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Policy Issuance (PI): 18-33

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To: Michigan Works! Agency (MWA) Directors

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

Subject: Food Assistance Employment and Training (FAE&T) Program Guidelines

Programs Affected: FAE&T

Rescissions: PI: 17-01 Change 1, issued June 26, 2017
PI: 12-17 Change 1, issued October 10, 2010

References: Food and Nutrition Act (the Act) of 2008, 7 United States Code (U.S.C.) § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964])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 273.24, 273.7 and 277

Food & Nutrition Service (FNS) Instruction 113-1, revised November 11, 2005.

PI: 18-17, Michigan Works! System Plan Instructions, issued May 17, 2018

PI: 15-12, Procurement, issued July 17, 2015

Background: The Food and Nutrition Act of 2008 provides that state agencies be given maximum flexibility in designing Employment & Training (E&T) programs for individuals receiving food assistance, including determining the service delivery areas. Recognizing rural areas or areas with low numbers of potentially eligible participants are extremely hard to serve, the FAE&T program is only available in 32 Michigan counties. The Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) will continue to evaluate E&T selected service delivery areas, on a county-by-county basis, for future fiscal years.

The state must also decide if the E&T program will be mandatory, where sanctions apply for failure to participate in E&T, or voluntary. The State of Michigan operates a voluntary FAE&T program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and the WDA.

Even though the E&T program is voluntary, there is an individual work requirement, and Food Assistance Program (FAP) benefits are time-limited for able-bodied adults without dependents (ABAWDs.) An ABAWD is between the ages of 18 and 49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD will not have a minor (under the age of 18) on their FAP case.

Time Limited Food Assistance (TLFA) allows a non-deferred ABAWD to receive FAP benefits for three months in a 36-month period without meeting the work requirement. The three months are referred to as “countable months.” An individual who has received three countable months can regain FAP eligibility (within the 36-month period) by complying with the work requirement or meeting a deferral criterion. The first 36-month period began January 1, 2017, and ends December 31, 2019. The MDHHS is responsible for determining if an individual receives a countable month and has the authority to grant good cause and remove
a countable month.

The MWAs that do not have a formal FAE&T program shall assist ABAWDs to take part in universal workforce services available at the service center. Note: there will not be a referral process from MDHHS for ABAWDs residing in a county without an FAE&T program.

Policy: **Program Overview**

The FAE&T program will help ABAWDs participate in E&T activities that will assist the individual to increase skills and abilities, obtain self-sustaining employment, and fulfill the ABAWD work requirement. Fulfilling the ABAWD work requirement is essential for TLFA individuals referred to the MWA to maintain their FAP benefits. However, FAE&T participation is not required. The TLFA individuals can choose how they will meet the work requirement, and FAE&T is one option. The program serves ABAWDs, whether they are subject to TLFA, in 32 Michigan counties.

FAE&T Referral

The MDHHS is responsible for determining eligibility if the ABAWD is subject to TLFA, and if so, will refer individuals to FAE&T. The MDHHS will facilitate the electronic referral via the Bridges system by sending an **ABAWD TLFA** referral type to the One-Stop Management Information System (OSMIS), as well as generating a DHS-4785-F, FAP Employment and Training Appointment Notice, which is sent to the participant.

A TLFA individual, residing in one of the 32 counties will be automatically referred to the MWA:

- When applying for FAP benefits.
- The month following the end date of a deferral.
- When benefits are re-determined in select counties.

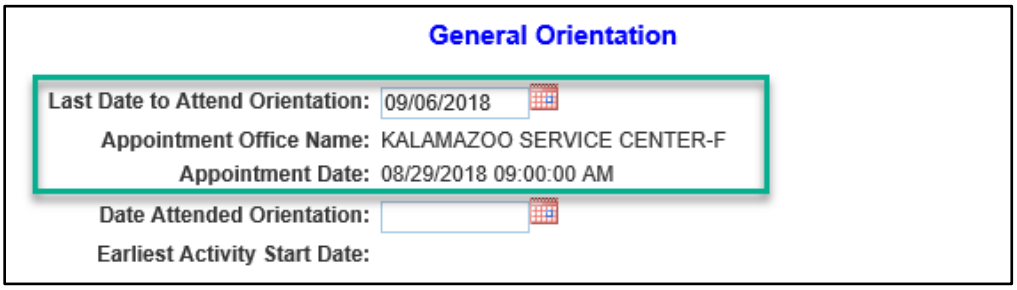
A TLFA individual, not residing in one of the counties with an FAE&T program will be automatically referred to the MWA:

- The month after they move to a county with an FAE&T program.

A TLFA individual may request to be referred to the FAE&T program as a non-ABAWD TLFA referral if they live in a county where the MWA delivers FAE&T, and they are:

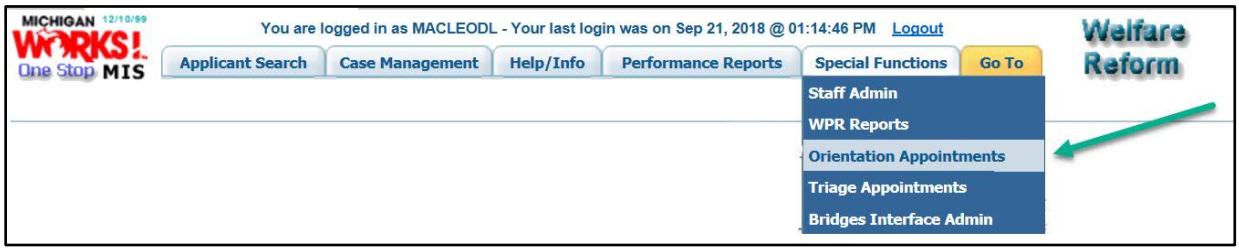
- Deferred from work requirements.
- Already meeting the ABAWD work requirement.

In generating an FAE&T referral and the DHS-4785-F, Bridges will take into consideration the requirement to allow six days for mailing time when scheduling the individual to the first available appointment. The orientation appointment information is transmitted to the OSMIS and displayed on the participant's Welfare Reform registration screen. The Last Date to Attend Orientation (LDTA) is calculated as 15 days after the day the referral is processed from Bridges unless the appointment is beyond 15 days. In such cases, the LDTA will equal the last day of the appointment date month.

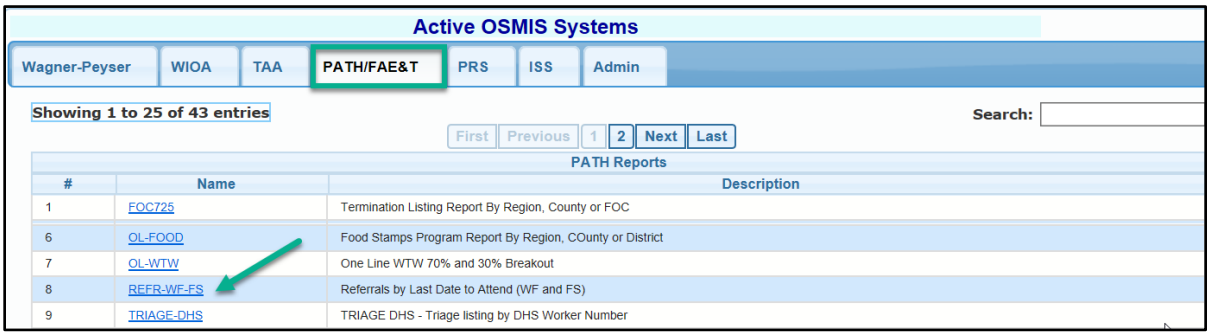


For non-ABAWD TLFA referral types, the office name and appointment date will be blank as a DHS-4785-F notice is **not** sent to the individual.

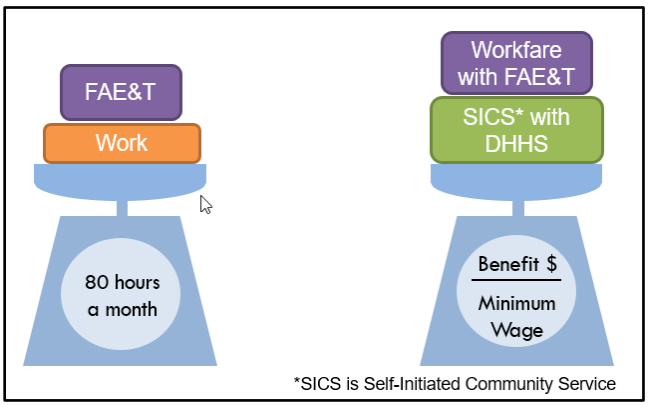
The MWA may view a report containing the appointment information via the "Orientation Appointments" link on the "Special Functions" header tab in the Welfare Reform program section of the OSMIS.



In addition, the "Referrals by Last Date to Attend (WF and FS)" report may be generated to confirm the electronic referral was received via the OSMIS PATH/FAE&T report section. This report includes all referrals, not just those with an assigned orientation appointment.



The TLFA Work Requirement



The ABAWDs referred to the MWA may fulfill their work requirement by one of the following:

- Participating in and complying with the requirements of the program activities (except workfare) for 80 hours per month.
- Any combination of working and participating in program activities (except workfare) for 80 hours per month.
- Participating in and complying with the workfare activity to the extent of the maximum allowable hours calculated by the MDHHS.

At any time the participant can choose to return to the MDHHS to meet the work requirement by engaging in Self-Initiated Community Service (SICS) or working 80 hours per month.

Special Situations

1. When there are multiple ABAWDs subject to TLFA on one FAP case:

    a. The work requirement of 80 hours is an individual requirement.

    b. The workfare activity is a household obligation; the hours can be met by one or more participants.

