



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 20-30, Change 1**

**Date:** February 5, 2021

**To:** Michigan Works! Agency Directors

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

**Subject:** Food Assistance Employment and Training (FAE&T) Plus Program Plan  
Instructions for Fiscal Year 2021

**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§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,  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 19-38, Michigan Works! System Plan Instructions for Calendar Year 2020,  
issued December 30, 2019

PI 19-30, Procurement issued October 25, 2019

FAE&T Manual, updated November 17, 2020

**Background:** The Food and Nutrition Act provides that state agencies be given maximum  
flexibility in designing Employment & Training (E&T) programs for individuals  
receiving Food Assistance. An E&T program is a package of services, which

includes assessment, component activities, participant reimbursements, and follow-up. The United States Department of Agriculture, Food & Nutrition Service provides states with 50 percent reimbursement funds to support and expand robust E&T programs funded with non-federal dollars.

The Michigan Department of Health and Human Services (MDHHS) and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) are committed to expanding job-driven E&T services to all Food Assistance Program (FAP) recipients by operating a voluntary FAE&T Plus program. The FAE&T Plus program connects with third-party partners also known as Plus Contractors, that focus on employer demand while offering skills training and credentials required to obtain self-sustaining employment.

**Policy:** This policy is in effect for Detroit Employment Solutions Corporation (DESC), Southeast Michigan Community Alliance (SEMCA) and West Michigan Works! to subcontract with multiple entities to deliver the FAE&T Plus program. The program provides FAP recipients, between the ages of 18 and 59, the opportunity to increase skills and abilities necessary to obtain self-sustaining employment. Participants must not be receiving cash benefits from the MDHHS, and they must be able to work upon program completion.

#### **Allocations**

This policy change de-obligates \$37,250 for program delivery and \$1,500 for supportive services from DESC. The funds have been redistributed to SEMCA as shown in Attachment A.

#### **Plan Instructions**

- **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 **by each organization**, as described in the plan narrative instructions.
- **Budget Information Summary (BIS)** – which includes one BIS for Program Delivery and one BIS for Supportive Services. Separate Grant Action Notices will be issued for each funding source.

**Action:** DESC must submit BIS forms to reflect the reduction in funding. To receive funding SEMCA officials shall prepare and submit a signed Approval Request form, a Plan Narrative, and BIS 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 20-30 remain in effect.

**Inquiries:** Questions regarding this policy should be directed to your Reemployment Services State Coordinator.

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

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:LM:ww  
Attachments

### ***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 Plus" has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. "20-30 Change 1" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/20 through 09/30/21" has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 19-38, issued December 30, 2019. 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 Plus

3. Policy Issuance Number:

20-30 Change 1

4. Plan Period:

October 1, 2020 through September 30, 2021

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:

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 Plus (FAE&T Plus)***

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

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

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

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

The plan narrative is to provide a description of the FAE&T Plus program design. The following elements must be included for **each organization the MWA has contracted with to deliver the approved E&T activities as a Plus Contractor.**

1. A description of the recruitment process.
2. A description of the eligibility verification process.
3. A description of the orientation process.
4. A description of the participant assessment tool.
5. A description of each of the planned FAE&T Plus activities.
6. The projected total number of participants the organization plans to serve.
7. A description of the supportive services available to participants for which the Plus Contractor will request reimbursement.
8. A description of the coordination of services between the MWA and Plus Contractor, if participants will be served by both organizations.

## **Budget Information Summary (BIS) Instructions**

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

#### SECTION I - IDENTIFICATION

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

**Policy Issuance Number:** Enter the policy issuance number. "20-30 Change 1" has been pre-printed.

**Grant Name:** Enter the grant name. "FY21 FAE&T PLUS PROGRAM" has been pre-printed.

**Project Name:** Enter the project name. "Plus Program" 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 amount of 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

**Program Delivery:** *This cell will automatically equal the total funds available.*

**Note:** The Program Delivery BIS form titled "20-30C1\_BIS-Program.xlsx" is attached to this policy email.

## Budget Information Summary (BIS) Instructions

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

#### SECTION I – IDENTIFICATION

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

**Policy Issuance Number:** Enter the policy issuance number. “20-30 Change 1” has been pre-printed.

**Grant Name:** Enter the grant name. “FY21 FAE&T PLUS SUPP SERVS” has been pre-printed.

**Project Name:** Enter the project name. “Plus Supp Servs” 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

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

**Note:** The Supportive Services BIS form titled “20-30C1\_BIS-Supp-Servs.xlsx” is attached to this policy email.



Food Assistance Employment and Training Plus Allocation for Reimbursement  
 Fiscal Year 2021, PI 20-30, Change 1

Fiscal Year 2021, PI 20-30, Change 1								
<b>Michigan Works! Agency</b>	<b>Initial Allocation for Approved Reimbursement Funds for Program Delivery</b>	<b>De-obligated Funds</b>	<b>Redistributed Funds</b>	<b>Revised Allocation for Approved Reimbursement Funds for Program Delivery</b>	<b>Initial Allocation for Approved Reimbursement Funds for Supportive Services</b>	<b>De-obligated Funds</b>	<b>Redistributed Funds</b>	<b>Revised Allocation for Approved Reimbursement Funds for Supportive Services</b>
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	164,683	-	-	164,683	7,424	-	-	7,424
Detroit Employment Solutions Corporation	700,888	(37,250)	-	663,638	40,959	(1,500)	-	39,459
SEMCA	-	-	37,250	37,250	-	-	1,500	1,500
<b>Total</b>	<b>\$ 865,571</b>	<b>(37,250)</b>	<b>37,250</b>	<b>865,571</b>	<b>48,383</b>	<b>(1,500)</b>	<b>1,500</b>	<b>48,383</b>