



MICHIGAN DEPARTMENT OF  
**LABOR & ECONOMIC  
OPPORTUNITY**

**WORKFORCE  
DEVELOPMENT**

---

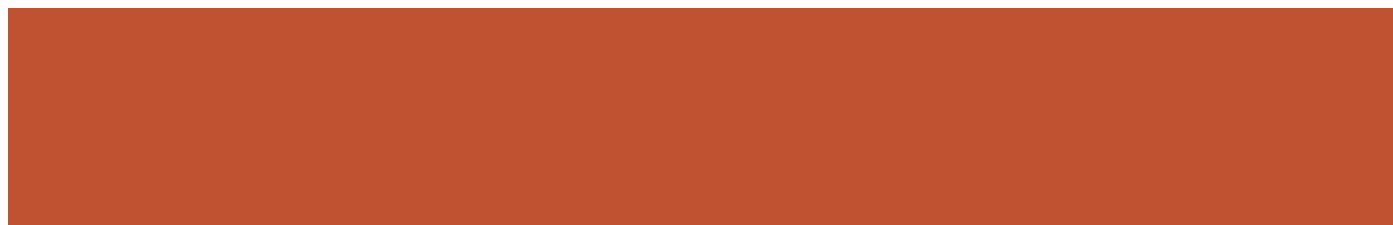
# **Food Assistance Employment and Training (FAE&T) and FAE&T Plus**

## **Program Manual**

### **Targeted Services Division**

**Issued: January 8, 2020**

**Updated: November 17, 2020**



# **F&T Manual**

## **References**

Supplemental Nutrition Assistance Program (SNAP) Employment and Training programs, authorized under section 6(d)(4) of the Food and Nutrition Act of 2008, as amended.

7 Code of Federal Regulations, Department of Agriculture, Parts 273.24, 273.7 and 277.

Workforce Development Policy Issuance 19-30, Procurement, issued October 25, 2019.

## **Using and Maintaining the F&T Manual**

The F&T Manual consolidates and replaces the F&T and F&T Plus program guidelines that were previously issued by the Workforce Development Agency, State of Michigan. The Manual is designed to be printed or used as a desktop reference for the Michigan Works! Agencies (MWAs) and their contractors.

Definitions of terms will not be given each time they occur in the manual. Definitions are included in the [glossary section](#) of the manual. A list of commonly used acronyms has been provided as well.

Revised and/or additional chapters, sections, and pages will be issued, as necessary. Pages are numbered sequentially within each chapter.

The manual should be kept at hand in a loose-leaf notebook or binder so that changes, additions, and deletions can be easily made.

WD is funded by State and Federal funds. More details are available on the Legal Disclaimer page at <http://www.michigan.gov/Workforce>.

## Table of Contents

### Chapter 1: FAE&T and FAE&T Plus

Section 1-1: Overview.....	Page 1
Section 1-2: Referral Process .....	Page 4

### Chapter 2: Program Components

Section 2-1: Case Management.....	Page 1
Section 2-2: Program Orientation.....	Page 1
Section 2-3: Individual Service Strategy .....	Page 2
Section 2-4: Activities .....	Page 4
Supervised Job Search.....	Page 5
Dual Program Enrollment.....	Page 6
Unpaid Work Activities .....	Page 7
Educational and Training Programs.....	Page 8
Entry of Educational and Training Outcomes .....	Page 10
Unsubsidized Employment Prior to Referral.....	Page 11
Unsubsidized Employment.....	Page 11
Job Retention Services .....	Page 12
Non-Participating ABAWD – Multiple ABAWD Household Member .....	Page 14
Pending Deferral Determination.....	Page 14
Section 2-5: Supportive Services .....	Page 14
Section 2-6: Job Retention Supportive Services .....	Page 16
Section 2-7: Disallowed Supportive Services.....	Page 16
Section 2-8: Examples of Using a Gift Card.....	Page 17
Section 2-9: Ending Participation in FAE&T and FAE&T Plus.....	Page 17

