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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): 18-30**

**Date:** September 19, 2018

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

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

**Subject:** Fiscal Year (FY) 2018 Families Forward Demonstration (FFD) Pilot Project

**Programs Affected:** Partnership.Accountability.Training.Hope. (PATH)

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

**Rescissions:** None

**Background:** The Michigan Talent Investment Agency/ Workforce Development Agency (TIA/WDA) and Michigan Department of Health and Human Services (MDHHS) Office of Child Support (OCS) have entered into an agreement to pilot the FFD pilot in Calhoun and Jackson counties. The FFD pilot will design and test a new employment-focused program for low-income, Non-Custodial Parents (NCPs) who are unable to fully meet their child support obligations. The program will focus on effective strategies to improve earnings capacity and financial capacity of NCPs, thereby increasing their ability to support their children. The FFD pilot will offer 120 NCPs occupational skills training and employment services for in-demand occupations to help obtain and retain higher paying jobs with potential for advancement. The FFD pilot will also offer services to assist NCPs to manage their finances and debt. The program will be piloted at Michigan Works! Southeast (Jackson) and Michigan Works! Southwest (Calhoun). The pilot is being funded by federal and private funds through the MDHHS OCS.

**Policy:** The FFD pilot program will be administered consistent with the PATH program. The MWAs will work with the MDHHS FFD representative who will conduct the orientations and make referrals to the MWAs. At Michigan Works! Southeast, the MWA will select a training provider to provide the occupational

skills training. At Michigan Works! Southwest, the training will be provided by an OCS selected training provider. Each MWA will serve no less than 60 participants in each county for a total of 120 NCP participants. The MWA staff shall coordinate with the MDHHS FFD Coordinator and/or Project Manager to carry out program responsibilities.

### **Target Population and Eligibility Criteria**

Eligibility will be limited to NCPs, who at the time when they enroll are:

- 18 to 64 years old.
- Have a child support case with an actively charging order.
- Are legally allowed to work in the United States.
- Are not receiving or applying for Social Security Income or Social Security Disability Income.
- Meet low- to moderate-income criteria.

Applicants who meet the criteria above will also need to meet the eligibility requirements of their chosen occupational training tracks as determined by the MWA or selected training provider which may include the following:

- Minimum education level.
- Minimum literacy or numeracy level.
- Work experience.
- Sector-specific work readiness skills.
- Capable of physical work.
- Valid driver's license.
- Drug screening.
- Criminal background check.

### **Program Design, Goals, and Objectives**

The FFD project will follow the same PATH program design that is found in the FY 2018 PATH Plan Instructions (PI 17-21), or any future policy that replaces PI 17-21.

The MWAs will provide a comprehensive approach to service the NCPs that includes employment placement and occupational skills training, as well as financial advising.

### **Case Management**

The FFD project will follow the PATH Case Management Guidelines as outlined in Chapter 10 of the PATH Program Manual or any future manual updates.

### **21-Day Application Eligibility Period (AEP)**

The FFD participants will not be required to participate in the AEP.

### **Use of Funds**

The MWAs participating in the pilot are subject to the following provisions:

- There will be carry-in of unexpended FY 2018 pilot funds into FY 2019.
- General administrative costs are limited to 10 percent of the pilot allocation.

### **One-Stop Management Information System (OSMIS)**

The MWAs must ensure that the FFD participants' work participation activities are entered into the OSMIS. An indicator has been activated in the Welfare Reform header and can be found under "FOC – Non Custodial Parent." "Families Forward Demonstration" is the program. When a participant completes a financial capacity building component, staff should utilize "Education directed to Employment" in OSMIS.

### **Employability Services**

The MWA and/or the selected training provider will provide FFD participants assistance with:

- Job development services.
- Job placement services.
- Job retention services.
- Job readiness.
- Sector-focused employment training.
- Financial capacity building services.
- Career counseling including setting employment goals and giving industry-specific career advise.

The MWA will provide all allowable supportive services as needed and is required to ensure that participants are fully engaged with FFD activities. A separate supportive services allocation will be provided and will be State General Fund/General Purpose funding.

