



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-32, Change 1

Date: April 5, 2019

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2019 Partnership.Accountability.Training.Hope. (PATH)
Program Plan Instructions Additional Funding

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/Workforce Development Agency (TIA/WDA). The PATH program features a 21-day Application Eligibility Period during which Family Independence Program 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: The WDA will distribute an additional \$1,300,000 in FY 2019 TANF funding. The funding will be distributed by TANF formula, and to the extent possible, these funds should be expended by September 30, 2019. However, if not expended, they can be carried forward as 5th quarter funding and must be spent by December 31, 2019.

The WDA must be notified by July 26, 2019, if the MWAs plan to:

- 1) De-obligate funding.
- 2) Request additional funding.
- 3) Carry-in funding for the 5th quarter.

All requirements of PI 18-32 remain in effect.

Action: Affected MWA Directors must submit a revised Budget Information Summary within 30 days of the official date of this policy to Dislocated Services at TED-TSDIV@michigan.gov.

Inquiries: Questions regarding this policy should be directed to your Dislocated Services State Coordinator by phone at 517-335-5858.

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.

Expiration Date: December 31, 2019

JB:YH:pv
Attachment

**Partnership.Accountability.Training.Hope. (PATH)
Temporary Assistance for Needy Families (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. "18-32, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY 19 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. "10/01/18 thru 09/30/19" 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 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 payments 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., a 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 2019
PATH Allocations**

Michigan Works! Agencies	TANF Allocation	TANF Additional	P and I Allocation	Total Allocation
	(\$)	\$	(\$)	(\$)
Berrien/Cass/Van Buren	944,152	18,757	159,358	1,122,267
Capital Area	2,018,965	45,400	340,770	2,405,135
DESC	15,357,169	345,332	2,592,050	18,294,551
GST Michigan Works!	8,394,482	188,442	1,416,857	9,999,781
Great Lakes Bay	3,922,503	88,204	662,057	4,672,764
Macomb/St. Clair	4,742,374	104,758	800,439	5,647,571
Northeast	643,264	12,050	108,573	763,887
Northwest	653,744	10,146	110,342	774,232
Oakland County	2,889,657	52,140	487,729	3,429,526
Region 7B	1,069,440	22,322	180,505	1,272,267
SE Michigan Consortium	3,336,705	75,031	563,183	3,974,919
SEMCA	5,265,807	118,411	888,786	6,273,004
Southwest	2,606,808	58,619	439,988	3,105,415
UPWARD Talent Council	1,263,208	25,911	213,209	1,502,328
West Central	755,640	13,425	127,540	896,605
West Michigan Works!	5,383,282	121,052	908,614	6,412,948
Statewide Totals	\$59,247,200	\$1,300,000	\$10,000,00	\$70,547,200

Allocation based on:

60% - # of PATH participants

40% - # of 21-day AEP attendees

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