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Policy Issuance (PI): 17-20, Change 2

Date: September 6, 2018

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Division Administrator **SIGNED**
Targeted Services Division
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 (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§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,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 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 18th birthday through the last calendar month before the 50th 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 de-obligates General Fund/General Purpose (GF/GP) funds previously awarded to MWAs for 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. The Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) has de-obligated \$57,300 for FY 2018 FAE&T program operations from Great Lakes Bay, Southwest, Southeast Michigan Consortium, and Southeast Michigan Community Alliance (SEMCA) and redistributed to Berrien/Cass/Van Buren. In addition, \$13,714 in FAE&T supportive services funding has been de-obligated from West Michigan Works!, Great Lakes Bay, and SEMCA and redistributed \$1,000 to Capital Area. In total, the WDA has de-obligated \$57,300 of GF/GP funding allocated for program operations and \$22,383 of GF/GP funding allocated for supportive services. 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. There will be a separate budget information summary (BIS) form required for program delivery and supportive services funded by GF/GP.

Action: Affected MWAs shall prepare and submit BIS forms within 10 days of the official date of this policy to 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 and PI 17-20, Change 1 remain in effect.

Inquiries: Questions regarding this policy should be directed to your Dislocated Services State Coordinator at 517-373-6234.

This policy is available for downloading from the [WDA's website](#).

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Pam Vance by telephone at 517-373-6234 or by email at vancep1@michigan.gov for details.

Expiration

Date: September 30, 2018

JB:SG: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 4 2" 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 “17-20c4 2_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 4 2” 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 “17-20c4 2_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 4 2” 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 “17-20c4 2_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 4 2” 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 “17-20c4 2_BIS-Supp-Serv GFGP.xlsx” is attached to this official policy email.

Food Assistance Employment and Training Program
Fiscal Year 2018, PI 17-20, 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	Total Supportive Services Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	308,263			308,263	22,182	(4,464)		17,718
Berrien/Cass/Van Buren	112,763		57,300	170,063	6,756			6,756
Capital Area	151,261			151,261	11,221		1,000	12,221
DESC	563,707			563,707	38,745			38,745
Great Lakes Bay	186,729	(10,000)		176,729	12,834	(7,000)		5,834
GST Michigan Works!	217,831			217,831	14,972			14,972
MI Works! Southwest	180,823	(20,000)		160,823	11,604			11,604
Oakland County	163,352			163,352	11,227			11,227
SE Michigan Consortium	159,237	(20,000)		139,237	10,945			10,945
SEMCA	283,918	(7,300)		276,618	19,514	(2,250)		17,264
Total	2,327,884	(57,300)	57,300	2,327,884	160,000	(13,714)	1,000	147,286

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 FY 18

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 2

Michigan Works! Agency	Current Program Operations Allocation	De-Obligated Funds	Redistributed Funds	Revised Total Program Funds	Current Supportive Services Allocation	De-obligated Funds	Revised Total Supportive Services Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	32,985			32,985	13,011	(13,011)	-
Berrien/Cass/Van Buren	63,535	(57,300)		6,235			-
Capital Area				-	9,372	(9,372)	-
DESC				-			-
Great Lakes Bay				-			-
GST Michigan Works!				-			-
MI Works! Southwest				-			-
Oakland County				-			-
SE Michigan Consortium				-			-
SEMCA				-			-
Total	96,520	(57,300)	-	39,220	22,383	(22,383)	-