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E-mailed: 09/30/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-24

Date: September 30, 2015

To: Ms. Pamela Moore, President and CEO
Detroit Employment Solutions Corporation (DESC)
Michigan Works! Agency (MWA)

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

Subject: Detroit Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), Workforce Innovation and Opportunity Act (WIOA), Initiative Guidelines and Fiscal Year (FY) 2016 Plan Instructions

Programs Affected: Food Assistance Employment and Training (FAE&T) and WIOA

Rescissions: WDA PI 15-05, issued April 20, 2015

References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law (PL) No. 88-525 [1964])

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL No. 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

WIOA of 2014, PL 113-128

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



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Background: In an effort to strengthen the relationship between the SNAP and the WIOA funded workforce development system in Michigan, additional funding has been provided by the United States (U.S.) Department of Agriculture, Food and Nutrition Services (FNS) to support an innovative initiative. The Initiative's goal is to maximize federal, state, and local resources by integrating or aligning programs and services of the state and local workforce development boards (WDBs), the Michigan Works! One-Stop Service Centers and Michigan's FAE&T Program. These resources provide an opportunity for Food Assistance Program (FAP) recipients to engage in focused, job-driven programs that will increase self-sufficiency and reduce reliance on public assistance while meeting employer demand for skilled workers.

This Initiative will provide the City of Detroit critical resources and economic incentives to help residents find employment and reduce reliance on public assistance. The DESC MWA has been selected to deliver this enhanced employment and training program for a two-year period from April 1, 2015 through March 31, 2017.

This policy issuance distributes an award of **\$467,188 in FY 2016 FAE&T Program Operations** funding and **\$33,750 in FY 2016 Supportive Service funds** to support the Detroit SNAP E&T WIOA Initiative.

The MWA is 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 WDA PI 11-13, or any policy issuance that replaces WDA PI 11-13.

Policy: **Program Overview**

This Initiative is an enhancement of Michigan's FAE&T Program, which 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 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. The Initiative will target 200 individuals to receive expanded training opportunities, supportive services, and coordinated case management services. The Initiative includes wage subsidies (such as, short-term subsidized employment and On-the-Job Training) available to employers to encourage job placement of participants, with an emphasis on employers who are willing to hire at the end of the subsidy period. All subsidized employment activities will be concluded within the designated two-year period. Participants that have begun educational activities during the Initiative will continue to receive the services necessary to complete their programs.

The Michigan Department of Health and Human Services (DHHS) is responsible for determining who is eligible for FAE&T, and to facilitate the electronic referral process via the Bridges System to the One-Stop Management Information System (OSMIS). The MWA should collaborate with the DHHS Gratiot/Seven Mile District office and other partners; such as food banks, vocational and technical training centers, and community centers to identify potential participants. It is important to sufficiently market and convey the positive aspects of the Initiative to potential participants.

The MWA will serve the ABAWDs that volunteer to participate with oversight and technical assistance from the WDA. The MWA is responsible for assessing the employment and educational needs, then assigning appropriate activities. The MWA retains the participant until:

- notified by DHHS of the participant's FAP ineligibility (except for those engaged in Job Retention Services, as described further in this policy),
- the participant's refusal to continue, or
- failure to participate in employment & training activities.

When any of the above events occur, the MWA must terminate the participant's record in the OSMIS. Please note the MWA has up to 60 days to reengage individuals who fail to participate before they **must** be terminated from the OSMIS.

Program Orientation

A program orientation must be available to participants within five days of their referral from the DHS. Participant referrals remain open until the last date to attend the program orientation, which is indicated in the "*Last Date to Attend Orientation*" field of the OSMIS. The orientation should consist of an overview of the program, responsibilities of the participant, and the consequences for noncompliance.

Individual Service Strategy

Individual Service Strategies (ISSs) are required electronically for all participants and should contain personal characteristics, identified barriers, assessment results and existing skill levels. The use of detailed and thorough ISSs will allow for the most effective and efficient delivery of services.

Program Activities

As long as ABAWDs in Michigan are not subject to FAP Time Limited Food Assistance (TLFA), **the required participation effort for participants can vary on a case-by-case basis, with the provision that the participant is progressing towards self-sufficiency.** The WDA will notify the MWA when TLFA is reinstated. At that time all participants will be required to engage in approved activities for 20 hours or more per week, averaged monthly, to maintain ongoing FAP benefits.

