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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
WANDA M. STOKES  
DIRECTOR

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DIRECTOR

**OFFICIAL  
Policy Issuance (PI): 17-21**

**Date:** October 11, 2017

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

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

**Subject:** Fiscal Year (FY) 2018 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 Regulation Parts 261, 262, 263, and  
265  
  
Personal Responsibility and Work Opportunity Reconciliation Act of 1996  
  
PATH Program Manual, dated November 17, 2014

**Background:** The PATH Program is a partnership between the MWAs, the Michigan  
Department of Health and Human Services (MDHHS) and the Michigan  
Talent Investment Agency (TIA). The PATH program features a 21-day  
Application Eligibility Period (AEP) during which Family Independence  
Program (FIP) applicants work one-on-one with MDHHS and MWA case  
managers to identify barriers to employment and connect the participant to  
resources addressing those challenges. Benefits of this partnership include  
linking employers, community, and faith-based solutions with the human  
service, education, and training systems.

**Policy:** **PLAN INSTRUCTIONS**  
  
The Michigan Works! System Plan stipulations apply to the PATH program.  
  
The MWA staff shall develop plans to address PATH activities for the period  
of October 1, 2017 through September 30, 2018.

The PATH plan shall consist of the following:

Plan Approval/Request – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board (WDB) chairperson.

Plan Narrative – which describes the services and planned activities to be provided during FY 2018.

Budget Information Summary (BIS) – which includes BIS' for Federal TANF and State General Fund/General Purpose (GF/GP) funds. Separate Grant Action Notices will be issued for each funding source.

## **ALLOCATIONS**

Sixty percent of the allocation is based on the local MWA's relative share of PATH participants, and 40 percent is based on the MWA's relative share of AEP attendees. The FY 2018 allocation does include a minimum allocation of 95 percent of the previous year's allocation percentage. Attachment A is a chart detailing each MWA's funding.

### **21-Day AEP**

Michigan requires FIP applicants to successfully complete a 21-Day AEP at an MWA as a condition of eligibility for FIP benefits. The PATH Program Manual, Section C, outlines AEP requirements.

### **Refugee Assistance Applicants**

Selected MWAs are required to serve FIP applicants and recipients who are refugees. Separate policy instructions will be issued for this population as well as funding allocations.

## **PRIORITY OF SERVICE**

The MWA directors and the WDB staff have latitude in the design of plans to meet the local needs of the community and their participants. Implementation of a process/strategy is needed for conducting a comprehensive assessment of local employer needs and identifying which industry sectors and occupations are in greatest demand in the community/region.

## **PROGRAM PLANNING AND COORDINATION**

During local plan development, partners will have flexibility in customizing innovative education, training opportunities, and work participation activities that will best serve the participants in each region. It is expected that, at a minimum, the established federal weekly participation rates will be met.

MWAs are also required to present the standard presentation material during orientation, as described in the PATH Manual, Section B, Chapter 5.

## **PROFIT**

Please refer to the Procurement PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

## **USE OF TANF FUNDS**

The MWAs use of TANF funds under this plan are subject to the following provisions:

- There will be carry-in of unexpended FY 2017 TANF funds into FY 2018.
- General administrative costs are limited to 12 percent of the TANF allocation for the fiscal year.
- The TIA must be notified by July 23, 2018, if the MWAs plan to:
  1. De-obligate funding.
  2. Request additional funding.
  3. Carry-in funding for the 5<sup>th</sup> quarter.

## **USE OF STATE GF/GP FUNDS**

The MWAs use of state GF/GP funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2017 State GF/GP funds into FY 2018.
- There will be no carry-forward of unexpended FY 2018 State GF/GP funds into FY 2019.
- General administrative costs are limited to 12 percent of the state GF/GP allocation for the fiscal year.
- State GF/GP funds will be utilized consistent with TANF allowability.
- One hundred percent of unspent FY 2017 GF/GP funds (minus the \$10,000 threshold) will be de-obligated from the FY 2018 GF/GP allocation.
- After the first quarter of FY 2018, State GF/GP must be spent concurrently with TANF funding until all GF/GP funding is expended.

### **Action: Fiscal Information**

The MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The

MWAs must have on file appropriate documentation to support each cash draw.

Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to the TIA on a quarterly basis. All quarterly financial expenditure reports are due no later than the 20<sup>th</sup> calendar day after the end of the calendar quarter. A final close-out report is due to the TIA no later than 60 days after the end of the grant period. If the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date and must be submitted in MARS. If there are any questions regarding cash requests or submission of expenditure reports, please call Marilyn Carey at 517-373-7243.

MWA officials shall prepare and submit a signed Approval Request form, a Narrative, and BIS forms within 30 days of the official date of this policy to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov) or by hardcopy to:

Michigan Talent Investment Agency  
Targeted Services Division  
Ms. Pam Vance, Executive Secretary  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

The TIA will not accept documents prior to the official date of the policy.

**Inquiries:**

Questions regarding this PI should be directed to your Dislocated Services State Coordinator by phone at 517-373-6234. The information contained in this PI will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:**

September 30, 2018

WMS:YH:pv  
Attachment

## Plan Approval Request Form Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the appropriate title of the plan being submitted. "PATH Program" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate policy issuance number. "17-21" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/17 through 09/30/18" has been pre-printed.

## Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:  
2. Plan Title(s): <p style="text-align: center;">PATH Program</p>
3. Policy Issuance Number: <p style="text-align: center;">17-21</p>
4. Plan Period: <p style="text-align: center;">10/01/17 through 09/30/18</p>

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official  Date:
Printed Name:
Signature of Authorized Chief Elected Official  Date:
Printed Name:
Signature of Authorized Chief Elected Official  Date:
Printed Name:
Signature of Workforce Development Board Chairperson  Date:
Printed Name:

## Plan Narrative

### A. Michigan Works! Agency (MWA) Identification Information

PATH Plan Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the PATH plan contents.

### B. Description of PATH Services to be Provided

#### 1. Provision of Orientation and Client Assessment

- a. Describe the orientation component. Include a description of the respective responsibilities of the Michigan Department of Health & Human Services (MDHHS) and the MWA in this process and the frequency of providing orientation.
- b. Describe the client assessment process and the development of the Individual Service Strategy. The suggested screening and assessment tools that MWAs may utilize include Work Keys, Copes and Cops, or Pesco. Tools must focus on entry-level occupations and jobs in high-growth/high-demand occupations. Additional tools may be used. MWAs must assess PATH participants enrolled in the program.

#### 2. Provision of Job Search/Job Readiness

Describe the Job Search/Job Readiness component of the local PATH Program.

#### 3. Provision of Other PATH Allowable Activities as Defined in State Policy

For each planned activity provide the following:

- a. A description of the planned activity, including how the activity relates to the needs and barriers of targeted Family Independence Program recipients.
- b. Expected results of the activity (competency levels to be achieved; quantifiable and non-quantifiable outcomes).

#### 4. Supportive Services

Provide a description of the supportive services that will be made available to participants and any local restrictions on their provision surpassing those set forth in State policy.

#### 5. Case Management

Provide a description of the ongoing case management services for participants.

**PATH - TANF**  
**Budget Information Summary Instructions**

**Section I - Identification Information**

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

Policy Issuance Number: Enter the policy issuance number. "17-21" has been pre-printed.

Grant Name: Enter the grant name. "FY 18 TEMP ASSIST FOR NEEDY FAMILIES" has been pre-printed.

Project Name: Enter the project name. "PATH" has been pre-printed.

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

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. "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 the sum of Section II.*

**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 a 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:

Auto Purchases: Enter the cumulative amount planned for auto purchases.

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.

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.

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:

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.

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.

Information Technology: (Not limited to a percentage of funding.) 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 information 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 the sum of section III.*

**Section IV – Limitation Percentage**

Planned Administration Expenditures Equal to or less than 12%: *This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**PATH – GF/GP**  
**Budget Information Summary Instructions**

**Section I - Identification Information**

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

Policy Issuance: Enter the policy issuance number. “17-21” has been pre-printed.

Grant Name: Enter the grant name. “FY 2018 PATH GF/GP” has been pre-printed.

Project Name: Enter the project name. “PATH GF/GP” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/1/2017 thru 09/30/2018” has been pre-printed.

Catalog of Federal Domestic Assistance: “N/A” 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 the sum of Section II.*

**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. They do not include expenditures related to payment so 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, 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 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:

Auto Purchases: Enter the cumulative amount planned for auto purchases.

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.

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.

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:

- 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. 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: (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 information 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 the sum of Section III.*

**Section IV – Limitation Percentage**

Planned Administration Expenditures Equal to or less than 12%: *This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**Fiscal Year 2018  
PATH Allocations**

<b>Michigan Works! Agencies</b>	<b>TANF Allocation</b>	<b>GF/GP Allocation</b>	<b>Total Allocation</b>
	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>
<b>Berrien/Cass/Van Buren</b>	993,891	165,578 <sup>1</sup>	\$1,159,469
<b>Capital Area</b>	1,814,678	302,318	\$2,116,996
<b>DESC</b>	15,155,517	2,524,845	\$17,680,362
<b>GST Michigan Works!</b>	8,836,714	1,472,159	\$10,308,873
<b>Great Lakes Bay</b>	3,427,836	571,063	\$3,998,899
<b>Macomb/St. Clair</b>	4,992,209	831,681	\$5,823,890
<b>Northeast</b>	677,152	112,811	\$789,963
<b>Northwest</b>	688,184	114,649	\$802,833
<b>Oakland County</b>	3,041,888	506,766	\$3,548,654
<b>Region 7B</b>	1,125,780	187,550	\$1,313,330
<b>SE Michigan Consortium</b>	3,060,969	509,944	\$3,570,913
<b>SEMCA</b>	5,353,995	891,953	\$6,245,948
<b>Southwest</b>	2,664,001	443,812	\$3,107,813
<b>UPWARD Talent Council</b>	1,329,755	221,531	\$1,51,286
<b>West Central</b>	795,448	132,518	\$927,966
<b>West Michigan Works!</b>	5,291,983	881,622	\$6,173,605
<b>Statewide Totals</b>	<b>\$59,250,000</b>	<b>\$9,870,800</b>	<b>\$69,120,800</b>

Allocation based on:

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

Minimum Allocation = 95% of the previous year's allocation percentage