



**OFFICIAL**

**Workforce Development Agency, State of Michigan (WDASOM)**

**Policy Issuance (PI): 13-12**

E-mailed: 09/09/13 (pv)

**Date:** September 9, 2013

**To:** Area Community Services Employment & Training (ACSET) Council; Calhoun Intermediate School District; Capital Area Michigan Works!; Detroit Employment Solutions Corporation (DESC); Macomb/St. Clair Workforce Development Board; Oakland County Michigan Works!; Washtenaw County Michigan Works!; and Southeast Michigan Community Alliance (SEMCA)

**From:** Gary Clark, Director, Office of Talent Development Services  
**SIGNED**

**Subject:** Fiscal Year (FY) 2014 Temporary Assistance for Needy Families (TANF) Refugee Program (TRP)

**Programs Affected:** Jobs, Education & Training (JET) now known as Partnership. Accountability. Training. Hope. (PATH)

**References:** Reauthorization of the TANF Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265; Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996  
  
Refugee Resettlement Program, Federal Register 45 CFR, Part 400 and 401

**Rescissions:** None

**Background:** The JET/PATH program was established to assist public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Human Services (DHS), Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program (FIP). A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country, on account of race,



**Workforce Development Agency, State of Michigan**

Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913  
michigan.gov/bwt | 517.335.5858 | TTY 888.605.6722

religion, or nationality, membership in a particular social group or political opinion.

The PATH program is a partnership between the Michigan Works! Agencies (MWAs), DHS, and the WDA.

The number of refugees coming into the country is highly variable. It is not possible to state for certain the number of participants that will be served in a given year. However, the ORS has identified seven counties in Michigan that will be serving FIP the majority of refugees. Those counties are Calhoun, Kent, Ingham, Macomb, Oakland, Wayne and Washtenaw.

The ORS has contracted with refugee contractors to provide employment support services exclusively to MWA-referred refugees who are receiving FIP.

**Policy:**

Effective November 1, 2012, the MWAs began serving refugee participants that receive FIP. The MWAs will work with the refugee contractor to provide employability support services for MWA-referred refugees.

The current number of FIP refugees to be served by each county is:

- Calhoun .....37
- Ingham ..... 207
- Kent ..... 134
- Macomb ..... 888
- Oakland ..... 521
- Wayne ..... 178
- Washtenaw.....20

The MWAs, their local DHS office and their refugee contractor shall develop a local TRP plan summary to address PATH activities for refugee participants for the period of October 1, 2013 through September 30, 2014.

**ALLOCATIONS**

The initial FY 2014 TANF funding amount of \$384,000 is to be distributed within the eight MWAs delivering the TRP. The allocation is based on the number of FIP refugees to be served. See attached allocation chart. Additional funding will be distributed as that funding becomes available (after January 1, 2014). Administrative costs will be limited to 12 percent.

## **PROGRAM ELIGIBILITY**

The TRP seeks to provide FIP applicants/recipients with employment-related services, training and supportive services to obtain and retain employment. The MWA is required to serve all refugees who are referred. All refugees who have not attained United States (U.S.) citizenship and have lived in the U.S. five years or less are eligible for TANF FIP services.

The PRWORA established a five-year lifetime limit on receipt of federal TANF assistance for adult-headed families. Beginning October 2, 2011, Michigan implemented stricter enforcement of the federal 60 month time limit, as well as executed the state's 48 month lifetime limit. The begin date for the federal time limit is October 1, 2006, and the state time limit begin date is October 1, 2007. The PATH program will **not** provide any services to PATH participants once their case closes due to the client reaching either time limit.

## **PROGRAM DESIGN, GOALS, AND OBJECTIVES**

The TRP will follow the same PATH program design, goals and objectives as found in the FY 2014 PATH Plan Instructions, WDA PI 13-10, or any future policy issuance that replaces PI 13-10.

## **CASE MANAGEMENT**

The TRP will follow the PATH case management guidelines as outlined in WDA PI 12-10, or any future policy issuance that replaces PI 12-10.

## **21-Day Application Eligibility Period (AEP)**

Beginning January 1, 2013, Michigan required FIP applicants to successfully complete a 21-day Application Eligibility Period (AEP) and orientation at MWAs as a condition of eligibility for FIP benefits. TRP participants must also follow this requirement as outlined in WDA PI 12-20, or any future policy issuance that replaces PI 12-20.

## **FEDERAL GUIDELINES**

The TRP will follow the same federal guidelines as outlined in the PATH Plan instructions, WDA PI 13-10, or any future policy issuance that replaces PI 13-10.