2. Depending on the date in the month an ABAWD is determined subject to TLFA and referred to the MWA, they may not be subject to the work requirement for the remainder of the month.

    a. The MWA must engage the participant in E&T activities, but the participant is not required to complete the 80 hours for that month. *The information will be displayed in the participant header on OSMIS.*

Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
WANITA	UWA10	18517	10003	ABAWD TLFA	08/08/2018 - Open	Approved	07/31/2019	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$272 for Aug 2018 View All	29 hrs/month as of Aug 2018 View All	0 for Aug 2018 View All	Yes as of Aug 2018 View All	No as of Aug 2018 View All	0 as of 08/15/2018	-

Program Orientation, Assessment, and the Individual Service Strategy

If any ABAWD referred to the MWA does not attend an orientation prior to their LDTA as indicated in the OSMIS, a new electronic referral will need to be approved by the MDHHS and sent via Bridges. The orientation should consist of an overview of the program, responsibilities of the participant, and the consequences for noncompliance as it relates to the general work requirement.

The MWA is responsible for ensuring each participant receives a thorough assessment to evaluate the participant's skills, educational levels, prior work experience, barriers to employment, employability, and whether the participant speaks English as a second language before assigning appropriate activities.

An Individual Service Strategy (ISS) is required electronically in the OSMIS for all participants and includes the results of the completed assessment process. In addition, the ISS should include the individual's career goals and the steps that will be taken to help participants overcome all identified career barriers while supporting the participant's strengths and goals. The ISS must be updated and revised as the participant's circumstances change, but not less than once per year.

The time spent in the orientation session and initial assessment process must be documented on the OSMIS in the *Orientation* activity.

Time spent in additional assessment processes would be documented in the assessment that is specifically related to the E&T activity. Example: When a participant completes an assessment process, to determine readiness for vocational training, the actual hours would be entered into the vocational training activity.

Case Management

All participants must be assigned a case manager for the duration of the program. Intensive case management must be provided to help participants successfully accomplish their educational and employment goals. The hours spent in case management activities are to be included as participation in the assigned activities. Participation in all activities must be documented and entered into the OSMIS.

Program Activities and Supportive Services

The MWA has the flexibility to determine the sequencing of assigned activities on an individual participant basis. Due to the voluntary nature of the program, participants should not be disqualified from FAE&T for failure to comply with the requirements of a specific activity. A participant may be moved to a different activity to continue participation.

Job Search
(Enter in the OSMIS as "Job Search" activity.)

This activity should not begin until the participant is ready to actively search for employment and is employment-ready. Job Search is the act of seeking or obtaining employment and requires job seekers to make a pre-determined number of inquiries to prospective employers over a specified period of time. This activity may be designed so that the job seeker conducts his/her job search independently or within a group setting.

Job Search Training
(Enter in the OSMIS as "Job Search Training" activity.)

Job search training assists individuals to become familiar with general workplace expectations, and learn behaviors and attitudes necessary to compete successfully in the labor market. Job search training may include, but is not limited to:

- Job skills assessments.
- Job finding clubs.
- Teaching participants how to read maps and bus schedules.
- Resumé writing, interview skills.
- Instruction related to seeking employment.
- Career planning tool or the Pure Michigan Talent Connect system.

Job search and job search training **are not qualifying** activities, related to the work requirement which is necessary to maintain FAP eligibility for ABAWDs.

If the TLFA field in the OSMIS displays "No," the participant **does not** have a work requirement and can be **enrolled solely** in job search and/or job search training for the month for which the field represents.

If the TLFA field in the OSMIS displays "Yes," the participant **does** have a work requirement for the month displayed. In order for TLFA participants to meet their monthly work requirement through FAE&T, time spent job searching or in job search training must be done in conjunction with another allowable activity and total

countable hours in job search and job search training must be less than half of the monthly hours requirement (i.e., 80 hours).

Examples: Joe is TLFA and completes 52 hours of vocational training hours in June. He can meet the TLFA work requirement for June by supplementing with 28 monthly hours of completed job search or job search training (or a combination of both).

Joe is TLFA and completes 40 hours of vocational training in June. He completes 40 hours of job search in June, as well. Joe has not met the work requirement since job search hours must be less than half of the total 80 hours.

If the participant is dual-enrolled in Title I of the WIOA or Section 236 of the Trade Adjustment Assistance (TAA) Act, the limitation on the number of hours of participation in job search and/or job search training does not apply. Also, job search and job search training as part of the WIOA or TAA **are considered qualifying** activities relating to the participation requirements necessary to maintain FAP eligibility for ABAWDs.

Dual Program Enrollment

The MWA may coordinate placement in E&T programs through other allowable funding sources for which the participant is eligible. Time spent participating in the additional program activities can be applied to FAE&T, as appropriate.

A direct connection between the training and employability must be established. *(Note: FAE&T participants may not participate in programs funded under Temporary Assistance for Needy Families [TANF], such as Partnership.Accountability.Training. Hope. [PATH]).*

The MWA must ensure there is an established coordination between the multiple program staff and the dual program enrollment activity must be end dated when participation ceases in the non-FAE&T program.

- **Enrollment in WIOA or TAA Program**
  (Enter in the OSMIS as the "Dual Program - WIOA/TAA" activity.)

  Participants may be enrolled in this component if they are participating in employment and training activities with the WIOA program or Section 236 of the TAA Act.

- **Enrollment in State or Local Projects or Programs**
  (Enter in the OSMIS as the "Dual Program – Other" activity.)

  Participants may be enrolled in this component if they are dually enrolled in other state or local E&T programs, such as the Prisoner Re-Entry program and Work-Based Training for Special Populations.

Unpaid Work Activities

Unpaid work activities are work assignments where participants receive compensation in the form of their monthly FAP allotment in lieu of wages. These assignments are not intended to create employee/employer relationships. An MWA shall take into account the prior training, experience, and skills of a participant, along with E&T objectives when making appropriate assignments. **The MWAs must**

negotiate the terms for placement of participants into unpaid work activities and must approve assignment location(s). A participant may identify a worksite that has not yet been established by the MWA. However, the participant cannot be assigned to the worksite until an agreement with the site has been executed by the MWA.

- **Workfare**
  (Enter in the OSMIS as the "Workfare" activity.)

  Workfare is a work component in which FAP recipients perform work in a public service capacity. The primary goal of workfare is to improve employability and encourage individuals to move into unsubsidized employment while returning something of value to the community. Workfare must take place with a public or private non-profit agency.

  A participant should not be assigned to other E&T activities while assigned to workfare to meet the ABAWD work requirement; however, they may choose to participate in other activities.

  The MWA must enter a case note if a participant volunteers for additional workfare hours; however, the additional hours must not be entered in OSMIS as actual hours for the activity.

- **Work Experience**
  (Enter in the OSMIS as the "Work Experience" activity.)

  The work experience component is designed to improve the employability of participants through actual work experience and/or training. The goal of this experience is to enable participants to move into regular employment. In contrast to the workfare component, work experience placements can be negotiated with private, for-profit companies, as well as the public or private non-profit agencies.

Workfare and work experience must comply with these conditions:

- Must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in workfare or work experience. Vacancies due to hiring freezes, terminations, or layoffs must not be filled by workfare or work experience participants.

- Participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, like workers' compensation, and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant. Participants are covered by workers' compensation as outlined in the DHHS Bridges Eligibility Manual (BEM) 232.

- The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the workfare and work experience activities.

- Workfare or work experience jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.

- Workfare or work experience jobs must not be related, in any way, to political or partisan activities.

- Assigned participation in workfare or work experience may not exceed the number of hours transmitted from Bridges for display in the OSMIS as "Household Workfare/Work Experience" hours. However, the participant can volunteer to engage in more hours. Participants are not eligible to participate in workfare or work experience until an hourly value is displayed in the field as indicated below:

Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
SHANNON	SH120	86644	89038	ABAWD TLFA	01/18/2018 - Open	Approved	12/31/2018	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$245 for Aug 2018 View All	26 hrs/month as of Aug 2018 View All	80 for Sep 2018 View All	No as of Sep 2018 View All	Yes as of Sep 2018 View All	0 as of 08/22/2018	-

Example: In the case above, if Shannon completes 26 hours of participation in the workfare activity for the month of August, the ABAWD work requirement has been met, and the participant does not receive a countable month.

As described earlier in this policy, the monthly 80-hour requirement does not apply to the workfare activity, and workfare is a household obligation. All members of a multiple ABAWD household can share the hourly obligation over the course of the month. It is also allowable for one of the participants to complete the activity and the other participant to be assigned to the "Non-Participating ABAWD" activity in the OSMIS, as described later in this policy.

"Hours available for work experience" is also a household limit; however, the participants are still required to meet the monthly individual 80-hour work requirement. As with all E&T activities, the participant can volunteer to participate additional hours, and the extra work experience should be entered in the OSMIS.

During workfare or work experience, the MWA should continue efforts to assist the participant in obtaining employment, e.g., sending out the participant's resumé and setting up employment interviews.

Educational and Training Programs

Educational and training opportunities can provide the skills needed to secure unsubsidized employment and ultimately self-sufficiency. Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job-readiness must be established for the component to be approved by the MWA. Study time can be counted as participation for Basic Literacy, Self-Employment Training and Vocational Training activities.

- **Basic Literacy**
  (Enter in the OSMIS as the "Educational/Training Programs – Literacy" activity.)

  Educational/training programs expand the job search abilities or employability of those subject to the program. Allowable educational activities may include, but are not limited to:

  - High school or equivalent education programs.
  - Remedial education programs to achieve a basic literacy level.
  - Instructional programs, such as English as a Second Language, basic computer skills training, and basic literacy skills.

- **Employment Enhancement Skills Training**
  (Enter in the OSMIS as the "Educational/Training Programs – EEST" activity.)

  Employment enhancement skills training (EEST) is a work readiness program intended to increase or develop participants' motivation and skills for active participation in activities relating to employment. It is also designed to stabilize participants living circumstances and facilitate successful involvement in the program. The EEST may include activities such as:

  - Motivational activities, which include prioritizing work and building or improving self-esteem and self-image.
  - Improving interpersonal relationships.
  - Information and referrals to community resources to address health-related issues, along with access to housing, food, and clothing assistance.
  - Time and money management workshop.
  - Academic enrichment and work readiness activities designed to prepare the student for placement in higher level training.

