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OFFICIAL

Workforce Development Agency (WDA)

Policy Issuance (PI): 15-05

E-mailed: 04/20/15 (pv)

Date: April 20, 2015

To: Ms. Pamela Moore, President and CEO
Detroit Employment Solutions Corporation (DESC)
Michigan Works Agency (MWA)

From: Stephanie Beckhorn, Director, Office of Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Detroit Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), Workforce Investment Act (WIA) or Workforce Investment Opportunity Act (WIOA) after July 1, 2015, Initiative Guidelines and Plan Instructions

Programs Affected: Food Assistance Employment and Training (FAE&T) and WIA/WIOA

Rescissions: None

References: Food and Nutrition Act of 2008, 7 U.S.C. § 2011 (2008) (originally enacted as Food Stamp Act of 1977, as amended, Public Law (PL) No. 88-525 [1964])

Code of Federal Regulations (CFR), Title 7, Department of Agriculture (7 CFR 273.7)

Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), PL No. 110-246 (2008) (codified as amended at 7 U.S.C. § 2015)

CFR, Title 7, Department of Agriculture (7 CFR 277) (OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments

The WIA of 1998



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The WIA Final Rule 20 CFR Section 664.500

The Workforce Innovation and Opportunity Act (WIOA) of 2014, PL 113-128

Background: In an effort to strengthen the relationship between the SNAP and the WIA/WIOA funded workforce development system in Michigan, additional funding has been provided by the United States (U.S.) Department of Agriculture, Food and Nutrition Services to support an innovative initiative.

The Initiative's goal is to maximize federal, state, and local resources by integrating or aligning programs and services of the state and local workforce investment boards, the Michigan Works! One-Stop Service Centers and Michigan's FAE&T Program. These resources provide an opportunity for Food Assistance Program (FAP) recipients to engage in focused job driven programs that will increase self-sufficiency and reduce reliance on public assistance, while meeting employer demand for skilled workers.

To assist the City of Detroit in recovering from the recent recession, this Initiative will provide critical resources and economic incentives to help residents find employment and reduce reliance on public assistance. The DESC MWA has been selected to deliver this enhanced employment and training program for a two-year period from April 1, 2015 through March 31, 2017.

This policy issuance distributes an initial award of **\$232,593 in Fiscal Year (FY) 2015 FAE&T Program Operations** funding and **\$16,875 in FY 2015 Supportive Service funds** to support the Detroit SNAP E&T WIA/WIOA Initiative through September 30, 2015

The MWA is required by state law to subcontract with public and/or private providers through a competitive procurement process for case management and delivery of participant services, unless granted approval otherwise in accordance with WDA PI 11-13, or any policy issuance that replaces WDA PI 11-13.

Policy: **Program Overview**

This Initiative is an enhancement of Michigan's FAE&T Program which is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The Initiative will target 200 individuals to receive expanded training opportunities, supportive services and coordinated case management services. The Initiative includes wage subsidies (such as, short-term subsidized employment and On-the-Job Training) available to employers, to encourage job placement of participants with an emphasis on employers who are willing to hire at the end of the subsidy period. All

subsidized employment activities will be concluded within the designated two-year period. Participants that have begun educational activities during the Initiative will continue to receive the services necessary to complete their programs.

The Michigan Department of Human Services (DHS) is responsible for determining who is eligible for FAE&T and to facilitate the electronic referral process via the Bridges System to the One-Stop Management Information System (OSMIS). The MWA should collaborate with the DHS Gratiot/Seven Mile District Office and other partners; such as, food banks, vocational and technical training centers, and community centers to identify potential participants. It is important to sufficiently market and convey the positive aspects of the Initiative to potential participants.

The MWA will serve the ABAWDs that volunteer to participate with oversight and technical assistance from the WDA. The MWA is responsible for assessing the employment and educational needs, then assigning appropriate activities. Due to the voluntary nature of the program, participants should not be disqualified from the Initiative for failure to comply with the requirements of a specific activity. The participants may be moved to a different activity to continue participation.

