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**OFFICIAL**

E-mailed: 08/04/15 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 14-05, Change 3**

**Date:** August 4, 2015

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

**From:** Stephanie Beckhorn, Director, Office of Talent Policy and Planning  
**SIGNED**

**Subject:** Fiscal Year (FY) 2015 Partnership. Accountability. Training. Hope. (PATH) Program Funding Redistribution

**Programs Affected:** PATH Program

**References:** Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265  
  
Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

**Rescissions:** None

**Background:** This policy change redistributes FY 2015 TANF funding in the amount of \$800,000. This funding is made up of FY 2015 state level TANF administrative funding in the amount of \$700,000, and \$100,000 de-obligated TANF funding from South Central Michigan Works!.

**Policy:** The WDA will distribute \$800,000 in FY 2015 TANF funding. The funding is being distributed based on the MWA requests for additional funding.



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**Action:** Affected MWA Directors must submit a revised Budget Information Summary within ten days of the official date of this policy issuance to [Vancep1@michigan.gov](mailto:Vancep1@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 373-6234. The information contained in this policy issuance will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:** September 30, 2015

SB:YH:pv  
Attachment

**PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (PATH)  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)  
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). “14-05, Change 3” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/14 through 09/30/15” has been preprinted.
5. Grant Name: Enter the grant name. “FY 15 Temp Assist for Needy Families” has been preprinted.
6. Project Name: Enter the project name. “PATH” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Initial Allocation: Enter total TANF amount allocated for the plan period.
2. De-obligation Allocation: Enter de-obligated allocation.
3. Redistribution Amount: Enter redistributed allocation.
4. Total Allocation: Enter total allocation.

**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 a secondary school or in a course of study leading to a certificate of general equivalence; an 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 - BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 14-05, Change 3		4. Plan Period: 10/01/14 through 09/30/15	
5. Grant Name: FY 15 Temp Assist for Needy Families		6. Project Name: PATH	

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: TANF	Amount
1. Initial Allocation	\$
2. De-obligated Allocation	\$
3. Redistributed Allocation	
4. Total 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	\$

FY 2015 PATH – Allocation Table  
14-05, Change 3

<b>Michigan Works! Agency</b>	<b>Current TANF Allocation</b>	<b>FY 2015 TANF Redistributed</b>	<b>De-obligated TANF Amount</b>	<b>Revised Total TANF Funds</b>	<b>Current GF/GP Allocation</b>	<b>FY 2015 GF/GP Redistributed</b>	<b>Deobligated GF/GP Amount</b>	<b>Revised Total GF/GP Funds</b>
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Kent, Allegan & Barry	3,237,229			3,237,229	547,668			547,668
Kinexus	1,381,792			1,381,792	273,878			273,878
Capital Area	1,874,051			1,874,051	317,048			317,048
Central Area	690,659			690,659	116,844			116,844
DESC	14,271,910	270,250		14,542,160	2,427,119			2,427,119
Eastern U.P.	368,906			368,906	62,411			62,411
Genesee/Shiawassee	7,276,981			7,276,981	1,134,006			1,134,006
Great Lakes Bay	2,758,338			2,758,338	460,474			460,474
Kalamazoo-St. Joseph	3,412,660			3,412,660	577,347			577,347
Livingston County	125,340			125,340	21,205			21,205
Macomb/St. Clair	5,208,356			5,208,356	819,002			819,002
Muskegon/Oceana	2,549,759			2,549,759	431,363			431,363
Northeast	734,480			734,480	164,258			164,258
Northwest	780,884	30,000		810,884	132,108			132,108
Oakland County	3,357,016	270,250		3,627,266	567,933			567,933
Ottawa County	349,618	40,000		389,618	56,705			56,705
Region 7B	1,100,716	41,500		1,142,216	224,721			224,721
SEMCA	5,867,803	28,000		5,895,803	992,703			992,703
South Central	2,144,696		(100,000)	2,044,696	0			0
The Job Force Board	533,140	120,000		653,140	86,396			86,396
Thumb Works!	770,694			770,694	130,384			130,384
Washtenaw County	971,609			971,609	164,375			164,375
West Central	768,743			768,743	124,897			124,897
Western U.P.	376,820			376,820	61,307			61,307
<b>Total</b>	<b>60,912,200</b>	<b>800,000</b>	<b>(100,000)</b>	<b>61,612,200</b>	<b>9,894,152</b>			<b>9,894,152</b>