- **Self-Employment Training**
  (Enter in the OSMIS as the "Self-Employment Training" activity.)

  Self-employment training is an activity that improves the employability of participants by training them to design and operate a small business or another self-employment venture. Please note this activity is a training component and not for self-employment.

- **Vocational Training**
  (Enter in the OSMIS as the "Vocational Occupational Training" activity.)

  Vocational training improves the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment. All vocational training activities should be organized educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in-demand occupations, based on local labor market information data.

The FAE&T program funds may be used to cover the actual education costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client. Participants must attempt to secure federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity.

Non-Participating ABAWD – Multiple ABAWD Household Member
(Enter in the OSMIS as "Non-Participating ABAWD" activity.)

When a multiple ABAWD household is assigned to the workfare component, and one participant chooses to complete the required hours, the other participant(s) should be entered in the Non-Participating ABAWD activity in the OSMIS, unless the other ABAWD volunteers for an activity.

Pending Deferral Determination
(Enter in the OSMIS as "Pending Deferral Determination" activity.)

This activity is designed as a placeholder for when an ABAWD TLFA referral type chooses to no longer participate with the MWA and requests MDHHS for a deferral from ABAWD work requirements. *Upon opening the activity, the MWA must create an OSMIS case note and notify the local MDHHS office. Any documentation received from the participant to support the deferral should be provided to the local MDHHS office; however, the participant is not required to submit documentation to the MWA.*

If the deferral is granted, the OSMIS will receive a Deferral notice from Bridges and termination will be generated by the system. (If Bridges does not send the deferral to the OSMIS, the MWA can terminate the registration or wait for the OSMIS to system terminate due to no activity within 100 days).

Supportive Services
(Enter in the OSMIS as "Supportive Services.")

Supportive Services are services designed to assist participants in overcoming barriers that prevent them from engaging in E&T activities. Supportive services are an integral and required element of the FAE&T program. They must be reasonable and necessary, and directly related to participation in activities, <u>not for supporting participants' involvement in unsubsidized employment</u>. *A participant may receive a maximum of $960 per year.*

Supportive services may include:

- Cellular phone service (limited to three months and no other source of free data or phone service is available or appropriate for the situation).
- Clothing (appropriate for job search activity or interviews).
- Course registration fee (may qualify as a program delivery expense).
- Drug tests (required for employment).
- Fingerprinting (required for employment).
- Legal services (expunging a criminal record to secure employment).
- Medical services (i.e., TB test or physical required for employment).

- Fees (i.e., union dues, test fees, licensing and bonding fees, background checks needed for training or to support job search).
- Personal Grooming Supplies/Services (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards).
- State of Michigan identification card, temporary driving instruction permit, driving skills test, and driver's license.
- Student activity fee (if required to participate in class, may qualify as a program delivery expense).
- Training materials, textbooks, and supplies.
- Transportation (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft type services] and necessary non-maintenance vehicle repairs [limited to $350]).
- Work and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).

Supportive services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, supportive services may be provided through reimbursement to the participant for the actual cost of services incurred.

Gift cards or vouchers may be provided, as a prepaid allowance, <u>if their use is restricted to specific purchases or services allowed by the program</u>. In addition, case file documentation must clearly identify the supportive service provided.

The case file, action plan, or the OSMIS case notes must contain information that explains why the supportive service is necessary for participation in E&T activities.

The following items are **not allowed** to be paid for with FAE&T funds:

- Automobile insurance.
- Automobile ownership/operator taxes (tag and title).
- Automobile purchase.
- Bad debt.
- Drug/alcohol counseling or therapy.
- Food staples and groceries.
- Living stipend.
- Mental health treatment.
- Personal computers.
- Relocation expenses.
- Student loans, fees, penalties, or fines.
- Expenditures to support employment that was obtained prior to enrollment in FAE&T.

Unsubsidized Employment Prior to Referral
(Enter in the OSMIS as the "Unsub Employment Prior to Referral" activity.)

Unsubsidized employment prior to referral is employment in the public or private sector that is not supported by TANF, State General Fund/General Purpose (GF/GP) funds, or any other public program. This activity may also include self-employment.

Please note participants employed prior to referral must be enrolled in another E&T activity before opening this employment activity in the OSMIS. Also, **supportive service funds may not be used** to support the participant's employment, and the **participant may not enroll in job retention services** (JRS).

Unsubsidized Employment
(Enter in the OSMIS as the "Unsubsidized Employment" activity.)

Only participants who obtain employment after engaging in other FAE&T activities may be enrolled in this activity.

Unsubsidized employment is full or part-time employment in the public or private sector that is not supported by TANF, State GF/GP funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all participants to prepare for self-sufficiency and public assistance case closure. Employed participants should be encouraged to engage in other E&T activities to increase the likelihood of achieving
self-sufficiency.

The MWA must notify the local MDHHS office if a participant obtains employment while enrolled in the program. Self-employment is not allowable for this activity unless the participant successfully completed an approved self-employment training program.

The FNS does not recognize unsubsidized employment as an allowable category of service for FAE&T. Therefore, employed FAE&T participants must participate in other allowable FAE&T activities in addition to unsubsidized employment. The JRS qualifies as an allowable activity for up to 90 days. The additional E&T activity, or JRS, must be open in the OSMIS before entering the "unsubsidized employment" activity in the OSMIS.

The MWA must create an OSMIS case note and notify the local MDHHS office if an FAE&T participant:

- Voluntarily quits a job of 30 hours or more per week without good cause.
- Voluntarily reduces hours of employment below 30 hours per week without good cause.
- Refuses to accept a bonafide offer of employment per MDHHS BEM 233B.

The MDHHS will determine if the individual has good cause.

The Job Retention Services (JRS)
(Enter in the OSMIS as the "Job Retention Services" activity.)

The JRS may be provided to individuals who secure full or part-time unsubsidized employment **after** receiving other employment or training services under the FAE&T

program. This activity provides case management and supportive services to help participants achieve satisfactory performance, retain employment and increase earnings over time. Supportive services are an integral and required element of the JRS activity.

The JRS:

- Requires an open unsubsidized employment activity in the OSMIS.
- May be provided for a maximum of 90 days per referral.
- May continue for the full 90 days, even if the FAP case closes.
- If the customer is employed at the time of registration, JRS may only be provided if the participant secures a new job with a new employer or a new position with the original employer.

The JRS is limited to 90 days per referral; however, the 90 days do not need to occur concurrently. The OSMIS will track the number of days each participant is enrolled in JRS to ensure that 90 days are not exceeded in any one referral. Only one JRS activity can be open at a time, even if the participant has multiple jobs. The single JRS activity covers multiple jobs in the same time period. At the end of the 90 days, the participant must be engaged in another E&T activity if their FAP case is still open. The start date for the new E&T activity in the OSMIS must be the same date as the end date of the JRS activity or an earlier date.

Job Retention Supportive Services
(Enter in the OSMIS as "Job Retention Supportive Services.")

Job Retention Supportive Services are designed to assist the participant in maintaining employment and can only be provided when a participant is enrolled in the JRS activity. The annual maximum of $960 is the combination of regular supportive services and job retention supportive services. *Job retention supportive services follow the same rules as regular supportive services, as described earlier in this policy.*

The following job retention supportive services are permissible if they are required to maintain the employment:

- Clothing.
- Fees (i.e., union dues, test fees, licensing and bonding fees).
- Personal Grooming Supplies/Services (i.e., personal hygiene products and services, including haircuts, to meet employer appearance standards).
- Transportation (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services], and necessary non-maintenance vehicle repairs [limited to $350]).
- Work tools (i.e., equipment, tools, safety clothing, uniforms).

Serving Employed Participants

Example 1: A TLFA participant enrolls in FAE&T, engages in an allowable activity, and then secures 15 hours of unsubsidized employment. The participant is in need of transportation assistance to maintain the new employment. The unsubsidized

employment activity is opened in the OSMIS to document the participation, and the JRS activity is opened to provide mileage reimbursement. The individual continues to participate in an allowable activity for the additional five hours needed to meet the ABAWD work requirement. After 30 days, the job is going well, and employment-related assistance (mileage reimbursement) is no longer needed, but additional training is requested to increase overall self-sufficiency. A training activity is opened, and the JRS activity is ended. The unsubsidized employment activity remains open. The MWA may now provide regular supportive services to support the training activity, and 60 days of JRS remain available for future use.

Example 2: A participant enrolled in FAE&T completes a training component and secures full-time unsubsidized employment. The participant needs transportation assistance to maintain the new employment. The JRS activity is opened to provide mileage reimbursement, and the unsubsidized employment activity is opened to document the participation, job retention services are provided for the next 90 days. After 90 days if the FAP case is still open and the customer is meeting the ABAWD work requirement with employment hours, they would be terminated from the OSMIS as "completed program objectives." If the customer needs additional hours, a new allowable activity should be assigned, and the JRS activity must be ended. If the FAP case is closed, the individual must be terminated from the OSMIS.

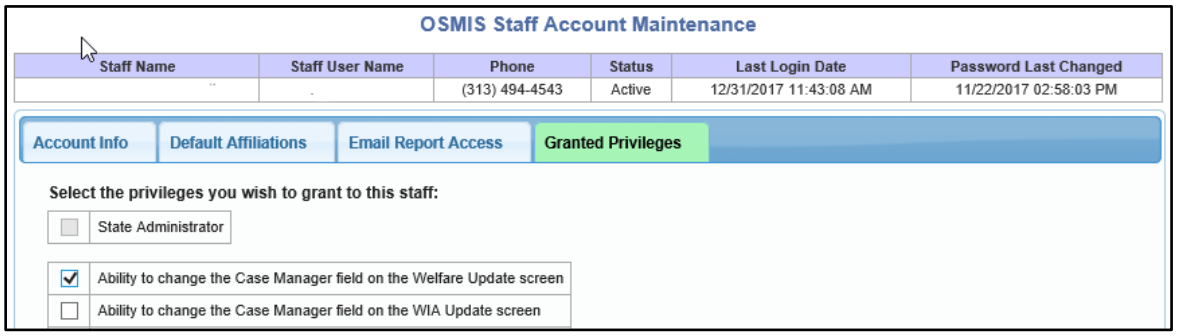
Example 3: A TLFA participant enrolls in FAE&T and is already employed 10 hours per week. Based on assessment results the participant engages in a short-term training for the additional 10 hours per week to meet the ABAWD work requirement. The participant needs transportation assistance to attend the training. The *"Unsub Employment Prior to Referral"* and the training activities are opened in the OSMIS to document the participation. Mileage reimbursement is provided for the training as a regular supportive service. Mileage reimbursement, nor any other supportive service, is provided to maintain the employment.

