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Emailed: 10/02/15 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 15-25**

**Date:** October 2, 2015

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

**From:** Joe Billig, Office of Talent Policy and Planning  
Workforce Development Agency  
**SIGNED**

**Subject:** Fiscal Year (FY) 2016 Temporary Assistance for Needy Families (TANF)  
Refugee Program (TRP) for Select MWAs

**Programs Affected:** Partnership. Accountability. Training. Hope. (PATH)

**References:** Reauthorization of the TANF Program; Final Rule, 45 Code of Federal Regulations (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  
  
PATH Program Manual issued on November 17, 2014

**Rescissions:** None

**Background:** The PATH Program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Health & Human Services (DHHS), 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, religion, or nationality, membership in a particular social group or political opinion.



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The PATH Program is a partnership between the Michigan Works! Agencies (MWAs), DHHS, 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 provide FIP services to 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:**

The MWAs will work with their ORS 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 ..... 84
- Ingham .....311
- Kent .....260
- Macomb .....1173
- Oakland .....644
- Wayne .....359 (SEMCA = 294, DESC = 65)
- Washtenaw ..... 83

The MWAs, their local DHHS office, and their refugee contractor shall develop a local TANF Refugee Program (TRP) plan summary to address PATH activities for refugee participants for the period of October 1, 2015 through September 30, 2016.

**ALLOCATIONS**

The FY 2016 General Fund/General Purpose (GF/GP) funding amount of \$653,500 will 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 2<sup>nd</sup> quarter). 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 and are still eligible for TANF FIP services. The list of eligible populations include Asylees, Victims of trafficking, Cuban/Haitian entrants, etc.

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

The TRP will follow the same PATH program design, goals, and objectives that are found in the FY 2016 PATH Plan Instructions (WDA PI 15-18), or any future policy issuance that replaces PI 15-18.

## **CASE MANAGEMENT**

The TRP will follow the PATH case management guidelines as outlined in Chapter 10 of the PATH Program Manual or any future manual updates.

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

Beginning January 1, 2013, Michigan required FIP applicants to successfully complete a 21-day AEP and orientation at MWAs, as a condition of eligibility for FIP benefits. TRP participants must also follow this requirement as outlined in Chapter 6 of the PATH Manual, or any future manual updates.

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

MWAs must insure that refugee participants' work participation activities are entered into the 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.

## **Employability Services**

The DHHS refugee contractor can provide refugee-specific assistance with employment supportive services, including job placement services, job retention services, job readiness, assisting the client with reporting on those PATH activities, English as a Second Language, vocational education training classes tailored for Limited English Proficiency clients, recertification/licensing, 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 in assistance with arranging daycare. 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 email system to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov).

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

**Expiration  
Date:**

September 30, 2016

JB: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 DHHS' ORS refugee contractors will be utilized that are in any way different from, or in addition to, the program services described above.

**PATH – GF/GP**  
**Budget Information Summary Instructions**

**Section I - Identification Information**

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

Policy Issuance: “15-25” has been preprinted.

Grant Name: “FY 16 PATH GF/GP” has been preprinted.

Project Name: “Refugee” 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.

**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. 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.

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, 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 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.

- e. 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.
- 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.

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.

**FY 2016 Refugee Assistance  
Allocations**

<b>Michigan Works! Agency</b>	<b>Estimated Number of Refugees to Be Served</b>	<b>Total Allocation \$</b>
West Michigan Works!	260	\$58,815
Michigan Works! Southwest	84	\$18,952
Capital Area	311	\$69,925
Detroit Employment Solutions Corp.	65	\$15,030
Macomb/St. Clair Workforce Development Board	1173	\$261,400
Oakland County	644	144,423
Southeast Michigan Community Alliance	294	66,003
Southeast Michigan Consortium	83	18,952
<b>Total</b>	<b>2,914</b>	<b>\$653,500</b>