

## A. Cover Page and Authorized Signatures

State: Michigan

State Agency Name: Michigan Department of Health and Human Services

Federal FY: 2022

Date Submitted to FNS (revise to reflect subsequent amendments): October 7, 2021

**List State agency personnel who should be contacted with questions about the E&T State plan.**

Name	Title	Phone	Email
Dawn M. Sweeney	SNAP State Administrator	517-243-5560	sweeneyd1@michigan.gov

**Certified By:**

*Dawn M Sweeney*

10/07/2021

State Agency Director (or Commissioner)

Date

**Certified By:**



10/8/21

State Agency Fiscal Reviewer

Date

### B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Amendment Number	Brief description of changes or purpose for Amendment	Section of Plan Changed	Date submitted to FNS	Date approved by FNS

## C. Acronyms

*State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.*

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

Acronym	Acronym Definition
CDC	Child Development and Care
F&E&T	Food Assistance Employment & Training Program
FAP	Food Assistance Program
LEO-WD	Michigan Department of Labor and Economic Opportunity, Workforce Development
LWDB	Local Workforce Development Board
MDHHS	Michigan Department of Health and Human Services
MWA	Michigan Works! Agency
OSMIS	One-Stop Management Information System
PATH	Partnership.Accountability.Training.Hope. (E&T for TANF population)
SICS	Self-Initiated Community Service
SOM	State of Michigan

## D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

<b>Check the box to indicate you have read and understand each statement.</b>	<b>Check Box</b>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

## E. State E&T Program, Operations, and Policy

### I. Summary of E&T Program

- a) Briefly summarize the State E&T program, including its vision, mission, administrative structure, areas served, and services offered. For county-administered States, in addition to describing the above, include an explanation about how E&T is administered, how the program varies among counties, and what flexibilities counties have in developing their own programs. This should be a succinct overview; please include a more detailed description in the other appropriate plan sections. Please include references to your E&T State policy, such as handbooks or State administrative code, as appropriate.

Michigan operates a voluntary FAP Employment & Training program that is administered jointly by the Department of Health and Human Services (MDHHS) and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD). The Food Assistance Employment and Training (FAE&T) program is part of Michigan's comprehensive workforce development system, serving the needs of low income and unemployed individuals and Michigan's employers. The program is skills based and offers education, work readiness and job retention activities, all meant to help recipients of food assistance gain skills, training, work, or experience that will increase their ability to obtain regular employment and meet state or local workforce needs. The following components are available:

- Supervised Job Search
- Job Search Training
- Job Retention
- Self-Employment Training
- Education
  - Basic Foundational Skills Instruction
  - Career/Technical Education Programs or Vocational Training
  - Work Readiness Training
- E&T Workfare
- Work Experience
  - Work Activity
  - Work-Based Learning, Transitional Jobs

The FAE&T program is overseen by LEO-WD, and services are delivered through 10 of the 16 Michigan Works! Agencies (MWAs) in the following 27 counties: Allegan, Barry, Bay, Berrien, Branch, Calhoun, Genesee, Gratiot, Hillsdale, Ingham, Ionia, Isabella, Jackson, Kalamazoo, Kent, Lenawee, Livingston, Midland, Monroe, Montcalm, Muskegon, Oakland, Ottawa, Saginaw, St. Joseph, Wayne, and Washtenaw counties. Program services are detailed in LEO-WD's [FAE&T and FAE&T Plus Program Manual](#). The FAE&T program includes a FAE&T Plus third-party reimbursement model where E&T providers deliver services to eligible

participants using non-federal funds. On a monthly basis the E&T provider will submit documentation to request 40 percent reimbursement from the assigned MWA. The assigned MWA will receive 10 percent reimbursement of the Plus expenditures. The Detroit Employment Solutions Corporation, a Michigan Works! Agency (DESC) will contract with eight organizations, West Michigan Works! (WMW!) will contract with three organizations and Southeast Michigan Community Alliance (SEMCA) MWA will contract with two organizations as FAE&T Plus third-party providers to deliver FAE&T services with non-federal funding in Fiscal Year (FY) 2022.

In addition, universal employment services are available in approximately 96 One-Stop Service Centers operated by the MWAs to support FAP recipients throughout Michigan's 83 counties.

The MDHHS local offices offer a Self-Initiated Community Service (SICS) program and self-initiated employment as options for ABAWDs to meet their work requirement. The state is considering SICS as a comparable workfare option for those individuals who wish to complete community service but do not wish to or are not able to attend a local Michigan MWA.

- b) Describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Michigan operates a comprehensive workforce system through a network of 16 local Workforce Development Boards (WDBs) and MWAs, incorporating approximately 96 One-Stop Service Centers. Fully compliant with the WIOA and overseen by the LEO-WD, Michigan's workforce system is based on a demand-driven model and promotes a flexible, innovative, and effective workforce system within the State. All FAE&T program services are delivered and/or overseen by 10 of the 16 MWAs. Michigan's Bureau of Labor Market Information and Strategic Initiatives (LMI) provides a wealth of information to the MWAs on growth industries and occupations on both the State and local level. FAE&T participants are referred to career coaches at the MWAs for evaluation and assistance. Career coaches rely on their experience, the participants' goals, and the extensive information provided by LMI and other sources to assure participants engage in meaningful activities geared towards employment.

## II. Program Changes

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. In addition, include any changes

the State agency is making to the E&T program based on the prior year's performance, taking into account outcomes and participation data.

Participation in the FAE&T program reduced dramatically in FY 2021 due to the state of emergency related to the COVID-19 pandemic, additional and extended access to unemployment insurance benefits and the waiver of ABAWD work requirements. Michigan's statewide ABAWD waiver has been extended through FY 2022.

To promote E&T participation, the FAE&T program is now available to all recipients of SNAP/FAP, who do not receive TANF/cash assistance, are between the ages of 18 and 59, and are determined to be appropriate for E&T. In the past, the state E&T program was targeted to ABAWDs only. In support of this change, the LEO-WD has developed and provided the MWAs with a marketing toolkit.

There are no changes to the counties that will deliver FAE&T program services in FY 2022.

### III. Consultation and Coordination with the Workforce Development System

*State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges.*

- a) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

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- b) **Consultation:** Describe how the State agency consulted with the State workforce development board or private employers or employer organizations in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development



board, it must document this consultation and explain the determination that doing so was more effective or efficient.

As a continuation of ongoing coordination and consultation, the LEO-WD hosted a meeting with the 10 MWAs representing the local workforce development boards in the 27 counties where FAE&T services are available. The meeting discussion included FY 2022 program changes, program and participant reimbursement allocations, historical participation, and a review of the template each MWA was to use to convey the design of their program for FY 2022. Each MWA returned their delivery plan, and the combined information is detailed throughout this FY 2022 State Plan.

LEO-WD will consult with the State Workforce Development Board and provide required follow-up information in Q1 of FY22.

- c) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

The MWAs administer state and federal workforce development programs such as veteran's employment services, adult, and vocational education (through local Boards of Education), vocational rehabilitation, migrant worker services, employment services funded through Wagner Peyser, the TANF funded program referred to as PATH in Michigan, and the Workforce Innovation and Opportunity Act (WIOA). This system is designed to increase administrative efficiency, maximize use of funds, and provide the broadest, most accessible range of services to both employers and job seekers. FAE&T services are offered in locations where WIOA services are provided or in a few instances the MWA coordinates with the service center to ensure FAE&T customers have access to participate in WIOA programs.

Typically FAE&T customers are referred to WIOA on an individual basis. Referrals are generated by the FAE&T career coach and go directly to the identified WIOA staff. Referrals are made when a perceived benefit is identified that will assist the customer with goal setting and attainment. One of the more common reasons for making such referrals and dual enrollment in both programs is access to training funds. This most commonly occurs with FAE&T customers receiving vocational training through WIOA Title I. WIOA staff will contact referred customers and schedule a meeting for orientation and program suitability and eligibility determination. The WIOA staff and FAE&T staff enter customer information in the OSMIS case management system to share assessment results, participation hours, supportive services provided and ongoing case notes.

The FAE&T program is listed as a non-core partner within Michigan's Unified WIOA State Plan.

- d) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes No

- e) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

The MWAs also deliver the TANF funded PATH program and in most situations the career coaches are co-located and are trained on both programs. With the change to market FAE&T services to all FAP recipients that do not receive TANF, there will be a marketing emphasis on individuals that have recently lost TANF benefits due to time limits or other closure reasons.

- f) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Currently Berrien/Case/VanBuren and SEMCA MWAs coordinate with the Michigan Department of Corrections' Offender Success program and deliver FAE&T services to referred participants. The Offender Success program only works with citizens returned to their community.

#### IV. Consultation with Indian Tribal Organizations (ITOs)

*State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.*

- a) Did the State agency consult with ITOs in the State?

Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

- b) Name the ITOs consulted.

The MDHHS consults with our Director of Tribal Affairs for confirmation and support of the defined FAP Employment & Training plan. The Director of Tribal Affairs participates in

quarterly meetings with the Michigan tribes participating. On the agenda for these meetings are topics related to increasing self-sufficiency for their members, and the employment & training needs and achievements that are current. The State is always open to all feedback from our tribal partners as to improvements of our programs and understanding the needs of this population.

