



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-27, Change 1

Date: August 17, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2021 Partnership.Accountability.Training.Hope. (PATH)
Program Plan Redistribution

Programs Affected: PATH

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

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PATH Program Manual, dated November 17, 2014, updated December 2019

Michigan department of Labor and Economic Opportunity Policy Issuance 20-27 issued October 5, 2020

Background: The PATH Program is a partnership between the MWAs, the Michigan Department of Health and Human Services (MDHHS) and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD). The PATH program features a 10-day Application Eligibility Period during which Family Independence Program applicants work one-on-one with MDHHS and MWA case managers to identify barriers to employment and connect the participant to resources addressing those challenges. Benefits of this partnership include linking employers, community, and faith-based solutions with the human service, education, and training systems. This policy change redistributes FY 21 TANF funding in the amount of \$1,540,000.

Policy: WD will redistribute FY 2021 TANF funding in the amount of \$1,540,000. The funding consists of de-obligation from the GST MWA and the West Central MWA and includes \$300,000 state level administrative TANF funding. Two MWAs have requested a set amount of additional funding. The balance has been distributed based on formula distribution. In addition, FY 2021 State Penalty & Interest (P&I) is being extended until March 31, 2022. MWAs may carry 100 percent of their unspent State P&I funding into the fifth quarter. Also, carry forward of the FY 21 TANF funding is still limited to eight percent.

Action: Fiscal Information

The MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWAs must have on file appropriate documentation to support each cash draw.

Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to WD on a quarterly basis. All quarterly financial expenditure reports are due no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is due to WD no later than 60 days after the end of the grant period. If the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date and must be submitted in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Michael LaCharite at 517-335-6051.

The MWA officials shall prepare and submit Budget Information Summary forms within 10 days of the official date of this policy to LEO-TSDIV@michigan.gov.

All requirements of PI 20-27 remain into effect.

Inquiries: Questions regarding this policy should be directed to your Reemployment Services State Coordinator by phone at 517-335-5858. This policy is available for downloading from [WD's website](#).

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/workforce. Please contact Mrs. Melissa Stebbins by email at StebbinsM@michigan.gov.

**Expiration
Date:**

March 31, 2022

JB:YH:ms
Attachments

**Partnership.Accountability.Training.Hope. (PATH)
Temporary Assistance for Needy Families (TANF)
Budget Information Summary Instructions**

Section I - Identification Information

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

Policy Issuance Number: Enter the policy issuance number. "20-27, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY 21 TEMP ASSIST FOR NEEDY FAMILIES" has been pre-printed.

Project Name: Enter the project name. "PATH" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/20 thru12/31/21" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. "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 the sum of Section II.*

Section III - Planned Expenditures by Cost Categories

Direct Client Services

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 TANF, State Penalty & Interest 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. 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 [OJT], 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 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. OJT costs not related to staff costs may be reported under education/training activities.

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

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.

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.

Information Technology: (Not limited to a percentage of funding.) 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: *This cell will automatically calculate.*

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

Section IV – Limitation Percentage

Planned Administration Expenditures Equal to or less than 12 percent: *This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**Partnership.Accountability.Training.Hope. (PATH)
Penalty and Interest (P&I)
Budget Information Summary Instructions**

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Plan Period: Enter the start and end dates of the plan period. "10/1/2020 thru-03/31/22" has been pre-printed.

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

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Beginning Allocation: Enter the amount of the beginning allocation.

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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 (OJT), 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.

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 - 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 (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.

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**Fiscal Year 2021
PATH Allocations**

MWA's	TANF Allocation	TANF De-obligation	TANF Re-distribution	P and I Allocation	Total Allocation
	(\$)	(\$)	(\$)	(\$)	(\$)
B/C/V	1,346,484		250,000	224,018	1,820,502
Capital Area	1,866,039		41,190	310,457	2,217,686
DESC	16,279,356		359,381	2,708,435	19,347,172
GST	7,576,020	-1,000,000	-0-	1,382,994	7,959,014
Great Lakes Bay	4,100,032		90,514	682,132	4,872,678
Macomb/St. Clair	4,279,992		77,115	722,396	5,079,503
Northeast	580,546		11,174	97,987	689,707
Northwest	726,818		250,000	120,923	1,097,741
Oakland County	2,607,915		45,778	440,175	3,093,868
Region 7B	1,079,491		21,967	179,085	1,280,543
MWSE	3,259,032		69,301	540,667	3,869,000
SEMCA	5,317,681		117,370	884,715	6,319,766
Southwest	2,703,486		59,681	449,785	3,212,952
UPWARD	1,140,046		20,672	192,422	1,353,140
West Central	681,965	-240,000	-0-	115,105	557,070
West Michigan	5,702,297		125,857	948,704	6,776,858
Statewide Totals	59,247,200	\$-1,240,000	\$1,540,000	10,000,000	69,547,200

Allocation based on:

60% - Number of PATH participants (2019)

40% - Number "Began AEP" (2019)

Minimum Allocation = 95% of the previous year's allocation percentage

8/5/21 - Allocation Chart includes State Level TANF Administrative Funding in the amount of \$300,000

8/16/21