



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-34, Change 2

Date: August 23, 2019

To: Michigan Works! Agency (MWA) Directors

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

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§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,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 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 self-sufficiency. The Michigan Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) operates a voluntary

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • www.michigan.gov/wda • 517-335-5858

FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services and WD.

This policy redistributes federal funding and de-obligates General Fund/General Purpose (GF/GP) funds that were previously allocated for use in 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. WD has de-obligated \$15,000 for FY 2019 FAE&T program operations from GST Michigan Works! and redistributed the funding to Great Lakes Bay Michigan Works!. In addition, FAE&T supportive service funding has been de-obligated from Detroit Employment Solutions Corporation, Michigan Works! Southwest, and Southeast Michigan Community Alliance with funding redistributed to Capital Area Michigan Works!, Great Lakes Bay Michigan Works!, and GST Michigan Works!. The WDA has de-obligated \$3,286 in GF/GP funding from Capital Area Michigan Works!. All funding is described in Attachment A located at the end of this policy.

Use of Funds

The FY 2019 GF/GP FAE&T funding may not be used until the MWA has expended the federal FAE&T funding allocated for supportive services.

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

All other requirements of PI 18-34 and PI 18-34, change 1 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 [WD's website](#).

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

Expiration

Date: September 30, 2019

JB:SG:ms
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 2" 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 percent: 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 “18-34c2_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 2” 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 - 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 “18-34c2_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 2” 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 “18-34c2_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 2								
Michigan Works! Agency	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
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!	298,492			298,492	18,746			18,746
Berrien/Cass/Van Buren	176,862			176,862	5,141			5,141
Capital Area	100,485			100,485	6,172		3,286	9,458
Detroit Employment Solutions Corporation	695,488			695,488	43,678	(4,000)		39,678
Great Lakes Bay	162,462		15,000	177,462	10,203		4,200	14,403
GST Michigan Works!	190,916	(15,000)		175,916	11,990		4,000	15,990
Macomb/St. Clair	251,665			251,665	13,607			13,607
Michigan Works! Southwest	140,770			140,770	8,840	(2,500)		6,340
Oakland County	194,288			194,288	12,202			12,202
SE Michigan Consortium	201,261			201,261	13,499			13,499
SEMCA	312,219			312,219	15,922	(4,986)		10,936
Total	2,724,908	(15,000)	15,000	2,724,908	160,000	(11,486)	11,486	160,000

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

Food Assistance Employment and Training Program Fiscal Year 2019, PI 18-34, Change 2				
Michigan Works! Agency	Current GF/GP Allocation for Supportive Services	De-obligated Funds	Additional Funds	Revised Total GF/GP Funds for Supportive Services
	(\$)	(\$)	(\$)	(\$)
ACSET dba West MI Works!				-
Berrien/Cass/Van Buren				-
Capital Area	7,800	(3,286)		4,514
Detroit Employment Solutions Corporation				-
Great Lakes Bay				-
GST Michigan Works!				-
Macomb/St. Clair				-
Michigan Works! Southwest				-
Oakland County				-
SE Michigan Consortium	6,000			6,000
SEMCA				-
Total	13,800	(3,286)	-	10,514