Bay Mills Chippewa Indian Community  
 Grand Traverse Bay Band of Ottawa and Chippewa Indians  
 Hannahville Indian Community  
 Keweenaw Bay Indian Community  
 Lac Vieux Desert Band of Lake Superior Chippewa Indians  
 Little River Band of Ottawa Indians  
 Little Traverse Bay Bands of Odawa Indians  
 Match-e-be-nash-she-wish Band of Potawatomi Indians of Michigan  
 Nottawaseppi Huron Band of the Potawatomi Indians  
 Pokagon Band of Potawatomi Indians  
 Saginaw Chippewa Indian Tribe  
 Sault Ste. Marie Tribe of Chippewa Indians

- c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

The Tribal Consultation meetings are held quarterly. They are usually held in person but have been virtual due to the Covid Pandemic. The last meeting was held in July 2021. The next meeting is scheduled for November 2021.

The outcomes of the meetings include shared concerns and suggestions from both the Tribes and MDHHS. They have included ideas on how to encourage participation in the many E&T programs available at the MWA, how to ensure all programs are culturally representative and address the employment interest/needs of the tribal populations and the potential for enrolling more tribe members in high school completion/GED/remediation to increase their literacy and employability skills.

- d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

## V. Utilization of State Options

*State agencies have the flexibility to implement policy options in order to adapt and meet the unique needs of State populations. Check which options the State agency will implement.*

- a) The State agency operates the following type of E&T program:
- Mandatory per 7 CFR 273.7(e).
  - Voluntary per 7 CFR 273.7(e)(5)(i).
  - Combination of mandatory and voluntary.
- b) The State agency serves the following populations (*check all that apply*):
- Applicants per 7 CFR 273.7(e)(2).
  - Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7).
  - Categorically eligible households per 7 CFR 273.2(j).
- c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?
- Yes
  - No

## VI. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the unit's operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

- a) Provide an overview of the intra-agency and inter-agency coordination within the SNAP E&T program, explaining the processes that link certification functions to the operation of the E&T program both within the State agency and external to the State agency.

Through an inter-agency agreement, the MDHHS provides SNAP E&T funding to the LEO-WD to provide guidance and oversight for the MWAs to administer the FAE&T program. The MWAs may also subcontract with organizations to deliver FAE&T services funded with 100%

funds or FAE&T Plus services with non-federal funding, which is eligible for a 50% federal reimbursement, also known as the third-party reimbursement model. Any reference to the MWA throughout this plan encompasses both the FAE&T and FAE&T Plus providers.

The MDHHS local offices are responsible for intake, application processing, certification, recertification and determining work registration status related to a completed DHS-1171, Assistance Application/Redetermination or the MI Bridges Application. This includes informing clients of their rights and responsibilities, participation in E&T programming, availability of participant reimbursements, determining eligibility for participation in FAE&T and generating an electronic referral in Bridges to transfer to LEO-WD's One-Stop Management Information System (OSMIS) through a nightly interface file.

MDHHS is working with Regional Office to improve screening and referral processes.

The MWAs and subcontractors are responsible for providing an E&T program orientation to determine if the client chooses to enroll in the program.

- b) Describe the hand-off of SNAP applicants and/or recipients between eligibility staff and E&T program staff.

For direct referrals, the MDHHS local offices will discuss the FAE&T program with potential E&T participants ensuring they understand the program is voluntary. The MDHHS will inform clients of their rights and responsibilities, availability of participant reimbursements, and generate an electronic referral in Bridges to interface to the OSMIS for those who are interested.

For reverse referrals, FAE&T and FAE&T Plus providers will actively recruit eligible participants from their service area and request an eligibility determination and subsequent electronic referral from the MDHHS. Upon the request, the MDHHS specialist will screen client to determine eligibility and interest. If the client is deemed eligible and the referral is sent to OSMIS, the FAE&T staff will obtain the contact information from OSMIS to reach out to the client to schedule an orientation appointment. The participant is provided with a Plus acknowledgement form (FAET-404) which communicates the voluntary nature of the program and that involvement in FAE&T services will not affect FAP benefits. If the client chooses to enroll in the FAE&T, they sign the form indicating agreement and the FAE&T staff signs the form to confirm they have provided the information and answered any questions.

MDHHS is working with Regional Office to improve screening and referral processes.

- c) If the State agency partners with intermediaries or E&T providers:
- Provide an overview of how communication occurs between the State agency and its partners, as well as between partners. Please include the mode of

communications (shared database, etc.) and the types of information that is shared (e.g. referrals, noncompliance with program requirements, provider determinations, etc.).

There is ongoing coordination between MDHHS and LEO-WD at the state level, where policies and procedures are developed, and at the local level where the MWAs and local MDHHS offices meet to refine procedures and discuss individual cases.

Client information is transferred back and forth from Bridges and OSMIS nightly. Bridges sends OSMIS the client contact information & personal characteristics; FAP grant amount, eligibility period, case status, TLFA status, countable months & case review date; household workfare/work experience hours & hours for ABAWDs; MDHHS case worker information and supportive service expenditures. The OSMIS sends Bridges actual hours of participation for E&T components, employment, and workfare along with supportive service expenditures related to engagement in FAE&T.

MDHHS E&T coordinators can view all participant information in OSMIS including case notes. The FAE&T and FAE&T Plus providers can view and update information for clients assigned to their MWA.

The MWA and providers can submit questions to [LEO-FAET-Policy@michigan.gov](mailto:LEO-FAET-Policy@michigan.gov) for research, consultation with MDHHS as needed, and response from the LEO-WD policy staff.

If an ABAWD chooses not to participate with E&T or the E&T provider determines they qualify for an exemption, a pending deferral (exemption) request will be entered in OSMIS, and the E&T provider will notify the MDHHS eligibility worker.

- Describe how new policies, procedures, or other information is shared with the intermediary or other partners.

There are regularly scheduled meetings that bring the local agencies together with the two state agencies, where the state agencies discuss planned policy changes and the MWAs and local MDHHS offices can inform the state offices of problems they are experiencing to work jointly on solutions.

The LEO-WD FAE&T and FAE&T Plus Manual is sent by email to all MWAs when updates are made and is available online at [Labor and Economic Opportunity - Policy and Program Guidance \(michigan.gov\)](https://www.michigan.gov/labor-economic-opportunity). In addition LEO-WD hosts

monthly meetings with the MWAs and their subcontractors delivering Plus services through the third-party reimbursement model.

- Describe below how the State agency monitors partners. Include the State agency's plan for monitoring E&T program and fiscal operations.

LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year. The following lists the summary of topics monitored and included in Cycle II monitoring reports.

Service Provider – Allowable Cost, Cost Allocation, and Cost Classification – The purpose of this review was to evaluate the Michigan Works! Agency's (MWA's) service provider's system to ensure it is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the grant, including allocating the costs to the extent a benefit was received. [2 CFR Part 200; 48 CFR Part 31]

Service Provider – Budgeting Systems and Internal Controls – The purpose of this review was to evaluate the MWA's service provider's method for tracking planned expenditures that allow it to compare actual expenditures or outlays to planned or estimated expenditures. In addition, the review will evaluate the internal controls the Entity has for effective control and accountability of all grant and subrecipient cash, real property, personal property, and other assets. [2 CFR Part 200.302,.303 & .308]

Service Provider – Financial Reporting – The purpose of this review was to determine whether the MWA's service provider has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its grant activities and those of its subrecipients according to the financial reporting requirements of the grant. [2 CFR Part 200.302]

Service Provider – Procurement and Contract Administration – This review was designed to evaluate the MWA's service provider's procurement procedures for compliance with applicable federal and state laws and regulations, as well as, a system for the administration of its contracts, including the appropriate contract or subrecipient clauses. [2 CFR Part 200.318-.328]

LEO-WD policy staff conduct quarterly on-site or virtual site visits to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD plans to visit each MWA during FY 2022 to conduct an in-person or virtual site visit.

LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. The review also ensures the assessment process and results are documented and case notes tell the story of the customer's participation. The semi-annual review is a random sample of all E&T participants, which includes those provided services at a One-Stop Service Center or a third-party partner.

- Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

LEO-WD distributes quarterly outcome reports that track how many participants are engaged in supervised job search/job search training, educational activities, and employment as well the percentage of participants exited to employment.

The OSMIS allows all users to view current and previous quarter SNAP E&T performance reports for their MWA and the State level report. State level users can view all MWA reports along with the State level report. This report mirrors the information provided in the annual report provided to FNS.

## VII. Screening for Work Registration

*State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).*

Describe how the State agency screens applicants to determine if they are work registrants.

