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STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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DIRECTOR

OFFICIAL

E-mailed: 12/22/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-32

Date: December 22, 2015

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director, Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Plan Instructions for Local Agreements Between the MWAs and the Michigan Department of Health and Human Services (DHHS) Local Offices to Provide Funding for Fiscal Year (FY) 2016 Partnership. Accountability. Training. Hope. (PATH) Employment-Related Supportive Services

Programs Affected: PATH Program

References: Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule, 45 Code of Federal Regulations Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

Rescissions: None

Background: The MWAs may enter into agreements with local DHHS offices for the purpose of providing additional TANF funding for employment-related supportive services. The additional funding may be used to increase the availability of current MWA funds for other PATH services or activities. The funds will be transferred to the WDA via an Interagency Agreement with the DHHS, and then allocated out to the MWAs. The attached chart (Attachment A) identifies the MWAs that have entered into agreements with their local DHHS offices.

Policy: Funds must be expended exclusively to provide employment-related supportive services to the Family Independence Program (FIP) participants, in accordance with the WDA policy, and policy established by the MWAs.

Please note that the WDA PATH policy allows for supportive services to be provided as appropriate while the FIP case is open and through the first 180 days of a participant's employment.

Use of additional employment-related supportive services funding is subject to the following provisions:

- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP participants back to the DHHS for employment-related supportive services unless all supportive service funds have been exhausted.
- The funds are to be independently tracked. Therefore, Grant Action Notices will be issued under Grant Name, "FY 16 TANF – Supportive Services," and Project Name, "PATH Supportive Services."
- Funds cannot be transferred between counties without prior approval from the DHHS.
- The grant spending period for these funds is October 1, 2015 through August 31, 2016.

All reporting of expenditures of the funds provided through this grant must be reported to the WDA on a quarterly basis. A final closeout report is also required. For the first three quarters, financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. For the final quarterly report, the financial expenditure report is due to the WDA no later than the 20th calendar day after August 31st. The final closeout 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 to the Management of Awards to Recipient's System (MARS) at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788.

Other DHHS Reporting Requirements

By the 28th of each month, the MWAs are required to provide the local DHHS office a report of the supportive services they have provided in the previous month. This report must list the supportive services provided, the individual name and case number, and the amount of services provided.

For Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA), the information is to be provided to the appropriate district office.

It is very important that all supportive services, to the extent possible, be documented on the One-Stop Management Information System (OSMIS). Please choose the 'Employment-Related' Fund Source when entering services paid with these funds. The WDA is required to submit quarterly reports to the DHHS consisting of the following information:

- A list of participants
- Expenditures by participant
- Description of services provided
- Total cost of services for each participant
- Bulk purchases (can be noted as "bulk")
- The total amount of funding expended by category and the number of participants served for the reporting period

DESC and SEMCA must list the above requirements by district office in Wayne County. These reports should be sent to the WDA by January 27, 2016, April 25, 2016, July 25, 2016, and October 10, 2016, to:

Ms. Yvette Harris, Specialist
Welfare Reform/Wagner-Peyser Section
Workforce Development Agency
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Or e-mail to: Harrisy@michigan.gov

Or fax to: (517) 373-7794

Action: Affected MWAs must submit the PATH Employment-Related Supportive Services Plan and Budget Information Summary within 30 days of the official date of this policy issuance to WDA-WR-WP@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:

August 31, 2016

JB:YH:pv

Attachments

PATH
Employment-Related Supportive Services
Plan Narrative Instructions

Identifying Information

A. Michigan Works! Agency (MWA) Identification Information

The PATH Employment-Related Supportive Services Plan Contact Person: Identify the MWA contact person (including a phone number, e-mail address, and fax number) for purposes of discussing the PATH employment-related Supportive Services Plan content.

B. Description of the PATH Employment-Related Supportive Services to Be Provided

Provide a description of the employment-related supportive services that will be made available to the PATH Family Independence Program (FIP) participants.

Budget Information Summary Instructions
Partnership. Accountability. Training. Hope. (PATH)
PATH SUPPORTIVE SERVICES

Section I - Identification Information

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

Policy Issuance: Enter the Policy Issuance number. 15-32 has been preprinted.

Grant Name: FY 16 TANF – SUPPORTIVE SERVICES has been preprinted.

Project Name: PATH SUPPORTIVE SERVICES has been preprinted.

Plan Period: 10/1/2015 – 08/31/2016 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

Supportive Services:

Auto Purchases: Enter the cumulative amount planned for Auto Purchases.

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.

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.

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 Planned Expenditures: This cell will automatically calculate.

MWAs and Counties Served	Total MWA \$	County Transfer \$
Berrien-Cass-Van Buren	50,000	
Berrien		30,000
Cass		5,000
Van Buren		15,000
Capital Area	25,000	
Clinton		5,000
Eaton		5,000
Ingham		15,000
Detroit Employment Solutions Corp	200,000	
City of Detroit		200,000
Great Lakes Bay MWA	136,903	
Bay		25,000
Isabella		18,063
Midland		23,840
Saginaw		70,000
Michigan Works! Southwest	35,000	
Kalamazoo		30,000
St. Joseph		5,000
Northeast Michigan	12,000	
Alcona		3,000
Alpena		5,000
Otsego		4,000
Northwest Michigan	26,000	
Antrim		3,000
Charlevoix		2,500
Emmet		2,500
Grand Traverse		6,000
Kalkaska		1,000
Leelanau		1,000
Missaukee		2,500
Wexford		7,500
Region 7B	45,500	
Arenac		5,000
Clare		10,000

Gladwin		6,000
Iosco		12,500
Ogemaw		6,000
Roscommon		6,000
Southeast MI Community Alliance	149,793	
Monroe		5,000
Wayne		144,793
Southeast MI Consortium	16,485	
Livingston		4,595
Washtenaw		11,890
Upward Talent Council	35,350	
Baraga		4,000
Delta		3,500
Dickinson		2,350
Houghton		5,200
Keweenaw		800
Marquette		15,000
Menominee		3,000
Schoolcraft		1,500
West Michigan Works!	200,000	
Allegan		10,000
Ionia		15,000
Kent		150,000
Montcalm		10,000
Ottawa		15,000
Total	\$932,031	\$932,031