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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

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ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 20-24, Change 1**

**Date:** July 29, 2021

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

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

**Subject:** Fiscal Year (FY) 2021 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§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,  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 21-02, Michigan Works! System Plan Instructions for Calendar Year 2021,  
issued January 5, 2021, and subsequent changes

PI 19-30, Procurement issued October 25, 2019

FAE&T Manual, issued November 18, 2020

**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  
self-sufficiency. The Michigan Department of Labor and Economic  
Opportunity, Workforce Development (LEO-WD) operates a voluntary FAE&T

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and 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, all 83 counties of the state have been approved for a waiver from this time-limited food assistance (TLFA), and therefore ABAWDs do not have a work requirement from October 1, 2020, through September 30, 2021.

Beginning June 2021, the FAE&T Program will also be available to single adults aged 18 through 59 years old and adult members of a FAP household with minor children. The adult member is eligible beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 60<sup>th</sup> birthday.

The MDHHS local offices will discuss the FAE&T program with potential participants ensuring they understand the program is voluntary. The MDHHS will generate a volunteer or FAP Family referral type for those who are interested. The MWA will follow existing process for requesting a reverse referral.

**Policy:**

**Allocations**

The FY 2021 funding has been allocated by formula to the 10 MWAs operating an FAE&T Program.

In response to the MWA requests, program operations funding has been de-obligated from Berrien/Cass/Van Buren MWA, GST Michigan Works!, and Michigan Works! Southwest. Supportive service funding has been de-obligated from GST and Michigan Works! Southwest.

For the purposes of marketing, an additional \$5,000 is being distributed to nine of the 10 MWAs. Marketing expenditures must be documented as such in the Management of Awards to Recipient System (MARS). Attachment A is a chart detailing each MWA's funding.

**Use of Funds**

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 adult members of a FAP household with minor children, ABAWDs subject to TLFA or volunteering to participate and adults ages 50-59 receiving FAP. This applies to all MWAs delivering the FAE&T program.

## Program Delivery

Program delivery funds may be used to market FAE&T services to potential participants. Due to the reinstatement of the ABAWD waiver, MWAs must create a marketing plan to attract and engage participants. The plan could include things such as written communication to share with customers and partner agencies, promotional material on the MWA website or social media platform, and referral efforts by the local MDHHS office.

To increase awareness of the program, WD will provide the MWAs with a marketing toolkit that will include the following:

- Radio Public Service Announcement scripts.
- Newspaper advertisement templates.
- Graphics and messaging to be used on social media and print media.

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. The MWA shall submit a list of marketing tactics that were associated with the expenditures no later than 60 days after the end of the grant period. This information must be sent to [LEO-FAET-Policy@michigan.gov](mailto:LEO-FAET-Policy@michigan.gov).

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

**Action:** The MWA officials whose funding has changed shall prepare and submit a Budget Information Summary forms within 30 days of the official date of this policy to [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov).

**WD will not accept documents prior to the official date of the policy.** All other requirements of PI 20-24 remain in effect.

**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.

WD is an equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities. WD is funded by State and Federal funds, more details available on the Legal Disclaimer page at [www.michigan.gov/leo](http://www.michigan.gov/leo). Please contact Ms. Whitney Wasser by telephone at 517-582-1214 or by email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov) for details.

**Expiration  
Date:**

September 30, 2021

JB:SG:ww  
Attachment

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

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

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

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

Policy Issuance Number: Enter the policy issuance number. "20-24c1" has been pre-printed.

Grant Name: Enter the grant name. "FY21 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY21 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/20 through 09/30/21" 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 percent 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 Delivery Budget Information Summary form titled “20-24c1\_BIS-Program.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. “20-24c1” has been pre-printed.

Grant Name: Enter the grant name. “FY21 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. “10/01/20 through 09/30/21” 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 “20-24c1\_BIS-Supp-Serv.xlsx” is attached to this official policy email.**

**ATTACHMENT A**

Food Assistance Employment and Training Program Fiscal Year 2021, PI 20-24, Change 1							
<b>Michigan Works! Agency</b>	Current Program Operations Allocation	De-obligated Funds	Marketing Funds	Revised Total Program Funds	Supportive Services Allocation	De-obligated Funds	Revised Total Supportive Services Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	207,696		5,000	212,696	21,810		21,810
Berrien/Cass/Van Buren	30,482	(15,200)	5,000	20,282	3,201		3,201
Capital Area	55,810		5,000	60,810	5,860		5,860
Detroit Employment Solutions Corporation	457,542		5,000	462,542	48,046		48,046
Great Lakes Bay	100,972		5,000	105,972	10,603		10,603
GST Michigan Works!	119,568	(25,000)	5,000	99,568	12,556	(5,000)	7,556
Michigan Works! Southwest	93,695	(30,000)	5,000	68,695	9,839	(6,000)	3,839
Oakland County	146,895		5,000	151,895	15,425		15,425
SE Michigan Consortium	102,445		5,000	107,445	10,758		10,758
SEMCA	208,578			208,578	21,902		21,902
<b>Total</b>	<b>\$ 1,523,683</b>	<b>(70,200)</b>	<b>45,000</b>	<b>1,498,483</b>	<b>160,000</b>	<b>(11,000)</b>	<b>149,000</b>

**Formula Run by WD on August 20, 2020:**

Allocations based on number of Food Assistance Program (FAP) Cases by County as of June 2020  
 Berrien/Cass/Van Buren Michigan Works! allocation is based on operating the FAE&T Program in Berrien County only.  
 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.

LEO-WD reserves the right to redistribute funding based on need.  
 Minimum Allocation = n/a  
 Source of FAP cases: Department of Health and Human Services