



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: January 31, 2022

F&E&T Manual

Using and Maintaining the F&E&T Manual

The F&E&T Manual consolidates and replaces the F&E&T and F&E&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>.

References

Food and Nutrition Act of 2008 (the Act), 7 United States Code (U.S.C.) § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law [PL] 88-525 [1964])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

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.

The SNAP E&T Program Toolkit, Food and Nutrition Service, Revised June 2021

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

Workforce Development Policy Issuance 19-30c1, Procurement, issued October 8, 2021.

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 2
Section 2-3: Individual Service Strategy Page 3
Section 2-4: Activities Page 6
 Supervised Job Search Page 6
 Dual Program Enrollment..... Page 7
 Job Search Training Page 8
 Unpaid Work Activities Page 9
 Work-Based Learning Page 11
 Educational and Training Programs..... Page 12
 Entry of Educational and Training Outcomes Page 14
 Unsubsidized Employment Prior to Referral..... Page 15
 Unsubsidized Employment Page 15
 Job Retention Services Page 16
 Serving Employed Participants Page 17
 Non-Participating ABAWD – Multiple ABAWD Household Member..... Page 18
 Pending Deferral Determination..... Page 18
Section 2-5: Supportive Services Page 19
Section 2-6: Job Retention Supportive Services Page 20
Section 2-7: Disallowed Supportive Services..... Page 20
Section 2-8: Examples of Using a Gift Card..... Page 21
Section 2-9: Ending Participation in FAE&T and FAE&T Plus Page 21

Chapter 3: Other Related Policy

Section 3-1: National Reporting Measures Page 1
Section 3-2: Civil Rights and Non-Discrimination Training..... Page 1
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
 [FAET-500 Acceptable Documentation Form](#)..... Page 4

Section 4-3: Participation Forms..... Page 6
 [FAET-400 Verification of Employment Hours Form](#)..... Page 6
 [FAET-401 Workfare or Work Experience Log](#)..... Page 7
 [FAET-401WE Work Experience Log](#)..... Page 8
 [FAET-402 Job Search and Education Log](#)..... Page 9
 [FAET-402M Job Search and Education Log with Mileage](#)..... Page 11
 [FAET-403 Job Search and Education Single Activity Log](#)..... Page 13
 [FAET-403M Job Search and Education Single Activity Log with Mileage](#)..... Page 15
 [FAET-404 Plus Acknowledgement Form](#)..... Page 17
 [FAET-402S Job Search and Education Log Spanish](#)..... Page 18
 [FAET-402MS Job Search and Education Log with Mileage Spanish](#)..... Page 20
 [FAET-403S Job Search and Education Single Activity Log Spanish](#)..... Page 22
 [FAET-403MS Job Search and Education Single Activity Log w/ Mileage Spanish](#)..... Page 24
 [FAET-404S Plus Acknowledgement Form Spanish](#)..... Page 26

Section 4-4: Participant Checklist..... Page 27
 [FAET-405 Participant Checklist](#)..... Page 27

Section 4-5: Semi-Annual Case Review Forms..... Page 28
 FAET-501 Case Review Checklist..... Page 28
 FAET-502 Corrective Action Form..... Page 29

[Section 4-6: USDA Non-Discrimination Statement](#)..... Page 30

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 2
 FAET-200 Plus Invoice and Non-Federal Funds Certification Instructions..... Page 5
 [FAET-200 Plus Invoice Workbook](#)..... Page 10

Section 5-4: MWA's Request for Reimbursement..... Page 13

[FAET-300 Worksheet](#).....Page 15

Chapter 6: FAE&T Plus Proposal Process

Section 6-1: FAE&T Plus Overview Page 1
 FAE&T Plus Flow Chart..... Page 2
Section 6-2: Selecting and Onboarding the FAE&T Plus Provider..... Page 3
Section 6-3: Renewing the FAE&T Plus Contract..... Page 6
Section 6-4: Instructions for Preparing a New Plus Proposal..... Page 6
 [FAET-100 Summary of the Organization](#) Page 6
 [FAET-100A Description of the Activity](#)..... Page 9
 FAET-100B Budget – MWA Instructions Page 12
 [FAET-100C Plus Assurances](#) Page 14
Section 6-5: Submitting the Proposal Page 16
Section 6-6: Potential Provider Instructions for Completing the Plus Budget..... Page 17
 [FAET-100B Plus Budget](#)..... Page 21

Chapter 7: OSMIS Instructions

Section 7-1: OSMIS Access and Rules..... Page 1
Section 7-2: OSMIS Overview Page 2
 Logging into the OSMIS..... Page 2
 Searching for a Participant Page 3
 Participant Header Fields and Definitions..... Page 6
Section 7-3: FAE&T OSMIS Service Codes in Welfare Reform..... Page 9
Section 7-4: Registering the Participant..... Page 10
Section 7-5: Identifying Barriers for the ISS from the Registration Page Page 16
Section 7-6: Creating and Entering the ISS Page 19
Section 7-7: Entering Activities Page 30
 Entering the Orientation Activity..... Page 31
 Entering Employment Activities Page 33
 Entering Work-Based Learning Activities..... Page 34
 Entering Unpaid Work Activities..... Page 35
 Entering Education and Training Activities..... Page 36
 Entering Job Readiness Activities Page 37
 Entering Job Retention Services Activity..... Page 38
Section 7-8: Entering Actual Hours for Activities..... Page 38
Section 7-9: Entering Projected Hours Page 40

Section 7-10: Entering Supportive Services..... Page 44
Section 7-11: Ending Action Plans Prior to Termination Page 48
 System Generated Termination and the Effect on an Action Plan Page 49
Section 7-12: System Termination Reasons Page 49
Section 7-13: MWA Entered Terminations Page 50