As long as ABAWDs in Michigan are not subject to FAP Time Limited Food Assistance, the required participation effort for participants can vary on a case-by-case basis, with the provision that the participant is progressing towards self-sufficiency. The WDA will notify the MWA when Time Limited Food Assistance is reinstated. At that time all participants will be required to engage in approved activities for 20 hours or more per week, averaged monthly.

All activities permit a stronger emphasis on case management. Intensive case management may be provided on a continuing basis throughout participation in all activities. The hours spent by participants in case management activities should be included within the hours of approved activities.

To be eligible, FAP applicants and recipients (without dependent children) must be 18-49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday).

Program Orientation

A program orientation must be available to participants within five days of their referral from the DHS. Participant referrals remain open until the last date to attend the program orientation, which is indicated in the “*Last Date to Attend Orientation*” field of the OSMIS. The orientation should consist of an overview of the program, responsibilities of the participant, and the

consequences for noncompliance. Adverse action and disqualification of FAP benefits will only apply to clients who refuse employment.

Individual Service Strategy

Individual Service Strategies (ISSs) are required for all participants based upon the available personal characteristics, any identified barriers, assessment results and existing skill levels. The use of detailed and thorough ISSs will allow for the most effective and efficient delivery of services.

Program Activities

The MWA has the flexibility to determine the sequencing of assigned activities on an individual participant basis. As a reminder, due to the voluntary nature of the program, participants should not be disqualified from the Initiative for failure to comply with the requirements of a specific activity. A participant may be moved to a different activity to continue participation.

Job Search and Job Search Training

(Enter in OSMIS as the “Job Search and Job Readiness Asst.” activity.)

Job Search and Job Search Training must directly enhance the employability of the participant. Job Search includes Job Club and counseling.

Job Search Training assists individuals to become familiar with general workplace expectations and learn behaviors and attitudes necessary to compete successfully in the labor market. Job Search Training may include, but is not limited to:

- teaching participants how to read maps and bus schedules,
- tips on personal hygiene and appearance, and
- testing, job interests, use of the Michigan Occupational Information System and the Pure Michigan Talent Connect system.

Participants can be **enrolled solely** in Job Search and Job Search Training for a maximum of 30 days. The 30 days does not need to occur concurrently, but time spent participating in Job Search/Job Search Training without another assigned activity must be applied to the 30-day limit.

If a participant has completed 30 days of Job Search/Job Search Training, any additional time spent job searching must be done in conjunction with another allowable activity and may only comprise less than half of the total hours of the primary activity.

Example: If a participant is assigned to 20 hours per week of employment and training activities, then Job Search/Job Search Training activities must be limited to less than half (10 hours) of the 20-hour assignment. Hence, the participant could be assigned to 15 hours of vocational training and 5 hours of Job Search/Job Search Training. However, participants may volunteer to participate in Job Search hours above the assigned amount.

The limitation on the number of hours of participation in Job Search activities does not apply if the Job Search/Job Search Training activities are operated under Title 1 of the WIA/WIOA, or Section 236 of the Trade Adjustment Assistance (TAA) Act.

Workfare

(Enter in OSMIS as the “Workfare” activity.)

Workfare is a work component in which FAP recipients perform work in a public service capacity. Workfare participants receive compensation in the form of their monthly FAP allotment in lieu of wages. The primary goal of Workfare is to improve employability and encourage individuals to move into unsubsidized employment, while returning something of value to the community.

Workfare must comply with these conditions:

- Workfare must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in Workfare. Vacancies due to hiring freezes, terminations, or layoffs must not be filled by Workfare participants.
- Workfare participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, such as workers’ compensation and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant. Participants are covered by workers’ compensation as outlined in the DHS Bridges Eligibility Manual 232 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/bem/232.pdf>.
- The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the Workfare Program.
- Workfare jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.

- Workfare jobs must not be related, in any way, to political or partisan activities.