The MWA has the flexibility to determine the sequencing of assigned activities on an individual participant basis. Due to the voluntary nature of the program, participants should not be disqualified from the Initiative for failure to comply with the requirements of a specific activity. A participant may be moved to a different activity to continue participation.

All activities permit a stronger emphasis on case management, and it may be provided on a continuing basis throughout participation in the Initiative. The hours spent by participants in case management activities should be included as participation in the approved activities.

Job Search and Job Search Training

(Enter in OSMIS as the “Job Search and Job Readiness Asst.” activity.)

Job Search is the act of seeking or obtaining employment and includes job clubs and counseling. Job Search Training assists individuals to become familiar with general workplace expectations, and learn behaviors and attitudes necessary to compete successfully in the labor market. Job Search Training may include, but is not limited to:

- teaching participants how to read maps and bus schedules,
- tips on personal hygiene and appearance, and
- testing, job interests, use of the Michigan Occupational Information System and the Pure Michigan Talent Connect system.

Participants can be **enrolled solely** in Job Search and/or Job Search Training for a maximum of 30 days. The 30 days does not need to occur concurrently, but time spent participating in Job Search/Job Search Training without another assigned activity must be applied to the 30-day limit.

If a participant has completed 30 days of Job Search and/or Job Search Training, any additional time spent job searching must be done in conjunction with another allowable activity and may comprise up to half of the total hours of the primary activity.

Example: If a participant were assigned 10 hours of vocational training, they could be assigned 5 hours of job searching. However, participants may volunteer to participate in job search hours above the assigned amount.

If the participant is dual enrolled in Title I of the WIOA, or Section 236 of the Trade Adjustment Assistance (TAA) Act, the limitation on the number of hours of participation in job search and/or Job Search Training does not apply.

Workfare

(Enter in OSMIS as the “Workfare” activity.)

Workfare is a work component in which FAP recipients perform work in a public service capacity. Workfare participants receive compensation in the form of their monthly FAP allotment in lieu of wages. The primary goal of Workfare is to improve employability and encourage individuals to move into unsubsidized employment while returning something of value to the community.

Workfare must comply with these conditions:

- Workfare must take place with a public or private non-profit agency
- Workfare must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in Workfare. Vacancies due to hiring freezes, terminations, or layoffs must not be filled by Workfare participants.
- Workfare participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, such as workers’ compensation and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant. Participants are covered by workers’ compensation as outlined in the DHS Bridges Eligibility Manual (BEM) 232 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/bem/232.pdf>.
- The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the Workfare activity.
- Workfare jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.
- Workfare jobs must not be related, in any way, to political or partisan

activities.

- Assigned participation in Workfare may not exceed the number of hours equal to the FAP benefit for that month, divided by the higher of the applicable state or federal minimum wage.

To determine the number of allowable Workfare hours, the MWA must verify the FAP benefit amount with the DHHS Gratiot/Seven Mile specialized caseworker or through the customer's MI Bridges account, before determining initial Workfare hours. The DHHS caseworker will provide this information to the MWA on an ongoing monthly basis.

Examples:

2015: FAP Benefit of \$194 divided by \$8.15 equals 23 hours per month.

2016: FAP Benefit of \$194 divided by \$8.50 equals 22 hours per month.

During Workfare, the MWA should continue efforts to assist the participant in obtaining employment, e.g., sending out the participant's resume and setting up employment interviews.

Educational and Training Programs

A principal objective of the Initiative is to increase the variety and availability of training resources, in order to provide the types of skills needed to secure unsubsidized employment and self-sufficiency. Services should emphasize stackable credentials, as well as entrance into career pathways in growth industries. Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job-readiness must be established for the component to be approved by the MWA.

- Literacy and Academic Skills Training
(Enter in OSMIS as the "Educational/Training Programs – Literacy" activity.)

Educational/training programs expand the job search abilities or employability of those subject to the program. Allowable educational activities may include, but are not limited to:

- high school or equivalent education programs,
- remedial education programs to achieve a basic literacy level, and
- instructional programs, such as English as a Second Language, basic computer skills training, and basic literacy skills.

- Employment Enhancement Skills Training
(Enter in OSMIS as the “Educational/Training Prgrms-Emp Enhancement Srvs” activity.)