**One-Stop Management Information System (OSMIS)**

The MWAs must insure that refugee participants’ work participation activities are entered into the One -Stop Management Information System (OSMIS). In the OSMIS, refugees will have the same activity options and actual hour entries as regular PATH customers. An indicator has been added to the Welfare Reform Header to signify that these participants are refugees. See example below:

MICHIGAN 12/10/99  
**WORKS!**  
One Stop MIS

Applicant Search Case Management Help/Info Special Functions Go To

Welfare Reform

Update Welfare Registration

Instrument Panel

Participant Name	Customer ID	Client/Rec. ID	MWA Referral Type	Case No	Elig. Date	WF Cnt	EFIP	FIP Family Status
	0216	10974	Work First Referral - 1	117	08/01/2013	1	-	(2) Two Parent Family
FIP Grant	Family FIP CS/WE	Family FIP/FAP CS/WE	Family Required Hrs	Program Violation?	JS/JR Limit	Refugee	WL	Latest Warning
\$597 for Sep 2013 <a href="#">View All</a>	80 hrs/month	-	35 hrs/week for Sep 2013		360 hrs/yr	Yes	No	None



**Employability Services**

The DHS refugee contractor can provide refugee-specific assistance with employment support services including orientation services, assisting the client with reporting on their PATH activities, English as a Second Language (ESL), vocational education training classes tailored for Limited English Proficiency (LEP) clients, assistance in obtaining Employment Authorization documents or other official immigration documents to maintain employment. The refugee contractor may also provide assistance in coordination with the MWA, for assistance with arranging daycare, translation and/or interpreter services and transportation. The MWA will provide all allowable supportive services as needed and/or required to ensure that the participants are fully engaged with PATH activities.

**Action:** Affected MWA officials shall prepare and submit a plan narrative, and Budget Information Summary within 30 days of the official date of this policy issuance via the internet e-mail system to [Vancep1@michigan.gov](mailto:Vancep1@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to Ms. Yvette Harris at (517) 241-0092 or by e-mail to [HarrisY@michigan.gov](mailto:HarrisY@michigan.gov).

**Expiration Date:** Ongoing

GC:YH:pv  
Attachment

**TANF Refugee Program**  
**Plan Narrative**  
**General Instructions**

1. Michigan Works! Agency (MWA) Contact Person:

Identify an MWA contact person; including address, phone number, and electronic mail address for purposes of communication.

2. Program Orientation:

Describe the orientation that will be conducted for Refugee participants including the frequency of orientations.

3. Employment Support Services:

Describe the employment supportive services that will be provided by both the MWA and the refugee contractor, including but not limited to: transportation, training (including English as a second language), translation and interpreter services, and employment authorization documentation, etc.

4. OSMIS:

Describe how activities will be tracked in OSMIS including work participation hours and activities, as well as employment activities.

5. Additional Services:

Describe in detail any planned services or activities in which DHS' ORS refugee contractors will be utilized that are in any way different from, or in addition to, the program services described above.

**FY 2014 TRP  
Initial Allocations**

<b>Michigan Works! Agency</b>	<b>Estimated Number of Refugees to Be Served</b>	<b>Total Allocation</b>
Area Community Services Employment and Training (ACSET) Council	134	\$25,922
Calhoun ISD	37	\$7,158
Capital Area	207	\$40,044
Detroit Employment Solutions Corp.	62	\$11,994
Macomb/St. Clair Workforce Development Board	888	\$171,784
Oakland County	521	\$100,788
Southeast Michigan Community Alliance	116	\$22,440
Washtenaw County	20	\$3,870
<b>Total</b>	<b>1,985</b>	<b>\$384,000</b>

**PATH  
TANF Refugee  
BUDGET INFORMATION SUMMARY (BIS)  
INSTRUCTIONS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number (and change if applicable). “13-12” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 Temp Assist for Needy Families” has been preprinted.
6. Project Name: Enter the project name. “TANF Refugee” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Initial Allocation: Enter total TANF amount allocated for the plan period.

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to clients.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.

- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education/training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training); (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

2. Supportive Services: Enter the amount to be spent for each of the supportive service cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to

volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.

a. General Administrative Costs: Limited to 12 percent of the MWA's allocated fund. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

1. Salaries and benefits of staff performing administrative and coordination functions.
2. Preparation of program plans, budgets, and schedules.
3. Monitoring of programs and projects.
4. Fraud and abuse units.
5. Procurement activities.
6. Public relations.
7. Services related to accounting, litigation, audits, management of property, payroll, and personnel.
8. Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space).
9. Travel costs incurred for official business.
10. Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
11. Preparing reports and other documents.

b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH  
TANF – REFUGEE BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-12		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 TEMP ASSIST FOR NEEDY FAMILIES		6. Project Name: TANF REFUGEE	

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: TANF	Amount
1. Initial Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

The Workforce Development Agency State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

**The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.**