

RICK SNYDER
GOVERNOR



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DIRECTOR

OFFICIAL

E-mailed:09/02/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-18

Date: September 2, 2015

To: Michigan Works! Agency (MWA) Directors

From: Joseph Billig, Director, Office of Talent Policy and Planning
SIGNED

Subject: Fiscal Year (FY) 2016 Partnership. Accountability. Training. Hope. (PATH)
Program Plan Instructions

Programs Affected: PATH

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 of 1996

PATH Program Manual dated November 17, 2014

Rescissions: None

Background: The PATH Program is a partnership between the MWAs, the Michigan Department of Health and Human Services (DHHS) and the WDA. PATH features a 21-day Applicant Eligibility Period (AEP) during which Family Independence Program (FIP) participants work one-on-one with DHHS and MWA case managers to identify barriers to employment and connect participants to resources addressing those challenges. Benefits of this partnership include linking employers, community, and faith-based solutions with the human service, education, and training systems.



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Policy:

PLAN INSTRUCTIONS

The Michigan Works! System Plan stipulations apply to the PATH plan.

MWA staff shall develop plans to address PATH activities for the period of October 1, 2015 through September 30, 2016.

The PATH plan shall consist of the following:

Section I. Plan Approval/Modification Request – which bears the signatures of authorized chief elected officials and the Workforce Development Board (WDB) chairperson.

Section II. Plan Narrative – which describes the services and/or planned activities to be provided during FY 2016.

Section III. Budget Information Summary (BIS) – which includes BISs for Federal TANF and State General Fund/General Purpose (GF/GP) funds. Separate Grant Action Notices will be issued for each funding source.

ALLOCATIONS

Sixty percent of the allocation is based on the local MWA's relative share of PATH participants and 40 percent is based on the MWA's relative share of Applicant Eligibility Period (AEP) attendees. The FY 2016 allocation **does not include** a hold harmless factor. Allocations are broken down by counties within the MWA. Effective October 1, 2015, some MWAs are being realigned. Those counties are being reflected in their new MWA.

21-Day AEP

Michigan requires FIP applicants to successfully complete a 21-Day AEP and orientation program at an MWA, as a condition of eligibility for FIP benefits. WDA PATH Program Manual, Section C outlines AEP requirements.

Refugee Assistance Applicants

Selected MWAs were required to serve FIP applicants and recipients who are refugees. Separate policy instructions will be issued for this population, as well as funding allocations.

PRIORITY OF SERVICE

MWA directors and WDB staff have latitude in the design of plans to meet the local needs of the community and their participants. Implementation of a process/strategy is needed for conducting a comprehensive assessment of

local employer needs and identifying which industry sectors and occupations are in greatest demand in the community/region.

PROGRAM PLANNING AND COORDINATION

During local plan development, partners will have flexibility in customizing innovative education, training opportunities, and work participation activities that will best serve the participants in each region. It is expected that, at a minimum, the established federal weekly participation rates will be met. In FY 2014, the WDA issued a directive that the orientation presentation would be standardized. Policy instructions for standard presentation of orientation sessions can be found in WDA PATH Manual, Section B, Chapter 5.

Effective October 1, 2015, the Extended-Family Independence Program (EFIP) and Short-Term Family Support (STFS) will be eliminated. PATH participants will no longer receive EFIP or STFS.

PROFIT

Profit is an allowable cost, payable only to commercial organizations and must be negotiated as a separate element of each contract's price. Profit rates can be negotiated from 0 (zero) percent up to a maximum of 10 (ten) percent. Profit rates can only be applied against the commercial organization's personnel-related costs (i.e., salaries, wages, and benefits) for the staff that contributed to the organization's unique capacity to manage and achieve the performance of the contract. Factors to consider when negotiating profit are the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. Under cost reimbursement contracts, there is little to no risk to the commercial organization. Therefore, profit is usually not warranted. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is earned when performance outcomes are attained and is disbursed when those outcomes are validated.

Please refer to WDA Procurement PI 15-12, issued July 17, 2015, or any policy replacing WDA policy 15-12, for further information regarding profit and corresponding limitations.

USE OF TANF FUNDS

MWAs use of TANF funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2015 TANF funds into FY 2016.
- There will be no carry-forward of unexpended FY 2016 TANF funds into FY 2017.
- General administrative costs are limited to 12 percent of the TANF allocation for the fiscal year.
- One hundred percent of unspent FY 2015 TANF funds (minus the \$10,000 threshold) will be de-obligated from the FY 2016 TANF allocation.

