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STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
LANSING

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**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 15-25, Change 1**

E-mailed: 04/19/16 (pv)

**Date:** April 19, 2016

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

**From:** Joe Billig, Director, Office of Talent Policy and Planning (SIGNED)  
Workforce Development Agency

**Subject:** Fiscal Year (FY) 2016 Temporary Assistance for Needy Families (TANF)  
Refugee Program for Select MWAs

**Programs Affected:** Partnership. Accountability. Training. Hope. (PATH)

**References:** Reauthorization of the TANF Program; Final Rule, 45 Code of Federal Regulations (CFR) Parts 261, 262, 263, and 265; Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

Refugee Resettlement Program, Federal Register 45 CFR, Part 400 and 401

PATH Program Manual, issued on November 17, 2014

**Rescissions:** None

**Background:** The PATH Program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Health & Human Services, Office of Refugee Services provides additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program. A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country on account of race, religion, or nationality, membership in a particular social group or political opinion.

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This policy distributes additional General Fund/General Purpose (GF/GP) funding in the amount of \$162,881 for refugee services including employment-related services, case management and supportive services.

**Policy:** This policy allocates additional FY 2016 GF/GP funding to support the refugee program. The WDA will distribute \$162,881 to MWAs that requested additional refugee funding.

**Action:** Affected MWA officials shall prepare and submit a Budget Information Summary within 30 days of the official date of this policy issuance via the Internet e-mail system to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov).

**Inquiries:** Questions regarding this policy issuance should be directed to Ms. Yvette Harris by telephone at (517) 241-0092 or by e-mail to [HarrisY@michigan.gov](mailto:HarrisY@michigan.gov).

**Expiration  
Date:** September 30, 2016

JB:YH:pv  
Attachment

**PATH – GF/GP**  
**Budget Information Summary Instructions**

**Section I - Identification Information**

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

Policy Issuance: “15-25, Change 1” has been preprinted.

Grant Name: “FY16 PATH GF/GP” has been preprinted.

Project Name: “Refugee” has been preprinted.

Plan Period: “10/1/2015 thru 09/30/2016” has been preprinted.

CFDA Number: N/A.

**Section II - Total Funds Available**

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: This cell will automatically calculate.

**Section III - Planned Expenditures by Cost Categories**

Direct Client Services:

Employment: Enter the cumulative amount planned for Employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by TANF, state GF/GP funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for work subsidies.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. They do not include expenditures related to payment to participants in community service and work experience activities that are within the definition of assistance.

Other Work Activities: Enter the cumulative amount planned for other work activities.

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.

Unpaid Work: Enter the cumulative amount planned for Unpaid Work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, providing childcare services to individuals participating in community service.

Education/Training Activities: Enter the cumulative amount planned for education/training activities.

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.

Job Search/and Job Readiness: Enter the cumulative amount planned for job search/job readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes or through less structured individualized activities.

Total Direct Client Services: This cell will automatically calculate.

Supportive Services:

- a. Auto Purchases: Enter the cumulative amount planned for auto purchases.
- b. Public Transportation: Enter the cumulative amount planned for public transportation. 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 planned for auto related expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.
- d. Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: This cell will automatically calculate.

Administration: Enter the cumulative amount to be spent for each of the administrative cost categories during the plan period.

- e. 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.
- f. 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.

Total Administration: This cell will automatically calculate.

Total Planned Expenditures: This cell will automatically calculate.

#### **Section IV – Limitation Percentages**

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations.

**FY 2016 Refugee Assistance  
Allocations**

<b>Michigan Works! Agency</b>	<b>Current Allocation</b>	<b>Additional Funding</b>	<b>Total Allocation \$</b>
West Michigan Works!	\$58,815	\$50,000	\$108,815
Michigan Works! Southwest	\$18,952	\$10,000	\$28,952
Capital Area	\$69,925	\$10,000	\$79,925
Detroit Employment Solutions Corp.	\$15,030	\$25,000	\$40,030
Macomb/St. Clair Workforce Development Board	\$261,400	-0-	\$261,400
Oakland County	\$144,423	\$42,881	187,304
Southeast Michigan Community Alliance	\$66,003	\$25,000	91,003
Southeast Michigan Consortium	\$18,952	-0-	18,952
<b>Total</b>	<b>\$653,500</b>	<b>\$162,881</b>	<b>\$816,381</b>