



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 21-08**

**Date:** March 16, 2021

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

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

**Subject:** Food Assistance Employment and Training (FAE&T) Plus Expansion  
**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**References:** Food and Nutrition Act (the Act) of 2008, 7 United States Code (U.S.C.) § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964]).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 273.7.

PI 21-02, Michigan Works! System Plan Instructions for Calendar Year 2021 issued January 5, 2021.

FAE&T and FAE&T Plus Manual, updated November 17, 2020.

**Background:** The Food and Nutrition Act provides that state agencies be given maximum flexibility in designing Employment & Training (E&T) programs for individuals receiving Food Assistance. An E&T program is a package of services, which includes assessment, component activities, participant reimbursements, and follow-up. The United States Department of Agriculture, Food & Nutrition Service provides states with 50 percent reimbursement funds to support and expand robust E&T programs funded with non-federal dollars.

The Michigan Department of Health and Human Services (MDHHS) and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) are committed to expanding job-driven E&T services to all Food Assistance Program (FAP) recipients by operating a voluntary FAE&T Plus program. The FAE&T Plus program connects with third-party partners also known as Plus Contractors, that focus on employer demand while offering skills training and credentials required to obtain self-sustaining employment.

**Policy:**

WD has allocated \$150,000 in Fiscal Year (FY) 2021 General Fund/General Purpose funds, as shown in Attachment A, to support administrative functions necessary to expand the FAE&T Plus program within the Michigan Works! system. This policy provides \$50,000 to Capital Area Michigan Works!, Michigan Works! Southeast, and Southeast Michigan Community Alliance to develop and execute a plan to deliver the FAE&T Plus program by FY 2022.

The expansion efforts should include developing internal processes and connecting with third-party partners to fund and deliver quality employment and training programs for FAP recipients between the ages of 18 and 59 who are not receiving cash benefits from the MDHHS and are able to work upon program completion. The MWAs will also work with WD to receive approval of selected third-party partners to become Plus Contractors.

**Action:**

The MWA officials shall prepare and submit a signed Approval Request Form and a Budget Information Summary (BIS) within 30 days from the issue date of this policy to [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov). Instructions for completing the Approval Request Form and BIS are below.

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.

**Inquiries:** Questions regarding this policy should be directed to your assigned Reemployment Services state coordinator.

This policy is available for downloading from [WD's website](#).

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Whitney Wasser by telephone at 517-582-1214 or by email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov) for details.

WD is funded by State and Federal funds, more details available on the Legal Disclaimer page at [www.michigan.gov/workforce](http://www.michigan.gov/workforce).

**Expiration**

**Date:** September 30, 2021

JB:LM:ww  
Attachments

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

1. Michigan Works! Agency (MWA): Enter the name and number of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. "Food Assistance Employment and Training Plus Expansion" has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. "21-08" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "October 1, 2020 through September 30, 2021" has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 21-02, issued January 5, 2021. 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 Plus Expansion

3. Policy Issuance Number: 21-08

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 Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available upon request for individuals with disabilities.

WD, 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.

## **Budget Information Summary (BIS) Instructions**

### ***Food Assistance Employment and Training Plus - Program Administration***

#### SECTION I - IDENTIFICATION

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

**Policy Issuance Number:** Enter the policy issuance number. "21-08" has been pre-printed.

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

**Project Name:** Enter the project name. "FA E&T Plus Expansion" has been pre-printed.

**Plan Period:** Enter the start and end dates of the plan period. "10/1/20 through 9/30/21" has been pre-printed.

#### SECTION II - TOTAL FUNDS AVAILABLE

**Beginning Allocation:** Enter the amount of the beginning allocation.

**Additional Allocation:** Enter the amount of 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

**Program Delivery:** *This cell will automatically equal the total funds available.*

**Note:** The Program Administration BIS form titled "21-08\_BIS-Admin.xlsx" is attached to this policy email.

Food Assistance Employment and Training Plus Expansion  
Fiscal Year 2021, PI 21-08

<b>Michigan Works! Agency</b>	<b>Program Administration</b>
	(\$)
Capital Area	50,000
Michigan Works! Southeast	50,000
SEMCA	50,000
<b>Total</b>	<b>150,000</b>