USE OF STATE GF/GP FUNDS

MWAs use of state GF/GP funds under this plan is subject to the following provisions:

- There will be no carry-in of unexpended FY 2015 state GF/GP funds into FY 2016.
- There will be no carry-forward of unexpended FY 2016 state GF/GP funds into FY 2017.
- General administrative costs are limited to 12 percent of the state GF/GP allocation for the fiscal year.
- State GF/GP funds will be utilized consistent with TANF allowability.
- One hundred percent of unspent FY 2015 GF/GP funds (minus the \$10,000 threshold) will de-obligated from the FY 2016 GF/GP allocation.
- State GF/GP is the funding of last resort and must be expended **after** TANF funding has been exhausted.

Action:

FISCAL INFORMATION

MWAs will process all cash requests through the Management of Awards to Recipients System (MARS). MWAs must have on file appropriate documentation to support each cash draw.

Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors and other payees; and (3) other amounts becoming owed under programs for which no current services or performance

is required, such as annuities, insurance claims, and other benefit amounts. All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Submit reports in MARS at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Kerry Trierweiler at (517) 241-1788.

MWA Directors must submit the PATH Program plan and BISs within 30 days of the official date of this policy issuance to WDA-WR-WP@michigan.gov.

One hard copy of the WDB Plan Approval/Modification Request requiring original signatures must be submitted within 30 days of the official date of this policy issuance to:

Ms. Pam Vance, Administrative Assistant
Welfare Reform Section
Office of Talent Policy and Planning
Workforce Development Agency
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 335-5858. 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, 2016

JB:YH:pv
Attachment

SECTION I

PATH Workforce Development Board Plan Approval/Modification Request Instructions

Identifying Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter MWA number.
3. Program Title: Enter the appropriate program title. "PATH Program" has been preprinted.
4. Policy Issuance (PI) Number: Enter the appropriate PI number. "15-18" has been preprinted.
5. Plan Period: Identify the plan's time period covered. "10/01/15 through 09/30/16" has been preprinted.

PATH
Workforce Development Board (WDB)
Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title(s): PATH Program	
4. Policy Issuance Number: 15-18	5. Plan Period: 10/01/15 through 09/30/16

The Chief Elected Official (CEO[s]) and WDB hereby approve the PATH Program plan on file at the MWA.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

08-08 (Revised)

The Workforce Development Agency State of Michigan, 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.

SECTION II

PLAN NARRATIVE

A. Michigan Works! Agency (MWA) Identification Information

PATH Plan Contact Person: Identify the MWA contact person (including phone number) for purposes of discussing the PATH plan contents.

B. Description of PATH Services to be Provided

1. Provision of Orientation and Client Assessment

- a. Describe the orientation component. Include a description of the respective responsibilities of the Department of Health & Human Services (DHHS) and the MWA in this process and the frequency of providing orientation.
- b. Describe the client assessment process and the development of the Individual Service Strategy. The suggested screening and assessment tools that MWAs may utilize include Work Keys, Copes and Cops, or Pesco. Tools must focus on entry-level occupations and jobs in high-growth/high-demand occupations. Additional tools may be used. MWAs must assess PATH participants enrolled in the program.

2. Provision of Job Search/Job Readiness

Describe the Job Search/Job Readiness component of the local PATH Program.

3. Provision of Other PATH Allowable Activities as Defined in State Policy

For each planned activity provide the following:

- a. A description of the planned activity, including how the activity relates to the needs and barriers of targeted Family Independence Program recipients.
- b. Expected results of the activity (competency levels to be achieved; quantifiable and non-quantifiable outcomes).

4. Supportive Services

Provide a description of the supportive services that will be made available to participants and any local restrictions on their provision surpassing those set forth in state policy.

5. Case Management

Provide a description of the ongoing case management services for participants.

SECTION III

PATH – TANF Budget Information Summary Instructions

Section I - Identification Information

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

Policy Issuance: 15-18 has been preprinted.

Grant Name: “FY 16 TEMP ASSIST FOR NEEDY FAMILIES” has been preprinted.

Project Name: “PATH” has been preprinted.

Plan Period: 10-1-15 thru 09-30-2016 has been preprinted.

CFDA Number: 93.558 has been preprinted.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

Section III - Planned Expenditures by Cost Categories

Direct Client Services:

Employment: Enter the cumulative amount planned for Employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by TANF, state GF/GP funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for Work Subsidies.

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 payment so participants in community service and work experience activities that are within the definition of assistance.

Other Work Activities: Enter the cumulative amount planned for Other Work
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.

Unpaid Work: Enter the cumulative amount planned for Unpaid Work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, and providing childcare services to individuals participating in community service.