Data Entry in the OSMIS and Documentation

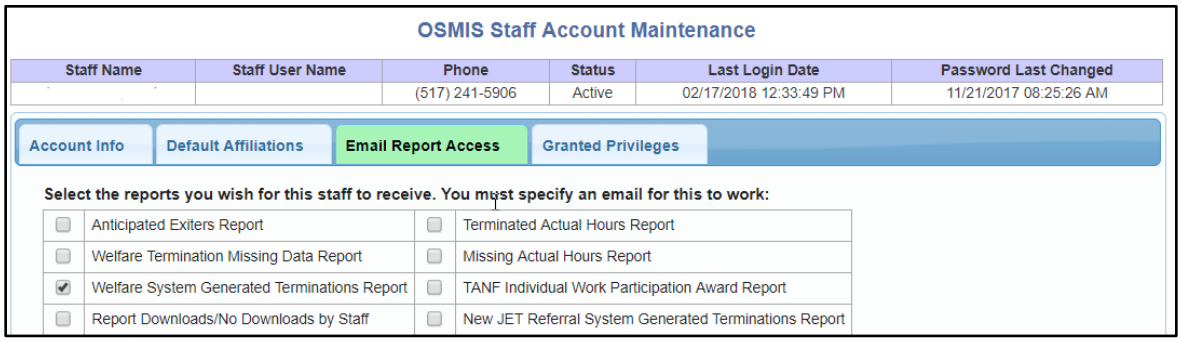
The MWA must ensure staff have access, and the training, to appropriately capture all required participant and reporting information in the OSMIS.

The MWA must provide the following for each FAE&T provider:

- The OSMIS staff accounts that include the ability to change the case manager field on the welfare update screens via the "Granted Privileges" tab of the OSMIS staff account maintenance section.



- The OSMIS staff accounts that will receive the Welfare System Generated Terminations Report via the “Email Report Access” tab of the OSMIS staff account maintenance section.



The MWA must ensure the FAE&T providers abide by the following:

- Participants must be registered in the OSMIS before the electronic referral expires. The expiration is two calendar days beyond the LDTA as displayed on the registration page.
- Participation must be documented and verified before entering hours in the OSMIS. Forms are included in this policy. The participant’s signature on the form is sufficient for documenting most activities; however, workfare, work experience, dual program enrollment, and verification of employment hours require an authorized signature. Electronic signatures are acceptable. The forms that are formatted in the portrait orientation require an authorized signature and those formatted in the landscape orientation only require the participant’s signature.
- Data entry must be within two days of the start and end dates of participation in the activity.
- A case note must be entered in the OSMIS at least once a month.

The following rules apply in OSMIS:

- Data entry changes for activities and actual hours are limited to the current calendar month and the previous calendar month.
- Outcome reports will only include participants with actual hours entered in the OSMIS.

Participant Header Fields and Definitions

The participant header contains information received from the MDHHS for the individual.

Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
SHANNON	SH120	86644	89038	ABAWD TLFA	01/18/2018 - Open	Approved	12/31/2018	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$245 for Aug 2018 View All	26 hrs/month as of Aug 2018 View All	80 for Sep 2018 View All	No as of Sep 2018 View All	Yes as of Sep 2018 View All	0 as of 08/22/2018	-

Referral Type: There are three referral types for FAE&T participants.

- "**ABAWD TLFA**" - an ABAWD who is not deferred or working more than 20 hours a week.

- "**ABAWD Volunteer**" - an ABAWD who is deferred or working more than 20 hours a week but requests to be referred to an MWA.

- "**Volunteer**" – an ABAWD not yet subject to TLFA who asks to be referred to an MWA.

FAP Elig. Period: The effective dates of the individual's FAP benefits.

FAP Case Status: The approval status of the FAP case where the individual is a member.

Case Review: The date of the individual's next FAP case redetermination review by the MDHHS.

Extension Began: The month and year the individual began to receive FAP benefits as part of the eligibility for a three-month extension.

FAP Grant: The monthly grant amount and corresponding month and year. The "View All" link will show previous values sent to the OSMIS.

Household Workfare/Work Experience: The maximum number of hours the individual can perform workfare or work experience in the corresponding month without violating the Fair Labor Standards Act. A TLFA individual can meet the ABAWD work requirement by participating in workfare for the number of hours displayed in this field.

Monthly Req. Hrs: The number of hours the individual must participate in FAE&T to meet the ABAWD work requirement for the corresponding month and year. The "View All" link will show previous values sent to the OSMIS.

Multiple ABAWD: This indicates if there is another ABAWD on the FAP case who was referred to the MWA. "Yes" or "No" and the corresponding month and year will display. The "View All" link will show previous values sent to the OSMIS.

TLFA: This indicates if the individual is subject to Time Limited Food Assistance. "Yes" or "No" and the corresponding month and year will display. The "View All" link will show previous values sent to the OSMIS.

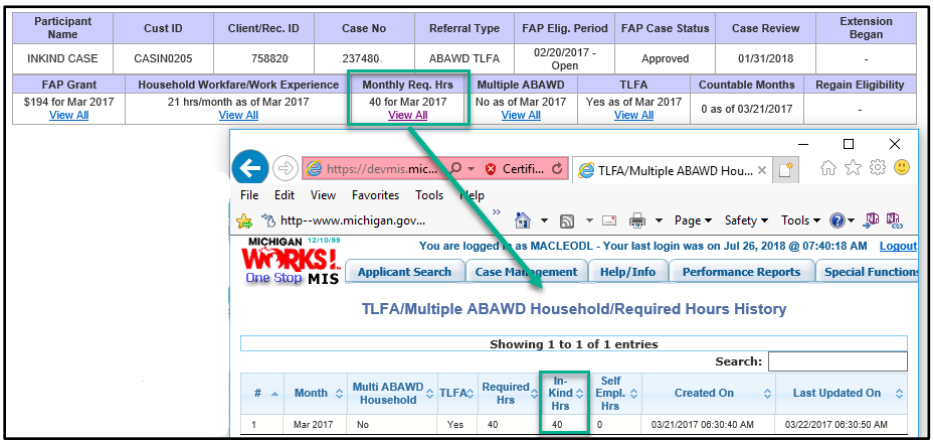
Countable Months: The number of months the individual, subject to TLFA, has received FAP benefits without being deferred or meeting the ABAWD work requirement (limited to three in 36 months). "0," "1," "2," or "3" will display.

Regain Eligibility: The start date the individual regained FAP benefits after receiving three-countable months.

In-Kind Hrs: In-Kind work is defined as any work that is done in exchange for goods or services. The work requirement of 80 hours per month will be reduced if the MDHHS has applied In-Kind work hours to the individual's FAP case. This value is displayed in the TLFA/Multiple ABAWD Household/Required Hours History page

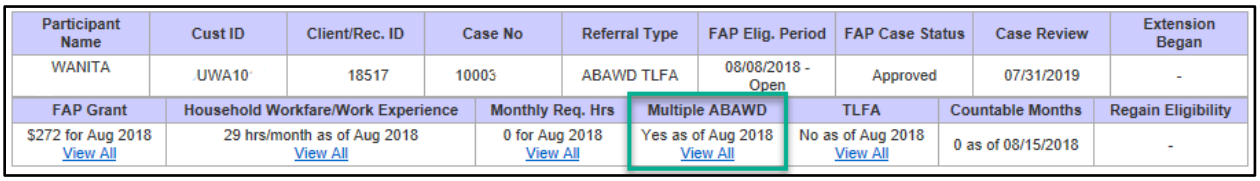
which is accessible from the View All links in the participant header. *This value is used by the OSMIS to reduce the hours displayed as Monthly Required Hours.*

Example: An individual works 40 hours of In-Kind work per month. Bridges will send the 40 hours to the OSMIS. The OSMIS will assume 40 hours out of the 80 will be met, and the OSMIS will display the required hours as "40." ***The MWA does not document or track participation associated with In-Kind hours.***

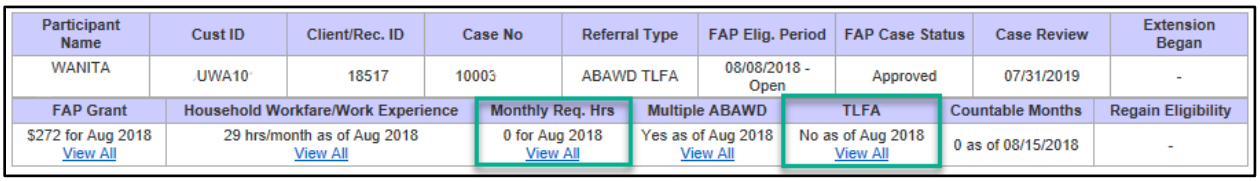


Multiple ABAWD: The following applies to participants from a FAP case where there is more than one ABAWD subject to TLFA:

- The OSMIS will display "Yes" in the Multiple ABAWD Household field on the participant header.
- The work requirement of 80 hours is an individual requirement.
- The workfare activity is a household obligation; and as such, the hours can be met by one or both participants.



TLFA Status: An individual may be referred to the MWA with an ABAWD TLFA referral type but not subject to the work requirement for that month. The MWA must engage the participant in E&T activities, but the participant is not required to complete the 80 hours for that month.

