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A. Cover Page and Authorized Signatures

State: Michigan

State Agency Name: Michigan Department of Health and Human Services

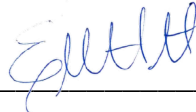
Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Bethany Cabanaw	SNAP State Administrator	517-243-5560	Cabanawb2@michigan.gov
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Certified By:



12/16/2024

Elizabeth Hertel, MBA

Date

Director

Michigan Department of Health and Human Services

Certified By:



12/17/24

State Agency Fiscal Reviewer

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
CDC	Child Development and Care
FAE&T	Food Assistance Employment & Training Program
FAP	Food Assistance Program
LEO-WD	Michigan Department of Labor and Economic Opportunity, Workforce Development
MDHHS	Michigan Department of Health and Human Services
MWA	Michigan Works! Agency
OSMIS	One-Stop Management Information System
PATH	Partnership. Accountability. Training. Hope. (E&T for TANF population)
SICS	Self-Initiated Community Service
SOM	State of Michigan

D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	Check Box
I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Mission: The Food Assistance Employment and Training (FAE&T) program helps those who volunteer to participate in employment and training activities that will improve their ability to obtain and retain regular employment and increase self-sufficiency. FAE&T offers skills training for the credentials required to obtain self-sustaining employment.

Vision: The vision of Michigan's Food Assistance Employment and Training Program (FAE&T) is to assist individuals receiving Food Assistance benefits with finding employment through various programs and training activities. The vision of our employment-related policies for FAP households is to assist applicants and recipients toward self-sufficiency by providing them with the opportunity to pursue employment and/or education and training through our FAE&T and FAE&T Plus programs.

Michigan operates a comprehensive workforce system through a network of 16 local Workforce Development Boards (WDBs) and MWAs, incorporating 101 One-Stop Service Centers. Fully compliant with the WIOA and overseen by the LEO-WD, Michigan's workforce system is based on a demand-driven model and promotes a flexible, innovative, and effective workforce system within the State. Michigan Center for Data and Analytics (MCDA) provides a wealth of information to the MWAs on growth industries and occupations on both the State and local level. The MCDA produces Michigan's Regional Career Outlooks every other year. They are distributed by email and highlighted during their Occupational Outlook conference. Staff from MCDA also regularly participate in the Michigan Works! annual conference.

The Food Assistance Employment and Training (FAE&T) program is part of this comprehensive workforce development system, serving the needs of low income and unemployed individuals and Michigan's employers. All FAE&T program services are delivered and/or overseen by 10 of the 16 MWAs. The program is skills based and offers education, work readiness and job retention activities, all meant to help recipients of food assistance gain skills, training, work, or experience that will increase their ability to obtain regular employment and meet state or local workforce needs.

FAE&T participants are referred to career coaches at the MWAs for evaluation and assistance. Career coaches rely on their experience, the participants' goals, and the extensive information provided by MCDA and other sources to assure participants engage in meaningful activities geared towards employment.

In addition, universal employment services are available in 101 One-Stop Service Centers operated by the MWAs to support FAP recipients throughout Michigan's 83 counties.

Is the State's E&T program administered at the State or county level?

State level administration

(For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

Provide the geographic areas of the State where the E&T program operates and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

E&T services are delivered through 10 of the 16 Michigan Works! Agencies (MWAs) in the following 32 counties: Allegan, Barry, Bay, Berrien, Branch, Calhoun, Genesee, Gratiot, Hillsdale, Huron, Ingham, Ionia, Isabella, Jackson, Kalamazoo, Kent, Lapeer, Lenawee, Livingston, Midland, Monroe, Montcalm, Muskegon, Oakland, Ottawa, Saginaw, Sanilac, Shiawassee, St. Joseph, Tuscola, Washtenaw and Wayne counties. Each fiscal year, LEO-WD, the MWAs and their local workforce development boards consider the potentially eligible population and availability of funding to determine where it is most effective to deliver E&T services throughout the State of Michigan.

Michigan does not operate a mandatory E&T program.

Provide a list of the components offered.

- Supervised Job Search
- Job Search Training
- Job Retention
- Self-Employment Training
- Education
 - Basic Foundational Skills Instruction
 - Career/Technical Education Programs or Vocational Training
 - English Language Acquisition
 - Work Readiness Training
- E&T Workfare
- Work Experience
 - Work Activity

- Work-Based Learning, Transitional Jobs Subsidized by E&T

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

Program services are detailed in LEO-WD's [FAE&T and FAE&T Plus Program Manual](#).

