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DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
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OFFICIAL
Policy Issuance (PI): 16-15 Change 2

Date: August 24, 2017

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes **SIGNED**
Director

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References: Food and Nutrition Act (the Act) of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964])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 15-29, Michigan Works! System Plan Instructions, issued December 1, 2015, and subsequent changes

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

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

Background: To ensure the majority of USDA funds will be expended before the end of the fiscal year, TIA/WD sent a memo July 6, 2017 to the MWA Directors requesting a review of their expenditures to determine any funding needs or surpluses. West Michigan Works!, SEMCA and Michigan Works! Southwest de-obligated program funding; Berrien/Case/Van Buren and Detroit Employment Solutions Corporation requested additional program funding.

Oakland County de-obligated supportive services funding and West Michigan Works! and Great Lakes Bay requested additional supportive services funding.

This policy change represents the final redistribution of funds as described in attachment A.

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.

Action: 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 and 16-15c1 remain in effect.

Inquiries: Questions regarding this policy should be directed to your Dislocated Services state coordinator at 517-373-6234. The information contained in this policy will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2017

WMS: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 2" 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.

Catalog of Federal Domestic Assistance (CFDA): Enter the 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 “16-15c2_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 2” 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.

Catalog of Federal Domestic Assistance (CFDA): Enter the 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 “16-15c2_BIS-Supp-Serv.xlsx” is attached to this official policy email.

Food Assistance Employment and Training Program
 Fiscal Year 2017, PI 16-15, Change 2

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!	393,259	(40000)	0	353,259	21,278	0	5,000	26,278
Berrien/Cass/Van Buren	76,103	0	38,777	114,880	3,577	0	0	3,577
Capital Area	105,803	0	0	105,803	4,981	0	0	4,981
DESC	613,085	0	70,000	683,085	28,812	0	0	28,812
Great Lakes Bay	141,914	0	0	141,914	6,669	0	1,000	7,669
GST Michigan Works!	166,822	0	0	166,822	7,840	0	0	7,840
MI Works! Southwest	127,436	0	0	127,436	5,989	0	0	5,989
Oakland County	259,505	0	0	259,505	17,986	(10000)	0	7,986
SEMCA	278,803	(18777)	0	260,026	13,102	0	0	13,102
SE Michigan Consortium	165,154	(50000)	0	115,154	9,766	0	0	9,766
Total	2,327,884	(108,777)	108,777	2,327,884	120,000	(10,000)	6,000	116,000

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.