



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 19-11, Change 1

Date: February 5, 2020

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2020 Families Forward Demonstration (FFD) Pilot Project

Programs Affected: Partnership.Accountability.Training.Hope.

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

Michigan Department of Talent and Economic Development (now the Michigan Department of Labor and Economic Opportunity – Workforce Development [LEO-WD]) PI 19-11, issued on April 16, 2019

Rescissions: None

Background: WD and Michigan Department of Health and Human Services (MDHHS) Office of Child Support (OCS) have entered into an agreement to administer the FFD pilot in Calhoun and Jackson counties. This policy extends the FFD to September 30, 2020 and allocates additional FY 2020 General Fund/General Purpose (GF/GP) funding for supportive services funding, and allows the MWAs to provide incentives to FFD participants.

Policy: This policy extends the end date of the project to September 30, 2020, and extends the funding for the project. However, no new referrals/enrollees may be enrolled after December 31, 2019, and no new program funding will be allocated. FFD participants may continue with their training/program until September 30, 2020. This policy also allocates FY 2020 GF/GP funding for supportive services. MWAs may also provide incentives to FFD participants upon successful completion of target measurements.

One-Stop Management Information System (OSMIS)

The MWAs must ensure that the FFD participants' work participation activities are entered into the OSMIS. An indicator has been activated in the Welfare Reform header and can be found under "FOC – Non Custodial Parent." "Families Forward Demonstration" is the program. When a participant completes a financial capacity building component, staff should utilize the "Education Directly Related to Employment" category in the OSMIS.

Fiscal

All reporting of expenditures of the funds provided through this grant must be reported to WD. A final closeout report is also required. Financial expenditure reports are due to WD no later than the 20th calendar day after the end of the calendar quarter. The final quarterly report and the financial expenditure report are due to WD no later than the 20th calendar day after September 30, 2020. The year-end closeout report is due to WD no later than November 2, 2020. The year-end report must include the name and date of birth of each non-custodial parent participant, as well as the FFD pilot start and projected end dates. Submit fiscal reports via the [Management of Awards to Recipient's System](#). The year-end closeout report should be submitted to Yvette Harris at harrisym@michigan.gov.

If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

Other MDHHS/OCS Reporting Requirements

The MWAs will provide the FFD Coordinator and/or Project Manager a copy of a final report for each program participant on work readiness and employment outcomes by November 2, 2020.

Action: Affected MWAs must submit the FFD Pilot Project Plan Narrative, Approval Request Form, and Budget Information Summaries within 30 days of the official date of this policy to TED-TSDIV@michigan.gov.

Inquiries: WD is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. WD is funded by State and Federal funds; more details available on the Legal Disclaimer page at www.michigan.gov/WDA. Please contact Ms. Melissa Stebbins by telephone at 517-241-9834 or by email at stebbinsm@michigan.gov for details.

Expiration

Date: September 30, 2020

JB:YH:ww
Attachments

Families Forward Demonstration (FFD) Pilot Budget Information Summary Instructions

Section I - Identification Information

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

Policy Issuance: “19-11, Change 1” has been pre-printed.

Grant Name: “FY20 Families Forward Demonstration” has been pre-printed.

Project Name: “FFD Pilot” has been pre-printed.

Plan Period: “10/01/2019 thru 09/30/2020” has been pre-printed.

CFDA Number: “93.558” has been pre-printed.

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 as listed below:

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 Temporary Assistance for Needy Families (TANF), state General Fund/General Purpose 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 to 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 these 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, and 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 a 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.

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.

General Administrative Costs: Limited to 10 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.

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, and 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.

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.

**Families Forward Demonstration (FFD) Pilot
General Fund/General Purpose (GF/GP) Supportive Services
Budget Information Summary Instructions**

Section I - Identification Information

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

Policy Issuance: Enter the policy issuance number. "19-11, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY20 GF/GP" has been pre-printed.

Project Name: Enter the project name. "FFD GF/GP" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/2019 thru 09/30/2020" has been pre-printed.

Catalog of Federal Domestic Assistance: "N/A" has been pre-printed.

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 the sum of Section II.*

Section III - Planned Expenditures by Cost Categories

Direct Client Services as listed below.

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 Temporary Assistance for Needy Families (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 to 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, and 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:

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 Supportive Services: *This cell will automatically calculate.*

Administration: N/A

Information Technology: (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.

Total Administration: N/A

Total Planned Expenditures: *This cell will automatically calculate the sum of Section III.*

Fiscal Year 2020 Families Forward Demonstration (FFD) Pilot

GF/GP Allocations

Michigan Works! Agency	General Fund/General Purpose Supportive Services Allocation
Michigan Works! Southwest	\$25,000
Southeast Michigan Consortium	\$25,000
Total	\$50,000