The goal of Employment Enhancement Skills Training is to increase or develop participant’s motivation to begin and continue participation activities relating to employment. It is designed to stabilize participants living circumstances and facilitate successful participation in the program. This may include activities such as:

- improving self-image,
- motivational activities, which include prioritizing work and building or improving self-esteem,
- time and money management,
- improving interpersonal relationships,
- referrals to address health-related issues,
- information about and referral to service agencies to access housing, food, and clothing assistance, and
- information about how to access other community resources.

Projected Initiative Outcome: 200 participants enroll and complete basic skills training, and attain satisfactory basic skills through Literacy and Academic Skills Training or Employment Enhancement Skills Training.

- Vocational Training
(Enter in OSMIS as the “Vocational Occupational Training” activity.)

Vocational Training improves the employability of participants by providing training in a skill or trade allowing the participants to move directly into employment. All vocational training activities should be organized, educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in-demand occupations, based on local labor market information data and will include but is not limited to: Certified Nursing Assistant, Commercial Driver’s License (CDL), Construction trades, operations and maintenance.

Projected Initiative Outcome: 80 participants per year (160 total)

Program funds may be used to cover the actual education 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.

Subsidized Employment

(Enter in OSMIS as the “Subsidized Private Sector Employment or the Subsidized Public Sector Employment” activity.)

The Initiative will provide wage subsidies to employers for participants who need work experience to complement the focus of training services and facilitate the transition to unsubsidized employment. The MWA will identify potential employers that are in in-demand industries for placements. The MWA must enter into a memorandum of understanding (or contract) with the employer regarding activity criteria, such as evaluating and monitoring the participant’s work performance.

The MWA must provide the participant with comprehensive case management to ensure program completion and to assist in the transition into unsubsidized employment, or an On-the-Job-Training (OJT) assignment, if further training is needed.

Subsidized employment opportunities should offer a minimum of 20 hours per week, earning at least minimum wage, for a period of four to six weeks.

Projected Initiative Outcome: 40 participants per year (80 total)

Subsidized Employment must comply with these conditions:

- Subsidized Employment must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in Subsidized Employment. Vacancies due to hiring freezes, terminations or layoffs must not be filled by Subsidized Employment participants.
- Subsidized Employment participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, such as workers’ compensation and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant.
- The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the subsidized employment.
- Subsidized Employment jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.

- Subsidized Employment jobs must not be related, in any way, to political or partisan activities.

Enrollment in WIOA, State, or Local Projects or Programs (Dual Program Enrollment)

Participants may be enrolled in this component if they are dually enrolled in other employment and training programs, such as the WIOA, Section 236 of the TAA Act, or other state or local projects/programs, such as the Prisoner Re-Entry program.

The MWA may coordinate placement in employment and training programs through other allowable funding sources for which the participant is eligible. Time spent participating in the additional program activities can be applied to the Initiative, as appropriate.

The MWA case manager assigned to this Initiative must remain in contact with the participant while they are enrolled in the training programs listed below.

- On-the-Job Training (OJT)
(*Enter in OSMIS as the “Dual Program Enrollment” activity.*)

Participants who qualify for an OJT opportunity should be referred to the local DESC One-Stop provider for enrollment as a WIOA Adult in the OSMIS. The OJT assignments should be targeted with employers in the fields of home healthcare, transportation and logistics firms, construction, and other in-demand industries. The OJT should offer 30 hours per week, at a rate of \$10.00 per hour, for a period of up to twelve weeks.

Priority should be given to those who have completed the subsidized employment activity but have not secured unsubsidized employment.

Projected Initiative Outcome: 20 participants per year (40 total)

- Apprenticeships
(*Enter in OSMIS as the “Dual Program Enrollment” activity.*)

Individuals participating in construction trades and other apprenticeable occupations will be considered for referral to the Detroit Registered Apprenticeship Program (DRAP). The DRAP is a long-term (two to three year) apprenticeship program. Participants who qualify should be referred to the local DESC One-Stop provider for enrollment as a WIOA Adult in the OSMIS.

Projected Initiative Outcome: Four to eight referrals for the duration of the Initiative.

A direct connection between the training and employability must be established.

Note: Detroit Initiative participants may not participate in programs funded under Temporary Assistance for Needy Families, such as PATH.

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.**

Please note: Subsidized employment is a component of this Initiative, and Supportive Service funds may be used to support the activity.

