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TALENT INVESTMENT AGENCY  
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**OFFICIAL**  
**Policy Issuance (PI): 17-20, Change 1**

**Date:** June 28, 2018

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

**From:** Joe Billig, Division Administrator **SIGNED**  
Workforce Development Agency

**Subject:** Fiscal Year (FY) 2018 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 United States Code § 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(originally enacted as Food Stamp Act of 1977, as amended, Public Law  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 18-17, Michigan Works! System Plan Instructions, issued  
May 17, 2018, and subsequent changes

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

PI 12-17 Change 1, issued September 10, 2015, or any replacement policy

PI 17-01 Change 1, issued June 27, 2017, or any replacement policy

**Background:** The FAE&T Program 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  
18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday).

For the past several years all Michigan counties received a waiver of the work participation requirement. In January 2017, Kent, Oakland, Ottawa, and Washtenaw County's unemployment rate dropped below the waiver threshold, and ABAWDs in those four counties became subject to time-limited food assistance (TLFA). On January 1, 2018, ten additional counties (Allegan, Barry, Berrien, Clinton, Eaton, Grand Traverse, Ingham, Ionia, Kalamazoo, and Livingston) lost their waiver and reinstated TLFA. The initial plan to reinstate TLFA in the remaining counties, except Wayne, on July 1, 2018, has been postponed until October 1, 2018.

This policy redistributes federal funding and allocates General Fund/General Purpose (GF/GP) funds to support the FY 2018 FAE&T Program.

**Policy: Allocations**

The FY 2018 funding was allocated by formula to the ten MWAs currently operating an FAE&T Program and to the Macomb-St. Clair MWA to operate a program for the final quarter of the fiscal year. The Macomb-St. Clair MWA will not provide program services until October 1, 2018, so their funding has been de-obligated and redistributed to Berrien/Cass/Van Buren, Capital Area, Southwest, and West Michigan Works!. The WDA is also allocating \$118,903 of FY18 GF/GP funding to Berrien/Cass/Van Buren, Capital Area, and West Michigan Works!. All funding is described in the allocation charts located at the end of this policy.

**Use of Funds:** The FY18 GF/GP FAE&T funding may not be used until the MWA has expended the federal FAE&T funding allocated for program operations or supportive services, as applicable. There will be a separate budget information summary (BIS) form required for program delivery and supportive services funded by GF/GP; however, in MARS both will have the same grant name and project name. Two versions of the Grant Action Notice will be generated to document the amounts granted for program operations and supportive services, if applicable.

**Action:** The MWA officials, whose funding has changed, shall prepare and submit BIS forms within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov). The WDA will not accept documents prior to the official date of the policy.

All other requirements of PI 17-20 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, 2018

JB: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. "17-20, Change 1" has been pre-printed.

*Grant Name:* Enter the grant name. "FY18 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

*Project Name:* Enter the project name. "FY18 FOOD ASSISTANCE" has been pre-printed.

*Plan Period:* Enter the start and end dates of the plan period. "10/01/17 through 09/30/18" 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 “17-20c1\_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. “17-20, Change 1” has been pre-printed.

*Grant Name:* Enter the grant name. “FY18 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. “10/01/17 through 09/30/18” 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 “17-20c1\_BIS-Supp-Serv.xlsx” is attached to this official policy email.**

**Budget Information Summary Instructions**  
**Food Assistance Employment and Training - Program Operations – GF/GP**

SECTION I - IDENTIFICATION INFORMATION

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

*Policy Issuance Number:* Enter the policy issuance number. “17-20, Change 1” has been pre-printed.

*Grant Name:* Enter the grant name. “FY18 GF/GP FAE&T” has been pre-printed.

*Project Name:* Enter the project name. “FAE&T GF/GP” has been pre-printed.

*Plan Period:* Enter the start and end dates of the plan period. “10/01/17 through 09/30/18” has been pre-printed.

*Catalog of Federal Domestic Assistance (CFDA):* Enter the CFDA number associated with the Program. “n/a” 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.

*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 “17-20c1\_BIS-Program-Ops GFGP.xlsx” is attached to this official policy email.**

**Budget Information Summary Instructions**  
**Food Assistance Employment and Training – Supportive Services – GF/GP**

SECTION I – IDENTIFICATION INFORMATION

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

*Policy Issuance Number:* Enter the policy issuance number. “17-20, Change 1” has been pre-printed.

*Grant Name:* Enter the grant name. “FY18 GF/GP FAE&T” has been pre-printed.

*Project Name:* Enter the project name. “FAE&T GF/GP” has been pre-printed.

*Plan Period:* Enter the start and end dates of the plan period. “10/01/17 through 09/30/18” has been pre-printed.

*Catalog of Federal Domestic Assistance (CFDA):* Enter the CFDA number associated with the Program. “n/a” 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 “17-20c1\_BIS-Supp-Serv GF/GP.xlsx” is attached to this official policy email.**



Food Assistance Employment and Training Program  
Fiscal Year 2018, PI 17-20, 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!	293,798		14,465	308,263	20,193		1,989	22,182
Berrien/Cass/Van Buren	98,298		14,465	112,763	6,756			6,756
Capital Area	134,331		16,930	151,261	9,233		1,988	11,221
DESC	563,707			563,707	38,745			38,745
Great Lakes Bay	186,729			186,729	12,834			12,834
GST Michigan Works!	217,831			217,831	14,972			14,972
Macomb/St. Clair	57,860	(57,860)		0	3,977	(3,977)		0
MI Works! Southwest	168,823		12,000	180,823	11,604			11,604
Oakland County	163,352			163,352	11,227			11,227
SE Michigan Consortium	159,237			159,237	10,945			10,945
SEMCA	283,918			283,918	19,514			19,514
<b>Total</b>	<b>2,327,884</b>	<b>(57,860)</b>	<b>57,860</b>	<b>2,327,884</b>	<b>160,000</b>	<b>(3,977)</b>	<b>3,977</b>	<b>160,000</b>

Formula Run by TIA on August 21, 2017:

Initial Allocations based on number of Food Assistance Program (FAP) cases by county as of June 2017

85% of Total Allotment for existing FAE&T programs

15% of Total Allotment for counties that will lose their time-limited food assistance waiver during FY18

Macomb/St. Clair MWA allocation is based on operating the FAE&T Program for only 1 quarter during FY18

GST Michigan Works! allocation is based on operating the FAE&T Program only in Genesee County.

Minimum Allocation = n/a

Source of FAP cases: Department of Health & Human Services.

Food Assistance Employment and Training Program  
 General Fund/General Purpose  
 Fiscal Year 2018, PI 17-20, Change 1

<b>Michigan Works! Agency</b>	<b>GF/GP Funds for Program Delivery</b>	<b>GF/GP Funds for Supportive Services</b>
	(\$)	(\$)
ACSET dba West MI Works!	32,985	13,011
Berrien/Cass/Van Buren	63,535	0
Capital Area	0	9,372
DESC	0	0
Great Lakes Bay	0	0
GST Michigan Works!	0	0
Macomb/St. Clair	0	0
MI Works! Southwest	0	0
Oakland County	0	0
SE Michigan Consortium	0	0
SEMCA	0	0
<b>Total</b>	<b>96,520</b>	<b>22,383</b>