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STATE OF MICHIGAN  
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TALENT INVESTMENT AGENCY  
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DIRECTOR

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**OFFICIAL**  
**Policy Issuance (PI): 17-21, Change 3**

**Date:** November 8, 2018

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

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

**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

**Rescissions:** None

**Background:** This policy redistributes \$1,100,000 in FY 2018 TANF funding. The funds  
are being distributed based on MWA request and must be spent by  
December 31, 2018.

**Policy:** **Plan Instructions**

The Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) will redistribute \$1,100,000 in FY 2018 TANF funding. The funding is being distributed based on the MWAs' request for additional funding. These funds must be spent by December 31, 2018. Consideration of MWA expenditure levels and additional allocations previously awarded were considered in the determination of these awards.

**Action:** All other requirements of PI 17-21 and PI 17-21, Changes 1 and 2 remain in effect. Affected MWA Directors must submit a revised Budget Information Summary by November 9, 2018, to Dislocated Services at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov). Macomb/St. Clair Workforce Development Board, Inc. has already received their funding and no action is necessary on their part.

**Inquiries:** Questions regarding this policy should be directed to your Dislocated Services State Coordinator.

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

The information contained in this policy will be made available in an alternative format (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](mailto:vancep1@michigan.gov) for details.

**Expiration**

**Date:** December 31, 2018

JB:YH:pv  
Attachment

**PATH – TANF  
Budget Information Summary (BIS)**

**BIS 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, Change 3” 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 12/31/18” 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 Temporary Assistance for Needy Families (TANF), State General Fund/General Purpose 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.*

### Fiscal Year 2018 PATH Allocations

| Michigan Works!<br>Agencies (MWAs) | TANF<br>Allocation  | TANF<br>De-<br>obligation | TANF<br>Additional<br>Allocation | GF/GP<br>Allocation | Total<br>Allocation |
|------------------------------------|---------------------|---------------------------|----------------------------------|---------------------|---------------------|
| Berrien/Cass/Van<br>Buren          | 1,718,891           |                           | 85,000                           | 165,578             | <b>\$1,969,469</b>  |
| Capital Area                       | 1,814,678           |                           | 50,000                           | 302,318             | <b>\$2,166,996</b>  |
| DESC                               | 15,155,517          |                           | -0-                              | 2,524,845           | <b>\$17,680,362</b> |
| GST Michigan<br>Works!             | 8,691,147           |                           | 200,000                          | 1,472,159           | <b>\$10,363,306</b> |
| Great Lakes Bay                    | 3,627,836           |                           | -0-                              | 571,063             | <b>\$4,198,899</b>  |
| Macomb/St. Clair                   | 5,292,209           |                           | -0-                              | 831,681             | <b>\$6,123,890</b>  |
| Northeast                          | 677,152             |                           | 60,000                           | 112,811             | <b>\$849,963</b>    |
| Northwest                          | 988,184             |                           | -0-                              | 114,649             | <b>\$1,102,833</b>  |
| Oakland County                     | 2,941,888           |                           | -0-                              | 506,766             | <b>\$3,448,654</b>  |
| Region 7B                          | 995,780             |                           | 130,000                          | 187,550             | <b>\$1,313,330</b>  |
| MI Works! Southeast                | 3,060,969           |                           | 50,000                           | 509,944             | <b>\$3,620,913</b>  |
| SEMCA                              | 5,353,995           |                           | 150,000                          | 891,953             | <b>\$6,395,948</b>  |
| Southwest                          | 2,624,001           |                           | -0-                              | 443,812             | <b>\$3,067,813</b>  |
| UPWARD Talent<br>Council           | 1,329,755           |                           | 125,000                          | 221,531             | <b>\$1,676,286</b>  |
| West Central                       | 780,448             |                           | 50,000                           | 132,518             | <b>\$962,966</b>    |
| West Michigan<br>Works!            | 5,291,983           |                           | 200,000                          | 881,622             | <b>\$6,373,605</b>  |
| <b>Statewide Totals</b>            | <b>\$60,344,433</b> |                           | <b>1,100,000</b>                 | <b>\$9,870,800</b>  | <b>\$71,315,233</b> |

7/27/2018

Initial Allocation based on: 60% - # of PATH participants  
40% - # of 21-day AEP attendees

Minimum Allocation = 95% of the previous year's allocation percentage.  
Additional Allocation based on MWA request.