Assigned participation in Workfare may not exceed the number of hours equal to the FAP benefit for that month, divided by the higher of the applicable state or federal minimum wage. However, participants may volunteer for additional workfare hours, as permitted by the MWA.

To determine the number of allowable Workfare hours, the MWA must verify the FAP benefit amount with the DHS Gratiot/Seven Mile specialized caseworker or through the customer's MI Bridges account, before determining initial Workfare hours. The DHS caseworker will be providing this information to the MWA on an ongoing monthly basis.

Before determining initial Workfare hours, the MWA must determine the number of allowable Workfare hours by verifying the FAP benefit amount with the DHS Gratiot/Seven Mile specialized caseworker or through the customer's MI Bridges account.

Educational and Training Programs

A principal objective of the Initiative is to increase the variety and availability of training resources, in order to provide the types of skills needed to secure unsubsidized employment and self-sufficiency. Services should emphasize stackable credentials, as well as entrance into career pathways in growth industries.

Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job-readiness must be established for the component to be approved by the MWA.

- Literacy and Academic Skills Training
(Enter in OSMIS as the 'Educational/Training Programs – Literacy' activity.)

Educational/training programs expand the job search abilities or employability of those subject to the program. Allowable educational activities may include, but are not limited to:

- high school or equivalent education programs,
 - remedial education programs to achieve a basic literacy level, and
 - instructional programs, such as, English as a Second Language, basic computer skills training and basic literacy skills.
- Employment Enhancement Skills Training
(Enter in OSMIS as the "Educational/Training Prgrms-Emp Enhancement Srvs" activity.)

The goal of Employment Enhancement Skills Training is to increase or develop participants motivation to begin and continue participation activities relating to employment. It is designed to stabilize participants living circumstances and facilitate successful participation in the program. This may include activities such as:

- improving self-image,
- motivational activities, which include prioritizing work and building or improving self-esteem,
- time and money management,
- improving interpersonal relationships,
- referrals to address health-related issues,
- information about and referral to service agencies in order to access housing, food, and clothing assistance, and
- information about how to access other community resources.

Projected Initiative Outcome: 200 participants enroll and complete basic skills training and attain satisfactory basic skills through Literacy and Academic Skills Training or Employment Enhancement Skills Training.

- Vocational Training
(Enter in OSMIS as the “Vocational Occupational Training” activity.)

Vocational Training improves the employability of participants by providing training in a skill or trade allowing the participants to move directly into employment. All vocational training activities should be organized educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in-demand occupations, based on local labor market information (LMI) data and will include but is not limited to: Certified Nursing Assistant (CNA), Commercial Driver’s License (CDL), Construction trades, operations and maintenance.

Projected Initiative Outcome: 80 participants per year (160 total)

Program funds may be used to cover the actual educational costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client. Participants must attempt to secure Federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity.

Subsidized Employment

(Enter in OSMIS as the “Subsidized Private Sector Employment or the Subsidized Public Sector Employment” activity.)

The Initiative will provide wage subsidies for participants who need work experience to complement the focus of training services and facilitate the

transition to unsubsidized employment. The MWA will identify potential employers that are in in-demand industries for placements. The MWA must enter into a memorandum of understanding (or contract) with the employer regarding activity criteria, such as evaluating and monitoring the participant's work performance.

The MWA must provide the participant with comprehensive case management to ensure program completion and to assist in the transition into unsubsidized employment, or an On-the-Job-Training (OJT) assignment, if further training is needed.

Subsidized employment opportunities should offer a minimum of 20 hours per week, at a minimum rate of \$8.15 per hour, for a period of four to six weeks.

Projected Initiative Outcome: 40 participants per year (80 total)

Subsidized Employment must comply with these conditions:

- Subsidized Employment must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in Subsidized Employment. Vacancies due to hiring freezes, terminations or layoffs must not be filled by Subsidized Employment participants.
- Subsidized Employment participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, such as workers' compensation and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant.
- The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the Subsidized Employment.
- Subsidized Employment jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.
- Subsidized Employment jobs must not be related, in any way, to political or partisan activities.

