



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-34, Change 2

Date: August 30, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2021 Temporary Assistance for Needy Families (TANF)
Refugee Program Extension

Programs Affected: Partnership.Accountability.Training.Hope (PATH)

References: Reauthorization of the TANF Program; Final Rule, 45 Code of Federal
Regulations (CFR) Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PATH Program Manual

Refugee Settlement Program, Federal Register 45 CFR, Part 400 and 401

Labor and Economic Opportunity, Workforce Development (LEO-WD)
PI 20-34 and Changes

Rescissions: None

Background: The PATH program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. Global Michigan (previously Office of the New American) Refugee services has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program. A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country on account of race, religion, nationality, membership in a particular social group, or political opinion.

This policy change extends the FY 21 TANF refugee funding to December 31, 2021.

Policy: This policy change extends the TANF refugee funding to December 31, 2021, to align with the fifth quarter PATH extension. General Fund/General Purpose refugee funding will continue to expire on September 30, 2021. All requirements in PI 20-34 and changes remain in effect.

Action: Affected MWA officials shall prepare and Budget Information Summary within five days of the official date of this policy via the email system to LEO-TSDIV@michigan.gov.

Inquiries: Questions regarding this policy should be directed to Ms. Yvette Harris at 517-930-7316 or by email to HarrisY@michigan.gov.

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:**

December 31, 2021

JB:YH:ww
Attachment

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

Section I - Identification Information

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

Policy Issuance: “20-34, Change 2” has been pre-printed.

Grant Name: “FY 2021 TEMP ASSIST FOR NEEDY FAMILIES” has been pre-printed.

Project Name: “Refugee” has been pre-printed.

Plan Period: “10/1/2020 thru 12/31/2021” has been pre-printed.

CFDA Number: 93.558

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

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 the TANF, State General Funds/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 payments 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, 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 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.

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.

- e. 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.
- f. 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.

**Fiscal Year 2021 Refugee Assistance
Allocations**

Michigan Works! Agency	Estimated Number of Refugees to Be Served Monthly	TANF Funding	GF/GP Funding	Total Allocation \$
West Michigan Works!	19	38,908	50,000	88,908
Michigan Works! Southwest	8	16,382	-0-	16,382
Capital Area	39	79,863	80,000	159,863
Detroit Employment Solutions Corp.	40	81,912	-0-	81,912
Macomb/St. Clair Workforce Development Board	12	24,573	25,000	49,573
Oakland County	37	75,768	60,000	135,768
Southeast Michigan Community Alliance	120	245,734	-0-	245,734
Southeast Michigan Consortium	18	36,860	20,000	56,860
Total	293	\$600,000	\$235,000	\$835,000