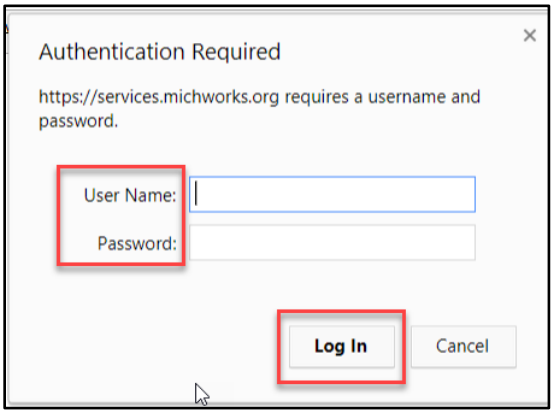


Example: An individual applies for FAP benefits <u>after</u> the first of the month and is referred to the MWA. The benefits are prorated and not subject to the three countable month limit. The TLFA status will display "No" and required hours will display "0" in the OSMIS. Please note the "required hours" refers to how many hours are needed for the participant to meet the work requirement if they choose to meet the work requirement through E&T and not Workfare.

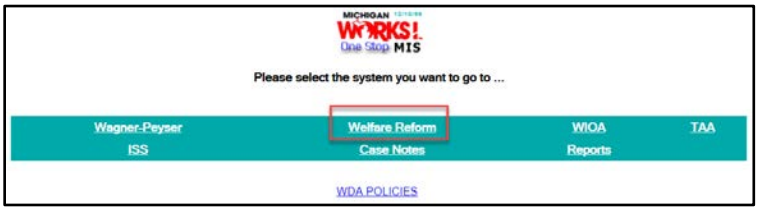
Instructions for Data Entry in the OSMIS

The internet can be used to access the **OSMIS**.

Enter user name and password and click the “Log In” button.

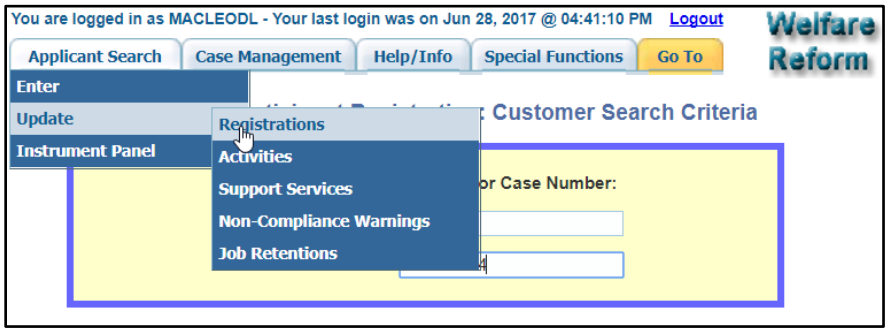


Click on “Welfare Reform.”

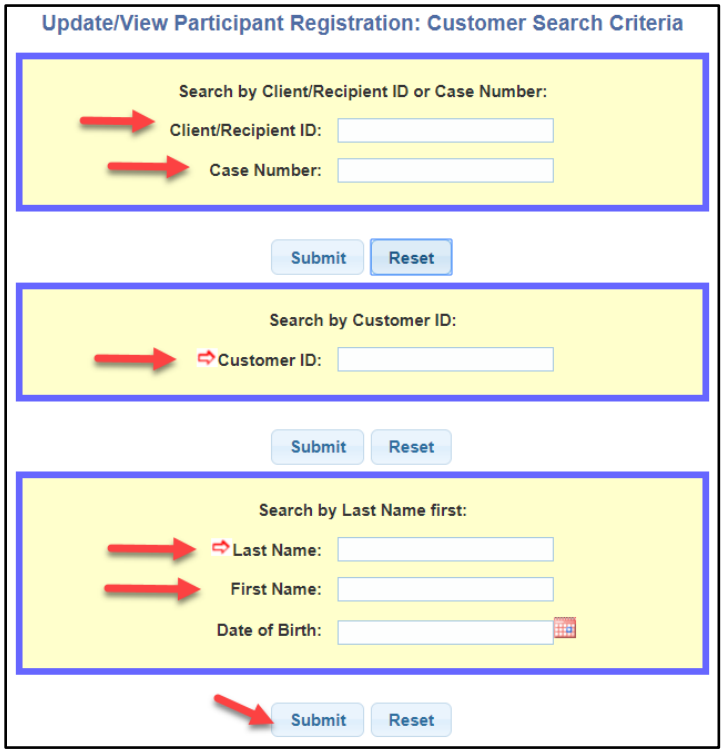


Searching for a Participant

Hover over “Applicant Search,” then use the mouse to scroll down to “Update,” and over to “Registration,” and click the left mouse button.

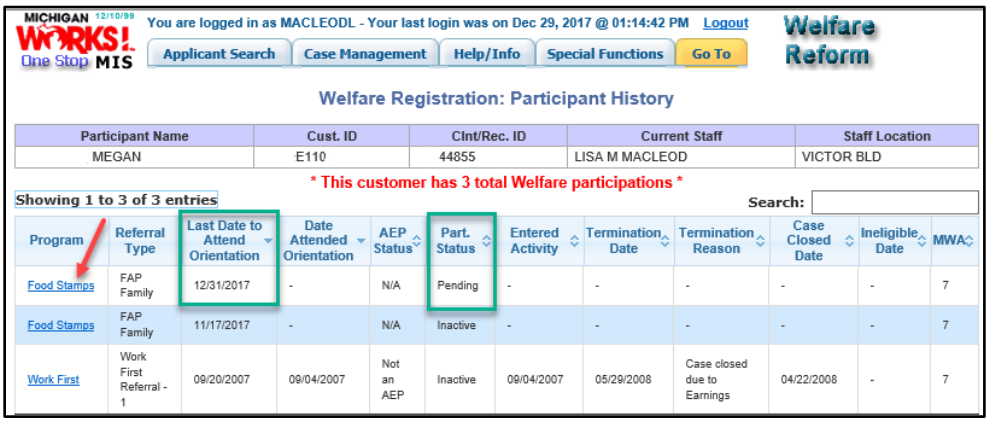


The “Customer Search Criteria” includes Client/Recipient ID or the MDHHS Case Number for a quick search. If these numbers are not available, try to search on the Customer ID *(first three letters of the last name, first two letters of the first name and month and day of birthdate, ex: John Smith’s birthday is November 3, 1983, = smijo1103),* or First <u>and</u> Last Name. Enter one of the values and click the “Submit” button.



The customer’s information will display if there is an existing Welfare Registration. Click on the customer’s name to proceed to the Participant History. *If an error message occurs, the electronic referral from Bridges failed, and the MWA must contact the MDHHS.*

From the Participant History screen look for Food Stamps in the Program column along with a Pending "Part. Status," click on Food Stamps to access the record. *If the top row displays "Inactive" as the "Part. Status", a new electronic referral is needed from the MDHHS via Bridges. A new referral is also needed if the top row displays a Program other than Food Stamps.*

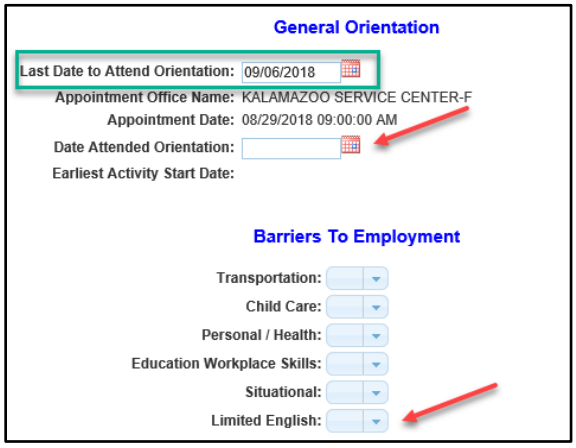


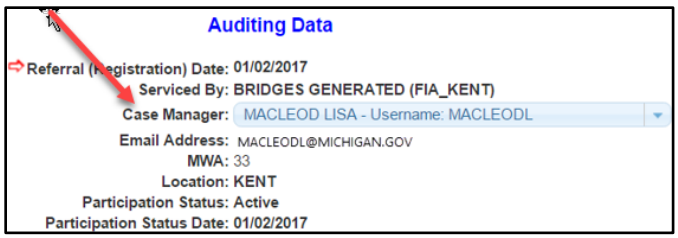
Registering the Participant

The customer must be provided an orientation prior to the LDTA to be registered in the OSMIS. The MWA may extend the LDTA to prevent the electronic referral from expiring.

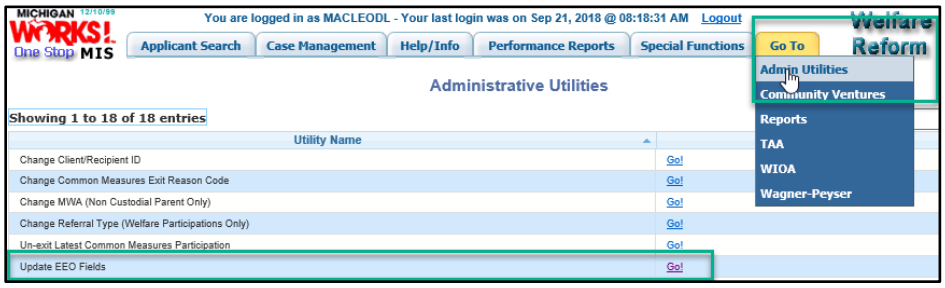
The following screenshots represent fields that must be completed at the time the registration is entered in the OSMIS:

- Date Attended Orientation.
- Limited English –Yes, if the participant <u>speaks English as a second language.</u>
- A Case Manager must be selected to identify the staff associated with the participant and to facilitate receiving automated emails from the OSMIS.

