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DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
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OFFICIAL
Policy Issuance (PI): 16-15 Change 1

Date: May 11, 2017

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2017 Food Assistance Employment and Training (FAE&T)
Program Plan Instructions

Programs Affected: FAE&T

Rescissions: None

References: Food and Nutrition Act (the Act) of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964])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

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

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

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

Background: The Act of 2008 provides that State agencies be given maximum flexibility in designing Employment & Training programs for individuals receiving food assistance. The FAE&T Program provides 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 and the Talent Investment Agency.

This policy change redistributes funds based on the MWA responses regarding anticipated surplus or shortage of funds. Attachment A details the redistribution of \$50,000 of program operations funding and \$98 of supportive service funding.

Policy: ***Allocations***

The initial FY 2017 funding was allocated by formula to ten MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's current funding for the FAE&T Program. Funding has been identified to continue the efforts expended in pursuit of FAE&T Plus program expansion.

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 \$960 per year for transportation (including car repairs, limited to \$350), school supplies, tools, equipment, clothing, State of Michigan identification card or driver's license, personal hygiene and other grooming supplies and/or services (including haircuts), a physical required for vocational training or assistance with expunging a criminal record, needed to secure employment.

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 \$960 annual maximum. 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.

Action: ***Fiscal Information***

Affected MWA officials shall prepare and submit a Budget Information Summary (BIS) covering the FY 2017 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 PI 16-15 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, 2017

WS:LM:pv
Attachment

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

SECTION I - IDENTIFICATION INFORMATION

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

Policy Issuance Number: Enter the policy issuance number. "16-15 Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY17 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY17 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/16 through 09/30/17" has been pre-printed.

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 “16-15c1_BIS-Program-Ops.xlsx” is attached to this official policy email.

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

SECTION I – IDENTIFICATION INFORMATION

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

Policy Issuance Number: Enter the policy issuance number. “16-15 Change 1” has been pre-printed.

Grant Name: Enter the grant name. “FY17 SAM GRTS-SNAP-50% FED/50% GF” has been pre-printed.

Project Name: Enter the project name. “Food Asst. Supp Servs 50%FED/50%GF” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/01/16 through 09/30/17” has been pre-printed.

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 “16-15c1_BIS-Supp-Serv.xlsx” is attached to this official policy email.

Food Assistance Employment and Training Program
 Fiscal Year 2017, PI 16-15, Change 1

Michigan Works! Agency	Current Program Operations Allocation	De-obligated Funds	Redistributed Funds	Revised Total Program Funds	Current Supportive Services Allocation	De-obligated Funds	Redistributed Funds	Revised Total Supportive Services Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	345,163	0	48,096	393,259	21,376	(98)	0	21,278
Berrien/Cass/Van Buren	76,103	0	0	76,103	3,577	0	0	3,577
Capital Area	103,899	0	1,904	105,803	4,883	0	98	4,981
DESC	613,085	0	0	613,085	28,812	0	0	28,812
Great Lakes Bay	141,914	0	0	141,914	6,669	0	0	6,669
GST Michigan Works!	166,822	0	0	166,822	7,840	0	0	7,840
Oakland County	259,505	0	0	259,505	17,986	0	0	17,986
SE Michigan Consortium	165,154	0	0	165,154	9,766	0	0	9,766
SEMCA	278,803	0	0	278,803	13,102	0		13,102
MI Works! Southwest	127,436	0	0	127,436	5,989	0	0	5,989
Total	2,277,884	-	50,000	2,327,884	120,000	(98)	98	120,000

Initial allocation based on total food stamp households from June 2016. Source: Department of Health & Human Services.

Formula Run by WDA on August 2, 2016:

- \$2,127,884 Allocation included 10 MWAs. The allocation for GST only covers Genesee County.
- \$150,000 Allocation based on the percentage of time-limited ABAWDs in Kent, Oakland, Ottawa, & Washtenaw Counties
- \$48,096 designated to support statewide expansion for third party reimbursement model.

- Supportive Services funding was calculated with a \$1,000 minimum threshold.
- \$100,000 Allocation included 10 MWAs. The allocation for GST only covers Genesee County.
- \$20,000 Allocation based on the percentage of time-limited ABAWDs in Kent, Oakland, Ottawa, & Washtenaw Counties.