History of Changes

Date	Change
January 8, 2020	FAE&T Manual Released
November 5, 2020	<p>Updated Chapters include:</p> <p>Chapter 1 – Section 1-1, Section 1-2</p> <p>Chapter 2 – Section 2-1, Section 2-3, Section 2-4, Section 2-5, Section 2-7</p> <p>Chapter 4 Forms Updated – FAET-500, FAET-401, FAET-401WE, FAET-402, FAET-402M, FAET-403, FAET-403M, FAET-501, FAET-502</p> <p>Chapter 5 – Section 5-1, Section 5-2, Section 5-3, Section 5-4 (New Section)</p> <p>Chapter 6 – 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 & 12 to 12 & 13.</p> <p>Updated screenshots in Chapters, 2, 3, 5, and 6.</p>
November 2, 2021	<p>The term Plus Contractor has been changed to Plus provider.</p> <p>Chapter 1 FAE&T and FAE&T Plus – Section 1-1: Eligible participants now include adults aged 18-59 who receive food assistance but not cash assistance from MDHHS.</p> <p>The waiver from time-limited food assistance extended through September 30, 2022.</p> <p>Section 1-2. Updated MWA map.</p> <p>Chapter 2 Program Components – Section 2-1: Case management meetings and provision of services must serve a purpose in advancing the success of the participant and are not simply “box checking” activities that misuse the participant’s time.</p> <p>Section 2-2: Purpose of orientation defined.</p> <p>Section 2-3: The Individual Service Strategy must be reviewed yearly, and a case note must be entered if no changes were needed.</p> <p>Section 2-4: To qualify as supervised job search, the career coach must have the necessary knowledge and skills to guide and support the participant through successful job search to obtain employment. Job Search Training (JST) has returned as an allowable activity.</p> <p>JST is not for participants that require work readiness activities provided in Employment Enhancement Skills Training.</p> <p>Work-Based Learning activities added.</p> <p>Job Retention Services (JRS): The MWA must enter a case note in OSMIS that describes the plan for services or indicate the participant</p>

	<p>declined to participant in JRS. Note for FAE&T Plus Contractors Providers: expenditures related to JRS qualify for reimbursement if the Plus provider has an approved JRS activity and the “unsubsidized employment” activity is open in OSMIS with actual hours entered.</p> <p>Section 2-5: Personal computer/laptop/tablet and necessary accessories have been added to the list of allowable supportive services. Housing Assistance is designed for emergency situations and the rationale must be documented in the case file. Taxi service should be temporary, and the rationale must be documented in the case file.</p> <p>Section 2-9: Additional examples given for when to end participation.</p> <p>Chapter 3 Other Related Policy – Section 3-1 and Section 3-2: Additional requirements.</p> <p>Section 3-6: The review also ensures the assessment process and results are documented and case notes tell the story of the customer’s participation.</p> <p>Chapter 4 Forms – Form FAET-500 Documentation Checklist was rearranged, and form FAET-405 Participant Checklist was added.</p> <p>Updated FAET-402, FAET-402M, FAET-403, and FAET-403M to include Job Search Training.</p> <p>Updated FAET-404 to include checkbox for “Participant provided the MWA with verbal authorization to sign on their behalf.”</p> <p>Chapter 5 FAE&T Plus Invoice Process – Section 5-1, Section 5-3: additional steps and screenshots included with the invoice instructions. Section 5-4.</p> <p>Chapter 6 FAE&T Plus Proposal Process – New Chapter</p> <p>Chapter 7 OSMIS Instructions – Previously Chapter 6, now revised as Chapter 7. All sections updated with more detailed instructions and screenshots.</p>
January 31, 2022	<p>Chapter 2 Program Components</p> <p>Section 2-4:</p> <ul style="list-style-type: none"> • The following activity names have been updated in the One-Stop Management Information System (OSMIS) to match existing language in the manual: Job Search is now Supervised Job Search and Educational/Training Programs-EEST is now Employment Enhancement Skills Training – EEST. • The Basic Literacy activity is now Basic Ed/Foundational Skills in both OSMIS and the manual. • ‘WD use only’ codes have been added for each activity. • Required documentation has been listed for each activity to indicate the applicable forms available to support the documentation of hours in OSMIS.

- Guidance was added describing when a participant must provide notification of a change in income.

Section 2-5: Process added to request a policy exception for supportive services.

Chapter 3 Other Related Policy

Section 3-5: Link updated for the Bridges Administrative Manual

Chapter 4 Forms

Chapter 4 Forms: Participation forms were updated to reflect the change from Basic Literacy to Basic Ed/Foundational Skills

Section 4-2: Acceptable documentation updated.

Section 4-3: Participation forms for supervised job search, job search training, and educational activities are now available in Spanish. The Plus Acknowledgement form is also available in Spanish.

Chapter 5 FAE&T Plus Invoice Process

Section 5-3: Modified headings for the Invoice and Non-Federal Funds Certification Worksheets.

Chapter 7 OSMIS Instructions

Section 7-2: If the electronic referral from Bridges **fails**, the MWA or Plus provider must contact the MDHHS and LEO-FAET-Policy@michigan.gov to determine if a manual registration in the OSMIS is needed. Manual registrations require the MWA/service provider to confirm FAP benefits each month.

Section 7-3: OSMIS service codes updated with new activity names

Section 7-6: Employment Goal best practice updated.

Sections 7-7, 7-8, and 7-9: References and screenshots associated with the above activities have been updated to reflect the new activity names.