Work registration is accomplished when a client signs the Assistance Application either in-person or through the online e-signature process. The MDHHS Eligibility worker collects data about each client through the Bridges interview driver flow. Based on data collection information, Bridges screens for potential deferral/exemption and the determination will display for the Eligibility worker. This data determines work participation status and calculates the appropriate deferral/participation reason code that is stored on the MDHHS Data Warehouse. These systems track work registrants, ABAWDs, and those who are deferred from the general work requirements and the ABAWD work requirement. A Work Registrant Indicator is visible to DHHS specialists in Bridges, in the FAP EDG Eligibility Information box. In addition, when a FAP applicant or recipient is determined to be a work registrant, they will receive notice of this on the DHS-1605, Client Notice.



MDHHS is working with FNS on creating a new work requirement notice that will be issued to work registrants and ABAWDs to inform them of work requirements, etc based on the final rule issued in 3/2021.

## VIII. Screening for Referral to E&T

*The State agency must screen each work registrant to determine if it is appropriate to refer them to the E&T program and, if appropriate, refer them to an E&T component and case management, per 7 CFR 273.7 (c)(2).*

a) At what point is an individual screened for referral to E&T? *Select all that apply.*

Application

Approval

Recertification

Other: SNAP/FAP recipients will also be screened for referral to E&T when MDHHS is notified of their interest in the FAE&T program through the reverse referral process. Reverse referrals can come from all FAE&T and FAE&T Plus providers or the FAP recipient.

b) Which individuals are screened for referral to E&T? *Select all that apply.*

SNAP applicants

SNAP participants

Work registrants (including ABAWDs)

ABAWDs

Other: Click or tap here to enter text.

c) If there is a target population for referral to E&T, select the population below? *Select all that apply. Note that this question is not asking about exemptions from mandatory E&T. Exemptions from Mandatory E&T must be provided in Section H – Estimated Participation Levels.*

ABAWDs

Homeless

Veterans

- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Click or tap here to enter text.

d) Who does the screening on behalf of the State agency?

- State eligibility merit staff
- County eligibility merit staff

e) How are people screened for E&T? *Select all that apply.*

- Orally via a script
- Orally without a script
- Written screening tool
- Other: Click or tap here to enter text.

f) How does the State agency's screening process and screening criteria ensure the appropriateness of referrals to E&T? For example, how are the State agency's screening process and criteria geared to ensure only individuals appropriate for the State's E&T program are referred to E&T? (Note: this question applies to both voluntary and mandatory E&T programs.)

Work registration is accomplished when a client signs the Assistance Application either in-person or through the online e-signature process. The MDHHS worker collects data about each client in Bridges. This data determines work participation status and calculates the appropriate deferral/participation reason code that is stored on the MDHHS Data Warehouse. These systems track work registrants, ABAWDs, and those who are deferred from the general work requirements and the ABAWD work requirement. A Work Registrant Indicator is visible to DHHS specialists in Bridges, in the FAP EDG Eligibility Information box. In addition, when a FAP applicant or recipient is determined to be a work registrant, they will receive notice of this on the DHS-1605, Client Notice.

MDHHS is working with FNS on creating a new work requirement notice that will be issued to work registrants and ABAWDs to inform them of work requirements, etc. based on the final rule issued in 3/2021.

For volunteer ABAWDs who wish to participate in the FAE&T program, once the MDHHS worker indicates that the client volunteers to participate in the FAE&T program, the referral will be generated and transfers the referral information to the LEO-WD One-Stop Management Information System (OSMIS) through a nightly interface file.

Currently suspended due to statewide waiver: ABAWDs subject to TLFA work requirements who are not meeting the requirements through employment or SICS will be screened for appropriate fit for E&T by the Eligibility worker. If appropriate an automated referral to OSMIS is generated through a nightly interface file. The OSMIS is the automated communication link between the local MDHHS and MWA -- used for local MDHHS offices to refer clients to the MWA and for the MWA to report back to MDHHS on the ABAWD participants' compliance or noncompliance.

ABAWDs & Non-ABAWDs: The MDHHS worker provides information to all applicants and recipients who are required to register as work registrants but remain voluntary participants in the FAP E&T Program. This is done during the initial interview for applicants who indicate they are interested in volunteering for FAE&T or at redetermination or other contacts for ongoing cases. These clients are given Employment Code MN (Mandatory) on the MDHHS Data Warehouse. MN does not denote a mandatory requirement; it is the internal coding used in Bridges to indicate that they are a work registrant and can be referred to the MWA for E&T services. Clients may self-refer to the Michigan Works! service centers and WIOA for employment services. Clients may begin a self-initiated job search or education/training program.

- g) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

If employment support services are needed for clients attending the MWA to meet TLFA requirements, the MDHHS worker completes a DHS-4749. The DHS-4749 prescribes the employment goals, activities, and supportive services required. The DHS-4749 creates a record of the need for the support service, for both the case worker and the accounting staff, for monitoring and issuance. Clients engaged in Self-Initiated Community Service are not eligible for participant reimbursement.

#### Participant Reimbursements at the MWA

Supportive services are provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, supportive services are provided through reimbursement to the participant for the actual cost of services incurred. Gift cards or vouchers may be provided, as a prepaid allowance, but their use will be restricted to specific

purchases or services allowed by the program. Examples of prepaid allowances include transportation costs to support employment during JRS and clothing vouchers to participate in an E&T activity. Expenditures for taxi service are a temporary situation for a participant with an emergency transportation situation. Rationale will be documented in the participant case file.

#### FAE&T

A participant at the MWA may receive a maximum of \$960 in supportive services needed to participate in E&T activities designed to secure self-sustaining employment. Participant reimbursements are also provided to clients who are enrolled in Job Retention Services for a maximum of 90 days. The \$960 maximum is applied to the individual over a rolling twelve-month period.

Supportive services may include

- Cellular phone service (limited to 3 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 or training program)
  - Fingerprinting (required for employment)
  - Internet or hotspot (limited to 3 months unless provided for a training program with a longer length.)
- Also, the MWA must ensure no other source of free internet is available or appropriate for the situation)
- Legal services (expunging a criminal record to secure employment)
  - Medical services (i.e., TB test, vision exam, eyeglasses, dental care, or a 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
  - Activity fee (if required to participate; may also 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, uniforms necessary to complete E&T training)

#### FAE&T Plus

During active participation, SNAP Plus participants may receive the following supportive services.

- Cellular phone service (limited to 3 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 or training program)
- Fingerprinting (required for employment)
- Internet or hotspot (only when no other source of free internet is available or appropriate for the situation)
- Legal services (expunging a criminal record to secure employment)

- Medical services (i.e., TB test, vision exam, eyeglasses, dental care 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.
- Activity fee (if required to participate; 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, uniforms necessary to complete E&T training)
- Housing Assistance (limited to two months, in emergency situations on a case-by case basis, rational must be documented in the case file)

Participant reimbursements are also provided to clients who are enrolled in Job Retention Services for a maximum of 90 days. There is not a cap for this population, it's based on what is reasonable and necessary for client success in the program. Paid for with non-state funds that are reimbursable up to 50%.

## IX. Referral

*In accordance with 7 CFR 273.7(c)(2), a SNAP applicant or recipient becomes an E&T participant when they are referred to E&T.*

- a) Describe the State agency's referral process step-by-step.

MDHHS Eligibility worker will screen for appropriate fit for E&T and generate the referral to process in a nightly interface file, for both direct and reverse referrals. This is also true for ABAWDs subject to TLFA that are not meeting the work requirement with employment or SICS.

MDHHS is working with Regional Office to improve screening and referral processes in FY22.

- b) How is the referral communicated to participants and what information about E&T are E&T participants given when they are referred? (e.g. information about accessing E&T services, case management, dates, contact information)?

For volunteer ABAWDs who wish to participate in the FAE&T program, once the MDHHS worker indicates that the client volunteers to participate in the FAE&T program, the referral will be generated and transfers the referral information to the LEO-WD One-Stop Management Information System (OSMIS) through a nightly interface file. Upon receipt of the referral the MWA staff or subcontractor will reach out the client to schedule an

orientation appointment within three to five days; however, many appointments are made in less time. Clients will receive an orientation appointment within 15 days of the initial referral.

**The following is suspended through FY 2022 in accordance with the approved waiver:**

ABAWDs subject to TLFA work requirements who are not meeting the requirements through employment or SICS will have an automated referral to OSMIS generated through a nightly interface file. The OSMIS is the automated communication link between the local MDHHS and MWA -- used for local MDHHS offices to refer clients to the MWA and for the MWA to report back to MDHHS on the ABAWD participants' compliance or noncompliance. For ABAWDs subject to TLFA work requirements who are not meeting the requirements through employment or SICS in the counties of Allegan, Barry, Bay, Berrien, Branch, Calhoun, Genesee, Gratiot, Hillsdale, Ingham, Ionia, Isabella, Jackson, Kalamazoo, Kent, Lenawee, Livingston, Midland, Monroe, Montcalm, Muskegon, Oakland, Ottawa, Saginaw, St. Joseph, Washtenaw, and Wayne the referral to the MWA is an automated referral interface to OSMIS through a nightly interface file. Once data collection has been completed and indicates that the ABAWD is not completing employment or SICs for their TLFA activity, Bridges will generate the referral to OSMIS and the DHS-4785F, FAP Employment & Training Appointment Notice, and DHS-142, Time Limited Food Assistance Notice forms will be sent to the client. The DHS-4785F informs clients of the appointment time and location if they wish to participate at the MWA. It also provides an overview of how to meet TLFA work requirements and what to do if they want to complete employment of SIC instead. The DHS-142 informs clients that they are subject to TLFA work requirements. It provides an overview of the TLFA work requirements, how to meet them, reasons for good cause for not meeting the TLFA work requirements and how to inform their case worker of a need for deferral.