A participant may receive an average of \$80 per month for transportation, school supplies, tools or equipment, clothing, State of Michigan identification card, personal hygiene and other grooming supplies and/or services (including haircuts) needed to secure employment.

The following items are **not allowed** to be paid for with the Initiative 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

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 United Community Housing Coalition (UCHC) may provide housing stabilization services; such as, rent and security deposit for up to 15 participants or more, if funds are available. Housing stabilization services must comply with the rules of the Community Development Block Grant and the U.S. Department of Housing and Urban Development. The MWA must contact the DHHS Gratiot/Seven Mile specialized caseworker prior to referral to the UCHC to find out if the participant qualifies for Temporary State Emergency Relief Housing Assistance (SER) through the DHHS. All participants must apply for SER funds and complete all SER eligibility, prior to being approved for housing assistance through the UCHC and this Initiative. The MWA shall reimburse UCHC 50 percent of the actual expenditures, where invoices clearly identify Detroit SNAP E&T WIOA participants and associated costs. Reimbursable expenses may not exceed two months per participant.

The following items are **not allowed** to be paid for with the Initiative 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 CDL or a driver's license for a taxi driver is allowable and an exception to the rule that prohibits paying for **operator taxes**.

The MWA has the option to provide additional hard cash local matches from non-federal funding sources, if they wish to provide supportive services in excess of the average \$80 per person and the UCHC assistance. The MWA 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.

Mental health services may be provided by referral to the Healthy Michigan Plan; however, mental health services shall not be billed to this Initiative.

As part of a dual enrollment with WIOA, participants may also be able to receive clothing through a non-profit agency called, "Jackets for Jobs."

Unsubsidized Employment

(Enter in OSMIS as the "Unsubsidized Employment" activity.)

Unsubsidized employment is full or part-time employment in the public or private sector that is not supported by Temporary Assistance for Needy Families, State General Fund/General Purpose funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all participants to prepare for self-sufficiency and public assistance case closure. Employed participants should be encouraged to engage in other employment and training activities to increase the likelihood of achieving self-sufficiency.

The Unsubsidized Employment activity in OSMIS should be opened for participants who are employed when they enroll and for those who obtain employment during the Initiative. The MWA must also notify the local DHHS office if a participant obtains employment while enrolled in the program.

FNS does not recognize unsubsidized employment as an allowable category of service for the Initiative. Therefore, employed participants must participate in other allowable activities in addition to unsubsidized employment. Job Retention Services qualifies as an allowable activity for up to 90 days.

The MWA must create an OSMIS case note and notify the local DHHS office if a participant:

- voluntarily quits a job of 30 hours or more per week without good cause, or
- voluntarily reduces hours of employment below 30 hours per week without good cause, or
- refuses to accept a bona-fide offer of employment per DHHS BEM 233B at <http://www.mfia.state.mi.us/OLMWEB/EX/BP/Public/BEM/233B.pdf>

Projected Initiative Outcome: 100 participants secure unsubsidized employment during the Initiative.

Projected Initiative Outcome: 80 participants retain employment for 90 days.

Job Retention Services

(Enter in OSMIS as the “Job Retention Services” activity.)

Job Retention Services may be provided to individuals who secure full or part-time unsubsidized employment after receiving other employment or training services under the Initiative. This activity provides case management and supportive services to help participants achieve satisfactory performance, retain employment and increase earnings over time.

Job Retention Services:

- May be provided for a maximum of 90 days;
- May continue for the full 90 days, even if the FAP case closes; and
- If the customer is employed at the time of registration, Job Retention Services can only be provided if the participant has secured a new job with a new employer or a new position with the original employer.

Job Retention Services are limited to 90 days per referral. The 90 days do not need to occur concurrently, but the MWA must track the time Job Retention Services are provided to verify that 90 days are not exceeded in any one referral. At the end of the 90 days or earlier if Job Retention Services are no longer requested, the participant can be terminated in OSMIS with the reason, “Completed Program Objectives,” or engaged in an additional employment and training activity.

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 earlier in this policy.

