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E-mailed: 07/03/14 (cg)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 13-14, Change 3**

**Date:** July 03, 2014

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

**From:** Gary Clark, Director, Office of Talent Development Services (**SIGNED**)  
Workforce Development Agency

**Subject:** Fiscal Year (FY) 2014 Food Assistance Employment and Training (FAE&T)  
Program Plan Instructions

**Programs Affected:** FAE&T

**Rescissions:** None

**References:** Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act (FSA) of 1977, as amended, Public Law (PL) 88-525 [1964])

Code of Federal Regulations (CFR), Title 7, Department of Agriculture (7 CFR 273.7)

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL 110-246 (2008) (codified, as amended, at 7 U.S.C. § 2015)

CFR, Title 7, Department of Agriculture (7 CFR 277) (OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments

**Background:** On July 1, 2014, the Local Elected Official Board (LEOB) representing the counties of Barry, Branch, and Calhoun has selected the W.E. Upjohn Unemployment Trustee Corporation (“Upjohn Institute”) to replace Calhoun Intermediate School District (ISD) as the administrative entity



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and subgrant recipient for awards made to the Barry-Branch-Calhoun Workforce Development Board.

In an effort to assist in a seamless transition, this policy change de-obligates \$21,716 program operations funding and \$827 supportive service funding from Calhoun ISD MWA and redistributes that de-obligation to Barry-Branch-Calhoun MWA.

**Policy:**        **Allocations**

The initial FY 2014 funding was allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's current funding for the FAE&T Program.

**Action:**        **Fiscal Information**

Calhoun ISD will closeout all active grant awards as of June 30, 2014 in its books and records, and through the State's grant accounting system, Management of Awards to Recipients System (MARS). The Calhoun ISD will need to appropriately accrue for all expenditures through June 30, 2014. Calhoun ISD will draw the necessary cash from MARS to reimburse all expenditures incurred on or before June 30, 2014. All active grant awards made to Calhoun ISD will be modified in MARS to reflect an ending date of June 30, 2014.

Beginning July 1, 2014, all new grant awards and the remaining balance of existing grant awards will be issued or reissued through MARS to Barry-Branch-Calhoun MI Works!

**Program Plan Information**

Affected MWAs shall prepare and submit a Budget Information Summary (BIS) covering the FY 2014 FAE&T Program Operations and Supportive Service grants. **The BIS(s) shall be submitted within 10 days from the date of this policy issuance** via e-mail to: Ms. Lisa MacLeod at [macleodl@michigan.gov](mailto:macleodl@michigan.gov) **and** to the MWA's Welfare Reform state coordinator. All other requirements of WDA PI 13-14, 13-14, Change 1, and 13-14, Change 2 remain in effect.

**Inquiries:**        Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator at (517) 373-6234. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration  
Date:**                September 30, 2014

GC:LM:cg  
Attachment

**FAE&T PROGRAM OPERATIONS  
BUDGET INFORMATION SUMMARY  
General Instructions**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance Number: Enter the appropriate policy issuance number (and change if applicable). “13-14, Change 3” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY14 ST ADM MTCH GRTS FOR THE SNAP” has been preprinted.
6. Project Name: Enter the Project Name. “FY14 FOOD ASSISTANCE” has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Current Allocation: Enter the current amount allocated for the plan period.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

This section is a breakout of planned FAE&T expenditures for activities during Fiscal Year 2014.

1. Employment & Training Expenditures
  - a. Job Search/Job Search Training: Enter the amount of cumulative planned expenditures for Job Search/Job Search Training activities

- b. Workfare: Enter the amount of cumulative planned expenditures for Workfare.
- c. Educational/Training Programs: Enter the amount of cumulative planned expenditures for educational/training programs.
- d. Job Retention Services: Enter the amount of cumulative planned expenditures for Job Retention Services.

2. Marketing

Enter the amount of cumulative planned expenditures for marketing.

3 Administration

Enter the amount of cumulative planned expenditures for administration.

Total Planned Expenditures: Enter the total cumulative planned expenditures.

**F&T PROGRAM OPERATIONS  
Budget Information Summary**

**SECTION I - IDENTIFICATION INFORMATION**

|  |  |  |  |
|--|--|--|--|
| 1. Michigan Works! Agency (MWA):                     |  | 2. MWA Number:                               |  |
| 3. Policy Issuance Number:<br>13-14, Change 3        |  | 4. Plan Period:<br>10/01/13 through 09/30/14 |  |
| 5. Grant Name:<br>FY14 ST ADM MTCH GRTS FOR THE SNAP |  | 6. Project Name:<br>FY14 FOOD ASSISTANCE     |  |
| 7. CFDA Number: 10.561                               |  |  |  |

**SECTION II - TOTAL FUNDS AVAILABLE**

|                          |    |
|--------------------------|----|
| 1. Current Allocation    | \$ |
| 2. Additional Allocation | \$ |
| 3. De-obligation         | \$ |
| 4. Total Funds Available | \$ |

