



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL  
Policy Issuance (PI): 20-24**

**Date:** September 24, 2020

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

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

**Subject:** Fiscal Year (FY) 2021 Food Assistance Employment and Training (FAE&T)  
Program Plan Instructions

**Programs  
Affected:** FAE&T

**Rescissions:** None

**References:** Food and Nutrition Act (the Act) of 2008, 7 United States Code (U.S.C.)  
§ 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended,  
Public Law [PL] 88-525 [1964])

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL 110-246  
(2008) (codified, as amended, at 7 U.S.C.) § (2015)

Food and Nutrition Act of 2008, as amended by the Agriculture Improvement  
Act of 2018, PL 115-334, (2018)

7 Code of Federal Regulations, Department of Agriculture, Parts 273.75  
and 277

PI 19-38, Michigan Works! System Plan Instructions for Calendar Year 2020,  
issued December 30, 2019, and subsequent changes

PI 19-30, Procurement issued October 25, 2019

FAE&T Manual, issued January 9, 2020

**Background:** The Food and Nutrition Act of 2008 (the Act) provides that state agencies be  
given maximum flexibility in designing Employment & Training (E&T)  
programs for individuals receiving food assistance. The FAE&T Program  
provides participants opportunities to gain skills, training, or experience to  
improve their ability to obtain regular employment and increase

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self-sufficiency. The Michigan Department of Labor and Economic Opportunity–Workforce Development (LEO-WD) operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and WD.

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their Food Assistance Program (FAP) case.

In general, ABAWDs who do not receive either a federal or state exemption, or meet defined work participation standards, are limited to three months of FAP benefits over a three-year period. However, all 83 counties of the state have been approved for a waiver from this time-limited food assistance (TLFA) and therefore ABAWDs do not have a work requirement from October 1, 2020 through July 31, 2021.

The Act provides states flexibility in determining areas where an effective E&T program should be established. Recognizing rural areas or areas with low numbers of potentially eligible participants are extremely hard to serve, WD, in consultation with the MWAs and approval of their local Workforce Development Boards, have selected 10 MWAs to run FAE&T in FY 2021.

**Policy:**

**Allocations**

The FY 2021 funding is allocated by formula to the 10 MWAs operating an FAE&T Program. Attachment A is a chart detailing each MWA's funding.

**Use of Funds**

There is no carry-in of unexpended FY 2020 FAE&T funds. There will be no carry-forward of any unexpended FY 2021 FAE&T funds into FY 2022.

The MWAs will receive an allocation for program delivery and a separate allocation for supportive services. Supportive service funds consist of 50 percent U.S. Department of Agriculture E&T funding and 50 percent state funds. A separate Grant Action Notice will be issued for each funding source.

The FAE&T funds may only be used to provide E&T activities and supportive services to individuals referred to the MWAs by the MDHHS. Those referred may be ABAWDs subject to TLFA and ABAWDs volunteering to participate. There is an exception for agencies operating the FAE&T Plus program; the FAE&T funds may be used to provide services to any active participant co-enrolled with an FAE&T Plus provider, as long as the FAE&T Plus indicator on the One-Stop Management Information System (OSMIS) registration screen displays "Yes."

The FAE&T funds may be used to serve FAP applicants from the date of application until the application is approved, denied, or withdrawn. Those

who are determined eligible for FAP, will continue to be eligible for FAE&T services during the time they receive FAP benefits, or through the 90<sup>th</sup> day of Job Retention Services activity, if their FAP case closes. The FAE&T funds shall not be used for transporting applicants to and from the local MDHHS office to complete FAP applications or to provide assistance in completing FAP applications.

### **Program Delivery**

Program delivery funds may be used to market FAE&T services to potential participants. Due to the reinstatement of the ABAWD waiver, MWAs must create a marketing plan to attract and engage participants. The plan could include things such as written communication to share with customers and partner agencies, promotional material on the MWA website or social media platform, and referral efforts by the local MDHHS office. Marketing expenses must be reasonable and necessary and only to support the FAE&T Program. The MWAs should leverage their marketing efforts by partnering with local institutions, such as MDHHS offices, vocational and technical training centers, food banks, and community centers.

In addition to program delivery costs for approved activities, program funds may be used for actual educational costs, as long as the MWA verifies and documents no other source of financial assistance is available to the participant. With the exception of student loans, participants must attempt to secure federal financial aid, (e.g., a Pell Grant), if applicable, for the educational institution/activity.

Program delivery funds may be used for purchasing laptops or other similar equipment to support a participant's involvement if the equipment is only loaned to the participant. The MWA must ensure there is a procedure for the distribution and recovery of loaned equipment and follow federal cost principles regarding the disposition of the equipment.

Program delivery costs are not to exceed an average of **\$4,000** per participant. Marketing expenditures are excluded from this calculation.

