



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-32, Change 3**

**Date:** September 6, 2019

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

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

**Subject:** Fiscal Year (FY) 2019 Partnership.Accountability.Training.Hope. (PATH)  
Program Additional Funding

**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

**Background:** This policy distributes additional FY 2019 TANF funding for utilization on planned/expanded service availability and in preparation of an increased referral base. These funds must be utilized by December 31, 2019, and are to be utilized in conjunction with 5<sup>th</sup> quarter funds and prior to the expenditure of FY 2020 funding.

**Policy:** The Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) will redistribute \$1,509,002 in FY 2019 TANF funding. The funding is being distributed for utilization on planned/expanded services and an anticipated increase in the Department of Health and Human Services (DHHS) referral base. These funds must be spent by December 31, 2019, and in conjunction with 5<sup>th</sup> quarter carry-in funding. There is no limit on the carry-in of these funds into Fiscal Year 2020. However, these funds must be fully expended before utilization of FY 2020 funding.

All requirements of PI 18-32 and Changes 1 and 2 remain in effect.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • www.michigan.gov/wda • 517-335-5858

**Action:** Affected MWA Directors must submit a revised Budget Information Summary within 10 days of the official date of this policy to Reemployment Services at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov).

**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. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov).

**Expiration**

**Date:** December 31, 2019

JB:YH:ww  
Attachment

**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. "18-32, Change 3" has been pre-printed.

Grant Name: Enter the grant name. "FY 19 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. "10/01/18 thru 09/30/19" 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 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. 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 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]), 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 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., a 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.*

**Fiscal Year 2019  
PATH Allocations**

<i>Michigan Works! Agencies</i>	<i>TANF Allocation</i>	<i>TANF Additional</i>	<i>P and I Allocation</i>	<i>Total Allocation</i>
	(\$)	(\$)	(\$)	(\$)
<b>Berrien/Cass/Van Buren</b>	1,312,909	45,679	159,358	1,517,946
<b>Capital Area</b>	2,064,365	66,064	340,770	2,471,199
<b>DESC</b>	15,902,501	288,471	2,592,050	18,783,022
<b>GST Michigan Works!</b>	7,582,924	112,991	1,416,857	9,112,772
<b>Great Lakes Bay</b>	4,010,707	67,541	662,057	4,740,305
<b>Macomb/St. Clair</b>	4,847,132	154,985	800,439	5,802,556
<b>Northeast</b>	655,314	22,381	108,573	786,268
<b>Northwest</b>	663,890	40,678	110,342	814,910
<b>Oakland County</b>	2,941,797	147,182	487,729	3,576,708
<b>Region 7B</b>	1,166,762	24,563	180,505	1,372,830
<b>SE Michigan Consortium</b>	3,161,736	106,046	563,183	3,830,965
<b>SEMCA</b>	5,019,218	141,129	888,786	6,049,133
<b>Southwest</b>	2,625,427	67,329	439,988	3,132,744
<b>UPWARD Talent Council</b>	1,289,119	40,228	213,209	1,542,556
<b>West Central</b>	819,065	27,212	127,540	973,817
<b>West Michigan Works!</b>	5,204,334	156,523	908,614	6,269,471
<b>Statewide Totals</b>	<b>\$59,267,200</b>	<b>1,509,002</b>	<b>\$10,000,000</b>	<b>\$70,776,202</b>

Additional Allocation based on projected new referrals.