the demands of its labor market and the needs of the program participants.

ABAWDs can volunteer to participate in the Self-Initiated Community Services (SICS) program administered by the local DHHS offices, and the employment and training program administered by the MWAs.

**Policy:**

**Allocations**

The FY 2016 funding is allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's funding for the FAE&T Program.

**Use of Funds**

There is no carry-in of unexpended FY 2015 FAE&T funds. There will be no carry-forward of any unexpended FY 2016 FAE&T funds into FY 2017.

MWAs will be provided with an allocation to cover program operations, and a separate allocation to cover supportive services. Supportive service funds will consist of 50 percent federal FAE&T funding and 50 percent state match. A separate Grant Action Notice will be issued for each funding source.

FAE&T funds may only be used to provide employment and training and supportive services to individuals who are referred to the MWA by the

DHHS. The FAE&T program operations funds may be used to cover the actual educational costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client. Participants must attempt to secure federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity.

FAE&T program funds may also be used to market the program to potential volunteers. Marketing expenses must be reasonable and necessary to promote the FAE&T Program. The MWA should collaborate with partners; such as local DHHS offices, food banks, vocational and technical training centers, and community centers to market the program to potential participants.

The following chart represents the amount each MWA **may expend of Program Operations funding** to support marketing initiatives. Due to statewide funding limitations, and to ensure all MWAs have the opportunity to market their program, marketing will be limited to two percent of the **initial allocation**, with a minimum base level of \$1,500 and a maximum of \$4,000. The state will monitor marketing expenditures throughout the fiscal year.

MWA	Maximum Allowable for Marketing (\$)
Berrien/Cass/Van Buren	1,500
Capital Area	1,951
DESC	4,000
Great Lakes Bay	2,571
GST Michigan Works!	3,379
Macomb/St. Clair	4,000
Northeast	1,500
Northwest	1,500
Oakland	3,506
Region 7B	1,500
SEMCA	4,000
Southeast Michigan Consortium	2,610
Southwest	2,364
Upper Peninsula Talent Council	1,500
West Central	1,500
West Michigan Works!	4,000

FAE&T funds may be used to serve FAP applicants from the date of application until the application is approved, denied, or withdrawn. The

ABAWDs, who are determined eligible for FAP, will continue to be eligible for FAE&T services during the time they receive FAP benefits, or through the 90th day of Job Retention Services activity if their FAP case closes.

FAE&T funds shall not be used for transporting applicants to and from the local DHHS office to complete FAP applications or to provide assistance in completing FAP applications.

### ***Program Operations***

Program operation costs are not to exceed an average of **\$4,000** per participant.

### ***Supportive Services***

Supportive Services are services designed to assist participants in overcoming barriers that prevent them from engaging in employment and training activities. They must be reasonable and necessary, and directly related to participation in activities, not for supporting participants' involvement in unsubsidized employment. A participant may receive a maximum of \$80 per month for transportation, school supplies, tools, equipment, clothing, State of Michigan identification card, personal hygiene and other grooming supplies and/or services (including haircuts) needed to secure employment.

Supportive services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, supportive services may be provided through reimbursement to the participant for the actual cost of services incurred.

Gift cards or vouchers may be provided, as a prepaid allowance, if their use is restricted to specific purchases or services allowed by the program. In addition, case file documentation must clearly identify the supportive service provided.

The following items are **not allowed** to be paid for with FAE&T funds:

- Automobile insurance,
- Automobile ownership/**operator taxes** (tag, title, license)
- Automobile purchase
- Drug/alcohol counseling or therapy
- Living stipend
- Mental health treatment
- Personal computers
- Relocation expenses
- Student loans

The cost of a commercial driver's license or a driver's license for a taxi driver is allowable and an exception to the rule that prohibits paying for **operator taxes**.

MWAs have the option to provide a hard cash local match from a non-federal funding source if they wish to provide supportive services in excess of the \$80 per person, per month limitation. The MWAs will be responsible for documenting their use of local matching funds for the provision of supportive services, and for verification that their local match is acceptable.