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

Michigan is adding one new Third-Party Provider, Phalan Leadership Academies University, through GST Michigan Works!. Michigan will be working with Oakland County Michigan Works! and Upper Peninsula (UP) Michigan Works! during FY 2025 to become an FAE&T Plus MWA for FY 2026.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

N/A

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to

a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

LEO-WD met with Jessica Brousseau and Chiole Mose-Telesford, liaisons for the State Workforce Development Board (SWDB) on February 28, 2024. The initial meeting was to give an overview of the program and FY 2025 planning. There was a discussion regarding an FAE&T Plus Interest Survey being sent to the MWA directors to gauge further interest in the FAE&T Plus program. The survey was sent to the MWA directors on March 18, 2024. LEO-WD did not get as many responses as planned. LEO-WD held another meeting with the SWDB on April 24, 2024, to discuss survey results. As a result of this meeting, it was decided to do an FAE&T Plus Informational Webinar, which was conducted on May 22, 2024, and a follow up survey for MWA Directors to complete was sent following the webinar. LEO-WD in collaboration with MDHHS continue to have conversations with the SWDB regarding ways to increase MWA interest in the FAE&T Plus Program.

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Special State Initiatives: Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

Coordination with title I of WIOA: Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

The MWAs administer state and federal workforce development programs such as veteran's employment services, adult, and vocational education (through local Boards of Education), vocational rehabilitation, migrant worker services, employment services funded through Wagner Peyser, the TANF funded program referred to as PATH in Michigan, and the Workforce Innovation and Opportunity Act (WIOA). This system is designed to increase administrative efficiency, maximize use of funds, and provide the broadest, most accessible range of services to both employers and job seekers. FAE&T services are offered in locations where WIOA services are provided or in a few instances the MWA coordinates with the service center to ensure FAE&T customers have access to participate in WIOA programs.

Typically, FAE&T customers are referred to WIOA on an individual basis. Referrals are generated by the FAE&T career coach and go directly to the identified WIOA staff. Referrals are made when a perceived benefit is identified that will assist the customer with goal setting and attainment. One of the more common reasons for making such referrals and dual enrollment in both programs is access to training funds. This most commonly occurs with FAE&T customers receiving vocational training through WIOA Title I. WIOA staff will contact referred customers and schedule a meeting for orientation and program suitability and eligibility determination. The WIOA staff and FAE&T staff enter customer information in the OSMIS case management system to share assessment results, participation hours, supportive services provided and ongoing case notes.

The FAE&T program is listed as a non-core partner within Michigan's Unified WIOA State Plan.

WIOA Combined Plan: Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

TANF/GA Coordination: Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

The MWAs also deliver the TANF funded PATH program and in most situations the career coaches are co-located and are trained in both programs. With the change to market FAE&T services to all FAP recipients that do not receive TANF, there will be a marketing emphasis on individuals that have recently lost TANF benefits due to time limits or other closure reasons.

Other Employment Programs: Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Currently Berrien/Cass/Van Buren and SEMCA MWAs coordinate with the Michigan Department of Corrections' (MDOC) Offender Success program and deliver FAE&T services to referred participants. The Offender Success program only works with citizens who have returned to their community.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

Did the State agency consult with ITOs in the State?

Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*

Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

Name the ITOs consulted.

Bay Mills Chippewa Indian Community
 Grand Traverse Bay Band of Ottawa and Chippewa Indians
 Hannahville Indian Community
 Keweenaw Bay Indian Community
 Lac Vieux Desert Band of Lake Superior Chippewa Indians
 Little River Band of Ottawa Indians
 Little Traverse Bay Bands of Odawa Indians
 Match-e-be-nash-she-wish Band of Potawatomi Indians of Michigan
 Nottawaseppi Huron Band of the Potawatomi Indians
 Pokagon Band of Potawatomi Indians
 Saginaw Chippewa Indian Tribe
 Sault Ste. Marie Tribe of Chippewa Indians

Outcomes: Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

MDHHS has been working to improve our relationship with our tribal partners in FY24. MDHHS met with our tribal liaison on February 15, 2024, to discuss ways to improve our relationship with our tribal partners and discussed how we can deliver our FAP Employment and Training (FAP E&T) program to assist with the employment and training needs of the tribal citizens.