**SECTION III – CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

| Cost Category:                         | Amounts: |
|--|----------|
| 1. Employment & Training Expenditures: |          |
| a. Job Search/Job Search Training      | \$       |
| b. Workfare                            | \$       |
| c. Educational/Training Programs       | \$       |
| d. Job Retention Services              | \$       |
| 2. Marketing                           | \$       |
| 3. Administration                      | \$       |
| Total Planned Expenditures (1 + 2 + 3) | \$       |

The Workforce Development Agency, State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation, or belief in programs funded under the Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

**The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.**

## FY 2014 Food Assistance Employment and Training Program - PI 13-14, Change 3

| Michigan Works! Agency | Current Program Operations Allocation | De-obligated Funds | Redistributed Funds | Revised Total Program Funds | Current Supportive Service Allocation | De-obligated Funds | Redistributed Funds | Revised Total SS Funds |
|------------------------|---------------------------------------|--------------------|---------------------|-----------------------------|---------------------------------------|--------------------|---------------------|------------------------|
|                        | (\$)                                  | (\$)               | (\$)                | (\$)                        | (\$)                                  | (\$)               | (\$)                | (\$)                   |
| ACSET                  | 0                                     |                    |                     |                             | 0                                     |                    |                     | 0                      |
| Barry-Branch- Calhoun* | 0                                     |                    | 21,716              | 21,716                      | 0                                     |                    | 827                 | 827                    |
| Berrien/Cass/Van Buren | 130,502                               |                    |                     | 130,502                     | 1,932                                 |                    |                     | 1,932                  |
| Calhoun ISD*           | 126,823                               | (21,716)           |                     | 105,107                     | 1,604                                 | (827)              |                     | 777                    |
| Capital Area           | 131,857                               |                    |                     | 131,857                     | 2,624                                 |                    |                     | 2,624                  |
| Central Area           | 56,156                                |                    |                     | 56,156                      | 1,348                                 |                    |                     | 1,348                  |
| DESC                   | 643,120                               |                    |                     | 643,120                     | 14,715                                |                    |                     | 14,715                 |
| Eastern U.P.           | 12,212                                |                    |                     | 12,212                      | 1,000                                 |                    |                     | 1,000                  |
| Genesee/Shiawassee     | 253,414                               |                    |                     | 253,414                     | 4,282                                 |                    |                     | 4,282                  |
| Great Lakes Bay        | 117,554                               |                    |                     | 117,554                     | 2,773                                 |                    |                     | 2,773                  |
| Kalamazoo-St. Joseph   | 82,241                                |                    |                     | 82,241                      | 1,974                                 |                    |                     | 1,974                  |
| Livingston County      | 17,878                                |                    |                     | 17,878                      | 429                                   |                    |                     | 429                    |
| Macomb/St. Clair       | 179,779                               |                    |                     | 179,779                     | 1,515                                 |                    |                     | 1,515                  |
| Muskegon/Oceana        | 74,489                                |                    |                     | 74,489                      | 500                                   |                    |                     | 500                    |
| Northeast              | 24,784                                |                    |                     | 24,784                      | 955                                   |                    |                     | 955                    |
| Northwest              | 65,827                                |                    |                     | 65,827                      | 1,580                                 |                    |                     | 1,580                  |
| Oakland County         | 446,558                               |                    |                     | 446,558                     | 9,298                                 |                    |                     | 9,298                  |
| Ottawa County          | 11,427                                |                    |                     | 11,427                      | 754                                   |                    |                     | 754                    |
| Region 7B              | 82,220                                |                    |                     | 82,220                      | 1,253                                 |                    |                     | 1,253                  |
| SEMCA                  | 240,212                               |                    |                     | 240,212                     | 5,765                                 |                    |                     | 5,765                  |
| South Central          | 36,769                                |                    |                     | 36,769                      | 1,843                                 |                    |                     | 1,843                  |
| The Job Force Board    | 37,680                                |                    |                     | 37,680                      | 904                                   |                    |                     | 904                    |
| ThumbWorks!            | 0                                     |                    |                     | 0                           | 0                                     |                    |                     | 0                      |
| Washtenaw County       | 106,206                               |                    |                     | 106,206                     | 1,378                                 |                    |                     | 1,378                  |
| West Central           | 45,803                                |                    |                     | 45,803                      | 1,099                                 |                    |                     | 1,099                  |
| Western U.P.           | 19,808                                |                    |                     | 19,808                      | 475                                   |                    |                     | 475                    |
| <b>Total</b>           | <b>\$2,943,319</b>                    | <b>(\$21,716)</b>  | <b>\$21,716</b>     | <b>\$2,943,319</b>          | <b>\$60,000</b>                       | <b>(\$827)</b>     | <b>\$827</b>        | <b>\$60,000</b>        |

Initial Allocation based on total food stamp households from June 2013. Source: Department of Human Services. Initial Formula Run by WDA August 29, 2013

\*Calhoun ISD MWA effective October 1, 2013 thru June 30, 2014. Barry-Branch-Calhoun MWA effective July 1, 2014 - September 30, 2014