### ***Job Retention Supportive Services***

Job retention supportive services are designed to assist the participant in maintaining employment and can only be provided when a participant is enrolled in the job retention services activity. Job retention supportive services follow the same rules as regular supportive services, as described above.

### ***Administrative Costs***

Administration is the cost of allowable goods, services, and staff costs required for the general administrative functions of the program. General administrative costs shall be **limited to 10 percent** of the MWA's allocated funds.

The allocation of shared costs must be consistent with an established cost allocation plan methodology. Documentation of such charges must be maintained.

Administrative costs are to be taken against the MWA's allocation for program operations only. Administrative costs must not be taken against the MWA's supportive services allocation.

### ***Profit***

Please refer to the WDA Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing WDA PI 15-12, for further information regarding profit and corresponding limitations.

### **Performance Measure**

In accordance with the WDA/DHHS agreement, if the DHHS provides a significant enough increase in referrals above FY 2013 levels, each MWA should plan to increase participant enrollment by a proportional level.

## **F&T Program Plan Instructions**

The MWAs are to prepare **one plan** for FY 2016 which consists of the following:

- **Plan Approval Request** – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board (WDB) chairperson.
- **Narrative** – which describes the planned F&T Program activities **and** Supportive Services to be provided, in accordance with WDA PI 12-17, Change 1, issued September 10, 2015.
- **Budget Information Summary (BIS)** – which includes one BIS for Program Operations and one BIS for Supportive Services funds. Separate Grant Action Notices will be issued for each funding source.

### **Action:**

#### **Fiscal Information**

The MWA will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must have on file appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out 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, reports are due on the last business day prior to the due date. Submit reports in MARS at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Mr. Kerry Trierweiler at (517) 241-1788.

#### **Program Plan Information**

MWA officials shall prepare and submit the Narrative and BISs within 30 days of the official date of this policy to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov).

One hard copy of the signed Plan Approval Request form must be submitted within 30 days of the official date of this policy issuance to:

Ms. Pam Vance, Administrative Assistant  
Welfare Reform\Wagner Peyser Section  
Workforce Development Agency  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**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:** September 30, 2016

JB:LM:pv  
Attachment

## **Plan Approval Request Form Instructions**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. “Food Assistance Employment and Training” has been preprinted.
3. Policy Issuance Number: Enter the policy issuance number. “15-20” has been preprinted.
4. Plan Period: Enter the start and end dates of the plan period. “10/01/15 through 09/30/16” has been preprinted.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs PI 07-13, issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

## Plan Approval Request

1. Michigan Works! Agency (MWA):	
2. Plan Title(s): Food Assistance Employment and Training	
3. Policy Issuance Number: 15-20	4. Plan Period: 10/01/15 through 09/30/16

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document.

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Workforce Development Board Chairperson	Date

The Workforce Development Agency, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**Food Assistance Employment and Training (FAE&T)  
Plan Narrative**

A. Michigan Works! Agency (MWA) Identification Information

FAE&T Contact Person: Identify the MWA contact person (including telephone number and e-mail address) for purposes of discussing the FAE&T plan contents.

B. Program Design/Description of Services to be Provided

The plan narrative is to provide a description of the FAE&T Program design. At a minimum, the following elements must be included:

1. A description of each of the planned FAE&T Program activities that will be available to participants (Job Search and Job Search Training, Workfare, Educational and Training Programs, Vocational Training, and Job Retention Services, as prescribed in FAE&T Program Policy Guidelines WDA PI 12-17, Change 1 and subsequent changes.) The narrative should include a summary of how the activities relate to the needs and barriers of the targeted FAE&T participants.
2. A description of the FAE&T participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
3. A description of the FAE&T Program orientation design and referral process.
4. Provide a description of the ongoing case management services. At a minimum, provide a description of the procedures for reviewing the progress of each participant in meeting the objectives of their Individual Service Strategy (ISS). The description should include how the MWA will oversee the ISS to ensure that the stated goals are being met and how problems will be resolved.
5. A description of how the FAE&T Program will be coordinated with ongoing programs (i.e., Workforce Innovation and Opportunity Act) and other services within the MWA's geographical area.
6. A description of the supportive services available to participants and other costs reasonably necessary and directly related to participation in the program.