Enrollment in WIA/WIOA, State, or Local Projects or Programs (Dual Program Enrollment)

Participants may be enrolled in this component if they are dually enrolled in other employment and training programs, such as the WIA (or WIOA after July 1, 2015), Section 236 of the TAA Act, or other state or local projects/programs; such as the Prisoner Re-Entry program.

The MWA may coordinate placement in employment and training programs through other allowable funding sources for which the participant is eligible. Time spent participating in the additional program activities can be applied to the Initiative, as appropriate.

The MWA case manager assigned to this Initiative must remain in contact with the participant while they are enrolled in the training programs listed below.

- **On-the-Job Training (OJT)**
(*Enter in OSMIS as the “Dual Program Enrollment” activity.*)

Participants who qualify for an OJT opportunity should be referred to the local DESC One-Stop provider for enrollment as a WIA/WIOA Adult in the OSMIS. The OJT assignments should be targeted with employers in the fields of home healthcare, transportation and logistics firms, construction, and other in-demand industries. The OJT should offer 30 hours per week, at a rate of \$10.00 per hour, for a period of up to six weeks.

Priority should be given to those who have completed the subsidized employment activity but have not secured unsubsidized employment.

Projected Initiative Outcome: 20 participants per year (40 total)

- **Apprenticeships**
(*Enter in OSMIS as the “Dual Program Enrollment” activity.*)

Individuals participating in construction trades and other apprenticeable occupations will be considered for referral to the Detroit Registered Apprenticeship Program (DRAP). The DRAP is a long-term (two - three year) apprenticeship program. Participants who qualify should be referred to the local DESC One-Stop provider for enrollment as a WIA/WIOA Adult in the OSMIS.

Projected Initiative Outcome: Four to eight referrals for the duration of the Initiative.

A direct connection between the training and employability must be established.

Note: Detroit Initiative participants may not participate in programs funded under Temporary Assistance for Needy Families, such as PATH.

Supportive Services

Supportive Services are services designed to assist participants in overcoming barriers that prevent them from engaging in employment and training activities. They must be reasonable and necessary, and directly related to participation in activities, not for supporting participants' involvement in unsubsidized employment.

Please note: Subsidized employment is a component of this Initiative and Supportive Service funds may be used to support the activity.

A participant may receive an average of \$75 per month for transportation, school supplies, tools or equipment, clothing, personal hygiene and other grooming (including haircuts) needed to secure employment.

Supportive Services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, Supportive Services may be provided through reimbursement to the participant for the actual cost of services incurred.

The United Community Housing Coalition (UCHC) may provide housing stabilization services; such as, rent and security deposit for up to 15 participants or more, if funds are available. Housing stabilization services must comply with the rules of the Community Development Block Grant and the U.S. Department of Housing and Urban Development. The MWA must contact the DHS Gratiot/Seven Mile specialized caseworker prior to referral to the UCHC to find out if the participant qualifies for Temporary State Emergency Relief Housing Assistance (SER) through the DHS. All participants must apply for SER funds and complete all SER eligibility, prior to being approved for housing assistance through the UCHC and this Initiative. The MWA shall reimburse UCHC 50 percent of the actual expenditures, where invoices clearly identify Detroit SNAP E&T WIA/WIOA participants and associated costs. Reimbursable expenses may not exceed two months per participant.

The MWA has the option to provide additional hard cash local matches from non-federal funding sources, if they wish to provide supportive services in excess of the average \$75 per person and the UCHC assistance. The MWA will be responsible for documenting their use of local matching funds for the

provision of supportive services, and for verification that their local match is acceptable.

Mental health services may be provided by referral to the Healthy Michigan Plan; however, mental health services shall not be billed to this Initiative.

As part of a dual enrollment with WIA/WIOA, participants may also be able to receive clothing through a non-profit agency called, “Jackets for Jobs.”

