



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
LANSING

STEPHANIE BECKHORN  
ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-34, Change 1**

**Date:** May 23, 2019

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

**From:** Joe Billig, Division Administrator **SIGNED**  
Targeted Services Division  
Workforce Development Agency

**Subject:** Fiscal Year (FY) 2019 Food Assistance Employment and Training (FAE&T)  
Program Plan Instructions

**Programs Affected:** FAE&T

**Rescissions:** None

**References:** Food and Nutrition Act (the Act) of 2008, 7 United States Code (U.S.C.)  
§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,  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 273.75  
and 277

PI 19-01, Michigan Works! System Plan Instructions for Calendar Year 2019,  
issued February 5, 2019, and subsequent changes

PI 15-12, Procurement issued July 17, 2015

PI 18-33, Change 1, issued March 29, 2019, or any replacement policy

**Background:** The Food and Nutrition Act of 2008 (the Act) provides that state agencies be  
given maximum flexibility in designing Employment & Training programs for  
individuals receiving food assistance. The FAE&T Program provides  
participants opportunities to gain skills, training, or experience to improve  
their ability to obtain regular employment and increase

TED is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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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 Workforce Development Agency (WDA).

Additional Program Operations funding is available as a result of the passage of the Agriculture Improvement Act of 2018. This policy distributes such funding. In addition, the WDA has identified General Fund/General Purpose (GF/GP) funds and is allocating such for supportive services.

**Policy:**

**Allocations**

The FY 2019 funding was allocated by formula to the eleven MWAs operating an FAE&T Program. In response to the MWA requests, funding has been reallocated as indicated. The WDA has de-obligated \$5,000 for FY 2019 FAE&T program operations from Southeast Michigan Community Alliance (SEMCA). Redistribution of funding and additional funding has been allocated to Berrien/Cass/Van Buren, Capital Area, Macomb/St. Clair, and Southeast Michigan Consortium. In addition, \$4,000 in FAE&T supportive services funding has been de-obligated from SEMCA and redistributed to Southeast Michigan Consortium. The WDA has allocated \$13,800 in GF/GP funding to Capital Area and Southeast Michigan Consortium. All funding is described in Attachment A located at the end of this policy.

**Use of Funds**

The FY19 GF/GP FAE&T funding may not be used until the MWA has expended the federal FAE&T funding allocated for supportive services.

**Supportive Services**

The following items are **not allowed** to be paid for with FAE&T funds:

- Automobile insurance.
- Automobile ownership/operator taxes (tag and title).
- Automobile purchase.
- Bad debt.
- Drug/alcohol counseling or therapy.
- Food staples and groceries.
- Living stipend.
- Mental health treatment.
- Personal computers.
- Relocation expenses.
- Student loans, fees, penalties, or fines.

- Expenditures to support employment that was obtained prior to enrollment in FAE&T.

**Action:** The MWA officials whose funding has changed shall prepare and submit a Budget Information Summary forms within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov).

All other requirements of PI 18-34 remain in effect.

**Inquiries:** Questions regarding this policy should be directed to your Dislocated Services State Coordinator at 517-373-6234.

This policy is available for downloading from the [WDA's website](#).

The WDA is an equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities. The WDA is funded by State and Federal funds, more details available on the Legal Disclaimer page at [www.michigan.gov/WDA](http://www.michigan.gov/WDA). Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov) for details.

**Expiration**

**Date:** September 30, 2019

JB:SG:ww  
Attachments

***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. "18-34, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY19 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY19 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/18 through 09/30/19" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the 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 “18-34c1\_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. “18-34, Change 1” has been pre-printed.

Grant Name: Enter the grant name. “FY19 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. “10/01/18 through 09/30/19” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the 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 “18-34c1\_BIS-Supp-Serv.xlsx” is attached to this official policy email.**

***Budget Information Summary Instructions***  
**Food Assistance Employment and Training – Supportive Services – GF/GP**

**SECTION I – IDENTIFICATION INFORMATION**

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

Policy Issuance Number: Enter the policy issuance number. “18-34, Change 1” has been pre-printed.

Grant Name: Enter the grant name. “FY19 GF/GP FAE&T” has been pre-printed.

Project Name: Enter the project name. “FAE&T GF/GP” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/01/18 through 09/30/19” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. “n/a” 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 “18-34c1\_BIS-Supp-Serv GFGP.xlsx” is attached to this official policy email.**

Food Assistance Employment and Training Program Fiscal Year 2019, PI 18-34, Change 1									
<b>Michigan Works! Agency</b>	Current Program Operations Allocation	De-obligated Funds	Redistributed Funds	Revised Total Program Funds	Current Supportive Services Allocation	De-obligated Funds	Redistributed Funds	Revised Total Supportive Services Funds	Total GF/GP Funds for Supportive Services
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	298,492			298,492	18,746			18,746	
Berrien/Cass/Van Buren	81,862		95,000	176,862	5,141			5,141	
Capital Area	98,285		2,200	100,485	6,172			6,172	7,800
Detroit Employment Solutions Corporation	695,488			695,488	43,678			43,678	
Great Lakes Bay	162,462			162,462	10,203			10,203	
GST Michigan Works!	190,916			190,916	11,990			11,990	
Macomb/St. Clair	216,665		35,000	251,665	13,607			13,607	
Michigan Works! Southwest	140,770			140,770	8,840			8,840	
Oakland County	194,288			194,288	12,202			12,202	
SE Michigan Consortium	151,261		50,000	201,261	9,499		4,000	13,499	6,000
SEMCA	317,219	(5,000)		312,219	19,922	(4,000)		15,922	
<b>Total</b>	<b>2,547,708</b>	<b>(5,000)</b>	<b>182,200</b>	<b>2,724,908</b>	<b>160,000</b>	<b>(4,000)</b>	<b>4,000</b>	<b>160,000</b>	<b>13,800</b>

**Formula Run by TIA on August 9, 2018:**

Allocations based on number of Food Assistance Program (FAP) Cases by County as of June 2018.

GST Michigan Works! allocation is based on operating the FAE&T Program in Genesee County only.

Capital Area Michigan Works! allocation is based on operating the FAE&T Program in Eaton and Ingham Counties only.

Minimum Allocation = n/a

Source of FAP cases: Department of Health and Human Services