



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL  
Policy Issuance (PI): 19-27**

**Date:** October 2, 2019

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

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

**Subject:** Fiscal Year (FY) 2020 Food Assistance Employment and Training (FAE&T)  
Program Plan Instructions

**Programs  
Affected:** FAE&T

**Rescissions:** None

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§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,  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

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

Food and Nutrition Act of 2008, as amended by the Agriculture Improvement  
Act of 2018, PL 115-334, (2018)

7 Code of Federal Regulations, Department of Agriculture, Parts 273.75  
and 277

PI 19-01, Michigan Works! System Plan Instructions for Calendar Year 2019,  
issued February 5, 2019, and subsequent changes

PI 15-12, Procurement issued July 17, 2015

PI 18-33, Change 1, issued March 29, 2019, or any replacement policy

**Background:** The Food and Nutrition Act of 2008 (the Act) provides that state agencies be  
given maximum flexibility in designing Employment & Training (E&T)  
programs for individuals receiving food assistance. The FAE&T Program  
provides participants opportunities to gain skills, training, or experience to  
improve their ability to obtain regular employment and increase

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self-sufficiency. The Michigan Department of Labor and Economic Opportunity–Workforce Development (LEO-WD) operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and the WD.

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their Food Assistance Program (FAP) case.

In general, ABAWDs who do not receive either a federal or state exemption, or meet defined work participation standards, are limited to three months of FAP benefits over a three-year period. However, recognizing FAP participants usually have a harder time finding work than the general population, the Act provides a process whereby areas that meet prescribed unemployment levels and time frames are eligible for a waiver of the work participation requirement.

The Act provides states flexibility in determining areas where an effective E&T program should be established. Recognizing rural areas or areas with low numbers of potentially eligible participants are extremely hard to serve, the WD selected eleven MWAs to run FAE&T in FY 2020.

**Policy:**

**Allocations**

The FY 2020 funding is allocated by formula to the eleven MWAs operating an FAE&T Program. Attachment A is a chart detailing each MWA's funding.

**Use of Funds**

There is no carry-in of unexpended FY 2019 FAE&T funds. There will be no carry-forward of any unexpended FY 2020 FAE&T funds into FY 2021.

The MWAs will receive an allocation for program operations and a separate allocation for supportive services. Supportive service funds consist of 50 percent U.S. Department of Agriculture E&T funding and 50 percent state funds. A separate Grant Action Notice will be issued for each funding source.

The FAE&T funds may only be used to provide E&T activities and supportive services to individuals referred to the MWAs by the MDHHS. Those referred may be ABAWDs subject to Time Limited Food Assistance and ABAWDs volunteering to participate. There is an exception for agencies operating the FAE&T Plus program; the FAE&T funds may be used to provide services to any active participant co-enrolled with an FAE&T Plus provider, as long as the FAE&T Plus indicator on the One-Stop Management Information System (OSMIS) registration screen displays "Yes."

The FAE&T funds may be used to serve FAP applicants from the date of application until the application is approved, denied, or withdrawn. Those

who are determined eligible for FAP, will continue to be eligible for FAE&T services during the time they receive FAP benefits, or through the 90th day of Job Retention Services activity, if their FAP case closes.

The FAE&T funds shall not be used for transporting applicants to and from the local Michigan Department of Health and Human Services (MDHHS) office to complete FAP applications or to provide assistance in completing FAP applications.

### **Program Operations**

In addition to program delivery costs, program operations funds may be used for actual educational costs as long as the MWA verifies and documents no other source of financial assistance is available to the participant. With the exception of student loans, participants must attempt to secure federal financial aid, (e.g., a Pell Grant), if applicable, for the educational institution/activity.

Program operation funds may also be used to market FAE&T services to potential participants. Marketing expenses must be reasonable and necessary and only to support the FAE&T Program. The MWAs should leverage their marketing efforts by partnering with local institutions; such as MDHHS offices, vocational and technical training centers, food banks, and community centers.

Program operation costs are not to exceed an average of **\$4,000** per participant. Marketing expenditures are excluded from this calculation.

### **Supportive Services**

Supportive service funds may be used for expenses incurred to assist participants to overcome barriers that prevent them from engaging in E&T activities. They must be reasonable and necessary, and directly related to participation in activities, not for supporting participants' involvement in unsubsidized employment.