- c) What type of services are E&T participants referred to (i.e. orientation, case management, a component)?

The E&T participant is referred to the MWA's FAE&T program to participate in orientation. If the participant chooses to continue, they will complete the initial assessment process where an individualized service plan is created that assists with assigning the appropriate E&T component.

- d) How is information about the referral communicated within the State agency and to E&T providers, as applicable?

The MWAs generate a referral report in OSMIS which displays the client information transferred from Bridges during the electronic referral process. In addition local office procedures may include email notifications from the DHHS worker or E&T coordinator to the MWA. In Wayne County, the FAE&T Plus contractors are notified by email.

- e) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available? (*Note: information about participant reimbursements may also be shared when an individual is screened for referral to E&T*).

The Eligibility worker addresses the need for transportation assistance for a client to attend the orientation in counties with a participating MWA. If needed, bus tokens or day passes are provided. Participant reimbursements are discussed as part of the FAE&T orientation at the MWAs.

- f) How does the State agency’s referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.

MDHHS Eligibility worker will screen for appropriate fit for E&T and generate the referral to process in a nightly interface file, for both direct and reverse referrals. This is also true for ABAWDs subject to TLFA that are not meeting the work requirement with employment or SICS. Direct referrals are referred to the closest Michigan Works! service center for assessment and assignment of the appropriate component. Reverse referrals are referred to the location of the FAE&T or FAE&T Plus provider that requested the referral.

The providers have the flexibility to determine the sequencing of assigned activities on an individual participant basis. Due to the voluntary nature of Michigan’s FAE&T program, participants may volunteer for a different activity if the existing component is no longer effective or appropriate for meeting the goal of obtaining long-term unsubsidized employment.

- g) Other information about the referral process.

## X. Assessment

*As a best practice, SNAP participants should be assessed to ensure they receive targeted E&T services.*

Describe the processes in the State, if any, to provide E&T participants with an assessment. Include, as applicable:

- a) Who conducts the assessment?

The MWAs are responsible for ensuring each participant receives a thorough assessment to evaluate the participant's skills, educational level, prior work experience, barriers to employment, employability, and whether the participant speaks English as a second language before assigning appropriate activities. The assessments will be conducted by MWA staff or subcontractors.

b) When are participants assessed?

Initial assessment occurs as part of the orientation process and additional assessments will occur once the individual enrolls in FAE&T and throughout participation as needed.

c) How are assessments conducted (e.g. electronically on a computer, orally with a staff person, paper questionnaire, etc.)?

Methods of assessment include structured interviews, paper and pencil tests, computerized tests, performance tests (e.g. skills and/or work samples, including those that measure interest and capability to train in non-traditional employment), behavioral observations, interest and/or attitude inventories, career guidance instruments, aptitude tests, and basic skills tests. The following tools will be used by one or more of the E&T providers: Strong Interest Inventory (SII); Campbell Interest and Skill Survey (CISS); Interest Determination, Exploration and Assessment System (IDEAS); Myers-Briggs Personality Type Indicator; Holland's Self-Directed Search; Arizona Self Sufficiency Matrix, Northstar Digital Literacy Assessment, WorkKeys Assessments; COPS-P System; Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment Systems (CASAS); CareerScope; Wonderlic General Assessment of Instructional Needs (GAIN) Test, and Wide Range Achievement Test (WRAT).

d) How is information from assessments communicated or shared within the SNAP agency, with E&T providers, and the participant, as appropriate?

The results of the completed assessment process are documented in the OSMIS within the Individual Service Strategy (ISS) section, which is available for review by MDHHS. The ISS will include the individual's career goals and an Action Plan that identifies the steps that will be taken to help participants overcome identified career barriers while supporting the participant's strengths and goals. The ISS will be reviewed with the participant and provided upon request.

## XI. Case Management Services

*The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.*



a) What types of case management services will the State agency provide? *Check all that apply.*

Comprehensive intake assessments

Individualized Service Plans

Progress monitoring

Coordination with service providers

Reassessment

Other. Please briefly describe: Click or tap here to enter text.

b) Describe how participants will be referred to case management services and how participants' cases will be managed.

When a participant chooses to enroll in FAE&T, they are assigned an E&T career coach, for the duration of their participation, to help them successfully accomplish their educational and employment goals. The career coach will assist the client in determining the appropriate path to overcome barriers to participate in activities that align with their goal to obtain full-time employment in an in-demand industry. Case management meeting will be one-on-one and conducted in the mode most conducive the participant's success.

c) What entity (or entities) will be responsible for providing case management services?

The MWA staff or subcontractor, where the participant is enrolled, is responsible for assigning an E&T career coach to provide ongoing the case management.

d) Describe how the case manager will coordinate with E&T providers and other community resources.

The E&T career coach will use the OSMIS action plan as a guide to determine referrals to appropriate community resources and to work with the participant to engage in appropriate E&T components.

e) Describe how E&T participants will receive targeted case management services through an efficient administrative process.

Case management services include comprehensive intake assessments, individualized services plans, referrals to services, and progress monitoring. Case management will be delivered in-person, remotely, and through virtual tools, based on the needs of the participant and availability of resources. Case management and participant actions will also be documented in the Case Notes section of the OSMIS at least once per month.

## XII. Conciliation Process (if applicable)

*In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.*

a) Does the State agency offer a conciliation process?

Yes. (Complete the remainder of this section.)

No (Skip to the next section.)

b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

## XIII. Disqualification Policy for General Work Requirements

*This section must be completed even if the State agency operates a voluntary E&T program, as all work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month and failing to comply with SNAP E&T (if assigned by the State agency).*

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1):

30 days

60 days

Other: Click or tap here to enter text.

b) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

1 month

Up to 3 months

c) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

3 months

Up to 6 months

d) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

Date the individual complies, as determined by the State agency

6 months

A date determined by the State agency

Permanently

e) The State agency will disqualify the:

Ineligible individual only

Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

#### **XIV. Participant Reimbursements**

*In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.*

**Estimates of Participant Reimbursements**

A) Estimated number of E&T participants to receive participant reimbursements. <i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Section H – Estimated Participant Levels, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	2244
B) Estimated budget for E&T participant reimbursements in upcoming FY.	\$230,824
C) Estimated amount of participant reimbursements per E&T participant per month. [(Row B/Row A)/12]	\$8.57 Generally participants are not enrolled in the program for 12 months; however we are working on our data system to determine actual time spent to assist with the budget for FY23.

**Participant Reimbursement Details**

Complete the table below with information on each participant reimbursement offered by the State agency. A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or *as a reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Childcare		MDHHS Child Development and Care	Client reimbursement
Cellular phone service (Limited to three months)		E&T Provider	See last row of table
Clothing*		E&T Provider	See last row of table
Drug Tests		E&T Provider	See last row of table
Fingerprinting		E&T Provider	See last row of table
Internet or hotspot (Limited to three months unless provided for a training program with a longer length)		E&T Provider	See last row of table
Legal Services (Limited to expunging criminal record to secure employment.)		E&T Provider	See last row of table
Medical Services (i.e. TB test, vision exam, eyeglasses, dental care or physical.)		E&T Provider	See last row of table
Fees* (i.e. activity, course or test fees, union dues, licensing and bonding fees, background checks)		E&T Provider	See last row of table
Personal Grooming Supplies/Services* (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer		E&T Provider	See last row of table

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
appearance standards)			
Technology Equipment (personal computer, laptop, tablet, and accessories)		E&T Provider	See last row of table
State of Michigan identification card, temporary driving instruction permit, driving skills test, and driver's license		E&T Provider	See last row of table
Training materials, textbooks, and supplies		E&T Provider	See last row of table
Transportation* (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs)	Necessary non-maintenance vehicle repairs limited to \$350. Taxi services are a temporary situation for a participant with an emergency transportation situation and rationale will be documented in the participant's case file.	MDHHS to provide bus tokens to get to first appointment at MWA, as needed.  E&T Provider for all other transportation needs.	See last row of table
Work* and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training or support employment)		E&T Provider	See last row of table

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Housing Assistance (Applies only to Plus participants served by a Plus Contractor)	Limited to two months for rent and utilities only. Reserved for emergency situations, determinations made on a case-by-case basis and rationale will be documented in the participant’s case file.	E&T Provider	See last row of table
Applies to All Allowable Reimbursements.  Items above with an * may also be provided to support participation in job retention services (JR) to maintain employment.	A participant may receive a maximum of \$960 over a rolling 12-month period.  This monetary limit does not apply to Plus participants served by a FAE&T Plus Contractor under the third-party reimbursement model.		Prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Gift cards and vouchers will be restricted to specific purchases or services allowed by the program.  Or provided through reimbursement to the participant for the actual cost of services incurred.

If providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Child day care will be available through Child Development and Care (CDC) administered by MDHHS. The CDC is authorized by the MDHHS specialist and payments are billed and reported through an on-line billing system. Clients who apply for CDC services must submit

an application to the local MDHHS office, meet all eligibility requirements and use an eligible provider in order to receive benefits. Parents choose their own childcare providers. The CDC clients may use the following provider types:

Licensed childcare centers

Licensed group childcare homes

Registered family childcare homes

Unlicensed childcare providers (MDHHS-enrolled aide and relative care providers.)

The first three provider types are regulated by the Department of Licensing and Regulatory Affairs (LARA). Aide and relative care providers are enrolled by the local MDHHS office. If a client is not able to locate an eligible provider, they may contact The Great Start Regional Child Care Resource Center at 1-877-614-7328 for help in finding a provider. All childcare providers must be enrolled in Provider Management. Licensed/Registered providers are automatically enrolled and given a provider ID number when BCAL approves the license or registers them. Aide and relative care provider applicants must complete a self-certified application. The specialist completes a DHS-4661-P, Child Development and Care Request for Criminal History and Central Registry Check. Background clearances and a Bridges address inquiry must also be completed. If there is a match on the provider applicant or any adult member of the provider applicant's household, the applicant may not be approved to provide care. If all requirements are met, the provider may be enrolled and given a provider ID number. The specialist will then assign the provider to a case on Bridges; however, care cannot be authorized until the provider completes the Great Start to Quality Orientation-a six-hour basic training requirement. The CDC payment periods are two weeks in length. The provider must bill and report hours of care for payment to be issued for a given pay period. Payments are issued directly to the provider except for payments to aide and relative care providers. All payments to unlicensed childcare providers will be issued as a two-party check in the name of the client and provider and are mailed to the client.

At this time, CDC is available for all E&T participants who need childcare. Since the state is marketing E&T to more non-ABAWDs this fiscal year, the State will monitor the need for childcare and ensure that CDC is able to meet those needs. The State will assess whether funding may be needed in future years.

## **XV. Work Registrant Data**

*The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.*



- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

The total FA work registrant population is comprised of FA clients. This potential population is reviewed for exempt status by the MDHHS Family Independence Specialist (FIS) or Eligibility Specialist (ES). Each client on Michigan's automated systems is assigned a Deferral/Participation Reason Code. This code identifies the client's work registrant status. The initial count of work registrants was taken from the total of all FA recipients, on September 30<sup>th</sup> at midnight, from which all FA recipients exempt, or meeting work requirements were subtracted.

- b) Describe measures taken to prevent duplicate counting.

The quarterly work registrant counts are based on the same Deferral/Participation Reason Code field referenced above. For each quarter's report, only those clients for whom an eligible work registrant code was entered during the quarter are counted and the Data Warehouse system has an internal check to ensure the counts are unique for the entire FY.

## XVI. Outcome Reporting Measures

### National Reporting Measures

Check the data source used for the national reporting measures. Check all that apply.

Source	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Source	Employment & Earnings Measures	Completion of Education of Training
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

LEO-WD’s One-Stop Management Information System (OSMIS)

b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

N/A

d) Check all data sources used for the state-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

LEO-WD’s One-Stop Management Information System (OSMIS)

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

- h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

### Component Outcome Measures

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Supervised Job Search (SJS)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i>  <i>Denominator will include the number of participants that completed supervised job search during the period of 10-1-2021 to 9-30-2022.</i>
<i>Job Search Training (JST)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		<i>Denominator will include the number of participants that completed job search training during the period of 10-1-2021 to 9-30-2022.</i>
<i>Work Readiness-EEST (EPWRT)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Work Readiness-EEST during the period of 10-1-2021 to 9-30-2022.</i></p>
<i>Work Readiness-EEST (EPWRT)</i>	<i>Percentage of participants who begin vocational training after completion of component.</i>	<p><i>Numerator will include those participants who began vocational training after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Work Readiness-EEST during the period of 10-1-2021 to 9-30-2022.</i></p>
<i>Vocational Training (EPC)</i>	<i>Percentage of participants who obtain employment after the completion of component and receiving a credential.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Vocational training</i></p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		<i>during the period of 10-1-2021 to 9-30-2022.</i>
<i>Workfare (W)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Workfare during the period of 10-1-2021 to 9-30-2022.</i></p>
<i>Basic Education /Foundational Skills (EPB)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Basic Ed/Foundational Skills during the period of 10-1-2021 to 9-30-2022.</i></p>
<i>Basic Education /Foundational Skills (EPB)</i>	<i>Percentage of participants who begin vocational training after completion of component.</i>	<p><i>Numerator will include those participants who began vocational training after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Basic Ed/Foundational Skills during</i></p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		<i>the period of 10-1-2021 to 9-30-2022.</i>
<i>Work Experience: Work Activity (WA)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that completed Work Experience: Work Activity during the period of 10-1-2021 to 9-30-2022.</i></p>
<i>Job Retention Services – (JR)</i>	<i>Percentage of participants who received at least 1 day of JR prior to completing E&amp;T that were employed 2<sup>nd</sup> quarter after exit.</i>	<p><i>Numerator will include those participants who were employed 2<sup>nd</sup> quarter after exit.</i></p> <p><i>Denominator will include the number of participants that received at least 1 day of JR and completed the program during the period of 4-1-2021 to 3-31-2022.</i></p>
<i>Job Retention Services – (JR)</i>	<i>Percentage of participants who received at least 30 day of JR prior to completing E&amp;T that were employed 2<sup>nd</sup> quarter after exit.</i>	<p><i>Numerator will include those participants who were employed 2<sup>nd</sup> quarter after exit.</i></p> <p><i>Denominator will include the number of participants that received at least 30 days of JR and completed the program during the period of 4-1-2021 to 3-31-2022.</i></p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Job Retention Services – (JR)</i>	<i>Percentage of participants who received at least 60 day of JR prior to completing E&amp;T that were employed 2<sup>nd</sup> quarter after exit.</i>	<i>Numerator will include those participants who were employed 2<sup>nd</sup> quarter after exit.  Denominator will include the number of participants that received at least 60 days of JR and completed the program during the period of 4-1-2021 to 3-31-2022.</i>
<i>Job Retention Services – (JR)</i>	<i>Percentage of participants who received at least 89 day of JR prior to completing E&amp;T that were employed 2<sup>nd</sup> quarter after exit.</i>	<i>Numerator will include those participants who were employed 2<sup>nd</sup> quarter after exit.  Denominator will include the number of participants that received at least 89 days of JR and completed the program during the period of 4-1-2021 to 3-31-2022.</i>

## F. Pledge to Serve All At-Risk ABAWDs (if applicable)

*The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.*

*To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.*

- a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

### Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 <sup>st</sup> to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State. (Complete questions c and d below.)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.



- d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

- e) How does the State agency identify at-risk ABAWDs? At-risk ABAWDs are individuals in their third month of eligibility who are not otherwise exempt.

- f) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

- g) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

- h) What services and activities will be provided outside of SNAP E&T? (List the services and activities.)

- i) To pledge, State agencies must have capacity to offer a qualifying component to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

**Information about the size of the ABAWD population**

Question	Number
A) How many ABAWDs did you serve in E&T in the previous FY?	
B) How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once.	
C) How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once.	
D) Number of at-risk ABAWDs averaged monthly? This should be annual total from line (C) divided by 12.	

**Available Qualifying Components**

	<b>Expected average monthly slots available to at-risk ABAWDs:</b> <i>(Should align with projected participation in Section G: Component Detail)</i>	<b>Expected average monthly slots offered to at-risk ABAWDs</b>	<b>Expected monthly at-risk ABAWD participation for plan year</b>
SNAP E&T			
Workfare programs (outside of SNAP E&T)			
WIOA title I programs (outside of SNAP E&T)			
A program under section 236 of the Trade Act of 1974 (outside of SNAP E&T)			

	<b>Expected average monthly slots available to at-risk ABAWDs:</b> <i>(Should align with projected participation in Section G: Component Detail)</i>	<b>Expected average monthly slots offered to at-risk ABAWDs</b>	<b>Expected monthly at-risk ABAWD participation for plan year</b>
Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor (outside of SNAP E&T)			
Workforce Partnerships in accordance with 7 CFR 273.7(n)			
Total slots across all qualifying activities			

**Estimated cost to fulfill the pledge**

	<b>Value</b>
A) What is the projected total cost to fulfill the pledge?	
B) Of the total in (A), what is the total projected administrative costs?	
C) Of the total in (A), what is the total projected costs for participant reimbursements?	

j) Explain the methodology used to determine the total cost to fulfill the pledge.

- k) If the cost to fulfill the pledge exceeds the level of pledge funds received, how will the State agency ensure it commits sufficient funds to fulfill the obligation of the pledge? Include the level of funding the State agency is committing to fulfill the pledge above and beyond the Federal SNAP E&T 100 percent funds and pledge funds. Provide the share of these extra funds that will be covered by 50/50 funds and other State funds.