### **Supportive Services**

Supportive service funds may be used for expenses incurred to assist participants to overcome barriers that prevent them from engaging in E&T activities. They must be reasonable and necessary, and directly related to participation in activities, not for supporting participants' involvement in unsubsidized employment.

Supportive services may include:

- Cellular phone service (limited to three months and no other source of free data or phone service is available or appropriate for the situation).
- Clothing (appropriate for job search activity or interviews).
- Course registration fee (may qualify as a program delivery expense).

- Drug tests (required for employment or training programs).
- Fingerprinting (required for employment).
- Internet or hotspot (limited to three months unless provided for a training program with a longer length.) Also, the MWA must ensure no other source of free internet is available or appropriate for the situation.
- Legal services (expunging a criminal record to secure employment).
- Medical services (e.g., TB test vision exam, eyeglasses, dental care or physical required for employment).
- Fees (e.g., union dues, test fees, licensing and bonding fees, background checks needed for training, or to support job search).
- Personal Grooming Supplies/Services (e.g., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards).
- State of Michigan identification card, temporary driving instruction permit, driving skills test, and driver's license.
- Activity fee (if required to participate; may qualify as a program delivery expense).
- Training materials, textbooks, and supplies.
- Transportation (e.g., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs [limited to \$350]).
- Work and training tools (e.g., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).

### **Job Retention Supportive Services**

Job retention supportive services are designed to assist the participant in maintaining employment and can only be provided when a participant is enrolled in the job retention service activity in the OSMIS. The following job retention supportive services are permissible if they are required to maintain the employment:

- Clothing.
- Fees (e.g., union dues, test fees, licensing and bonding fees).
- Personal Grooming Supplies/Services (e.g., personal hygiene products and services, including haircuts, to meet employer appearance standards).
- Transportation (e.g., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs).

- Work tools (e.g., equipment, tools, safety clothing, uniforms).

If gift cards or vouchers are provided, **as a prepaid allowance**, their use must be restricted to specific purchases or services allowed by the program **or** a receipt is required from the participant. For mileage reimbursement, the completed activity log where mileage was required satisfies the receipt requirement. In addition, case file documentation must clearly identify the supportive service provided.

The following items are **not allowed** to be paid for with FAE&T funds:

- Automobile insurance.
- Automobile ownership/operator taxes (tag and title).
- Automobile purchase.
- Drug/alcohol counseling or therapy.
- Food staples and groceries.
- Living stipend.
- Mental health treatment.
- Personal computers.
- Relocation expenses.
- Student loans, fees, penalties, or fines.
- Expenditures to support employment that was obtained prior to enrollment in FAE&T.

Supportive service expenditures may not exceed **\$960** per participant.

### **Administrative Costs**

Administration is the cost of allowable goods, services, and staff costs required for the general administrative functions of the program. General administrative costs shall be **limited to 10 percent** of the MWA's allocated funds. The allocation of shared costs must be consistent with an established cost allocation plan methodology. Documentation of such charges must be maintained. Administrative costs are to be taken against the MWA's allocation for program delivery only. Administrative costs must not be taken against the MWA's supportive services allocation.

## Profit

Please refer to the Procurement Policy, PI 19-30, issued October 25, 2019 or any policy replacing PI 19-30, for further information regarding profit and corresponding limitations.

## Performance Measure

In accordance with the WD/MDHHS agreement, if the MDHHS provides a significant enough increase in referrals, each MWA should plan to increase participant enrollments by 12 percent.

## Plan Instructions

- **Plan Approval Request** – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board chairperson.
- **Narrative** – which describes the planned program activities and supportive services to be provided, as described in the plan narrative instructions.
- **Budget Information Summary (BIS)** – which includes one BIS for program delivery and one BIS for supportive services funds.

## Action:

The MWA must process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must have on file appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet 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 the WD no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is also required and 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 Marilyn Carey at 517-241-6742.

The MWA officials receiving funding shall prepare and submit a signed Approval Request form, a Narrative, and BIS forms within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov) or by hardcopy to:

Michigan Department of Labor and Economic Opportunity-  
Workforce Development  
Ms. Melissa Stebbins  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**WD will not accept documents prior to the official date of the policy.**

**Inquiries:**

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

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**Expiration**

**Date:**

September 30, 2021

JB:SG:ms  
Attachment

### ***Plan Approval Request Form Instructions***

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. "Food Assistance Employment and Training" has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. "20-24" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/20 through 09/30/21" has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 19-38 issued December 30, 2019. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

## ***Approval Request Form***

1. Michigan Works! Agency (MWA) Name and Number:

2. Plan Title(s):

Food Assistance Employment and Training

3. Policy Issuance Number:

20-24

4. Plan Period:

October 1, 2020 through September 30, 2021

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Workforce Development Board Chairperson

Date:

Printed Name:

The Department of Labor and Economic Opportunity – Workforce Development, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

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

### ***Plan Narrative Instructions***

#### **A. Michigan Works! Agency (MWA) Identification Information**

FAE&T Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the FAE&T plan contents.

