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TALENT INVESTMENT AGENCY  
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**OFFICIAL**  
**Policy Issuance (PI): 16-16 Change 1**

**Date:** June 7, 2017

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

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

**Subject:** Fiscal Year (FY) 2017 Partnership.Accountability.Training.Hope. (PATH)  
Program Plan Instructions

**Programs Affected:** PATH

**References:** Reauthorization of the Temporary Assistance for Needy Families (TANF)  
Program; Final Rule, 45 Code of Federal Regulations Parts 261, 262, 263,  
and 265

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PATH Program Manual, dated November 17, 2014

PI 16-16, dated October 7, 2016

**Rescissions:** None

**Background:** The Talent Investment Agency (TIA) has been notified that FY 2017  
state-level administrative TANF funds are available for distribution for the  
PATH program. This policy distributes additional TANF funding in the  
amount of \$1,400,000. The funding will be distributed based on formula.  
Some MWAs will not receive funding based on administrative efficiency.

**Policy:** The TIA will distribute \$1,400,000 in FY 2017 TANF funding to the MWAs.  
The funding is being distributed based on formula allocation. For  
administrative efficiency, three MWAs have been identified which will not  
receive additional funding. To the extent possible, all funds should be  
expended by September 30, 2017.

**Action:** All other requirements of PI 16-16 remain in effect. Affected MWA Directors must submit a revised Budget Information Summary within 30 days of the official date of this policy issuance to Dislocated Services at [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to your Dislocated Services 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

WMS:YH:pv  
Attachment

## **SECTION I**

### **PATH – TANF Budget Information Summary Instructions**

#### **Section I - Identification Information**

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

Policy Issuance: “16-16 Change 1” has been pre-printed.

Grant Name: “FY 17 TEMP ASSIST FOR NEEDY FAMILIES” has been pre-printed.

Project Name: “PATH” has been pre-printed.

Plan Period: 10/01/16 thru 09/30/17 has been pre-printed.

CFDA Number: 93.558 has been pre-printed.

#### **Section II - Total Funds Available**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

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

Total Funds Available: This cell will automatically calculate.

#### **Section III - Planned Expenditures by Cost Categories**

Direct Client Services:

Employment: Enter the cumulative amount planned for employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by TANF, state GF/GP funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for work subsidies.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. Do not include expenditures related to payment to participants in community service and work experience activities that are within the definition of assistance.

Other Work Activities: Enter the cumulative amount planned for other work activities.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search

and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information, and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Unpaid Work: Enter the cumulative amount planned for unpaid work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, and providing childcare services to individuals participating in community service.

Education/Training Activities: Enter the cumulative amount planned for education/training activities.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals); and, may also include ESL, basic and remedial education.

Preparation to obtain employment.

Job Search/and Job Readiness: Enter the cumulative amount planned for job search/job readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes or through less structured individualized activities.

Total Direct Client Services: This cell will automatically calculate.

Supportive Services:

- a. Auto Purchases: Enter the cumulative amount planned for auto purchases.
- b. Public Transportation: Enter the cumulative amount planned for public transportation. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.
- c. Auto-Related Expenses: Enter the cumulative amount planned for auto-related expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.
- d. Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: This cell will automatically calculate.

Administration: Enter the cumulative amount to be spent for each of the administrative cost categories during the plan period.

- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions.
  - Preparation of program plans, budgets, and schedules.
  - Monitoring of programs and projects.
  - Fraud and abuse units.
  - Procurement activities.
  - Public relations.
  - Services related to accounting, litigation, audits, management of property, payroll, and personnel.
  - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental & maintenance of office space).
  - Travel costs incurred for official business.
  - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
  - Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the limitation technology or computer systems. Contracts for such services are included in this cost category.

Total Administration: This cell will automatically calculate.

Total Planned Expenditures: This cell will automatically calculate.

#### **Section IV – Limitation Percentages**

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

**Fiscal Year 2017  
PATH Allocations**

<b>Michigan Works! Agencies</b>	<b>TANF Allocation (\$)</b>	<b>GF/GP Allocation (\$)</b>	<b>TANF ADDITIONAL (\$)</b>	<b>Total Allocation (\$)</b>
<b>Berrien/Cass/Van Buren</b>	1,067,341	\$174,293	-0-	1,241,634
<b>Capital Area</b>	1,936,752	316,264	75,117	2,328,133
<b>DESC</b>	14,362,941	2,345,414	-0-	16,708,355
<b>GST Michigan Works!</b>	8,880,022	1,450,074	-0-	10,330,096
<b>Great Lakes Bay</b>	3,151,083	514,560	122,143	3,787,786
<b>Macomb/St. Clair</b>	5,361,138	875,454	207,610	6,444,202
<b>Northeast</b>	727,194	118,748	28,153	874,095
<b>Northwest</b>	739,041	120,683	28,621	888,345
<b>Oakland County</b>	3,266,686	533,438	126,407	3,926,531
<b>Region 7B</b>	1,208,976	197,421	46,867	1,453,264
<b>SE Michigan Consortium</b>	3,232,435	527,844	125,420	3,885,699
<b>SEMCA</b>	5,687,395	928,730	220,359	6,836,484
<b>Southwest</b>	2,860,873	467,170	110,760	3,438,803
<b>UPWARD Talent Council</b>	1,428,025	233,191	55,305	1,716,521
<b>West Central</b>	854,232	139,493	33,085	1,026,810
<b>West Michigan Works!</b>	5,683,066	928,023	220,153	6,831,242
<b>Statewide Totals</b>	<b>\$60,447,200</b>	<b>\$9,870,800</b>	<b>\$1,400,000</b>	<b>\$71,718,000</b>

Allocation based on:

60% - # of PATH participants  
40% - # of 21-day AEP attendees