



GRETHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance: 19-02

Date: February 8, 2019

To: Michigan Works! Agency (MWA) Directors

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

Subject: Plan Instructions for Local Agreements Between the MWAs and the Michigan Department of Health and Human Services (MDHHS) Local Offices to Provide Funding for Fiscal Year (FY) 2019 Partnership.Accountability. Training.Hope. (PATH) Employment-Related Supportive Services

Programs Affected: PATH

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

Rescissions: None

Background: The MWAs have entered into agreements with local MDHHS offices for the purpose of providing additional TANF funding for employment-related supportive services. The additional funding may be used to increase the availability of current MWA funds for other PATH services or activities. The funds will be transferred to the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) via Interagency Agreement with the MDHHS, and then, allocated to the MWAs. The attached chart identifies the MWAs that have entered into agreements with their local MDHHS offices.

Policy: Funds must be expended exclusively to provide employment-related supportive services to the Family Independence Program (FIP) participants, in accordance with the WDA policy and policy established by the MWAs. Please note that the WDA PATH policy allows for supportive services to be provided as appropriate while the FIP case is open and through the first 180 days of a participant's employment including during the Application Eligibility Period.

Use of additional employment-related supportive services funding is subject to the following provisions:

- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP participants back to the MDHHS for employment-related supportive services unless all supportive service funds have been exhausted.
- The funds are to be independently tracked. Therefore, Grant Action Notices will be issued under Grant Name, "FY 19 TANF – Supportive Services," and Project Name, "PATH Supportive Services."
- Funds cannot be transferred between counties without prior approval from the local MDHHS.
- The grant spending period for these funds is October 1, 2018 through August 31, 2019.

All reporting of expenditures of the funds provided through this grant must be reported to the WDA and the local MDHHS offices on a quarterly basis. A final closeout report is also required. For the first three quarters, financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final quarterly report (the financial expenditure report) is due to the WDA no later than the 20th calendar day after August 31, 2019. The closeout report is due to the WDA no later than October 4, 2019. Submit reports to the [Management of Awards to Recipient's System](#). 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 Reporting Requirements

By the 28th of each month, the MWAs are required to provide the local MDHHS office a report of the supportive services they have provided in the previous month. This report must list the supportive services provided, the individual names and case numbers, and the amount of services provided.

For Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA), the information is to be provided to the appropriate district office.

It is very important that all supportive services, to the extent possible, be documented on the One-Stop Management Information System. Please choose the "Employment-Related" fund source when entering services paid

with these funds. The WDA is required to submit quarterly reports to the MDHHS consisting of the following information:

- A list of participants.
- Expenditures by participant.
- Description of services provided.
- Total cost of services for each participant.
- Bulk purchases (can be noted as “bulk”).
- The total amount of funding expended by category and the number of participants served for the reporting period.

The DESC and SEMCA must list the above requirements by district office in Wayne County.

These reports should be sent to the WDA by January 18, 2019, April 19, 2019, July 19, 2019, and October 4, 2019, to:

Workforce Development Agency
Targeted Services Division
Ms. Yvette Harris, Specialist
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Or email to: HarrisY@michigan.gov
Or fax to: 517-241-9846

Action: Affected MWAs must submit the PATH Employment-Related Supportive Services plan and Budget Information Summary within 30 days of the official date of this policy to WDA-WR-WP@michigan.gov.

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

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

The information contained in this policy will be made available in an alternative format (large type, audio tape, etc.) upon request to this office. Please contact Ms. Pam Vance by telephone at 517-241-9834 or by email at vancep1@michigan.gov.

Expiration

Date: August 31, 2019

JB:YH:pv

**Partnership.Accountability.Training.Hope. (PATH)
Employment-Related Supportive Services
Plan Narrative Instructions**

Identifying Information

A. Michigan Works! Agency (MWA) Identification Information

The PATH Employment-Related Supportive Services Plan Contact Person: Identify the MWA contact person (including a phone number, email address, and fax number) for purposes of discussing the PATH employment-related supportive services plan content.

B. Description of the PATH Employment-Related Supportive Services to Be Provided

Provide a description of the employment-related supportive services that will be made available to PATH Family Independence Program participants.

Budget Information Summary Instructions
Partnership.Accountability.Training.Hope (PATH)
Supportive Services

Section I – Identification Information

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

Policy Issuance: Enter the Policy Issuance number. “19-02” has been preprinted.

Grant Name: “FY 19 TANF – Supportive Services” has been preprinted.

Project Name: “PATH Supportive Services” has been preprinted.

Plan Period: “10/1/2018 – 08/31/2019” has been preprinted.

CFDA Number: “93.558” has been preprinted.

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

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 Planned Expenditures: This cell will automatically calculate.

Allocation Table Fiscal Year 19

MWAs and Counties Served	Total MWA \$	County Transfer \$
Berrien-Cass-Van Buren	40,000	
Berrien		25,000
Cass		5,000
Van Buren		10,000
Capital Area	56,920	
Clinton		8,850
Eaton		18,070
Ingham		30,000
Detroit Employment Solutions Corp	145,167	
City of Detroit		145,167
Great Lakes Bay	131,000	
Bay		21,000
Isabella		16,000
Gratiot		14,000
Midland		25,000
Saginaw		55,000
GST	67,000	
Shiawassee		17,000
Genesee		50,000
Michigan Works! Southwest	85,000	
Calhoun		40,000
Kalamazoo		40,000
St. Joseph		5,000
Northeast Michigan	13,000	
Alcona		2,000
Alpena		5,000
Otsego		4,000
Montmorency		2,000
Northwest Michigan	14,300	
Antrim		100
Charlevoix		100
Emmet		100
Grand Traverse		8,000
Kalkaska		1,000
Leelanau		1,000
Missaukee		2,000
Wexford		2,000
Oakland	60,000	
Oakland		60,000

Allocation Table Fiscal Year 19

MWAs and Counties Served	Total MWA \$	County Transfer \$
Region 7B	49,623	
Arenac		5,623
Clare		13,000
Gladwin		10,000
Iosco		6,000
Ogemaw		8,000
Roscommon		7,000
Southeast MI Community Alliance	110,121	
Monroe		5,000
Wayne		105,121
Southeast MI Consortium	5,000	
Livingston		5,000
Upward Talent Council	55,070	
Baraga		2,000
Chippewa		17,312
Delta		3,500
Dickinson		3,000
Houghton		8,000
Luce		2,674
Mackinaw		4,084
Marquette		10,000
Menominee		3,000
Schoolcraft		1,500
West Central	5,000	
Mecosta		2,500
Osceola		2,500
West Michigan Works!	250,000	
Allegan		10,000
Barry		10,000
Ionia		20,000
Kent		175,000
Montcalm		20,000
Ottawa		15,000
Total	\$1,087,201	\$1,087,201