**Budget Information Summary Instructions**  
Food Assistance Employment and Training - Program Operations

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA.
2. Policy Issuance Number: Enter the policy issuance number. “15-20” has been preprinted.
3. Grant Name: Enter the grant name. “FY16 ST ADM MTCH GRTS FOR THE SNAP” has been preprinted.
4. Project Name: Enter the project name. “FY16 FOOD ASSISTANCE” has been preprinted.
5. Plan Period: Enter the start and end dates of the plan period. “10/01/15 through 09/30/16” has been preprinted.
6. CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with the Program. “10.561” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the additional allocation, if applicable.

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

Total Funds Available: *This cell will automatically calculate the sum of Section II.*

**SECTION III - PLANNED EXPENDITURES BY COST CATEGORIES**

Job Search: Enter the cumulative planned expenditures for Job Search activities

Job Search Training: Enter the cumulative planned expenditures for Job Search Training activities.

Workfare: Enter the cumulative planned expenditures for Workfare.

Educational/Training Programs: Enter the cumulative planned expenditures for Literacy and Academic Skills Training and Employment Enhancement Skills Training activities.

Vocational Training: Enter the cumulative planned expenditures for Vocational Training.

Job Retention Services: Enter the cumulative planned expenditures for Job Retention Services case management.

Marketing: Enter the cumulative planned expenditures to market the program.

Administration (10% Limitation): Enter the cumulative planned expenditures for administration.

Total Planned Expenditures: *This cell will automatically calculate the sum of section III.*

#### **SECTION IV – LIMITATION PERCENTAGE**

Planned Administration expenditures should be equal to or less than 10%: *This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**Note: The Program Operations Budget Information Summary form, titled 15-20 Program Ops BIS.xls, is attached to this Official policy e-mail.**

**Budget Information Summary Instructions**  
Food Assistance Employment and Training – Supportive Services

**SECTION I – IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA.
2. Policy Issuance Number: Enter the policy issuance number. “15-20” has been preprinted.
3. Grant Name: Enter the grant name. “FY16 SAM GRTS-SNAP-50% FED/50% GF” has been preprinted.
4. Project Name: Enter the project name. “Food Asst. Supp Servs 50%FED/50%GF” has been preprinted.
5. Plan Period: Enter the start and end dates of the plan period. “10/01/15 through 09/30/16” has been preprinted.
6. CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with the Program. “10.561” has been preprinted.

**SECTION II – TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the additional allocation, if applicable.

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

Total Funds Available: *This cell will automatically calculate the sum of section II.*

**SECTION III –PLANNED EXPENDITURES BY COST CATEGORIES**

Supportive Services: *This cell will automatically equal the total funds available.*

**Note: The Supportive Services Budget Information Summary form, titled “15-20 Supp Serv BIS.xls”, is attached to this Official policy e-mail.**

**Food Assistance Employment and Training Program - Fiscal Year 2016**

<b>Michigan Works! Agency / Counties</b>		<b>Program Operations</b>	<b>Supportive Services</b>
<b>Berrien/Cass/Van Buren</b>		\$70,050	\$2,277
	Berrien	\$40,104	\$1,304
	Cass	\$10,583	\$344
	Van Buren	\$19,363	\$629
<b>Capital Area</b>		\$97,544	\$3,171
	Clinton	\$7,599	\$247
	Eaton	\$16,705	\$543
	Ingham	\$73,240	\$2,381
<b>DESC</b>		\$569,253	\$18,507
	Wayne (City of Detroit)	\$569,253	\$18,507
<b>Great Lakes Bay</b>		\$128,529	\$4,179
	Bay	\$28,141	\$915
	Gratiot	\$9,275	\$302
	Isabella	\$12,465	\$405
	Midland	\$15,830	\$515
	Saginaw	\$62,818	\$2,042
<b>GST Michigan Works!</b>		\$168,926	\$5,492
	Genesee	\$152,909	\$4,971
	Huron	\$0	\$0
	Lapeer	\$0	\$0
	Sanilac	\$0	\$0
	Shiawassee	\$16,017	\$521
	Tuscola	\$0	\$0
<b>Macomb/St. Clair</b>		\$213,533	\$6,942
	Macomb	\$173,066	\$5,626
	St. Clair	\$40,467	\$1,316
<b>Northeast</b>		\$35,670	\$1,159
	Alcona	\$2,314	\$75
	Alpena	\$8,457	\$275
	Cheboygan	\$6,657	\$216
	Crawford	\$3,935	\$128
	Montmorency	\$2,380	\$77
	Oscoda	\$2,773	\$90
	Otsego	\$6,400	\$208
	Presque Isle	\$2,754	\$90