Supportive services may include:

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

- Fees (e.g., union dues, test fees, licensing and bonding fees, background checks needed for training, or to support job search).
- Personal Grooming Supplies/Services (e.g., 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 (e.g., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs).
- Work and training tools (e.g., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).
- Housing assistance (limited to two months for rent & utilities only).

### **Job Retention Supportive Services**

Job retention supportive services are designed to assist the participant in maintaining employment and can only be provided when a participant is enrolled in the job retention service activity in the One Stop Management Information System. The following job retention supportive services are permissible if they are required to maintain the employment:

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

If gift cards or vouchers are provided, **as a prepaid allowance**, their use must be restricted to specific purchases or services allowed by the program **or** a receipt is required from the participant. For mileage reimbursement, the completed activity log where mileage was required satisfies the receipt requirement. In addition, case file documentation must clearly identify the supportive service provided.

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

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

Supportive service expenditures may not exceed **\$960** per participant.

### **Administrative Costs**

Administration is the cost of allowable goods, services, and staff costs required for the general administrative functions of the program. General administrative costs shall be **limited to 10 percent** of the MWA's allocated funds. The allocation of shared costs must be consistent with an established cost allocation plan methodology. Documentation of such charges must be maintained. Administrative costs are to be taken against the MWA's allocation for program operations only. Administrative costs must not be taken against the MWA's supportive services allocation.

### **Profit**

Please refer to the Procurement Policy, PI 15-12, issued July 15, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

### **Performance Measure**

In accordance with the WD/MDHHS agreement, if the MDHHS provides a significant enough increase in referrals, each MWA should plan to increase participant enrollments by 12 percent.

## Plan Instructions

- **Plan Approval Request** – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board chairperson.
- **Narrative** – which describes the planned program activities and supportive services to be provided, as described in the plan narrative instructions.
- **Budget Information Summary (BIS)** – which includes one BIS for program operations and one BIS for supportive services funds.

### Action:

The MWA must process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must have on file appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy must be reported to the WD on a quarterly basis. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is also required and due to the WD no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date. Submit reports in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports; please call Marilyn Carey at 517-241-6742.

The MWA officials receiving funding shall prepare and submit a signed Approval Request form, a Narrative, and BIS forms within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov) or by hardcopy to:

Michigan Department of Labor and Economic Opportunity-  
Workforce Development  
Targeted Services Division  
Ms. Melissa Stebbins  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**WD will not accept documents prior to the official date of the policy.**

### Inquiries:

Questions regarding this policy should be directed to your Reemployment Services State Coordinator at 517-335-5858. The information contained in this policy will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

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at [www.michigan.gov/WDA](http://www.michigan.gov/WDA). Please contact Ms. Melissa Stebbins by telephone at 517-241-9834 or by email at [stebbinsm@michigan.gov](mailto:stebbinsm@michigan.gov) for details.

**Expiration**

**Date:** September 30, 2020

JB:SG:ms  
Attachment

### ***Plan Approval Request Form Instructions***

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. "Food Assistance Employment and Training" has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. "19-27" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/19 through 09/30/20" has been pre-printed.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs PI 07-13 issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

### **Approval Request Form**

1. Michigan Works! Agency (MWA) Name and Number:

2. Plan Title(s):

Food Assistance Employment and Training

3. Policy Issuance Number:

19-27

4. Plan Period:

October 1, 2019 through September 30, 2020

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Workforce Development Board Chairperson

Date:

Printed Name:

The Department of Labor and Economic Opportunity – Workforce Development, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

## ***Food Assistance Employment and Training (FAE&T)***

### ***Plan Narrative Instructions***

#### A. Michigan Works! Agency (MWA) Identification Information

FAE&T Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the FAE&T plan contents.