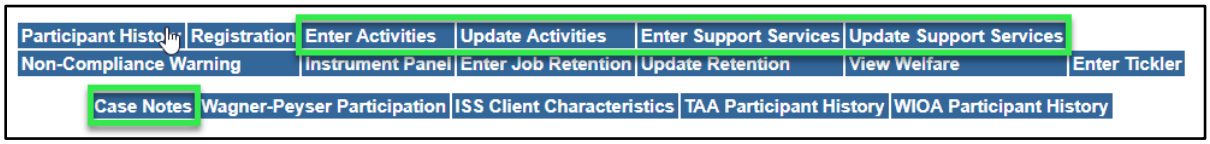




If the registration transaction cannot be completed because of a missing race indicator, the MWA must enter the appropriate race by accessing the "Admin Utilities" tab in the OSMIS and clicking on "Update EEO Fields."



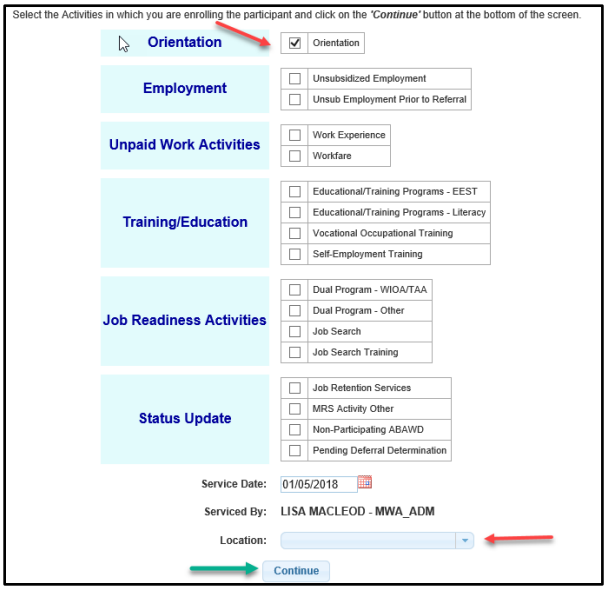
The bottom of the Registration screen has additional navigational buttons to enter/update activities, enter/update supportive service and enter case notes. The case notes section must be updated ***at least once a month***.



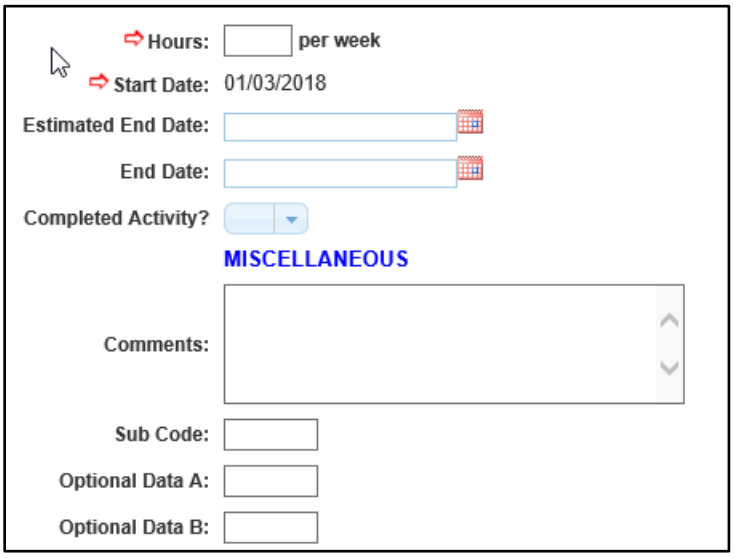
Entering Activities

The first activity must always be "Orientation."

Select the activity in which you are enrolling the participant, choose a location and click on the "Continue" button at the bottom of the screen.



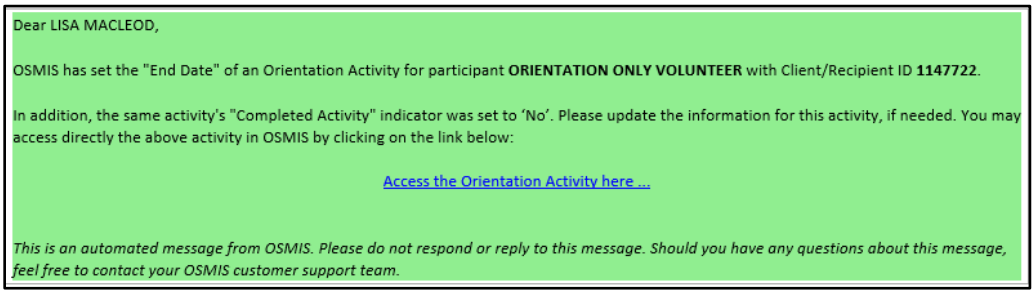
Additional detail is required when enrolling a participant in an activity. Mandatory fields are indicated by a red arrow.



After entering the information about the activity, click on the "Insert" button.

The following applies to the Orientation activity:

- The start date auto populates to equal the date the customer attended orientation and cannot be changed.
- The end date is restricted to no more than 14 days after the start date; however, the end date can equal the start date.
- If the activity is not end dated within the 14-day period, the OSMIS will end date the activity and set the "completed activity" indicator to "No."
    - The case manager, designated on the registration page, will receive the following email and must change the indicator to "Yes" if the participant completed Orientation.



Dear LISA MACLEOD,

OSMIS has set the "End Date" of an Orientation Activity for participant **ORIENTATION ONLY VOLUNTEER** with Client/Recipient ID **1147722**.

In addition, the same activity's "Completed Activity" indicator was set to 'No'. Please update the information for this activity, if needed. You may access directly the above activity in OSMIS by clicking on the link below:

Access the Orientation Activity here ...

This is an automated message from OSMIS. Please do not respond or reply to this message. Should you have any questions about this message, feel free to contact your OSMIS customer support team.

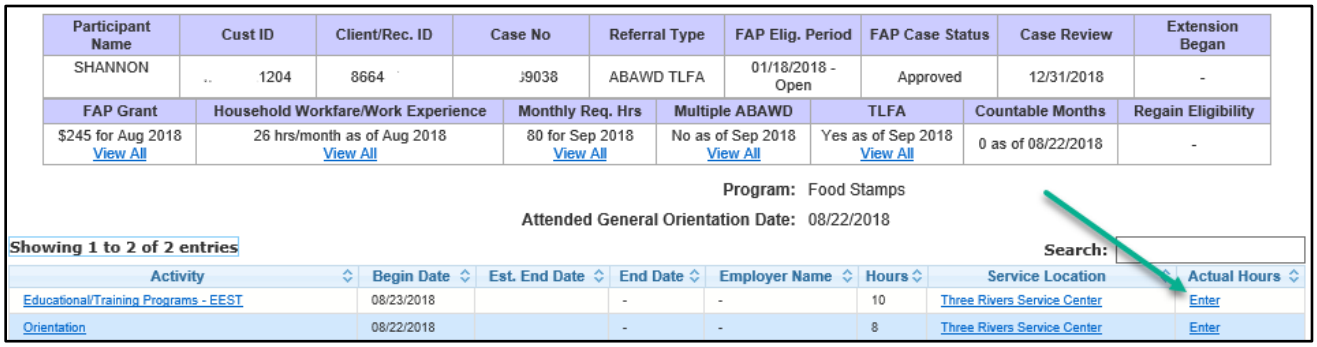
Entering Actual Hours for Activities

Actual hours must be entered for **all** FAE&T participants. Hours are recorded weekly, and the weeks will be based on the calendar month. It is a best practice to have all entry of hours completed three days before the end of each month. However, for ABAWDs with two countable months earlier entry of hours is preferred. Hours are sent from the OSMIS to the Bridges system nightly.

The MDHHS must provide notice to individuals each month if they fail to meet the ABAWD work requirement. Early entry of confirmed hours of participation will prevent unnecessary notifications to the participants. The MWA must notify the local MDHHS office if they receive documentation of participation for the previous month, and the hours cannot be entered due to the OSMIS receiving a FAP case closure and the record being inactivated.

Entering "Actual Hours" can be accessed from either the "Enter Activities" screen or the "Update Activities" screen.

Clicking on "Enter" in the "Actual Hours" column opens the "Enter Actual Hours" screen.



Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
SHANNON	1204	8664	9038	ABAWD TLFA	01/18/2018 - Open	Approved	12/31/2018	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$245 for Aug 2018 View All	26 hrs/month as of Aug 2018 View All	80 for Sep 2018 View All	No as of Sep 2018 View All	Yes as of Sep 2018 View All	0 as of 08/22/2018	-

Program: Food Stamps

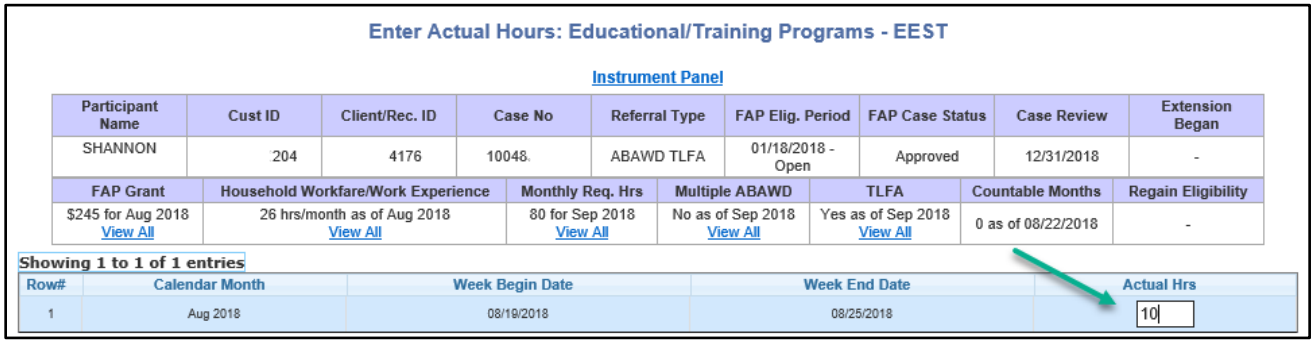
Attended General Orientation Date: 08/22/2018

Showing 1 to 2 of 2 entries

Search:

Activity	Begin Date	Est. End Date	End Date	Employer Name	Hours	Service Location	Actual Hours
Educational/Training Programs - EEST	08/23/2018		-	-	10	Three Rivers Service Center	Enter
Orientation	08/22/2018		-	-	8	Three Rivers Service Center	Enter

Hours are entered for each week of an activity. The week time period runs from Sunday to Saturday, and you cannot enter hours for a given week until today's date is subsequent to Sunday's date of the week you want to enter. If you wish to skip a week, you must enter
"0" hours for that week.



