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STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 15-20 Change 1

Date: May 19, 2016

To: Michigan Works! Agency Directors

From: Joe Billig, Director of 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References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])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

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.

This policy change redistributes funds based on the MWA responses regarding anticipated surplus or shortage of funds. Attachment A details the redistribution of \$180,000 of program operations funding and \$3,000 of supportive service funding.

Policy: ***Allocations***

The initial FY 2016 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: ***Fiscal Information***

Affected MWA officials shall prepare and submit a Budget Information Summary (BIS) covering the FY 2016 FAE&T Program Operations and Supportive Services grants. **The BIS(s) are to be submitted within 30 days of the official date of this policy** to WDA-WR-WP@michigan.gov

All other requirements of WDA PI 15-20 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 an alternative format (large type, audio tape, etc.) upon request to this office.

Expiration Date: September 30, 2016

JB:LM:pv
Attachment

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, Change 1" has been pre-printed.
3. Grant Name: Enter the grant name. "FY16 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.
4. Project Name: Enter the project name. "FY16 FOOD ASSISTANCE" has been pre-printed.
5. Plan Period: Enter the start and end dates of the plan period. "10/01/15 through 09/30/16" has been pre-printed.
6. CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with the Program. "10.561" has been pre-printed.

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 “15-20c1 – BIS-Program-Ops.xlsx” is attached to this draft policy email.

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, Change 1” has been pre-printed.
3. Grant Name: Enter the grant name. “FY16 SAM GRTS-SNAP-50% FED/50% GF” has been pre-printed.
4. Project Name: Enter the project name. “Food Asst. Supp Servs 50%FED/50%GF” has been pre-printed.
5. Plan Period: Enter the start and end dates of the plan period. “10/01/15 through 09/30/16” has been pre-printed.
6. CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with the Program. “10.561” has been pre-printed.

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 “15-20c1 BIS-Supp-Serv.xlsx” is attached to this draft policy email.

Food Assistance Employment and Training Program
 FY 2016, PI 15-20, Change 1

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 dba West MI Works!	264289	(100000)	0	164,289	8695	0	0	8,695
Berrien/Cass/Van Buren	70050	0	49450	119,500	2277	0	0	2,277
Capital Area	97544	0	4000	101,544	3171	0	500	3,671
DESC	569253	0	0	569,253	18507	0	0	18,507
Great Lakes Bay	128529	0	0	128,529	4179	0	0	4,179
GST Michigan Works!	168926	0	18890	187,816	5492	0	0	5,492
Macomb/St. Clair	213533	(45000)	0	168,533	6942	(3000)	0	3,942
MI Works! Southwest	118188	0	0	118,188	3842	0	0	3,842
Northeast	35670	(10000)	0	25,670	1159	0	0	1,159
Northwest	53761	0	0	53,761	1749	0	0	1,749
Oakland County	175311	0	75518	250,829	5700	0	2000	7,700
Region 7B	47185	0	0	47,185	1535	0	0	1,535
SEMCA	237029	0	0	237,029	7706	0	500	8,206
SE MI Consortium	130498	0	32142	162,640	4637	0	0	4,637
UPWARD	62377	(10000)	0	52,377	2905	0	0	2,905
West Central	46291	(15000)	0	31,291	1504	0	0	1,504
Total	2,418,434	(180,000)	180,000	2,418,434	80,000	(3,000)	3000	80,000

Initial Allocation Based on total food stamp households from June 2015. Source: Department of Health & Human Services.
 Initial Formula Run by WDA August 11, 2015. Initial Supportive Service funding was calculated with a \$900 minimum threshold.