### G. Component Detail

*The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency’s E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.*

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

### XVII. Non-Education, Non-Work Components

Supervised Job Search (SJS)	Answer the question in the space below
<p><b>Summary of the State guidelines implementing supervised job search.</b> This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of</p>	<p>Transportation is the most significant barrier for finding and maintaining employment and public transportation is limited outside most large cities. Public transportation assistance and mileage reimbursement is available; however, for those without access to an automobile or residents living in one of the many rural areas the cost can be prohibitive to only conduct job search at the county One-Stop Service Centers. To ensure all participants have the necessary support to find a new career after participating in E&amp;T services, Supervised Job Search will be available in the 27 counties delivering FAE&amp;T. Job search contacts may be in person, by telephone, or using internet technology, including,</p>

<b>Supervised Job Search (SJS)</b>	<b>Answer the question in the space below</b>
participants and track the timing and activities of participants.	<p><a href="http://www.mitalent.org">www.mitalent.org</a> and other employment-related search engines, employers' hiring kiosks and websites, as well as mail, web cam, email, and fax services. Participants may conduct these activities at any location appropriate to the activity, including but not limited to residences, job sites, public facilities, or FAE&amp;T &amp; FAE&amp;T Plus provider locations.</p> <p>The career coach will establish, in consultation with the participant, a standard for the number of applications or contacts made each month. This standard will consider the participant's employment goals, geographic location, transportation needs, and other barriers. The career coach will have the necessary knowledge and skills to guide and support the participant through successful job search to obtain employment or better employment.</p> <p>Participation will be documented as outlined in the FAET-500 Acceptable Documentation to Support Hours of Participation form. The career coach will provide at least monthly feedback to the participant regarding current job search actions, suggestions to increase the likelihood of being hired, and discussing the next steps. The meetings will occur remotely or in-person and will be documented in OSMIS case notes.</p>
<b>Direct link.</b> Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS have the skills to be successful in SJS and how the SJS program is tailored to employment opportunities in the community).	<p>Participants will not begin this activity until they are employment-ready, and the career coach has ensured the participant understands how to make proper job searches. Career coaches rely on their experience, the MWA's business services team and the extensive information provided by LMI such as "Michigan's Regional Career Outlooks through 2028" found at <a href="https://milmi.org/">https://milmi.org/</a>, to assure participants engage in job search activities geared towards employment.</p> <p>The participant will be actively applying for work that falls within one's qualifications, attending hiring events and/or other networking opportunities and interviewing with prospective employers.</p>
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such	FAP recipients eligible for E&T services who are employment-ready based on assessment by career coach.

<b>Supervised Job Search (SJS)</b>	<b>Answer the question in the space below</b>
as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	The participant must have skills parallel to those gained from participating in job search training or the EEST-work readiness component.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.)	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-International Institute of Metropolitan Detroit (IIMD), DESC-Payne Pulliam and WMW!-Goodwill Industries of Greater Grand Rapids (GWGR).
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	1310
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$944,024

<b>Job Search Training (JST)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a brief description of the activities and services.	Job search training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	FAP recipients eligible for E&T services

<b>Job Search Training (JST)</b>	<b>Answer the question in the space below</b>
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Individuals with limited recent work history, that lack a resume, interviewing skills and/or networking skills.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.)	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-CEO/SEMCA-CEO and DESC-IIMD.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	351
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$257,740

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.	Job Retention (JR) provides case management and supportive services to help participants achieve satisfactory performance, retain employment, and increase earnings over time. Each provider offering JR will create a case management plan that extends at least 30 days. The plan will include the provision of supportive services specific to the participant. The E&T provider will enter a case note in OSMIS that describes the plan for services or indicates the participant declined JR services.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	Participants who secure full or part-time unsubsidized employment <b>after</b> receiving other employment or training services under the FAE&T program. The participant must be receiving FAP in the month the JR starts or in the prior month. Additional information can be found in Chapter 2 of the <u><a href="#">FAE&amp;T and FAE&amp;T Plus Manual</a></u> .

<b>Job Retention (JR)</b>	<b>Answer the question in the space below</b>
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	The only criterion for participation is the knowledge and acceptance of the case management plan to support the unsubsidized employment.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-ACCESS, DESC-CEO/SEMCA-CEO and DESC-Payne Pulliam, and WMW!-GWGR
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	418
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$294,034

<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	The Entrepreneurial Growth Center (EGC) offers participants interested in starting or growing their business an opportunity to enroll and gain an understanding of the process. Once referred and registered with the ACCESS EGC the individual will learn how to start their own business plan with the support and guidance of a business coach.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	FAP recipients eligible for E&T services.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in	Participants must have an interest in self-employment or have a business idea to sign up for the entrepreneurial skills training.



<b>Self-Employment Training (SET)</b>	<b>Answer the question in the space below</b>
the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Primarily the northwest side of Detroit.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	DESC-ACCESS
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	20
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$6,700

<b>E&amp;T Workfare (W)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services	Workfare is a 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 will take place with a public or private non-profit agency, including community-based organizations. The MWAs will negotiate the terms for placement of participants and approve assignment locations. The participant may identify a worksite or choose from one of the assignment locations already approved by the MWA. The MWAs will periodically evaluate the effectiveness of the assignment to assess the participant's readiness for full-time unsubsidized employment. Participation is limited to the household SNAP/FAP allotment divided by the applicable minimum wage.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such	ABAWDs, with a focus on those that are subject to the ABAWD work requirement.

<b>E&amp;T Workfare (W)</b>	<b>Answer the question in the space below</b>
as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	The MWA will consider the prior training, experience, and skills of the participant, along with E&T objectives when making appropriate assignments. In many instances the participant will have a limited, or inconsistent work history.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	77
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$58,580

## XVIII. Educational Programs

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services	High school completion or equivalent education programs occurring outside the K-12 system as defined by the Michigan Department of Education. Remedial education to achieve a basic education level and instructional programs to improve basic education skills.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens,	FAP recipients eligible for E&T services that self-identify they do not have a high school diploma or high school equivalent certification.

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Methods of assessment include those listed in section 'X. Assessment' of this State Plan, which focus on testing basic math and reading skills.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-ACCESS, DESC-IIMD, DESC-Payne Pulliam, DESC-Southwest Economic Solutions, and DESC-St. Vincent & Sarah Fisher Center (SVSF)/SEMCA-SVSF.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	567
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$370,360
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	State of Michigan and local funding sources for free adult education will be used before non-federal funds. Reimbursement will only be requested when non-federal funds are used to supplement the free educational opportunities.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally

<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>	<b>Answer the question in the space below</b>
<p>than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</p>	<p>charged. Participants are charged the same rate in tuition-based or set-cost programs.</p>

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services</p>	<p>All vocational training activities are 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. In addition to the providers who assist the participant with choosing a training offered outside their organization, other E&amp;T provider programs offer medical billing, medical coding, pharmacy technician, certified nursing assistant, blueprint, information technologies, manufacturing pathways, and landscape industry training.</p>
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>FAP recipients eligible for E&amp;T services.</p>
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	<p>For most of the training opportunities the participant must have a high school diploma or equivalent and may need to have completed certain high school courses (e.g., algebra). Depending on the occupation for which training is provided, the participant’s required reading, math, writing and computer literacy skills will vary There are training opportunities that require a TABE score of 4 or higher for math and reading. Criteria will fluctuate based on the courses and training program. The individual must also have an interest in and aptitude to complete training. In addition, methods of assessment focusing on post-secondary education include those listed in section ‘X. Assessment’ of this State Plan.</p>

<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	<b>Answer the question in the space below</b>
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-ACCESS, DESC-Focus:HOPE, DESC-Payne Pulliam, DESC-Southwest Economic Solutions, DESC-The Greening of Detroit, WMW!-GWGR, and WMW!-West MI Center for Arts+ Technology (WMCAT).
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	249
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$829,070
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	Participants must attempt to secure federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity. The E&T provider will verify and maintain documentation that there is no other source of financial assistance available to the client.
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based programs.

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	
<b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting	

<b>English Language Acquisition (EPEL)</b>	<b>Answer the question in the space below</b>
funds used for other existing education programs.	
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	

<b>Integrated Education and Training/Bridge Programs (EPIE)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	

<b>Integrated Education and Training/Bridge Programs (EPIE)</b>	<b>Answer the question in the space below</b>
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	Employment enhancement skills training (EEST) is a work readiness program designed to prepare participants for success in the workplace by offering a combination of foundational cognitive skills training, soft skills training, and employability skills training, which prepares the participant to be successful in finding a new career. This activity may also prepare the participant for placement in higher level training, as appropriate.
<b>Target Population.</b> Identify the population that will be targeted for participation in the component. Include special	FAP recipients eligible for E&T services



<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Methods of assessment include those listed in section 'X. Assessment' of this State Plan, which focus on testing for job readiness.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-ACCESS, DESC-CEO/SEMCA-CEO, DESC-Focus:HOPE, DESC-Payne Pulliam, DESC-SVSF/SEMCA-SVSF, WMW!-Good Samaritan Ministries, and WMW!-GWGR.
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	1289
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$972,644
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	If State of Michigan or local funding sources for free work readiness programs become available, they be used before non-federal funds. Reimbursement will only be requested when non-federal funds are used to supplement any work readiness training opportunities funded by state or local funds.