Enter Actual Hours: Educational/Training Programs - EEST

Instrument Panel

Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
SHANNON	204	4176	10048	ABAWD TLFA	01/18/2018 - Open	Approved	12/31/2018	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$245 for Aug 2018 View All	26 hrs/month as of Aug 2018 View All	80 for Sep 2018 View All	No as of Sep 2018 View All	Yes as of Sep 2018 View All	0 as of 08/22/2018	-

Showing 1 to 1 of 1 entries

Row#	Calendar Month	Week Begin Date	Week End Date	Actual Hrs
1	Aug 2018	08/19/2018	08/25/2018	10

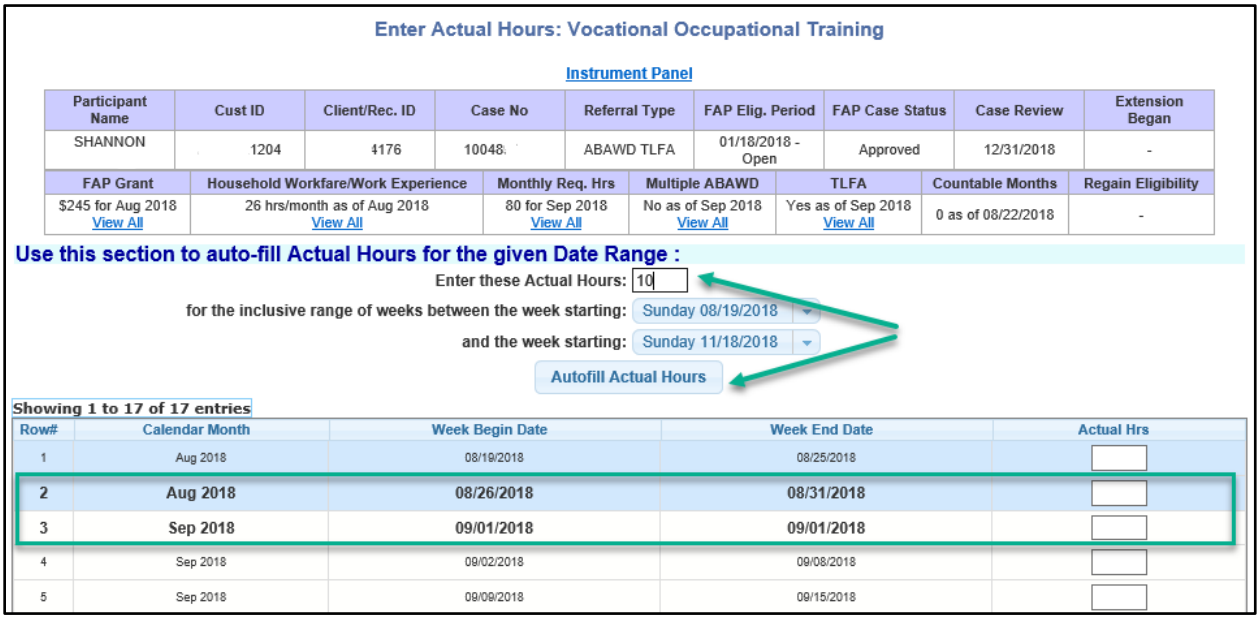
Entering Projected Hours

Hours for most activities must be entered week-by-week. However, for **employment activities, basic literacy, and vocational training** hours can be *auto-filled* up to 90 days into the future from the current date. This would be the number of hours the participant is expected to participate in the activity.

If the MWA chooses this option:

- The participation must be confirmed monthly.
- The projection must be changed at the point the MWA is made aware the actual participation is less than the projected value.

On the Enter Actual Hours screen, type in the number of hours for the activity, select the beginning week and the ending week and then click "Autofill Actual Hours." Rows will be highlighted in bold font if the week spans across two calendar months.



Participant Name	Cust ID	Client/Rec. ID	Case No	Referral Type	FAP Elig. Period	FAP Case Status	Case Review	Extension Began
SHANNON	1204	4176	10048	ABAWD TLFA	01/18/2018 - Open	Approved	12/31/2018	-

FAP Grant	Household Workfare/Work Experience	Monthly Req. Hrs	Multiple ABAWD	TLFA	Countable Months	Regain Eligibility
$245 for Aug 2018 View All	26 hrs/month as of Aug 2018 View All	80 for Sep 2018 View All	No as of Sep 2018 View All	Yes as of Sep 2018 View All	0 as of 08/22/2018	-

Row#	Calendar Month	Week Begin Date	Week End Date	Actual Hrs
1	Aug 2018	08/19/2018	08/25/2018	
2	**Aug 2018**	**08/26/2018**	**08/31/2018**	
3	**Sep 2018**	**09/01/2018**	**09/01/2018**	
4	Sep 2018	09/02/2018	09/08/2018	
5	Sep 2018	09/09/2018	09/15/2018	

The hours entered for those weeks will reflect the prorated amount based on the number of days in each calendar month. The MWA may choose to edit the hours before clicking Enter.

Row#	Calendar Month	Week Begin Date	Week End Date	Actual Hrs
1	Aug 2018	08/19/2018	08/25/2018	10
2	**Aug 2018**	**08/26/2018**	**08/31/2018**	**9**
3	**Sep 2018**	**09/01/2018**	**09/01/2018**	**1**
4	Sep 2018	09/02/2018	09/08/2018	10
5	Sep 2018	09/09/2018	09/15/2018	10

Hours entered may be viewed by accessing the “Actual Hours Status” page.

List of Actual Hours for weeks starting on or after 05/15/2017 and ending on or before 06/10/2017.

Hint: Mouse over the activity code to view the activity name ...

Showing 1 to 6 of 6 entries

Calendar Month	Weekly Period	62	TOTAL
May 2017	05/14/2017 - 05/20/2017	10	10
May 2017	05/21/2017 - 05/27/2017	10	10
May 2017	05/28/2017 - 05/31/2017	6	6
Jun 2017	06/01/2017 - 06/03/2017	4	4
Jun 2017	06/04/2017 - 06/10/2017	10	10
	TOTAL	40	40

Entering Supportive Services

The MWA must enter in the OSMIS all supportive services provided to the participant. The following applies to the “Enter Support Services” screen:

Type:

- Select Supportive Service if it was provided to remove a barrier related to involvement in an assigned E&T activity.
- Select Job Retention Supportive Service if it was provided to assist with maintaining employment.
    - The OSMIS will confirm the participant has a JRS activity before allowing this “Type” to be selected. Upon submission, if the activity does not exist an error message will display.

Alert Message

- There must be an existing 'Job Retention Services' activity in order to enter this support service type.
- Current support service can not be completed. Please correct above errors and re-submit request

Support Service:

- Select an item from the dropdown list that matches the support provided. The items in the lists are based on the Type selected.

Type: Supportive Service: Job Retention Supportive Service:

Support Service:

Auto Repair (non-maintenance)
Clothing
Drug Tests
Fees (union dues, test fees, licensing, bonding & background checks)
Fingerprinting
Housing Asst. (FAE&T Plus only)
Legal Services (expungement of criminal record)
Medical Services
Personal Grooming Supplies/Services
Private Vehicle Mileage Reimb.
Public Transportation
State of MI ID or Driver's License
Training Materials, Textbooks, Tools & Supplies

Amount:

- Enter the dollar value paid.

Check Number:

- Enter the number of the payment document, if applicable.

Expenditure Begin Date:

- Enter the begin date of the period the support covers, if applicable.

Expenditure End Date:

- Enter the end date of the period the support covers, if applicable.

Date Received:

- Enter the date the participant received the support. *The date must be less than or equal to today's date and greater than or equal to the "service date."'*

Comment:

- Enter any supplemental information.

Funding Source:

- Select FAE&T (only required if also enrolled in FAE&T Plus.)

Service Date:

- Enter the date it was determined the support would be provided. *The date must be less than or equal to the "date received."*

Location:

- Select the location from the dropdown list.

When a supportive service record has been inserted, the OSMIS will create a Case Note that will include the following data:

- Date: today's date.
- Program: FS.
- Subject: SUPPORT SERVICE.

- Comments: Type, Name, Amount, Date Received, Funding Source, Comments entered and Service Date (all applicable if present in the support service record).
- MWA: The MWA number associated with participant record.
- Staff: Name of person who entered the support service record.
- Location: Location associated with support service record.

Enter Case Notes

Showing 1 to 1 of 1 entries

Search:

#	Date	Program	Subject	Comments	MWA	Staff	Location
1	08/23/2018	FS	SUPPORT SERVICE	Type: Supportive Service Name: Clothing Amount: $40 Date Received: 08/23/2018 Funding Source: FAE&T SS Comments: Dress pants, shirt, tie and shoes for upcoming interview. Service Date: 08/23/2018 Close	14	LISA MACLEOD	Three Rivers Service Center

If the support service record is modified, a new case note will be added. The MWA may delete the original case note if appropriate.

The summary view of all supportive services provided is broken down based on the funding source selected: FAE&T or FAE&T Plus.

	All Programs	PATH	FAET	FAET Plus	WIA	WIOA	TAA	CV
Total Support Services Received, to Date:	$40.00	$0.00	$40.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Support Services Received, last 12 months:	$40.00	$0.00	$40.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Clothing Services Received, last 12 months:	$40.00	$0.00	-	-	$0.00	$0.00	-	$0.00
Total Auto Repair Services Received, last 12 months:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-	$0.00
Total Auto Purchase Services Received, lifetime:	$0.00	$0.00	-	-	-	-	-	$0.00

Click on **Service** to view service detail

Entry of Educational and Training Outcomes

The MWA must enter into the OSMIS all participants' educational and training outcomes prior to termination/case closure. As a best practice, the MWA should enter educational outcomes when they are attained. In the registration component of the OSMIS, case managers will be required to indicate whether or not the participant obtained a high school diploma/GED, an associate's degree, another post-secondary degree, or other training credentials during the enrollment. All educational and training outcomes must be verified by the MWA prior to being entered into the OSMIS.

