



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

OFFICIAL

Policy Issuance (PI): 21-05, Change 1

Date: September 15, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Learn, Earn and Provide (LEAP) Pilot Program for Fiscal Year (FY) 2021 Extension

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

References: Reauthorization of the Temporary Assistance for Needy Families Program Final Rule, 45 Code of Federal Regulations Parts 261, 22, 263 and 265

PATH Manual updated December 15, 2020

Michigan Department of Health and Human Services (MDHHS) LEAP Program Title IV Policy and Procedures

Michigan Department of Labor and Economic Opportunity Policy Issuance 21-05

Background: The MDHHS, Office of Child Support (OCS) was awarded a two-year waiver from the federal Office of Child Support Enforcement (OCSE) for a three-year project focused on employment opportunities for Title IV-D non-custodial parents who are ordered to pay child support. MDHHS and OCS coordinated with the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), Michigan Works! Southwest and the Friend of the Court offices (FOC) in Branch, Calhoun, Kalamazoo, and St. Joseph counties to provide employment opportunities to assist parents who pay child support who have lost employment, are underemployed, or are in need of occupational training to obtain consistent employment. The LEAP program will serve approximately 280 non-custodial parents (NCPs) referred from the local FOC in the identified counties served by Michigan Works! Southwest. The pilot will be funded by federal OCSE funds and State General Fund/General Purpose (GF/GP). The total amount allocated is \$970,588, which represents the first-year funding. The pilot began March 1, 2021. This

policy change allocates additional FY 21 GF/GP funding in the amount of \$97,000 and extends the end date of this policy to September 30, 2022.

Policy:

The LEAP program will be administered consistent with the PATH program. The MWA will work with local FOC staff to identify potential LEAP participants and refer them to Michigan Works! for occupational skills training and employment opportunities to help build skills and competencies to obtain employment to improve the participant's ability to make child support payments. Referrals will be both voluntary and mandatory Judge/Referee referrals. All participants will be required to complete a LEAP Participant Agreement (LPA) which the FOC office will be responsible for obtaining. After identifying potential participants, FOC staff will contact the potential participant and explain the benefits of the program. FOC staff may provide the LEAP brochure explaining the program benefits to the participant. A Judge/Referee may also require a potential participant to participate in the LEAP program as part of a requirement of the court order. A court-ordered participant is also required to complete the LPA. The LEAP pilot will begin accepting referrals March 1, 2021 and will be administered through September 30, 2022. Funding for FY 2021 will be in the amount of \$970,588. The breakdown of funding includes Federal OCSE Title IV-D funding in the amount of \$640,588 and State GF/GP funding in the amount of \$330,000. This policy change allocates additional FY 21 GF/GP funding in the amount of \$97,000 making the total awarded for FY 21 \$427,000 and extends the end date of the funds to September 30, 2022. All unexpended funding will be carried into FY 2022.

Funding

Michigan Works! Southwest will be subject to the following provisions:

- There will be carry-in of unexpended FY 2021 LEAP funding into FY 2022.
- General administrative costs are limited to 10 percent of the allocation.
- There will be carry-in of the GF/GP funding into FY 2022.
- Incentive expenditures will be limited to GF/GP funding only.

Fiscal:

The MWA is required to process all cash requests through the [Management of Awards to Recipients System \(MARS\)](#) in accordance with this policy and the MARS procedures (see MARS Manual). The MWA must retain appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services but not paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy must be reported to WD on a quarterly basis. All quarterly financial expenditure reports are due to WD no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is also required and is due to WD no later than 60 days after the end of the grant period. In the event that

the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date. Submit reports in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Michael LaCharite at 517-335-6051.

All requirements of PI 21-05 remain in effect.

Action: The MWA officials shall prepare and submit a Plan Narrative, a signed Plan Approval Request form, and a Budget Information Summary form. Templates are attached, and documents must be submitted within 10 days of the official date of this policy to LEO-TSDIV@michigan.gov.

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

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. Please contact Ms. Melissa Stebbins by telephone at 517-647-3606 or by email at Stebbinsm@michigan.gov for details.

WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/workforce.

Expiration

Date: September 30, 2022

JB:YH:ww
Attachments

**Learn, Earn and Provide (LEAP) Pilot
Budget Information Summary Instructions**

Section I - Identification Information

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

Policy Issuance: "21-05, Change 1" has been pre-printed.

Grant Name: "FY21 "LEAP Pilot" has been pre-printed.

Project Name: "LEAP Pilot" has been pre-printed.

Plan Period: "03/01/21 thru 09/30/22" 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.

**Learn, Earn and Provide (LEAP) Pilot
General Fund/General Purpose (GF/GP)
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. "21-05, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY21 GF/GP" has been pre-printed.

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

Plan Period: Enter the start and end dates of the plan period. "03/01/21 thru 09/30/22" 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 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 so 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, providing childcare services to individuals participating in community service.

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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:

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.

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.) 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: This cell will automatically calculate

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