Unsubsidized Employment

(Enter in OSMIS as the “Unsubsidized Employment” activity.)

Unsubsidized employment is full or part-time employment in the public or private sector that is not supported by Temporary Assistance for Needy Families, State General Fund/General Purpose funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all participants to prepare for self-sufficiency and public assistance case closure. Employed participants should be encouraged to engage in other employment and training activities to increase the likelihood of achieving self-sufficiency.

***Projected Initiative Outcome:** 100 participants secure unsubsidized employment during the Initiative.*

***Projected Initiative Outcome:** 80 participants retain employment for 90 days.*

Job Retention Services

(Enter in OSMIS as the “Job Retention Services” activity.)

Job Retention Services may be provided to individuals who secure full or part-time unsubsidized employment after receiving other employment or training services under the Initiative. This activity provides case management and supportive services to help participants achieve satisfactory performance, retain employment, and increase earnings over time.

Job Retention Services:

- May be provided for a maximum of 90 days;
- May continue for the full 90 days, even if the FAP case closes; and
- If the customer is employed at the time of registration, Job Retention Services can only be provided if the participant has secured a new job or a new position with the original employer.

Job Retention Services are limited to 90 days per referral. The 90 days do not need to occur concurrently, but the MWA must track the time Job Retention Services are provided to verify that 90 days are not exceeded in any one

referral. At the end of the 90 days, or earlier if Job Retention Services are no longer requested, the participant can be terminated in OSMIS with the reason, “Completed Program Objectives,” or engaged in an additional employment and training activity.

- Job Retention Supportive Services

Job retention supportive services must be reasonable, necessary and directly related to supporting the participant’s employment.

A participant may receive an average of \$75 per month for transportation, school supplies, tools or equipment, clothing, personal hygiene and other grooming (including haircuts) needed to maintain employment.

Supportive Services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, Supportive Services may be provided through reimbursement to the participant for the actual cost of services incurred.

Examples:

A participant enrolled in the Initiative secures 15 hours of unsubsidized employment. The participant is in need of transportation assistance to maintain the new employment. The “Unsubsidized Employment” activity is opened and the “Job Retention Services” activity is opened to provide mileage reimbursement. After 30 days, the job is going well and employment related assistance (mileage reimbursement) is no longer needed, but additional training is requested to increase overall self-sufficiency. The “Job Retention Services” activity is ended and a new training activity is opened. The “Unsubsidized Employment” activity remains open. The MWA may now provide regular Supportive Services to support the training activity, and 60 days of Job Retention Services remain available for future use.

A participant enrolled in the Initiative completes a training component and secures full-time unsubsidized employment. The participant is in need of transportation assistance to maintain the new employment. The “Unsubsidized Employment” activity is opened and the “Job Retention Services” is opened to provide mileage reimbursement. Job Retention Services are provided for the next 90 days. After 90 days, the “Job Retention Services” activity is ended. If the customer is still eligible for FAP, they may volunteer for additional employment and training activities. Regular “Supportive Services” may be provided to support the non-work activity; however, “Job Retention Services” activity and its related supportive services have been exhausted for this referral.

Data Entry and Documentation

The MWA must capture all required participant and reporting information in the OSMIS. Data entry for all activities must be within two days of the start and end dates of participation. Participation must be documented on an activity log, weekly timesheet, or other official verification form. The OSMIS case notes must be used to document additional case information, as necessary.

There is a special indicator labeled “SNAP E&T WIA Initiative” located in OSMIS on the registration page under the “Special Initiative Indicators” heading. The indicator must be set to “Yes” for all participants involved in the Initiative.

Entry of Educational and Training Outcomes

The MWA must enter into the OSMIS all participants’ educational and training outcomes prior to termination/case closure. As a best practice, the MWA should enter educational outcomes when they are attained. In the registration component of the OSMIS, case managers will be required to indicate whether or not the participant obtained a high school diploma/GED, an associate’s degree, other post-secondary degree, or other training credentials during the enrollment. All educational and training outcomes must be verified by the MWA, prior to being entered into the OSMIS.