Northwest		\$53,761	\$1,749
	Antrim	\$3,821	\$124
	Benzie	\$2,869	\$93
	Charlevoix	\$3,869	\$126
	Emmet	\$4,811	\$156
	Grand Traverse	\$13,274	\$432
	Kalkaska	\$4,512	\$147
	Leelanau	\$1,758	\$57
	Manistee	\$5,675	\$185
	Missaukee	\$3,099	\$101
	Wexford	\$10,073	\$328
Oakland		\$175,311	\$5,700
	Oakland	\$175,311	\$5,700
Region 7B		\$47,185	\$1,535
	Arenac	\$4,700	\$153
	Clare	\$10,946	\$356
	Gladwin	\$7,225	\$235
	Iosco	\$8,753	\$285
	Ogemaw	\$7,521	\$245
	Roscommon	\$8,040	\$261
SEMCA		\$237,029	\$7,706
	Monroe	\$25,199	\$787
	Wayne	\$211,830	\$6,919
Southeast Michigan Consortium		\$130,498	\$4,637
	Hillsdale	\$9,206	\$299
	Jackson	\$36,897	\$1,199
	Lenawee	\$20,034	\$651
	Livingston	\$15,528	\$900
	Washtenaw	\$48,833	\$1,588
Southwest		\$118,188	\$3,842
	Branch	\$8,424	\$274
	Calhoun	\$40,183	\$1,306
	Kalamazoo	\$56,889	\$1,849
	St. Joseph	\$12,692	\$413
Upper Peninsula Talent Council		\$62,377	\$2,905
	Alger	\$1,740	\$57
	Baraga	\$1,993	\$100
	Chippewa	\$7,128	\$614
	Delta	\$9,055	\$294

	Dickinson	\$5,005	\$163
	Gogebic	\$4,518	\$226
	Houghton	\$6,642	\$333
	Iron	\$2,869	\$144
	Keweenaw	\$378	\$19
	Luce	\$1,392	\$120
	Mackinac	\$1,927	\$166
	Marquette	\$11,976	\$389
	Menominee	\$4,256	\$138
	Ontonagon	\$1,568	\$79
	Schoolcraft	\$1,930	\$63
<b>West Central</b>		<b>\$46,291</b>	<b>\$1,504</b>
	Lake	\$4,679	\$152
	Mason	\$6,748	\$219
	Mecosta	\$9,239	\$300
	Newaygo	\$13,154	\$428
	Oceana	\$6,735	\$219
	Osceola	\$5,736	\$186
<b>West Michigan Works!</b>		<b>\$264,289</b>	<b>\$8,695</b>
	Allegan	\$16,696	\$543
	Barry	\$8,680	\$282
	Ionia	\$12,069	\$392
	Kent	\$128,489	\$4,177
	Montcalm	\$14,428	\$469
	Muskegon	\$59,417	\$1,932
	Ottawa	\$24,510	\$900
<b>Total</b>		<b>\$2,418,434</b>	<b>\$80,000</b>

Allocation based on total food assistance households from June 2015.

Source: Department of Health and Human Services; August 11, 2015

The Supportive Services funding was calculated with a \$900 minimum threshold.