<b>Work Readiness Training (EPWRT)</b>	<b>Answer the question in the space below</b>
<p><b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&amp;T participants, provide evidence that the costs charged to E&amp;T do not exceed the costs charged for non-E&amp;T participants (e.g. comparable tuition).</p>	<p>In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based or set-cost programs.</p>

<b>Other (EPO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	
<p><b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	
<p><b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)</p>	
<p><b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).</p>	
<p><b>E&amp;T Providers.</b> Identify all entities that will provide the service.</p>	
<p><b>Projected Annual Participation.</b> Project the number of unduplicated individuals.</p>	

<b>Other (EPO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	
<b>Not supplanting.</b> Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
<b>Cost Parity.</b> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).	

## **XIX. Work Experience (WE)**

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – one table for activities not subsidized by E&T (e.g., Work-based learning – Internships) and another for activities subsidized by E&T (e.g., Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

<b>Work Activity (WA)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>The work experience: Work Activity will be performed in exchange for FAP benefits. The activity is designed to improve the employability of participants through actual work experience and/or training. The goal of this activity is to enable participants to move into regular employment, especially important for those who cannot find unsubsidized full-time employment. The component will include a planned, structured learning experience that takes place in a workplace for a limited period. The activity will include things like a curriculum, clearly articulated outcome goals, intentional day-to-day activities that are designed to improve someone’s skills and employability, and a planned start date and end date.</p> <p>Participation hours are limited to the household SNAP/FAP allotment divided by the applicable minimum wage. E&amp;T work activity ends when the household benefit has been worked off, but this would not be sufficient for an ABAWD to meet the ABAWD work requirement. If an ABAWD does work activity for their benefit divided by the minimum wage and it is, for example, only 6 hours a week, then the ABAWD must find 14 additional hours per week of work or a different qualifying activity.</p> <p>WE: Work Activity placements will be negotiated with private, for-profit companies, as well as the public or private non-profit agencies. The MWAs will negotiate the terms for placement of participants and approve assignment locations. The participant may identify a worksite or choose from one of the assignment locations already approved by the MWA. The MWAs will periodically evaluate the effectiveness of the assignment to assess the participant’s readiness for full-time unsubsidized employment.</p> <p>DESC-IIMD offers participants the opportunity to shadow facility maintenance and housekeeping staff performing tasks specific to the industry. WMW!- WMCAT medical billing, medical coding, and pharmacy tech students engage in a short-term real life career experience upon completion of classroom training</p>

<b>Work Activity (WA)</b>	<b>Answer the question in the space below</b>
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	FAP recipients eligible for E&T services with a focus on individuals with a specific skills need and those that have a limited recent work history.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	The MWA will consider the prior training, experience, and skills of the participant, along with E&T objectives when making appropriate assignments. In many instances the participant will have a limited, or inconsistent work history.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	All 27 counties where FAE&T is delivered.
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	The MWAs overseeing the One-Stop Service Centers located in the 27 counties and the following FAE&T Plus contractors: DESC-IIMD and WMW!-WMCAT
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	204
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$61,274

<b>Internship (WBLI)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in	

<b>Internship (WBLI)</b>	<b>Answer the question in the space below</b>
the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Internship – Subsidized by E&amp;T (WBLI - SUB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example,	

<b>Internship – Subsidized by E&amp;T (WBLI - SUB)</b>	<b>Answer the question in the space below</b>
literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Pre-Apprenticeship/ Apprenticeship (WBLPA)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services to be offered.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available	

<b>Pre-Apprenticeship/ Apprenticeship (WBLPA)</b>	<b>Answer the question in the space below</b>
(statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Pre-Apprenticeship/ Apprenticeship – Subsidized by E&amp;T (WBLPA- SUB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	



<b>Pre-Apprenticeship/ Apprenticeship – Subsidized by E&amp;T (WBLPA- SUB)</b>	<b>Answer the question in the space below</b>
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	

<b>On-the-Job-Training (WBLOTJ)</b>	<b>Answer the question in the space below</b>
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>On-the-Job-Training – Subsidized by E&amp;T (WBLOTJ - SUB)</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	

<b>On-the-Job-Training – Subsidized by E&amp;T (WBLOTJ - SUB)</b>	<b>Answer the question in the space below</b>
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Transitional Jobs (WBLTJ)</b>	<b>Answer the question in the space below</b>
<p><b>Description of the component.</b> Provide a summary of the activities and services.</p>	<p>CEO's transitional jobs model provides participants with direct supervision from a Site Supervisor who is trained both to respond to the employment needs of an individual who has been incarcerated (CEO site supervisors often have experience of finding employment post-incarceration) and to provide training specific to the transitional job opportunity, while on crew. An example of Site Supervisor Training includes deploying cognitive-behavioral interventions, such as motivational interviewing, to assist an E&amp;T participant in overcoming barriers to work. Additionally, participants receive skills training particular to the transitional job employment opportunity; this might include safety training, tools, and equipment training, and/or necessary hard skills training to complete the tasks.</p> <p>Currently one crew provides property maintenance/debris removal to return the city's blighted and vacant properties to productive use. The crew has completed approximately 60+ properties for maintenance and landscape services. Another CEO crew provides tilling, grading, seeding and other planting for properties. CEO also provides credentialing opportunities as appropriate to the crew customer as well as in alignment with the participant's career goals, ranging from OSHA 10/30 to technology training in partnership with Per Scholas.</p>

Transitional Jobs (WBLTJ)	Answer the question in the space below
	A participant works four days a week for a work crew, for an average of two to four months. Each WBLTJ crew customer can support an average of 75 participants each year. CEO's program model is not cohort-based, and participants move through the program at their own pace.
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	CEO provides services to formerly incarcerated SNAP eligible individuals between the ages of 18-65 and categorized as able-bodied adults without dependents (ABAWDs). CEO specifically targets individuals who face the highest risk of returning to prison/jail and have the greatest need for employment services.
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	Participants must attend all four days of orientation, be document ready to work the following week; and to understand CEO's model and how to plug into CEO's work crew system each day.
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	Wayne County
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	FAE&T Plus provider: DESC-CEO/SEMCA-CEO
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	65
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	\$358,854

Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)	Answer the question in the space below
<b>Description of the component.</b> Provide a summary of the activities and services. Include the training objectives for each	

<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>	<b>Answer the question in the space below</b>
subsidized activity and how the State agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> Provide a summary of the activities and services.	

<b>Work-based learning - Other (WBLO): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

<b>Work-based learning - Other - Subsidized by E&amp;T (WBLO - SUB): State agency must provide description</b>	<b>Answer the question in the space below</b>
<b>Description of the component.</b> If subsidized by E&T, provide a summary of the activities and services. Include the training objectives for each subsidized activity and how the State	

<b>Work-based learning - Other - Subsidized by E&amp;T (WBLO - SUB): State agency must provide description</b>	<b>Answer the question in the space below</b>
agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	
<b>Target Population.</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation.</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
<b>Geographic Area.</b> Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).	
<b>E&amp;T Providers.</b> Identify all entities that will provide the service.	
<b>Projected Annual Participation.</b> Project the number of unduplicated individuals.	
<b>Estimated Annual Component Costs.</b> Project only administrative costs.	

## H. Estimated Participant Levels

Complete the tables below projecting participation in E&T for the upcoming Federal FY. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal FY.

**SNAP E&T Projected Participation**

A) Anticipated number of work registrants in the State during the Federal FY. This is an unduplicated count. Take into consideration the expected number of work registrants in the State on October 1 <sup>st</sup> as well as the number of new work registrants expected throughout the Federal Fiscal Year.	194,826
B) List State exemptions from E&T and the number of work registrants expected to be exempted under each category. A State operating a voluntary program would show that all work registrants are exempt. Alternatively, a State may exempt only certain populations from SNAP E&T participation, such as individuals experiencing homelessness.	1. All work registrants – 194,826
C) Total estimated number of work registrants exempt from mandatory E&T (sum of State exemptions in B above).	194,826
D) Percent of all work registrants exempt from E&T (line C /line A * 100).	100%
E) Anticipated number of ABAWDs in the State during the FY.	121,067
F) Anticipated number of ABAWDs in waived areas of the State.	121,067
G) Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance.	0
H) Number of potential at-risk ABAWDs expected in the State during the FY (line E – (lines F +G)).	0

**Mandatory, Voluntary, and ABAWD Projected Participation**

A) How many total mandatory participants do you expect to serve in E&T during the FY?	0
B) How many total voluntary participants do you expect to serve in E&T during the FY?	2244
C) How many ABAWDs do you expect to serve in E&T during the FY?	1450

**I. Contracts/Partnerships**

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T



funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the [Operating Budget Excel Workbook](#).