Confidentiality

Information contained in all program case records is confidential and may be released only under limited circumstances. The DHS confidentiality policy can be found in the Bridges Administrative Manual (BAM) at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BAM/310.pdf>.

The privacy of individuals must be safeguarded, and the MWA may not release any information related to an individual participant. A customer, however, may consent to a release of information upon signing a release of information form. The MWA is also allowed to release aggregate data about participants. Aggregate data includes the total number of participants employed, number of people enrolled in activities, etc. The MWA must adhere to these guidelines when administering this Initiative.

Evaluation

Performance evaluation will be based primarily on data reported to and collected by the OSMIS. In addition, individual success stories will assist with evaluating the level of accomplishment resulting from the new

components and additional supportive services. The MWA should be mindful of the opportunities to document these positive outcomes.

Should additional information be required, requests for such information will be forwarded to the MWA for completion. The MWA is expected to cooperate and comply with the data collection requests needed for evaluation to the extent possible.

Use of Funds

This policy issuance distributes an initial award of \$232,593 in FY 2015 FAE&T Program Operations funding and \$16,875 in FY 2015 Supportive Service funds to support the Detroit SNAP E&T WIA/WIOA Initiative through September 30, 2015. The Supportive Service allocation includes \$1,875 for DESC to reimburse UHC 50 percent of the housing assistance provided to participants. The UHC portion of the expenditure should be documented in the Management of Awards to Recipients System (MARS) as “Other Federal Funds Expended.”

Subsequent allocations will be distributed for FY 2016 and 2017.

There will be no carry-forward of any unexpended FY 2015 funds into FY 2016. A separate Grant Action Notice will be issued for each funding source.

Expenditures against the funding awarded in this policy issuance may not be accrued prior to April 1, 2015.

Funds may only be used to provide employment, training and supportive services to individuals who are referred to the MWA by the DHS, and designated as Detroit SNAP E&T WIA/WIOA participants in OSMIS.

Funds may be used to serve FAP applicants from the date of application until the application is approved, denied, or withdrawn. The ABAWDs who are determined eligible for FAP will continue to be eligible for employment and training services during the time period they receive FAP benefits or through the 90th day of Job Retention Services activity.

Program funds may be used to provide outreach about the program to potential volunteers. Outreach expenses must be reasonable and necessary to promote the Initiative.

Funds shall not be used for transporting applicants to and from the local DHS office to complete FAP applications or to provide assistance in completing FAP applications.

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 award.

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 operations only. Administrative costs must not be taken against the MWA's Supportive Services allocation.

Plan Instructions

The MWA shall prepare **one plan for FY 2015** which consists of the following:

- Section I. Plan Approval/Modification Request – which bears the signatures of authorized chief elected officials and the Workforce Development Board chairperson.
- Section II. Narrative – describing the planned Program activities **and** Supportive Services-to be provided.
- Section III. Budget Information Summary (BIS) – which includes one BIS for Program Operations and one BIS for Supportive Services funds. Separate Grant Action Notices will be issued for each funding source.

Action:

Fiscal Information

The MWA must process all cash requests through the Management of Awards to Recipients System (MARS). 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. Accrued expenditures are the charges incurred by the grantee during a given period requiring the provision of funds for:

- 1) Goods and other tangible property received;
- 2) Services performed by employees, contractors, sub-grantees, subcontractors and other payees; and

- 3) Other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

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 issuance must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA 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 to the MARS system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Kerry Trierweiler at (517) 241-1788.

Please refer to the WDA Procurement Policy, 12-29, issued March 5, 2013, or any policy replacing the WDA PI 12-29, for further information regarding profit and corresponding limitations.

Program Plan Information

An MWA official shall prepare and submit a Plan which contains a narrative, two BISs, and a signature page. **Plans are to be submitted within 30 days from the date of this policy issuance** via e-mail to: Ms. Pam Vance at vancep1@michigan.gov **and** to Ms. Yvette Harris at harrisy@michigan.gov.