#### B. Description of Services to be Provided

The plan narrative is to provide a description of the FAE&T program design. At a minimum, the following elements must be included:

1. A description of each of the planned FAE&T program activities that will be available to participants (Supervised Job Search, Workfare, Educational and Training Programs, Vocational Training, and Job Retention Services).
2. A description of the FAE&T Program orientation design and referral process.
3. A description of the FAE&T participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
4. Describe the ongoing case management services. At a minimum, provide a description of the procedures for reviewing the progress of each participant in meeting the objectives of their Individual Service Strategy. The description should include how the MWA will oversee the ISS to ensure that the stated goals are being met and how problems will be resolved.
5. A description of how the FAE&T Program will be coordinated with ongoing programs (i.e., Workforce Innovation and Opportunity Act, FAE&T Plus) and other services within the MWA's geographical area.
6. A description of the supportive services and job retention supportive services available to participants.

## ***Budget Information Summary Instructions***

### **Food Assistance Employment and Training - Program Operations**

#### **SECTION I - IDENTIFICATION INFORMATION**

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

Policy Issuance Number: Enter the policy issuance number. "19-27" has been pre-printed.

Grant Name: Enter the grant name. "FY20 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY20 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/19 through 09/30/20" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. "10.561" has been pre-printed.

#### **SECTION II - TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: *This cell will automatically calculate the sum of Section II.*

#### **SECTION III - PLANNED EXPENDITURES BY COST CATEGORIES**

Supervised Job Search: Enter the cumulative planned expenditures for Job Search activities

Workfare: Enter the cumulative planned expenditures for Workfare.

Educational/Training Programs: Enter the cumulative planned expenditures for Literacy and Academic Skills Training and Employment Enhancement Skills Training activities.

Vocational Training: Enter the cumulative planned expenditures for Vocational Training.

Job Retention Services: Enter the cumulative planned expenditures for Job Retention Services case management.

Marketing: Enter the cumulative planned expenditures to market the program.

Administration (10% Limitation): Enter the cumulative planned expenditures for administration.

Total Planned Expenditures: *This cell will automatically calculate the sum of Section III.*

#### **SECTION IV – LIMITATION PERCENTAGE**

*Planned administration expenditures should be equal to or less than 10%: This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**Note: The Program Operations Budget Information Summary form titled “19-27\_BIS-Program-Ops.xlsx” is attached to this official policy email.**

## ***Budget Information Summary Instructions***

### **Food Assistance Employment and Training – Supportive Services**

#### **SECTION I – IDENTIFICATION INFORMATION**

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

Policy Issuance Number: Enter the policy issuance number. “19-27” has been pre-printed.

Grant Name: Enter the grant name. “FY20 SAM GRTS-SNAP-50% FED/50% GF” has been pre-printed.

Project Name: Enter the project name. “Food Asst. Supp Servs 50%FED/50%GF” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/01/19 through 09/30/20” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. “10.561” has been pre-printed.

#### **SECTION II – TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: *This cell will automatically calculate the sum of section II.*

#### **SECTION III – PLANNED EXPENDITURES BY COST CATEGORIES**

Supportive Services: *This cell will automatically equal the total funds available.*

**Note: The Supportive Services Budget Information Summary form titled “19-27\_BIS-Supp-Serv.xlsx” is attached to this official policy email.**

Food Assistance Employment and Training Program Fiscal Year 2020		
<b>Michigan Works! Agency</b>	Program Operations Allocation	Supportive Services Allocation
	(\$)	(\$)
ACSET dba West MI Works!	161,564	13,852
Berrien/Cass/Van Buren	61,443	5,268
Capital Area	61,177	5,245
Detroit Employment Solutions Corporation	513,437	44,022
Great Lakes Bay	122,075	10,467
GST Michigan Works!	139,115	11,928
Macomb/St. Clair	203,723	17,467
Michigan Works! Southwest	104,485	8,959
Oakland County	150,000	12,861
SE Michigan Consortium	114,240	9,795
SEMCA	234,856	20,136
<b>Total</b>	<b>1,866,115</b>	<b>160,000</b>

**Formula Run by WD on August 16, 2019:**

Allocations based on number of Food Assistance Program (FAP) Cases by County as of June 2018.

GST Michigan Works! allocation is based on operating the FAE&T Program in Genesee County only.

Capital Area Michigan Works! allocation is based on operating the FAE&T Program in Ingham County only.

West Michigan Works! allocation is based on operating the FAE&T Program in Kent and Muskegon Counties only.

Minimum Allocation = n/a

Source of FAP cases: Department of Health and Human Services