

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 09/04/14 (pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 13-10, Change 3

Date: September 4, 2014

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
SIGNED

Subject: Fiscal Year (FY) 2014 Partnership. Accountability. Training. Hope. (PATH) Program Redistribution of General Fund/General Purpose (GF/GP) Funding

Programs Affected: PATH Program

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

Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

Rescissions: None

Background: This policy redistributes deobligated FY 2014 GF/GP funding in the amount of \$860,000. This policy also redistributes recaptured GF/GP funding in the amount of \$201,949 for a total of \$1,061,949. This funding must be spent by September 30, 2014.

Policy: The WDA will deobligate \$860,000 from the Genesee/Shiawassee MWA and redistribute \$1,061,949 of GF/GP funding to MWAs that have requested additional funding.



Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
517.335.5858 | TTY 888.605.6722

Action: Affected MWA directors must submit a revised Budget Information Summary within 10 days of the official date of this policy issuance to harrisy@michigan.gov.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 373-6324. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2014

GC:YH:pv
Attachments

**PARTNERSHIP.ACCOUNTABILITY.TRAINING.HOPE. (HOPE)
GENERAL FUND/GENERAL PURPOSE (GF/GP)
BUDGET INFORMATION SUMMARY (BIS)
INSTRUCTIONS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. "13-10, Change 3" has been preprinted.
4. Plan Period: Identify the time period covered by the plan. "10/01/13 through 09/30/14" has been preprinted.
5. Grant Name: Enter the grant name. "FY 14 PATH GF/GP" has been preprinted.
6. Project Name: Enter the project name. "PATH GF/GP" has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total GF/GP amount allocated for the plan period.
2. Deobligation Amount: Enter FY 2014 Deobligation amount.
3. Redistributed Amount: Enter FY 2014 Redistributed amount.
4. Total Allocation: Enter total GF/GP allocation for FY 2014

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

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.

- b. Education/Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education/training activities include: satisfactory attendance at 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]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

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.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. 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 for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

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., payroll system for the MWA staff).
 - Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, 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.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:
3. Policy Issuance Number: 13-10, Change 3	4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 PATH GF/GP	6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$
2. Deobligation Amount	\$
3. Redistributed Amount	\$
4. Total Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

FY 2014 PATH GF/GP

Michigan Works! Agency	Current GF/GP Allocation	Deobligated Funds	Redistributed Funds	Revised Total GF/GP Funds
	(\$)	(\$)	(\$)	(\$)
Recaptured GF/GP Funding		(201,949)		
ACSET	645,034			645,034
Berrien/Cass/Van Buren	364,931		22,500	387,431
Calhoun ISD	423,665			423,665
Capital Area	425,229		30,000	455,229
Central Area	201,368			201,368
DESC	3,387,020		128,449	3,515,469
Eastern U.P.	85,480			85,480
Genesee/Shiawassee	1,710,248	(860,000)		850,248
Great Lakes Bay	704,662		110,000	814,662
Kalamazoo-St. Joseph	517,211			517,211
Livingston County	41,409			41,409
Macomb/St. Clair	1,141,767			1,141,767
Muskegon/Oceana	744,423			744,423
Northeast	169,765		25,000	194,765
Northwest	203,068		100,000	303,068
Oakland County	802,412		383,000	1,185,412
Ottawa County	95,928		48,000	143,928
Region 7B	269,877		30,000	299,877
SEMCA	1,586,699			1,586,699
South Central	456,845			456,845
The Job Force Board	111,026		75,000	186,026
Thumb Works!	216,561		20,000	236,561
Washtenaw County	194,418			194,418
West Central	182,271		40,000	222,271
Western U.P.	105,151		50,000	155,151
Total	14,786,468	(1,061,949)	1,061,949	14,988,417