The hard copy of the original signature page must be submitted to:

Mr. Brian Marcotte, Manager
Welfare Reform/Wagner-Peyser Section
Workforce Development Agency
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform state coordinator at (517) 335-5858. 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: March 31, 2017

SB:LM:pv

SECTION I

Detroit SNAP E&T WIA/WIOA Initiative Workforce Development Board Plan Approval/Modification Request Instruction Sheet

Identifying Information

1. **Michigan Works! Agency (MWA)**: Enter the name of the MWA. “DESC” has been preprinted.
2. **MWA Number**: Enter the number assigned to the MWA. “7” has been preprinted.
3. **Plan Title(s)**: Enter the appropriate title for the plan being submitted. “Detroit SNAP E&T WIA/WIOA Initiative” has been preprinted.
4. **Policy Issuance (PI) Number**: Enter the appropriate PI number. 15-05 has been preprinted.
5. **Plan Period**: Identify the spending/grant period covered by the specific plan action. “04/01/15 through 09/30/15” has been preprinted.

**Detroit SNAP E&T WIA/WIOA Initiative
PLAN APPROVAL/MODIFICATION REQUEST**

1. Michigan Works! Agency (MWA): DESC	2. MWA Number: 7
3. Plan Title(s): Detroit SNAP E&T WIA/WIOA Initiative	
4. Policy Issuance Number: 15-05	5. Plan Period: 04/01/15 through 09/30/15

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

The Workforce Development Agency, State of Michigan, 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.

SECTION II

Detroit SNAP E&T WIA/WIOA Initiative NARRATIVE

A. Michigan Works! Agency (MWA) Identification Information

Detroit SNAP E&T WIA/WIOA Initiative Contact Person: Identify the MWA contact person (including telephone number and e-mail address) for purposes of discussing the plan contents.

B. Program Design/Description of Services to be Provided

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

1. A description of each of the planned activities that will be available to participants (Job Search and Job Search Training, Workfare, Educational and Training Programs, Subsidized Employment, and Job Retention Services.) The narrative should include a summary of how the activities relate to the needs and problems of the targeted participants.
2. A description of the participant assessment process. The assessment should address the barriers, skill levels, and service needs of the participant.
3. A description of the Program orientation design and referral process.
4. A description of 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.
5. A description of how the Initiative will be coordinated with ongoing programs (i.e., Workforce Investment Act [WIA], Workforce Innovation and Opportunity Act [WIOA]) and other services within the MWA's geographical area; such as, On-the-Job Training and Detroit Registered Apprenticeship Program.
6. A description of the supportive services available to participants and other costs reasonably necessary and directly related to participation. (i.e., transportation, school supplies, tools or equipment, clothing, personal hygiene and other grooming [including haircuts] needed to secure employment.)
7. A description of the Job Retention Services supportive services available to participants and other costs reasonably necessary and directly related to participation. (i.e., transportation, school supplies, tools or equipment, clothing, personal hygiene and other grooming [including haircuts] needed to maintain employment.)

SECTION III

Detroit SNAP E&T WIA/WIOA Initiative PROGRAM OPERATIONS BUDGET INFORMATION SUMMARY General Instructions

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA. “DESC” has been preprinted.
2. MWA Number: Enter the number assigned to the MWA. “7” has been preprinted.
3. Policy Issuance Number: Enter the appropriate policy issuance number (and change if applicable). “15-05” has been preprinted.
4. Plan Period: Identify the time period covered by the specific plan action. “04/01/15 through 09/30/15” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY15 ST ADM MTCH GRTS FOR THE SNAP” has been preprinted.
6. Project Name: Enter the Project Name. “FY15 Detroit Initiative” has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Allocation: Enter the initial amount allocated for the plan period.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

This section is a breakout of planned expenditures for activities during Fiscal Year 2015.