Education/Training Activities: Enter the cumulative amount planned for Education/Training Activities.

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.

Preparation to obtain employment.

Job Search/and Job Readiness: Enter the cumulative amount planned for Job Search/Job Readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes or through less structured individualized activities.

Total Direct Client Services: This cell will automatically calculate.

Supportive Services:

- a. Auto Purchases: Enter the cumulative amount planned for auto purchases.
- b. Public Transportation: Enter the cumulative amount planned for public transportation. 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 planned for auto related expenses. This amount includes automobile repairs, participant

mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: This cell will automatically calculate.

Administration: Enter the cumulative 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 funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions.
- Preparation of program plans, budgets, and schedules.
- Monitoring of programs and projects.
- Fraud and abuse units.
- Procurement activities.
- Public relations.
- Services related to accounting, litigation, audits, management of property, payroll, and personnel.
- Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental & maintenance of office space).
- Travel costs incurred for official business.
- Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
- 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 limitation technology or computer systems. Contracts for such services are included in this cost category.

Total Administration: This cell will automatically calculate.

Total Planned Expenditures: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

PATH – GF/GP
Budget Information Summary Instructions

Section I - Identification Information

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

Policy Issuance: 15-18 has been preprinted.

Grant Name: “FY 2016 PATH GF/GP” has been preprinted.

Project Name: “PATH GF/GP” has been preprinted.

Plan Period: 10/1/2015 thru 09/30/2016 has been preprinted.

CFDA Number: N/A.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

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

Other Work Activities: Enter the cumulative amount planned for other work activities.

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.

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 - Public relations.
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental & maintenance of office space).
 - Travel costs incurred for official business.
 - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 - Preparing reports and other documents.
- f. 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 limitation technology or computer systems. Contracts for such services are included in this cost category.

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Total Planned Expenditures: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

FY 16 PATH Formula Allocation

FY 16 PATH Formula Allocation

TANF

GF/GP

Michigan Works! Agency	Total Per County	Total Per MWA TANF
TANF		
West Michigan Works!		\$5,404,269
Allegan	\$338,762	
Barry	\$101,687	
Ionia	\$169,964	
Kent	\$2,487,615	
Montcalm	\$81,212	
Muskegon	\$1,944,690	
Ottawa	\$280,339	
Berrien/Cass/Van Buren		\$1,176,656
Berrien	\$830,164	
Cass	\$160,664	
VanBuren	\$185,828	
Capital Area		\$1,919,004
Clinton	\$65,636	
Eaton	\$141,931	
Ingham	\$1,711,437	
Detroit Emp Solutions		\$13,540,120
Wayne (Detroit)	\$13,540,120	
Great Lakes Bay		\$3,059,810
Bay	\$681,254	
Gratiot	\$140,380	
Isabella	\$164,109	
Midland	\$261,377	
Saginaw	\$1,812,690	
Macomb/St. Clair		\$5,648,214
Macomb	\$4,710,938	
St. Clair	\$937,276	
Northeast		\$787,134
Alcona	\$55,934	
Alpena	\$170,902	
Cheboygan	\$98,090	
Crawford	\$147,117	
Montmorency	\$86,322	
Oscoda	\$83,470	
Otsego	\$109,936	
Presque Isle	\$35,363	
Networks Northwest		\$711,468
Antrim	\$33,105	
Benzie	\$49,275	
Charlevoix	\$32,588	
Emmet	\$34,655	
Grand Traverse	\$121,091	
Kalkaska	\$55,092	
Leelanau	\$13,453	
Manistee	\$125,549	
Missaukee	\$42,998	
Wexford	\$203,662	
Oakland		\$3,610,175
Oakland	\$3,610,175	
Region 7B		\$1,189,446
Arenac	\$93,038	
Clare	\$364,060	
Gladwin	\$197,540	
Iosco	\$160,358	
Ogemaw	\$203,873	
Roscommon	\$170,577	
SEMCA		\$5,550,359
Monroe	\$458,648	
Wayne	\$5,091,711	
Southwest		\$2,986,179
Branch	\$227,850	