<b>Contract or Partner Name: Detroit Employment Solutions Corporation, MWA</b>
<b>Service Overview:</b> FAE&T program at three One-Stop service centers delivered by Ross Innovative Employment Solutions, Goodwill/SERCO partnership, and JVS/ResCare partnership
<b>Intermediary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b> Supervised Job Search, Job Search Training, Basic Ed/Foundational Skills, EEST-Work Readiness, Vocational Training, Work Experience-Work Activity, Job Retention Services, and Workfare.
<b>Credentials Offered:</b> Specific to the vocational training participants complete while enrolled with one of the three FAE&T providers located at the One-Stop service center. Common examples include Heavy and Tractor Trailer Truck Drivers - CDL license A, B or C and Healthcare – Licensed Practical Nurse, Medical Assistant, Home Health/Personal Care Aides -- Certified Nurse Assistant (CNA) certification.
<b>Participant Reimbursements Offered:</b> Cellular phone/internet service; clothing; drug tests/fingerprinting; fees associated with E&T activity, union dues, testing, licensing, bonding, and background checks; laptop/tablet; legal services for expunging criminal record for employment; medical services; Michigan ID, driving permit, skills test, and driver's license; training materials/supplies; personal grooming supplies/services; transportation; and work/training tools.
<b>Location:</b> City of Detroit
<b>Target Population:</b> All eligible FAP recipients ages 18-59
<b>Monitoring and communication with contractor:</b> The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at <a href="#">Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov)</a> . The MWA and providers can submit questions to <a href="mailto:LEO-FAET-Policy@michigan.gov">LEO-FAET-Policy@michigan.gov</a> for research and response from LEO-WD policy staff. LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
<b>Type of Agreement:</b> Interagency agreement with LEO-WD who has a budget and plan narrative agreement from DESC to subcontract services to Ross Innovative Employment Solutions, Goodwill/SERCO partnership, and JVS/ResCare partnership.

<b>Contract or Partner Name: Detroit Employment Solutions Corporation, MWA</b>
<b>Total Cost of Agreement: \$565,060</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs: No</b>
<b>New Partner: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>

<b>Contract or Partner Name: Detroit Employment Solutions Corporation, MWA</b>
<b>Service Overview:</b> FAE&T Plus program (reimbursement model) delivered by ACCESS, CEO, Focus:HOPE, IIMD, Payne Pulliam, SVSF Center, Southwest Economic Solutions, and The Greening of Detroit.
<b>Intermediary: <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</b>
<b>Components Offered:</b> Supervised Job Search, Job Search Training; Job Retention Services, Self-Employment Training, Basic Ed/Foundational Skills, EEST-Work Readiness, Vocational Training, WE:Work Activity, Work-Based Learning-Transitional Job Unsubsidized.
<b>Credentials Offered:</b> Specific to the vocational training participants complete while enrolled with ACCESS, Focus:Hope, Payne Pulliam, Southwest Economic Solutions or The Greening of Detroit. Common examples include Heavy and Tractor Trailer Truck Drivers - CDL license A, B or C and Healthcare – Licensed Practical Nurse, Medical Assistant, Home Health/Personal Care Aides -- CNA certification.
<b>Participant Reimbursements Offered:</b> Clothing, uniforms, and work boots; drug tests; eyeglasses; personal grooming supplies/services; training materials/supplies; and transportation.
<b>Location:</b> City of Detroit
<b>Target Population:</b> All eligible FAP recipients ages 18-59
<b>Monitoring and communication with contractor:</b> The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at <a href="#">Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov)</a> . In addition LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to <a href="mailto:LEO-FAET-Policy@michigan.gov">LEO-FAET-Policy@michigan.gov</a> for research and response from LEO-WD policy staff. LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
<b>Type of Agreement:</b> Interagency agreement with LEO-WD who has a budget and plan narrative agreement from DESC to subcontract services to ACCESS, CEO, Focus:HOPE, IIMD, Payne Pulliam, SVSF Center, Southwest Economic Solutions, and The Greening of Detroit.

<b>Contract or Partner Name: Detroit Employment Solutions Corporation, MWA</b>
<b>Total Cost of Agreement: \$1,629,045</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs: No</b>
<b>New Partner: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>

<b>Contract or Partner Name: West Michigan Works!</b>
<b>Service Overview:</b> FAE&T Plus program (reimbursement model) delivered by Good Samaritan Ministries, Goodwill Industries of Greater Grand Rapids (GWGR), and West MI Center for Arts+ Technology (WMCAT)
<b>Intermediary: <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No</b>
<b>Components Offered:</b> Supervised Job Search, Job Retention Services, EEST-Work Readiness, Vocational Training, WE:Work Activity
<b>Credentials Offered:</b> Specific to the vocational training participants complete while enrolled with GWGR, or WMCAT; such as, CNA, BluePrint, Medical Coding and Medical Billing.
<b>Participant Reimbursements Offered:</b> Cellular phone/internet service; clothing; drug tests/fingerprinting; fees associated with E&T activity, union dues, testing, licensing, bonding, and background checks; laptop/tablet; Michigan ID, driving permit, skills test, and driver's license; training materials/supplies; personal grooming supplies/services; transportation; work/training tools; and housing assistance (limited to 2 months).
<b>Location:</b> Kent, Ionia, Montcalm Counties, and a portion of Ottawa County
<b>Target Population:</b> All eligible FAP recipients ages 18-59
<b>Monitoring and communication with contractor:</b> The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at <a href="https://www.michigan.gov/labor-economic-opportunity">Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov)</a> . In addition LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to <a href="mailto:LEO-FAET-Policy@michigan.gov">LEO-FAET-Policy@michigan.gov</a> for research and response from LEO-WD policy staff. LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
<b>Type of Agreement:</b> Interagency agreement with LEO-WD who has a budget and plan narrative agreement from West Michigan Works! to subcontract services to Good Samaritan Ministries, GWGR, and WMCAT.
<b>Total Cost of Agreement: \$571,614</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs: No</b>
<b>New Partner: <input type="checkbox"/>Yes <input checked="" type="checkbox"/>No</b>

<b>Contract or Partner Name:</b>
<b>Service Overview:</b>
<b>Intermediary:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>
<b>Credentials Offered:</b>
<b>Participant Reimbursements Offered:</b>
<b>Location:</b>
<b>Target Population:</b>
<b>Monitoring and communication with contractor:</b>
<b>Type of Agreement:</b>
<b>Total Cost of Agreement:</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>
<b>New Partner:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Contract or Partner Name:</b>
<b>Service Overview:</b>
<b>Intermediary:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>
<b>Credentials Offered:</b>
<b>Participant Reimbursements Offered:</b>
<b>Location:</b>
<b>Target Population:</b>
<b>Monitoring and communication with contractor:</b>
<b>Type of Agreement:</b>
<b>Total Cost of Agreement:</b>
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>
<b>New Partner:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements.

### Direct Costs:

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.  <i>Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000</i>  <i>5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</i></p>	<p>SNAP State Administrator, .10FTE            SNAP E&amp;T Specialist, .50FTE            SNAP E&amp;T analyst, .25 FTE             TOTAL: \$164,050</p>
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>Included above</p>
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p>\$3,283,675.00</p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	<p>\$25,950 Bridges technical work</p>
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	<p>N/A</p>
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration</p>	<p>\$5,000 for MDHHS staff travel to E&amp;T providers sites and related conferences. Also \$5,000 for training of E&amp;T staff</p>

costs for training that will be charged to the E&T grant.	
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	N/A

<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A
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**Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

MDHHS does not have indirect costs.

**Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).**

Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

MDHHS will provide \$20,000 for transportation assistance, most commonly in the form of bus tokens, to participants requiring assistance to attend an orientation appointment at the FAE&T provider location. The FAE&T and FAE&T Plus providers will provide any combination of the items listed in the Allowable Reimbursements table detailed in section XIV.

## Optional State Request for Additional 100 Percent Funds

Use the following questions to request reallocated 100 percent Federal funds. This template should be submitted with the E&T State plan.

- a) Provide the specific amount of additional funds requested.

- b) Indicate which of the following prioritized categories the reallocated funds will be used for:

- To conduct E&T programs and activities authorized as part of the requesting State's 2014 Farm Bill pilot (priority A).

- To target a highly-barriered population and state the targeted population including any specific characteristic of the individuals to be targeted, such as disabled veterans (priority B).

- To conduct other E&T programs and activities that would meet the requirements of priority C.

- c) Provide a detailed plan for the use of the additional funds:

- o Describe the new or existing services or initiatives the funds will support. If applying under priority A, describe the 2014 E&T pilot activity that will be continued using the re-allocated funds.

- o Detail the cost of these services. Clearly demonstrate how the State agency determined the costs.

- o Describe the partners involved.

- Describe the location where the services will be provided.

- Describe the specific components or activities that will be provided and the estimated number of participants to be served in each component.

- Describe how the proposed plan enhances existing services or builds new opportunities for participants to gain access to employment and training services.

- Provide any information the State agency has on how the use of additional funds will support E&T programs and activities that have a demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance.

- Include any other useful details to better explain the proposed plan for the use of the additional funds.