

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 07/03/14 (cg)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 13-10, Change 2

Date: July 03, 2014

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services (**SIGNED**)

Subject: Fiscal Year (FY) 2014 Partnership. Accountability. Training. Hope. (PATH) Program Calhoun Intermediate School District (ISD) Transition

Programs Affected: PATH Program

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

Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

Rescissions: None

Background: Effective July 1, 2014, the Local Elected Official Board (LEOB) representing the counties of Barry, Branch, and Calhoun has selected the W.E. Upjohn Unemployment Trustee Corporation (“Upjohn Institute”) to replace Calhoun ISD as the administrative entity and subgrant recipient for awards made to the Barry-Branch-Calhoun Workforce Development Board. The administrative responsibilities for the PATH program will be transferred to the UpJohn Institute for the fourth quarter of FY 2014.



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Policy: The WDA will deobligate Calhoun ISD MWA's FY 2014 fourth quarter TANF funding in the amount of \$300,000 and FY 2014 fourth quarter GF/GP funding in the amount of \$250,000 and redistribute that deobligation to Barry-Branch-Calhoun MWA.

Action: Calhoun ISD will closeout all active grant awards as of June 30, 2014 in its books and records, and through the State's grant accounting system, Management of Awards to Recipients System (MARS). The Calhoun ISD will need to appropriately accrue for all expenditures through June 30, 2014. Calhoun ISD will draw the necessary cash from MARS to reimburse all expenditures incurred on or before June 30, 2014. All active grant awards made to Calhoun ISD will be modified in MARS to reflect an ending date of June 30, 2014.

Beginning July 1, 2014, all new grant awards and the remaining balance of existing grant awards will be issued or reissued through MARS to Barry-Branch-Calhoun MI Works!

Affected MWA Directors must submit a revised Budget Information Summary within 10 days of the official date of this policy issuance to harrisy@michigan.gov.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 335-5858. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2014

GC:YH:cg
Attachments

SECTION III

PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (PATH) TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) BUDGET INFORMATION SUMMARY (BIS) INSTRUCTIONS

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number (and change if applicable). “13-10, Change 2” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 Temp Assist for Needy Families” has been preprinted.
6. Project Name: Enter the project name. “PATH” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total TANF amount allocated for the plan period.
2. Deobligation Amount: Enter the total amount to be deobligated.
3. Redistributed Amount: Enter the total amount to be redistributed.
4. Total Allocation: Enter total allocation.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to clients.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.

- Case management.
 - Salaries and benefits for staff providing program services.
 - Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education/training activities during the plan period.

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 to 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).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

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.

2. Supportive Services: Enter the amount to be spent for each of the supportive service cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. 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 to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.
 - d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.

- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated fund. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

- 1. Salaries and benefits of staff performing administrative and coordination functions.
 - 2. Preparation of program plans, budgets, and schedules.
 - 3. Monitoring of programs and projects.
 - 4. Fraud and abuse units.
 - 5. Procurement activities.
 - 6. Public relations.
 - 7. Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 - 8. Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space).
 - 9. Travel costs incurred for official business.
 - 10. Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 - 11. Preparing reports and other documents.
- b. 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 information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
TANF - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-10, Change 2		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 Temp Assist for Needy Families		1. Project Name: PATH	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: TANF	Amount
1. Initial Allocation	\$
2. Deobligation Amount	
3. Redistributed Amount	
4. Total Allocation	

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

**PARTNERSHIP.ACCOUNTABILITY.TRAINING.HOPE. (HOPE)
GENERAL FUND/GENERAL PURPOSE (GF/GP)
BUDGET INFORMATION SUMMARY (BIS)
INSTRUCTIONS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “13-10, Change 2” has been preprinted.
4. Plan Period: Identify the time period covered by the plan. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 PATH GF/GP” has been preprinted.
6. Project Name: Enter the project name. “PATH GF/GP” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total GF/GP amount allocated for the plan period.
2. Deobligation Amount: Enter FY 2014 Deobligation Amount
3. Redistributed Amount: Enter FY 2014 Redistributed Amount
4. Total Allocation: Enter total GF/GP allocation for FY 2014

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

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 to 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).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

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.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. 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 to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. 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.
- b. 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 information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-10, Change 2		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 PATH GF/GP		6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$
2. Deobligation Amount	
3. Redistributed Amount	
4. Total Allocation	

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

FY 2014 PATH – TANF and GF/GP
13-10, Change 2

Michigan Works! Agency	Current TANF Allocation	De-obligated Funds	Redistributed Funds	Revised Total TANF Funds	Current GF/GP Allocation	De-obligated Funds	Redistributed Funds	Revised Total Funds
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
ACSET	3,283,310			3,283,310	645,034			3,928,344
Barry-Branch-Calhoun*			300,000	300,000			250,000	250,000
Berrien/Cass/Van Buren	1,440,611			1,440,611	364,931			1,805,542
Calhoun ISD**	1,776,643	(300,000)		1,476,643	423,665	(250,000)		1,650,308
Capital Area	1,678,647			1,678,647	425,229			2,103,876
Central Area	794,925			794,925	201,368			996,293
DESC	13,370,695			13,370,695	3,387,020			16,757,715
Eastern U.P.	337,444			337,444	85,480			422,924
Genesee/Shiawassee	6,751,422			6,751,422	1,710,248			8,461,670
Great Lakes Bay	2,781,743			2,781,743	704,662			3,486,405
Kalamazoo-St. Joseph	2,095,756			2,095,756	517,211			2,612,967
Livingston County	163,466			163,466	41,409			204,875
Macomb/St. Clair	4,507,271			4,507,271	1,141,767			5,649,038
Muskegon/Oceana	2,938,706			2,938,706	744,423			3,683,129
Northeast	670,171			670,171	169,765			839,936
Northwest	801,637			801,637	203,068			1,004,705
Oakland County	3,167,623			3,167,623	802,412			3,970,035
Ottawa County	378,689			378,689	95,928			474,617
Region 7B	1,065,375			1,065,375	269,877			1,335,252
SEMCA	6,395,228			6,395,228	1,586,699			7,981,927
South Central	2,251,509			2,251,509	456,845			2,708,354
The Job Force Board	438,289			438,289	111,026			549,315
Thumb Works!	854,903			854,903	216,561			1,071,464
Washtenaw County	921,302			921,302	194,418			1,115,720
West Central	719,537			719,537	182,271			901,808
Western U.P.	415,098			415,098	105,151			520,249
Total	60,000,000	(300,000)	300,000	60,000,000	14,786,468	(250,000)	250,000	74,786,468

*Barry-Branch-Calhoun MWA effective July 1, 2013 – September 30, 2014

**Calhoun ISD MWA effective October 1, 2013 – June 30, 2014