#### **B. Description of Services to be Provided**

The plan narrative is to provide a description of the FAE&T program design. At a minimum, the following elements must be included:

1. A description of each of the planned FAE&T program activities that will be available to participants (Supervised Job Search, Workfare, Educational and Training Programs, Vocational Training, and Job Retention Services).
2. A description of the marketing plan to attract and engage FAE&T participants.
3. A description of the FAE&T Program orientation design and referral process.
4. A description of the FAE&T participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
5. Describe the ongoing case management services. At a minimum, provide a description of the procedures for reviewing the progress of each participant in meeting the objectives of their Individual Service Strategy (ISS). The description should include how the MWA will oversee the ISS to ensure that the stated goals are being met and how problems will be resolved.
6. A description of how the FAE&T Program will be coordinated with ongoing programs (i.e., Workforce Innovation and Opportunity Act, FAE&T Plus) and other services within the MWA's geographical area.
7. A description of the supportive services and job retention supportive services available to participants.

## ***Budget Information Summary Instructions***

### **Food Assistance Employment and Training - Program Delivery**

#### **SECTION I - IDENTIFICATION INFORMATION**

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

Policy Issuance Number: Enter the policy issuance number. "20-24" has been pre-printed.

Grant Name: Enter the grant name. "FY21 ST ADM MTCH GRTS FOR THE SNAP" has been pre-printed.

Project Name: Enter the project name. "FY21 FOOD ASSISTANCE" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/20 through 09/30/21" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. "10.561" has been pre-printed.

#### **SECTION II - TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the 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**

Supervised Job Search: Enter the cumulative planned expenditures for Job Search activities

Workfare: Enter the cumulative planned expenditures for Workfare.

Educational/Training Programs: Enter the cumulative planned expenditures for Literacy and Academic Skills Training and Employment Enhancement Skills Training activities.

Vocational Training: Enter the cumulative planned expenditures for Vocational Training.

Job Retention Services: Enter the cumulative planned expenditures for Job Retention Services case management.

Marketing: Enter the cumulative planned expenditures to market the program.

Administration (10 percent Limitation): Enter the cumulative planned expenditures for administration.

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

#### **SECTION IV – LIMITATION PERCENTAGE**

*Planned administration expenditures should be equal to or less than 10%: This cell will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.*

**Note: The Program Delivery Budget Information Summary form titled “20-24\_BIS-Program.xlsx” is attached to this official policy email.**

## ***Budget Information Summary Instructions***

### **Food Assistance Employment and Training – Supportive Services**

#### **SECTION I – IDENTIFICATION INFORMATION**

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

Policy Issuance Number: Enter the policy issuance number. “20-24” has been pre-printed.

Grant Name: Enter the grant name. “FY21 SAM GRTS-SNAP-50% FED/50% GF” has been pre-printed.

Project Name: Enter the project name. “Food Asst. Supp Servs 50%FED/50%GF” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/01/20 through 09/30/21” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number associated with the Program. “10.561” has been pre-printed.

#### **SECTION II – TOTAL FUNDS AVAILABLE**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the 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**

Supportive Services: *This cell will automatically equal the total funds available.*

**Note: The Supportive Services Budget Information Summary form titled “20-24\_BIS-Supp-Serv.xlsx” is attached to this official policy email.**

Food Assistance Employment and Training Program Fiscal Year 2021		
Michigan Works! Agency	Program Delivery Allocation	Supportive Services Allocation
	(\$)	(\$)
ACSET dba West MI Works!	207,696	21,810
Berrien/Cass/Van Buren	30,482	3,201
Capital Area	55,810	5,860
Detroit Employment Solutions Corporation	457,542	48,046
Great Lakes Bay	100,972	10,603
GST Michigan Works!	119,568	12,556
Michigan Works! Southwest	93,695	9,839
Oakland County	146,895	15,425
SE Michigan Consortium	102,445	10,758
SEMCA	208,578	21,902
<b>Total</b>	<b>1,523,683</b>	<b>160,000</b>

**Formula Run by WD on August 20, 2020:**

Allocations based on number of Food Assistance Program (FAP) Cases by County as of June 2020

Berrien/Cass/Van Buren Michigan Works! allocation is based on operating the FAE&T Program in Berrien County only.

GST Michigan Works! allocation is based on operating the FAE&T Program in Genesee County only.

Capital Area Michigan Works! allocation is based on operating the FAE&T Program in Ingham County only.

LEO-WD reserves the right to redistribute funding based on need.

Minimum Allocation = n/a

Source of FAP cases: Department of Health and Human Services