



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

Food Assistance Employment and Training (FAE&T) and FAE&T Plus

Program Manual

Targeted Services Division

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F&E&T Manual

Using and Maintaining the F&E&T Manual

The F&E&T Manual consolidates and replaces the F&E&T and F&E&T Plus program guidelines that were previously issued by the Workforce Development Agency, State of Michigan. The Manual is designed to be printed or used as a desktop reference for the Michigan Works! Agencies (MWAs) and their contractors.

Definitions of terms will not be given each time they occur in the manual. Definitions are included in the [glossary section](#) of the manual. A list of commonly used acronyms has been provided as well.

Revised and/or additional chapters, sections, and pages will be issued, as necessary. Pages are numbered sequentially within each chapter.

The manual should be kept at hand in a loose-leaf notebook or binder so that changes, additions, and deletions can be easily made.

WD is funded by State and Federal funds. More details are available on the Legal Disclaimer page at <http://www.michigan.gov/Workforce>.

References

Food and Nutrition Act of 2008 (the Act), 7 United States Code (U.S.C.) § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964])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

Supplemental Nutrition Assistance Program (SNAP) Employment and Training programs, authorized under section 6(d)(4) of the Food and Nutrition Act of 2008, as amended.

The SNAP E&T Program Toolkit, Food and Nutrition Service, Revised June 2021

7 Code of Federal Regulations, Department of Agriculture, Parts 273.24, 273.7 and 277.

Workforce Development Policy Issuance 19-30c1, Procurement, issued October 8, 2021.

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History of Changes

Date	Change
January 8, 2020	FAE&T Manual Released
November 5, 2020	<p>Updated Chapters include:</p> <p>Chapter 1 – Section 1-1, Section 1-2</p> <p>Chapter 2 – Section 2-1, Section 2-3, Section 2-4, Section 2-5, Section 2-7</p> <p>Chapter 4 Forms Updated – FAET-500, FAET-401, FAET-401WE, FAET-402, FAET-402M, FAET-403, FAET-403M, FAET-501, FAET-502</p> <p>Chapter 5 – Section 5-1, Section 5-2, Section 5-3, Section 5-4 (New Section)</p> <p>Chapter 6 – Section 6-2, Section 6-4, Section 6-5 (New Section), Section 6-7, Section 6-8, Section 6-10, Section 6-11 added new topic, Renamed existing Sections 11 & 12 to 12 & 13.</p> <p>Updated screenshots in Chapters, 2, 3, 5, and 6.</p>
November 2, 2021	<p>Updated Chapters with notable changes include:</p> <p>The term Plus Contractor has been changed to Plus provider.</p> <p>Chapter 1 FAE&T and FAE&T Plus – Section 1-1: Eligible participants now include adults aged 18-59 who receive food assistance but not cash assistance from MDHHS.</p> <p>The waiver from time-limited food assistance extended through September 30, 2022.</p> <p>Section 1-2. Updated MWA map.</p> <p>Chapter 2 Program Components – Section 2-1: Case management meetings and provision of services must serve a purpose in advancing the success of the participant and are not simply “box checking” activities that misuse the participant’s time.</p> <p>Section 2-2: Purpose of orientation defined.</p> <p>Section 2-3: The Individual Service Strategy must be reviewed yearly, and a case note must be entered if no changes were needed.</p> <p>Section 2-4: To qualify as supervised job search, the career coach must have the necessary knowledge and skills to guide and support the participant through successful job search to obtain employment. Job Search Training (JST) has returned as an allowable activity.</p> <p>JST is not for participants that require work readiness activities provided in Employment Enhancement Skills Training.</p> <p>Work-Based Learning activities added.</p>

Job Retention Services (JRS): The MWA must enter a case note in OSMIS that describes the plan for services or indicate the participant declined to participate in JRS. Note for FAE&T Plus Contractors Providers: expenditures related to JRS qualify for reimbursement if the Plus provider has an approved JRS activity and the “unsubsidized employment” activity is open in OSMIS with actual hours entered.

Section 2-5: Personal computer/laptop/tablet and necessary accessories have been added to the list of allowable supportive services. Housing Assistance is designed for emergency situations and the rationale must be documented in the case file. Taxi service should be temporary, and the rationale must be documented in the case file.

Section 2-9: Additional examples given for when to end participation.

Chapter 3 Other Related Policy – Section 3-1 and Section 3-2: Additional requirements.

Section 3-6: The review also ensures the assessment process and results are documented and case notes tell the story of the customer’s participation.

Chapter 4 Forms – Form FAET-500 Documentation Checklist was rearranged, and form FAET-405 Participant Checklist was added.

Updated FAET-402, FAET-402M, FAET-403, and FAET-403M to include Job Search Training.

Updated FAET-404 to include checkbox for “Participant provided the MWA with verbal authorization to sign on their behalf.”

Chapter 5 FAE&T Plus Invoice Process – Section 5-1, Section 5-3: additional steps and screenshots included with the invoice instructions. Section 5-4.

Chapter 6 FAE&T Plus Proposal Process – New Chapter

Chapter 7 OSMIS Instructions – Previously Chapter 6, now revised as Chapter 7. All sections updated with more detailed instructions and screenshots.