Michigan Works! Agency	Total Per County	Total Per MWA GF/GP
GF/GP		
West Michigan Works!		\$902,450
Allegan	\$56,569	
Barry	\$16,981	
Ionia	\$28,382	
Kent	\$415,403	
Montcalm	\$13,561	
Muskegon	\$324,741	
Ottawa	\$46,813	
Berrien/Cass/Van Buren		\$196,488
Berrien	\$138,628	
Cass	\$26,829	
VanBuren	\$31,031	
Capital Area		\$320,452
Clinton	\$10,961	
Eaton	\$23,701	
Ingham	\$285,790	
Detroit Emp Solutions		\$2,261,045
Wayne (Detroit)	\$2,261,045	
Great Lakes Bay		\$510,954
Bay	\$113,762	
Gratiot	\$23,442	
Isabella	\$27,404	
Midland	\$43,647	
Saginaw	\$302,699	
Macomb/St. Clair		\$943,187
Macomb	\$786,673	
St. Clair	\$156,514	
Northeast		\$131,443
Alcona	\$9,340	
Alpena	\$28,539	
Cheboygan	\$16,380	
Crawford	\$24,567	
Montmorency	\$14,415	
Oscoda	\$13,939	
Otsego	\$18,358	
Presque Isle	\$5,905	
Networks Northwest		\$118,807
Antrim	\$5,529	
Benzie	\$8,228	
Charlevoix	\$5,442	
Emmet	\$5,787	
Grand Traverse	\$20,221	
Kalkaska	\$9,200	
Leelanau	\$2,246	
Manistee	\$20,965	
Missaukee	\$7,180	
Wexford	\$34,009	
Oakland		\$602,858
Oakland	\$602,858	
Region 7B		\$198,624
Arenac	\$15,537	
Clare	\$60,794	
Gladwin	\$32,987	
Iosco	\$26,778	
Ogemaw	\$34,044	
Roscommon	\$28,484	
SEMCA		\$926,847
Monroe	\$76,589	
Wayne	\$850,258	
Southwest		\$498,658
Branch	\$38,049	

Calhoun	\$989,226	
Kalamazoo	\$1,573,764	
St. Joseph	\$195,339	
Upward Talent Council		\$1,353,533
Alger	\$44,300	
Baraga	\$45,256	
Chippewa	\$338,896	
Delta	\$129,740	
Dickinson	\$63,875	
Gogebic	\$101,707	
Houghton	\$47,973	
Iron	\$90,915	
Keweenaw	\$1,550	
Luce	\$71,396	
Mackinac	\$60,527	
Marquette	\$214,263	
Menominee	\$52,814	
Ontonagon	\$38,865	
Schoolcraft	\$51,456	
Genesee, Shiawassee, Thumb Michigan Works!		\$8,863,181
Genesee	\$7,505,704	
Huron	\$88,848	
Lapeer	\$214,514	
Sanilac	\$171,955	
Tuscola	\$197,291	
Shiawassee	\$684,869	
Southeast Michigan Consortium		\$3,159,726
Hillsdale	\$227,182	
Jackson	\$1,298,706	
Lenawee	\$522,868	
Livingston	\$102,300	
Washtenaw	\$1,008,670	
West Central		\$837,937
Lake	\$94,722	
Mason	\$133,587	
Mecosta	\$241,054	
Newaygo	\$139,117	
Oceana	\$139,002	
Osceola	\$90,455	
State Total		\$59,797,211

Allocations based on:
 60% - # of PATH participants
 40% - # of 21-day AEP attendees
 New MWA realignments effective October 1, 2015

WDA Aug 31, 2015

Calhoun	\$165,189	
Kalamazoo	\$262,801	
St. Joseph	\$32,619	
The Upward Talent Council		\$226,024
Alger	\$7,398	
Baraga	\$7,557	
Chippewa	\$56,592	
Delta	\$21,665	
Dickinson	\$10,666	
Gogebic	\$16,984	
Houghton	\$8,011	
Iron	\$15,182	
Keweenaw	\$259	
Luce	\$11,922	
Mackinac	\$10,107	
Marquette	\$35,779	
Menominee	\$8,819	
Ontonagon	\$6,490	
Schoolcraft	\$8,593	
Genesee, Shiawassee, Thumb Michigan Works!		\$1,480,050
Genesee	\$1,253,367	
Huron	\$14,837	
Lapeer	\$35,821	
Sanilac	\$28,715	
Tuscola	\$32,945	
Shiawassee	\$114,365	
Southeast Michigan Consortium		\$535,987
Hillsdale	\$46,286	
Jackson	\$216,869	
Lenawee	\$87,313	
Livingston	\$17,083	
Washtenaw	\$168,436	
West Central		\$139,926
Lake	\$15,817	
Mason	\$22,308	
Mecosta	\$40,253	
Newaygo	\$23,231	
Oceana	\$23,212	
Osceola	\$15,105	
State Total		\$9,993,800

Allocations based on:
 60% - # of PATH participants
 40% - # of 21-day AEP attendees

WDA Aug 31, 2015