### **Fiscal**

All reporting of expenditures of the funds provided through this grant must be reported to the WDA. A final closeout report is also required. Financial expenditure reports are due to the WDA no later than the 20<sup>th</sup> calendar day after the end of the calendar quarter. The final quarterly report and the financial expenditure report are due to the WDA no later than the

20<sup>th</sup> calendar day after September 30, 2018. The year-end closeout report is due to the WDA no later than November 1, 2018. The year-end report must include the name and date of birth of each NCP participant, as well as the FFD pilot start and projected end dates. Submit fiscal reports via the [Management of Awards to Recipient's System](#). The year-end closeout report should be submitted to Yvette Harris at [harrysy@michigan.gov](mailto:harrysy@michigan.gov).

If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

### **Other MDHHS/OCS Reporting Requirements**

The MWAs will provide the FFD Coordinator and/or Project Manager a copy of a final report for each program participant on work readiness and employment outcomes by November 1, 2018.

**Action:** Affected MWAs must submit the FFD Pilot Project Plan Narrative, Approval Request Form, and Budget Information Summaries within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov).

**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 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).

### **Expiration**

**Date:** September 30, 2019

JB:YH:pv  
Attachments

## **Families Forward Demonstration (FFD) Pilot Plan Narrative Instructions**

### **Identifying Information**

A. Michigan Works! Agency (MWA) Identification Information

The FFD Contact Person: Identify the MWA contact person (including a phone number, email address, and fax number) for purposes of discussing the FFD related services plan content.

B. Description of the FFD Program Services to Be Provided

Describe the services that will be delivered to FFD participants and who will be delivering the services.

C. Supportive Services:

Describe the supportive services that will be made available to FFD participants and any local restrictions on their provision surpassing those set forth in the State Partnership.Accountability.Training.Hope. (PATH) policy.

## Approval Request Form

|  |
|--|
| 1. Michigan Works! Agency (MWA) Name and Number: |
| 2. Plan Title(s):<br>FY18 Families Forward Demo  |
| 3. Policy Issuance Number:<br>18-30              |
| 4. Plan Period:<br>04/02/2018 through 09/30/2018 |

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:  |       |

## **Families Forward Demonstration (FFD) Pilot Budget Information Summary Instructions**

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

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

Policy Issuance: "18-30" has been pre-printed.

Grant Name: "FY18 Families Forward Demonstration" has been pre-printed.

Project Name: "FFD Pilot" has been pre-printed.

Plan Period: "04/02/2018 thru 09/30/2018" 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 Temporary Assistance for Needy Families (TANF), State General Funds/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. They 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 these 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 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:

- 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.

General Administrative Costs: Limited to 10 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.

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/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.

**Families Forward Demonstration (FFD) Pilot  
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. "18-30" has been pre-printed.

Grant Name: Enter the grant name. "FY18 Families Forward DEMO GF/GP" has been pre-printed.

Project Name: Enter the project name. "FFD GF/GP" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "04/02/2018 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 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. 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: N/A

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: N/A

Total Planned Expenditures: *This cell will automatically calculate the sum of Section III.*

**Fiscal Year 2018 Families Forward Demonstration (FFD) Pilot**

**Allocations**

| <b>Michigan Works!<br/>Agency</b>        | <b>Estimated Number<br/>of FFD<br/>to Be Served</b> | <b>FFD<br/>Allocation</b> | <b>Supportive<br/>Services<br/>Allocation</b> | <b>Total<br/>Allocation</b> |
|--|---|---------------------------|---|-----------------------------|
| <b>Michigan Works!<br/>Southwest</b>     | 60  | \$286,707                 | \$18,000                                      | <b>304,707</b>              |
| <b>Southeast Michigan<br/>Consortium</b> | 60  | \$573,412                 | \$18,000                                      | <b>\$591,412</b>            |
| <b>Total</b>                             | <b>120</b>  | <b>860,119</b>            | <b>\$36,000</b>                               | <b>\$896,119</b>            |