Serving Employed Participants

Example 1: A participant enrolled in the Initiative secures 15 hours of unsubsidized employment. The participant is in need of transportation assistance to maintain the new employment. The “Unsubsidized Employment” activity is opened in OSMIS to document the participation, and the “Job Retention Services” activity is opened to provide mileage reimbursement. After 30 days, the job is going well, and employment related assistance (mileage reimbursement) is no longer needed, but additional training is requested to increase overall self-sufficiency. The “Job Retention Services” activity is ended, and a training activity is opened. The “Unsubsidized Employment” activity remains open. The MWA may now provide regular Supportive Services to support the training activity, and 60 days of Job Retention Services remain available for future use.

Example 2: A participant enrolled in the Initiative completes a training component and secures full-time unsubsidized employment. The participant is in need of transportation assistance to maintain the new employment. The “Unsubsidized Employment” activity is opened in OSMIS to document the participation, and the “Job Retention Services” activity is opened to provide mileage reimbursement. Job Retention Services are provided for the next 90 days. After 90 days, the “Job Retention Services” activity is ended. If the customer is still eligible for FAP, they may participate in another activity.

Regular Supportive Services may be provided to support the new non-work activity; however, the “Job Retention Services” activity and its related supportive services have been exhausted for this referral. If the employed participant chooses not to engage in another Initiative activity, the MWA must terminate the customer from OSMIS.

Data Entry and Documentation

The MWA must capture all required participant and reporting information in the OSMIS. Data entry for all activities must be within two days of the start and end dates of participation. There is a special indicator labeled “SNAP E&T WIA Initiative” located in OSMIS on the registration page under the “Special Initiative Indicators” heading. The indicator must be set to “Yes” for all participants involved in the Initiative.

Standard forms are attached to the policy to document participation in the assigned activities. The MWA may create instructions for using the standard forms, as long as the instructions are printed on the back of the form. On all forms, the “Michigan Works!” logo may be deleted, and a local MWA logo may be inserted in its place. The MWA may also replace the title “MWA Staff” with a locally recognized title. Paystubs, official employer records, and third party verification services may also be used to confirm employment. The OSMIS case notes must be used to document additional case information, as necessary.

Note: Where signatures are required, electronic signatures may be accepted.

Entry of Educational and Training Outcomes

The MWA must enter into the OSMIS all participants’ educational and training outcomes prior to termination/case closure. As a best practice, the MWA should enter educational outcomes when they are attained. In the registration component of the OSMIS, case managers will be required to indicate whether or not the participant obtained a high school diploma/GED, an associate’s degree, other post-secondary degree, or other training credentials during the enrollment. All educational and training outcomes must be verified by the MWA, prior to being entered into the OSMIS.

Confidentiality

Information contained in all program case records is confidential and may be released only under limited circumstances. The DHHS confidentiality policy can be found in the Bridges Administrative Manual at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BAM/310.pdf>.

The privacy of individuals must be safeguarded, and the MWA may not release any information related to an individual participant. A customer, however, may consent to a release of information upon signing a release of information form. The MWA is also allowed to release aggregate data about participants. Aggregate data includes the total number of participants employed, the number of people enrolled in activities, etc. The MWA must adhere to these guidelines when administering this Initiative.

Evaluation

Performance evaluation will be based primarily on data reported to and collected by the OSMIS. In addition, individual success stories will assist with evaluating the level of accomplishment resulting from the new components and additional supportive services. The MWA should be mindful of the opportunities to document these positive outcomes.

Should additional information be required, requests for such information will be forwarded to the MWA for completion. The MWA is expected to cooperate and comply with the data collection requests needed for evaluation to the extent possible.

Use of Funds

This policy issuance distributes an award of \$467,188 in FY 2016 FAE&T Program Operations funding and \$33,750 in FY 2016 Supportive Services funding. The Supportive Service allocation includes \$3,750 for DESC to reimburse UCHC 50 percent of the housing assistance provided to participants. The UCHC portion of the expenditure should be documented in the Management of Awards to Recipients System (MARS) as "Other Federal Funds Expended." Subsequent allocations will be distributed for FY 2017.

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

Funds may only be used to provide employment, training, and supportive services to individuals who are referred to the MWA by the DHHS, and designated as Detroit SNAP E&T WIA participants in OSMIS.

Program operations funds may be used to provide outreach about the program to potential volunteers. Outreach expenses must be reasonable and necessary to promote the Initiative.

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 employment and

training services during the time period they receive FAP benefits, or through the 90th day of Job Retention Services activity, if their FAP case closes.

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.

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 may not exceed \$27,188.

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.

