OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 15-20 Change 2

Date: August 30, 2016

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director   *SIGNED*
                     Talent Investment Agency

Subject: Fiscal Year (FY) 2016 Food Assistance Employment and Training (FAE&T)
                     Program Plan Instructions

**Programs
Affected**:   FAE&T

Rescissions: None

References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as
                     Food Stamp Act (FSA) 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)

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

                     WDA PI 14-14, Michigan Works! System Plan Instructions, issued
                     December 11, 2014, and subsequent changes

                     WDA PI 15-12, Procurement, issued July 17, 2015

                     WDA PI 12-17, Change 1, issued September 10, 2015, and subsequent
                     changes

Background: Congress established the FAE&T Program under the FSA of 1977, as
                     amended, to provide Food Assistance Program participants opportunities to
                     gain skills, training, or experience to improve their ability to obtain regular
                     employment and increase self-sufficiency. The State of Michigan operates a
                     voluntary FAE&T Program, which is jointly administered by the Michigan
                     Department of Health and Human Services and the WDA.

This policy change redistributes funds based on the MWA responses regarding anticipated surplus or shortage of funds. Attachment A details the redistribution of program operations and supportive services funding.

Policy: *Allocations*

The initial FY 2016 funding was allocated by formula to the MWAs to operate the FAE&T Program. Attachment A is a chart detailing each MWA's current funding for the FAE&T Program.

Action: *Fiscal Information*

Affected MWA officials shall prepare and submit a Budget Information Summary (BIS) covering the FY 2016 FAE&T Program Operations and Supportive Services grants. **The BIS(s) are to be submitted within 15 days of the official date of this policy** to WDA-WR-WP@michigan.gov

All other requirements of WDA PI 15-20 and 15-20c1 remain in effect.

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, 2016

JB:LM:pv
Attachment

Budget Information Summary Instructions

Food Assistance Employment and Training - Program Operations

SECTION I - IDENTIFICATION INFORMATION

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

Policy Issuance Number: Enter the policy issuance number. "15-20, Change 2" has been pre-printed.

Grant Name: Enter the grant name. "FY16 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY16 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/15 through 09/30/16" has been pre-printed.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (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 BY COST CATEGORIES

Job Search: Enter the cumulative planned expenditures for Job Search activities

Job Search Training: Enter the cumulative planned expenditures for Job Search Training activities.

Workfare: Enter the cumulative planned expenditures for Workfare.

Educational/Training Programs: Enter the cumulative planned expenditures for Literacy and Academic Skills Training and Employment Enhancement Skills Training activities.

Vocational Training: Enter the cumulative planned expenditures for Vocational Training.

Job Retention Services: Enter the cumulative planned expenditures for Job Retention Services case management.

Marketing: Enter the cumulative planned expenditures to market the program.

Administration (10% Limitation): Enter the cumulative planned expenditures for administration.

Total Planned Expenditures: *This cell will automatically calculate the sum of section III.*

SECTION IV – LIMITATION PERCENTAGE

Planned Administration expenditures should be equal to or less than 10%: *This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

Note: The Program Operations Budget Information Summary form titled "15-20c2_BIS-Program-Ops.xlsx" is attached to this official policy email.

Budget Information Summary Instructions

Food Assistance Employment and Training – Supportive Services

SECTION I – IDENTIFICATION INFORMATION

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

Policy Issuance Number: Enter the policy issuance number. "15-20, Change 2" has been pre-printed.

Grant Name: Enter the grant name. "FY16 SAM GRTS-SNAP-50% FED/50% GF" has been pre-printed.

Project Name: Enter the project name. "Food Asst. Supp Servs 50%FED/50%GF" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/15 through 09/30/16" has been pre-printed.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (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 BY COST CATEGORIES

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

Note: The Supportive Services Budget Information Summary form titled "15-20c2_BIS-Supp-Serv.xlsx" is attached to this official policy email.

Food Assistance Employment and Training Program
FY 2016, PI 15-20 Change 2

Michigan Works! Agency	Current Program Operations Allocation	De-obligated Funds	Redistributed Funds	Revised Total Program Funds	Current Supportive Service Allocation	De-obligated Funds	Redistributed Funds	Revised Total SS Funds
	($)	($)	($)	($)	($)	($)	($)	($)
ACSET dba West MI Works!	164,289	-	-	164,289	8,695	-	2,754	11,449
Berrien/Cass/Van Buren	119,500	-	-	119,500	2,277	-	-	2,277
Capital Area	101,544	-	-	101,544	3,671	-	-	3,671
DESC	569,253	-	-	569,253	18,507	-	-	18,507
Great Lakes Bay	128,529	-	-	128,529	4,179	-	-	4,179
GST Michigan Works!	187,816	-	-	187,816	5,492	-	-	5,492
Macomb/St. Clair	168,533	(12,000)	-	156,533	3,942	(1,500)	-	2,442
MI Works! Southwest	118,188	(25,000)	-	93,188	3,842	(2,000)	-	1,842
Northeast	25,670	(5,000)	-	20,670	1,159	(250)	-	909
Northwest	53,761	-	-	53,761	1,749	-	1,000	2,749
Oakland County	250,829	-	25,000	275,829	7,700	-	-	7,700
Region 7B	47,185	-	-	47,185	1,535	-	-	1,535
SEMCA	237,029	-	-	237,029	8,206	-	1,300	9,506
SE MI Consortium	162,640	-	-	162,640	4,637	-	-	4,637
UPWARD	52,377	-	-	52,377	2,905	-	-	2,905
West Central	31,291	(15,000)	-	16,291	1,504	(1,304)	-	200
Total	2,418,434	(57,000)	25,000	2,386,434	80,000	(5,054)	$ 5,054	80,000

Initial Allocation based on total food stamp households from June 2015. Source: Department of Health & Human Services.
Initial Formula Run by WDA August 11, 2016. Initial Supportive Service funding was calculated with a $900 minimum threshold.