### Chapter 3: Other Related Policy

Section 3-1: National Reporting Measures .....	Page 1
Section 3-2: Civil Rights and Non-Discrimination Training .....	Page 2
Section 3-3: Non-Discrimination Statement .....	Page 2
Section 3-4: Mandatory Posters .....	Page 2
Section 3-5: Confidentiality .....	Page 2
Section 3-6: FAE&T Semi-Annual Case Review.....	Page 3

### Chapter 4: Forms

Section 4-1: 4785-F Referral Letter .....	Page 1
4785-F Referral Letter Sample .....	Page 1

Section 4-2: Acceptable Documentation .....	Page 3
<a href="#">FAET-500 Acceptable Documentation Form</a> .....	Page 4
Section 4-3: Participation Forms .....	Page 6
<a href="#">FAET-400 Verification of Employment Hours Form</a> .....	Page 6
<a href="#">FAET-401 Workfare or Work Experience Log</a> .....	Page 7
<a href="#">FAET-401WE Work Experience Log</a> .....	Page 8
<a href="#">FAET-402 Job Search and Education Log</a> .....	Page 9
<a href="#">FAET-402M Job Search and Education Log with Mileage</a> .....	Page 11
<a href="#">FAET-403 Job Search and Education Single Activity Log</a> .....	Page 13
<a href="#">FAET-403M Job Search and Education Single Activity Log with Mileage</a> .....	Page 15
<a href="#">FAET-404 Plus Acknowledgement Form</a> .....	Page 17
Section 4-4: Semi-Annual Case Review Forms .....	Page 18
FAET-501 Case Review Checklist .....	Page 18
FAET-502 Corrective Action Form .....	Page 19
<a href="#">Section 4-5: USDA Non-Discrimination Statement</a> .....	Page 20

### **Chapter 5: FAE&T Plus Invoice Process**

Section 5-1: Overview .....	Page 1
Section 5-2: Monthly Invoice Packet .....	Page 1
Section 5-3: Invoice Instructions .....	Page 1
Generating the Invoice Reports in the OSMIS .....	Page 1
<a href="#">FAET-200 Plus Invoice and Non-Federal Funds Certification Instructions</a> .....	Page 4
FAET-200 Sample Excel Worksheets .....	Page 9
Section 5-4: MWA's Request for Reimbursement .....	Page 12
FAET-300 Tab .....	Page 14

### **Chapter 6: OSMIS Instructions**

Section 6-1: OSMIS Access and Rules .....	Page 1
Section 6-2: OSMIS Overview .....	Page 2
Section 6-3: FAE&T OSMIS Service Codes in Welfare Reform .....	Page 8
Section 6-4: Registering the Participant .....	Page 9
Section 6-5: Identifying Barriers for the ISS from the Registration Page .....	Page 11
Section 6-6: Creating and Entering the ISS .....	Page 13
Section 6-7: Entering Activities .....	Page 25
Section 6-8: Entering Actual Hours for Activities .....	Page 31
Section 6-9: Entering Projected Hours .....	Page 32

Section 6-10: Entering Supportive Services.....Page 37  
Section 6-11: Ending Action Plans Prior to Termination.....Page 41  
Section 6-12: System Termination Reasons.....Page 42  
Section 6-13: MWA Entered Terminations.....Page 43

## History of Changes

Date	Change
January 8, 2020	FAE&T Manual Released
November 5, 2020	<p>Updated Chapters include:</p> <p><b>Chapter 1</b> – Section 1-1, Section 1-2</p> <p><b>Chapter 2</b> – Section 2-1, Section 2-3, Section 2-4, Section 2-5, Section 2-7</p> <p><b>Chapter 4 Forms Updated</b> – FAET-500, FAET-401, FAET-401WE, FAET-402, FAET-402M, FAET-403, FAET-403M, FAET-501, FAET-502</p> <p><b>Chapter 5</b> – Section 5-1, Section 5-2, Section 5-3, Section 5-4 (New Section)</p> <p><b>Chapter 6</b> – Section 6-2, Section 6-4, Section 6-5 (New Section), Section 6-7, Section 6-8, Section 6-10, Section 6-11 added new topic, Renamed existing Sections 11 &amp; 12 to 12 &amp; 13.</p> <p>Updated screenshots in Chapters, 2, 3, 5, and 6.</p>

---