1. Employment and Training Expenditures
 - a. Job Search/Job Search Training: Enter the amount of cumulative planned expenditures for job search/job search training activities

- b. Workfare: Enter the amount of cumulative planned expenditures for workfare.
- c. Educational/Training Programs: Enter the amount of cumulative planned expenditures for educational/training programs.
- d. Subsidized Employment: Enter the amount of cumulative planned expenditures for subsidized employment.
- e. Job Retention Services: Enter the amount of cumulative planned expenditures for job retention services.

2. Marketing

Enter the amount of cumulative planned expenditures for marketing.

3 Administration

Enter the amount of cumulative planned expenditures for administration.

Total Planned Expenditures: Enter the total cumulative planned expenditures.

**Detroit SNAP E&T WIA/WIOA Initiative
PROGRAM OPERATIONS
Budget Information Summary**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): DESC		2. MWA Number: 7
3. Policy Issuance Number: 15-05	4. Plan Period: 04/01/15 through 09/30/15	
5. Grant Name: FY15 ST ADM MTCH GRTS FOR THE SNAP	6. Project Name: FY15 Detroit Initiative	
7. CFDA Number: 10.561		

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category:	Amounts:
1. Employment and Training Expenditures:	
a. Job Search/Job Search Training	\$
b. Workfare	\$
c. Educational/Training Programs	\$
d. Subsidized Employment	\$
e. Job Retention Services	\$
2. Marketing	\$
3. Administration	\$
Total Planned Expenditures (1 + 2 + 3)	\$

The Workforce Development Agency, State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation, or belief in programs funded under the Balanced Budget Act of 1997 and the Food Stamp Act of 1977.

**The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described.
Noncompliance penalty results in withholding of funds.**

**Detroit SNAP E&T WIA/WIOA Initiative
SUPPORTIVE SERVICES
BUDGET INFORMATION SUMMARY
General Instructions**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA. “DESC” has been preprinted.
2. MWA Number: Enter the number assigned to the MWA. “7” has been preprinted
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “15-05” has been preprinted.
4. Plan Period: Identify the effective dates of the proposed plan action. The dates “04/01/15 through 09/30/15” has been preprinted.
5. Grant Name: Enter the Grant Name. “FY15 SAM GRTS-SNAP-50% FED/50% GF” has been preprinted.
6. Project Name: Enter the Project Name. “FY15 Detroit Initiative Supp. Servs.” has been preprinted.
7. CFDA Number: Enter the CFDA number associated with the Program. 10.561 has been preprinted.

SECTION II – TOTAL FUNDS AVAILABLE

1. Allocation: Enter the initial amount allocated for the Fiscal Year 2015 supportive services funding.
2. Additional Allocation: Enter the additional allocation, if applicable, for the plan period.
3. De-obligation: Enter the de-obligation amount, if applicable, for the plan period.
4. Total Funds Available: Enter the total funds available for the plan period.

SECTION III – CURRENT PLANNED EXPENDITURES

1. Planned Expenditures: In this section, provide cumulative planned actual (not accrued) expenditures for supportive services and Job Retention Services supportive services, which include transportation, clothing, tools, and other supportive services necessary and directly related to participation.

**Detroit SNAP E&T WIA/WIOA Initiative
SUPPORTIVE SERVICES
BUDGET INFORMATION SUMMARY**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): DESC		2. MWA Number: 7
3. Policy Issuance Number: 15-05	4. Plan Period: 04/01/15 through 09/30/15	
5. Grant Name: FY15 SAM GRTS-SNAP-50% FED/50% GF	6. Project Name: FY15 Detroit Initiative Supp. Servs.	
7. CFDA Number: 10.561		

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation	\$
2. Additional Allocation	\$
3. De-obligation	\$
4. Total Funds Available	\$

SECTION III - CURRENT PLANNED EXPENDITURES

Planned Supportive Service Expenditures:	Amount:
1. Planned Expenditures	\$

OWD-177

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The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.