Program Plan Instructions

The MWA shall 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 WDB chairperson.
- Narrative – which describes the planned Program activities and Supportive Services to be provided.
- 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 must process all cash requests through the MARS system 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

An MWA official shall prepare and submit the Narrative and BISSs, within 30 days of the official date of this policy to 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, 5th 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: March 31, 2017

JB:LM:pv



VERIFICATION OF EMPLOYMENT HOURS

Participant Name: _____ <small>(Print First & Last Name)</small>		Client/Recipient ID: _____	
Section 1 - Employment Information (To Be Completed By Employer or By MWA Staff if Done Via Phone Contact)			
Employer Name: _____ _____		Employer Address, Phone, & Fax: _____ _____	
Date Employment Began: _____		Average Actual Weekly Hours Worked: _____	
Wage: _____ Job Title: _____		Notes: _____ _____ _____	How Often Paid? <input type="checkbox"/> Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Monthly
Section 2 – To Be Completed by Employer			
Person Completing Form _____ <small>(Print First & Last Name)</small>		Title _____	
Signature _____		Date _____	
Section 3- To Be Completed by MWA Staff if Employment is Verified Via Phone			
_____ <small>(Name of Employer's Staff Verifying Employment Hours)</small>			
_____ <small>(Name of MWA Staff)</small>			
_____ <small>(Title of MWA Staff)</small>		_____ <small>(Date of Call)</small>	



OUTSIDE JOB SEARCH CONTACT LOG

Participant : _____ (Print First & Last Name)		Client/Recipient ID: _____		Date: _____ Time: _____	
Michigan Works! Staff Name: _____ (Print First & Last Name)		Week End Date (Saturday): _____		Actual Time Spent (check one)	
Date	Employer Name & Phone Number	Employer Address or Website Address	Activity (circle one)		
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr
			Interview _____ Resume _____ Internet _____ Application Follow-up _____ Other _____	<input type="checkbox"/> 15 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> If more than 1 hr	<input type="checkbox"/> 30 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> If more than 1 hr

Participant Signature: _____

By signing above, I agree that the information I provided is true to the best of my knowledge.

Total Hours Above: _____

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WB-265 (Revised Date: 07/28/15)

Equal Opportunity Employer/Service Provider. Michigan Relay Center (800) 649-3777. Auxiliary Aids and Services Available to Individuals with Disabilities.

Plan Approval Request Form Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA. “DESC” has been preprinted.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. “Detroit SNAP E&T WIOA Initiative” has been preprinted.
3. Policy Issuance Number: Enter the policy issuance number. “15-24” 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): DESC	
2. Plan Title(s): Detroit SNAP E&T WIOA Initiative	
3. Policy Issuance Number: 15-24	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.

**Detroit SNAP E&T WIOA Initiative
Plan Narrative Instructions**

A. Michigan Works! Agency (MWA) Identification Information

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

B. Program Design/Description of Services to be Provided

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

1. A description of each of the planned activities that will be available to participants (Job Search and Job Search Training, Workfare, Educational and Training Programs, Vocational Training, Subsidized Employment, and Job Retention Services.) The narrative should include a summary of how the activities relate to the needs and problems of the targeted participants.
2. A description of the participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
3. A description of the Program orientation design and referral process.
4. 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 Initiative will be coordinated with WIOA and other services within the MWA's geographical area; such as, On-the-Job Training and Detroit Registered Apprenticeship Program.
6. A description of the supportive services available to participants and other costs reasonably necessary and directly related to participation.

**Detroit SNAP E&T WIOA Initiative – Program Operations
Budget Information Summary Instructions**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA. “DESC” has been preprinted.
2. Policy Issuance Number: Enter the policy issuance number. “15-24” 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 Detroit Initiative” 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 - CURRENT 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.

Subsidized Employment: Enter the cumulative planned expenditures for Subsidized Employment.

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

Administration: Enter the cumulative planned expenditures for administration.

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

Note: The Program Operations Budget Information Summary form, titled “15-24 Program Ops BIS.xls,” is attached to this Official policy e-mail.

**Detroit SNAP E&T WIOA Initiative – Supportive Services
Budget Information Summary Instructions**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA. “DESC” has been preprinted.
2. Policy Issuance Number: Enter the policy issuance number. “15-24” 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. “FY16 Detroit Initiative Supp. Servs.” 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 “15-24 Supp Serv BIS.xls,” is attached to this Official policy e-mail.