Ending Participation and Termination Reasons in the OSMIS

The MWA retains the participant until one of the following:

- Notified by the MDHHS of the participant's FAP ineligibility (except for those engaged in JRS, as described earlier in this policy).
- Notified by the MDHHS of the participant's application for TANF benefits and new referral to the MWA.
- The participant chooses not to participate in FAE&T.

- The participant moves out of the MWA service delivery area.
- The participant is deferred from the ABAWD work requirement.
- Notified by the MDHHS that the participant chose to be referred back to the MDHHS for participation in SICS.

The MWA case manager, as designated on the registration screen, will be notified via an email message when a FAP case closure is received, and termination from the OSMIS is required. Prior to terminating the participant, all actual hours must be entered, and an end date must be entered for each activity.

Termination Status Reasons

System Termination – Customer returned to MDHHS: Displays when Bridges sends the OSMIS a closure due to the customer enrolling in the SICS activity with the MDHHS.

System Termination – No Activity: Displays for customers that do not re-engage within 100 days of non-participation. The MWA is not obligated to keep the registration active for the 100 days; however, if the registration is kept open the activity should also remain open, but hours should not be entered.

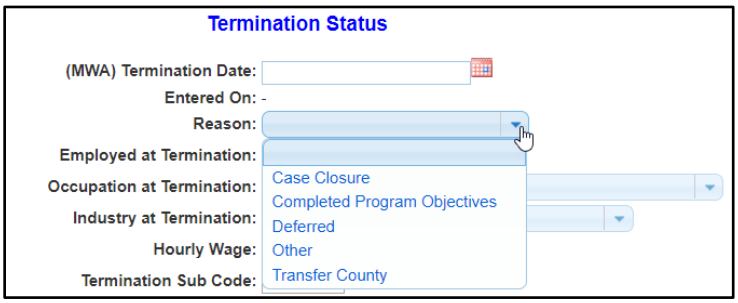
Transfer County: Displays the "Transfer County Reason and Date Received from Bridges" when certain individuals move out of, or into, a county.

Deferral: Displays the "Deferral Date" received from Bridges. If the individual is employed and receiving JRS when the deferral is received, they may choose to remain with the MWA for the duration of the JRS. Otherwise, they should be terminated.

System Termination – New FAE&T or JET Referral: Displays, when a new referral is received from Bridges and the individual is currently active in the OSMIS with FAE&T. The new referral will be accepted, and the current registration will be terminated.

Other than system terminations, the MWA must terminate the participant's record in the OSMIS by choosing a termination reason below:

- Case Closure.
- Completed Program Objectives.
- Deferred.
- Other.
- Transfer County.

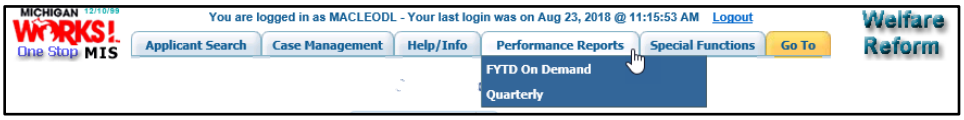


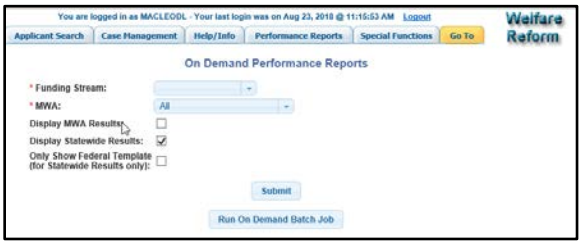
National Reporting Measures

The outcome data for the reporting measures below will be tracked in the OSMIS and provided to the FNS on an annual basis:

- The number and percentage of participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in FAE&T.
- The number and percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in FAE&T.
- The median quarterly earnings of all the participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in FAE&T.
- The number and percentage of participants that completed training, education, work experience, or an on-the-job training component.

The reports are available within Welfare Reform under the "Performance Reports" tab.





Civil Rights and Non-Discrimination Training

All staff and their supervisors working with the participant must complete civil rights training annually. Completion of this training must be documented and retained for future monitoring visits. Understanding and Abiding by Title VI of the Civil Rights Act can be viewed by clicking on the hyperlinked title. The MWA may provide an alternative training if prior approval is granted by the WDA.

Non-Discrimination Statement

All information materials used to inform the public about FNS programs, including forms given to program participants, must contain the following non-discrimination statement, "This institution is an equal opportunity provider." It is not required that the statement be included on every page of the program material; however, in accordance with FNS instruction-113, this shortened statement may be no smaller in print size than the text on the page in which it appears. Attached to this policy is the

English version of the full non-discrimination statement that can be provided to participants. Additional language options can be found at USDA Non Discrimination Statement.

Mandatory Posters

The MWA must ensure the United States Department of Agriculture "And Justice for All" poster is displayed at every program location, and in an area where FAP recipients can see it.

Confidentiality

The information contained in all program case records is confidential and may be released only under limited circumstances. The MDHHS confidentiality policy can be found in the Bridges Administrative Manual.

The privacy of individuals must be safeguarded, and the MWA may not release any information related to an individual participant. A customer, however, may consent to a release of information upon signing a release of information form. The MWA is also allowed to release aggregate data about participants. Aggregate data includes the total number of participants employed, the number of people enrolled in activities, etc. The MWA must adhere to these guidelines when administering this program.

Action: The MWA officials shall take the appropriate action to comply with this policy.

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.

Expiration Date: None

JB:LM:pv
Attachments

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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Verification of Employment Hours

Food Assistance Employment and Training

Participant Name:	Client/Recipient ID:

EMPLOYMENT INFORMATION Section 1 – To be completed by Employer or by MW! Staff if via phone contact	
Employer Name:	
Employer Address:	City, State:
Phone:	Fax:
Date Employment Began:	Average Actual Weekly Hours Worked:
Wage:	Job Title:
If available, please provide	
Date of First Paycheck:	
How Often Paid? ☐ Weekly ☐ Twice Monthly ☐ Every 2 Weeks ☐ Monthly	
Day of Week Paid: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday	

Section 2 – To be completed by Employer	
Name of Person Completing Form:	Title:
Signature:	Date:

Section 3 – To be completed by MW! Staff if verified via phone
Name of Employer's Staff Verifying Employment Hours:
Name of MW! Staff:
Title of MW! Staff:
Date of Phone Call:

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MICHIGAN WORKS!

Workfare/Work Experience/Dual Program Log

Food Assistance Employment and Training

Sunday:	to Saturday:	Due Date and Time:
Participant Name:		Client/Recipient ID:
Required Hours:	(Optional Data) Name of 2nd person referred from a Multiple ABAWD Household:	

In accordance with the Fair Labor Standards Act, your maximum monthly hours limit for Workfare or Work Experience is

Activity

Check one: ☐ **Workfare** ☐ **Work Experience** ☐ **Dual Program Enrollment**

Date	Actual Hours of Participation	Name of Worksite	Person Verifying Hours of Participation Must Complete the Following
			Name:
			Phone/Email:
			Signature:
Total Hours:			
Participant Signature:			

By signing above, I agree the information I have provided is true to the best of my knowledge; and, if assigned to Workfare or Work Experience, I understand that I am only able to complete the number of hours according to the Fair Labor Standards Act. Any amount of time I have completed in excess was done so voluntarily.

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Job Search Training and Education Activity Log

Food Assistance Employment and Training

Participant Name:	Client/Recipient ID:	Due Date:
Week Begin Date (Sunday):	Week End Date (Saturday):	Required Hours:

Date	Check an Activity (Abbreviations explained below)	Location of Activity Name and Address (Where did you participate?)	Describe Activity (What did you do?)	Actual Hours
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			
	☐ BL ☐ EEST ☐ JST ☐ VT			

Participant Signature:	Total Hours Above:

By signing above, I agree the information I have provided is true to the best of my knowledge.

Activity Abbreviations: BL – Basic Literacy/GED; EEST – Employment Enhancement Skills Training; JST – Job Search Training; VT – Vocational Training

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Job Search Log

Participant Name:	Client/Recipient ID:	Due Date and Time:
Week Begin Date (Sunday):	Week End Date (Saturday):	

Date	Employer Name & Phone Number	Employer Address or Website Address	Activity	Actual Time Spent
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
Participant Signature:				Total Hours Above:

By signing above, I agree the information I have provided is true to the best of my knowledge.

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MICHIGAN WORKS!

Job Search Training and Education Log

Food Assistance Employment and Training

Sunday:	to Saturday:	Due Date and Time:
Participant Name:		Client/Recipient ID:
Required Hours:	(Optional Data) Name of 2nd person referred from a Multiple ABWAD Household:	

Activity

Check One: ☐ Job Search Training ☐ Basic Literacy ☐ Employment Enhancement Skills Training ☐ Vocational Training

Date	Location of the Activity Name and Address	Describe Activity (What did you do?)	Actual Hours of Participation

Participant Signature:	Total Hours:

By signing above, I agree the information I have provided is true to the best of my knowledge.

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MICHIGAN WORKS!

Job Search Log

Participant Name:	Client/Recipient ID:	Due Date and Time:
Week Begin Date (Sunday):	Week End Date (Saturday):	

Date	Employer Name & Phone Number	Employer Address or Website Address	Activity	Actual Time Spent
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
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			☐ Interview ☐ Application ☐ Resume ☐ Follow up ☐ Internet ☐ Other:	☐ 15min ☐ 30min ☐ 45min ☐ 60min ☐ More than 1 hour:
Participant Signature:				Total Hours Above:

By signing above, I agree the information I have provided is true to the best of my knowledge.

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