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**OFFICIAL**  
**Michigan Talent Investment Agency (TIA)**  
**Policy Issuance (PI): 17-05**

**Date:** March 14, 2017

**To:** Michigan Works! Agency (MWA) Directors

**From:** Wanda M. Stokes, Director **SIGNED**  
Michigan Talent Investment Agency

**Subject:** Plan Instructions for Local Agreements Between the MWAs and the Michigan Department of Health and Human Services (DHHS) Local Offices to Provide Funding for Fiscal Year (FY) 2017 Partnership.Accountability.Training.Hope (PATH) Employment-Related Supportive Services

**Programs**  
**Affected:** PATH

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

**Rescissions:** None

**Background:** The MWAs have entered into agreements with local DHHS offices for the purpose of providing additional TANF funding for employment-related supportive services. The additional funding may be used to increase the availability of current MWA funds for other PATH services or activities. The funds will be transferred to the TIA via Interagency Agreement with the DHHS, and then, allocated out to the MWAs. The attached chart (Attachment A) identifies the MWAs that have entered into agreements with their local DHHS offices.

**Policy:** Funds must be expended exclusively to provide employment-related supportive services to the Family Independence Program (FIP) participants, in accordance with the TIA policy and policy established by the MWAs.

Please note that the TIA PATH policy allows for supportive services to be provided as appropriate while the FIP case is open and through the first 180 days of a participant's employment including during the Application Eligibility Period.

Use of additional employment-related supportive services funding is subject to the following provisions:

- Administrative costs are not to be taken against the supportive services allocation.
- The MWAs will not refer FIP participants back to the DHHS for employment-related supportive services unless all supportive service funds have been exhausted.
- The funds are to be independently tracked. Therefore, Grant Action Notices will be issued under Grant Name, "FY 17 TANF – Supportive Services," and Project Name, "PATH Supportive Services."
- Funds cannot be transferred between counties without prior approval from the local DHHS.
- The grant spending period for these funds is October 1, 2016 thru August 31, 2017.

All reporting of expenditures of the funds provided through this grant must be reported to the TIA and the local DHHS offices on a quarterly basis. A final closeout report is also required. For the first three quarters, financial expenditure reports are due to the TIA no later than the 20<sup>th</sup> calendar day after the end of the calendar quarter. The final quarterly report, the financial expenditure report is due to the TIA no later than the 20<sup>th</sup> calendar day after August 31<sup>st</sup>. The closeout report is due to the TIA no later than October 6, 2017. Submit reports to the [Management of Awards to Recipient's System \(MARS\)](#). If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at 517-241-1788.

### **Other DHHS Reporting Requirements**

By the 28<sup>th</sup> of each month, the MWAs are required to provide the local DHHS office a report of the supportive services they have provided in the previous month. This report must list the supportive services provided, the individual names and case numbers, and the amount of services provided.

For Detroit Employment Solutions Corporation (DESC) and Southeast Michigan Community Alliance (SEMCA), the information is to be provided to the appropriate district office.

It is very important that all supportive services, to the extent possible, be documented on the One-Stop Management Information System. Please choose the "Employment-Related" fund source when entering services paid with these funds. The TIA is required to submit quarterly reports to the DHHS consisting of the following information:

- A list of participants
- Expenditures by participant

- Description of services provided
- Total cost of services for each participant
- Bulk purchases (can be noted as “bulk”)
- The total amount of funding expended by category and the number of participants served for the reporting period.

DESC and SEMCA must list the above requirements by district office in Wayne County. These reports should be sent to the TIA by April 20, 2017, July 20, 2017, and October 6, 2017, to:

Ms. Yvette Harris, Specialist  
Welfare Reform/Wagner-Peyser Section  
Michigan Talent Investment Agency  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Or email to: [HarrisY@michigan.gov](mailto:HarrisY@michigan.gov)  
Or fax to: 517-373-7794

**Action:** Affected MWAs must submit the PATH Employment-Related Supportive Services plan and Budget Information Summary within 30 days of the official date of this policy issuance to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at 517-335-5858. The information contained in this policy issuance will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration Date:** August 31, 2017

WMS:YH:pv

**PATH**  
**Employment-Related Supportive Services**  
**Plan Narrative Instructions**

**Identifying Information**

A. Michigan Works! Agency (MWA) Identification Information

The PATH Employment-Related Supportive Services Plan Contact Person: Identify the MWA contact person (including a phone number, email address, and fax number) for purposes of discussing the PATH employment-related supportive services plan content.

B. Description of the PATH Employment-Related Supportive Services to Be Provided

Provide a description of the employment-related supportive services that will be made available to PATH Family Independence Program participants

**Budget Information Summary Instructions  
PATH Supportive Services**

**Section I – Identification Information**

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

Policy Issuance: Enter the Policy Issuance number. 17-05 has been preprinted.

Grant Name: FY 17 TANF – SUPPORTIVE SERVICES has been preprinted.

Project Name: PATH SUPPORTIVE SERVICES has been preprinted.

Plan Period: 10/1/2016 – 08/31/2017 has been preprinted.

CFDA Number: 93.558 has been preprinted.

**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**

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 Planned Expenditures: This cell will automatically calculate.

<b>MWAs and Counties Served</b>	<b>Total MWA \$</b>	<b>County Transfer \$</b>
<b>Berrien-Cass-Van Buren</b>	<b>52,000</b>	
Berrien		25,000
Cass		7,000
Van Buren		20,000
<b>Capital Area</b>	<b>44,500</b>	
Clinton		7,000
Eaton		12,500
Ingham		25,000
<b>Detroit Employment Solutions Corp</b>	<b>140,328</b>	
City of Detroit		140,328
<b>Great Lakes Bay MWA</b>	<b>115,133</b>	
Bay		20,000
Isabella		15,133
Gratiot		10,000
Midland		20,000
Saginaw		50,000
<b>Macomb/St Clair</b>	<b>5,000</b>	
Macomb		5,000
<b>Michigan Works! Southwest</b>	<b>40,000</b>	
Kalamazoo		35,000
St. Joseph		5,000
<b>Northeast Michigan</b>	<b>12,000</b>	
Alcona		2,000
Alpena		5,000
Otsego		3,000
Montmorency		2,000
<b>Northwest Michigan</b>	<b>13,300</b>	
Antrim		100
Charlevoix		100
Emmet		100
Grand Traverse		2,000
Kalkaska		1,000
Missaukee		3,000
Wexford		7,000
<b>Oakland</b>	<b>50,000</b>	
Oakland		50,000

<b>MWAs and Counties Served</b>	<b>Total MWA \$</b>	<b>County Transfer \$</b>
<b>Region 7B</b>	<b>41,826</b>	
Arenac		4,500
Clare		10,914
Gladwin		5,412
Iosco		9,000
Ogemaw		6,000
Roscommon		6,000
<b>Southeast MI Community Alliance</b>	<b>106,618</b>	
Monroe		5,000
Wayne		101,618
<b>Southeast MI Consortium</b>	<b>5,000</b>	
Livingston		5,000
<b>Upward Talent Council</b>	<b>31,000</b>	
Baraga		2,000
Delta		3,500
Dickinson		3,000
Houghton		8,000
Marquette		10,000
Menominee		3,000
Schoolcraft		1,500
<b>West Michigan Works!</b>	<b>212,488.50</b>	
Allegan		10,000
Ionia		12,000
Kent		160,000
Montcalm		15,488.50
Ottawa		15,000
<b>Total</b>	<b>\$869,193.50</b>	<b>\$869,193.50</b>