March 28, 2024, we met with FNS and the tribal partners to introduce ourselves to the tribes and discussed that our goal is to create ways we can improve FAP E&T services to the tribal citizens. MDHHS also notified the tribal partners that we would have the tribal consultation portion of the State Plan completed by mid-June and we would schedule a meeting to discuss the State Plan, answer any questions they have, allow 30 days for review and feedback, and give an overview of the FAP E&T program.

May 21, 2024, we met with our tribal liaison to discuss dates for our upcoming meeting with the tribes.

On June 25, 2024, MDHHS and the tribal partners discussed the state plan and gave an overview of the FAP E&T Program. State Plan feedback was due by July 25, 2024. MDHHS did not receive any feedback from the Tribes.

In FY25 we will hold quarterly meetings with our tribal partners to discuss ways we can bring our FAP E&T program services to our tribal citizens. MDHHS will create marketing material that will outline the FAP E&T program and the services we offer to distribute to any tribal citizen who may be interested in the program. MDHHS will continue discussions with the tribes throughout FY25 about how we can bring services to the tribal citizens and ask for their input on how they would like to see the MDHHS FAP E&T program utilized in their communities.

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- Yes
 No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

The State agency operates the following type of E&T program (*select only one*):

- Mandatory per 7 CFR 273.7(e)
 Voluntary per 7 CFR 273.7(e)(5)(i)
 Combination of mandatory and voluntary

The State agency serves the following populations (*check all that apply*):

- Applicants per 7 CFR 273.7(e)(2)
 Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
 Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
 No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

All work registrants are exempt from mandatory E&T participation.

How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

N/A as Michigan is a Voluntary State

What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas

Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

Through an inter-agency agreement, MDHHS provides SNAP E&T funding to LEO-WD to provide guidance and oversight for the MWAs to administer the FAP E&T program. The MWAs may also subcontract with organizations to deliver FAP E&T services funded with 100% funds or FAE&T Plus services with non-federal funding, which is eligible for a 50% federal reimbursement, also known as the third-party reimbursement model. Any reference to the MWA throughout this plan encompasses both the FAE&T and FAE&T Plus providers.

How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

There is ongoing coordination and communication between MDHHS and LEO-WD at the state level via quarterly meetings between management staff. Daily communication and coordination occur between MDHHS and LEO Specialists for day-to-day operation of the program. Meetings are scheduled in between these times where policies and procedures are developed, and at the local level where the MWAs and local MDHHS offices meet to refine procedures and discuss individual cases.

Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Participant data is shared between MDHHS' eligibility system, Bridges, and LEO-WD's One-Stop Management Information System (OSMIS). The FAE&T and FAE&T Plus providers can view and update information for participants assigned to their MWA. MDHHS E&T coordinators can view all participant information in OSMIS including case notes. Additional communication takes place via email, telephone and in person or remote meetings.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

Client information is transferred back and forth from Bridges and OSMIS nightly. Bridges sends OSMIS the client contact information & personal characteristics; FAP grant amount, eligibility period, case status, TLFA (ABAWD) status, countable months & case review date; household workfare/work experience hours & hours for ABAWDs; MDHHS case worker information and supportive service expenditures. OSMIS sends Bridges actual hours of participation for E&T components, employment, and workfare along with supportive service expenditures related to engagement in FAP E&T.

If an ABAWD chooses not to participate with FAP E&T or the FAP E&T provider determines they qualify for an exemption, a pending deferral (exemption) request will be entered in OSMIS as the electronic tool that communicates the E&T provider determination to Bridges. The MDHHS eligibility specialist will contact the client to determine the appropriate assignment.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

There are regularly scheduled meetings that bring the local agencies together with the two state agencies, where the state agencies discuss planned policy changes and the MWAs and local MDHHS offices can inform the state offices of problems they are experiencing to work jointly on solutions.

The LEO-WD FAE&T and FAE&T Plus Manual is sent by email to all MWAs when updates are made and is available online at [Labor and Economic Opportunity - Policy and Program Guidance \(michigan.gov\)](https://www.michigan.gov/labor-economic-opportunity). In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering FAE&T and FAE&T Plus services through the third-party reimbursement model. MDHHS and LEO will work towards adding the MDHHS logo to all public facing materials.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

LEO-WD monitors FAP E&T partners as outlined in the interagency agreement between MDHHS and LEO-WD. MDHHS participates in this monitoring reviews and collaborates with LEO-WD on the summary report. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year. The following lists the summary of topics monitored and included in Cycle II monitoring reports.

Service Provider – Allowable Cost, Cost Allocation, and Cost Classification – The purpose of this review was to evaluate the Michigan Works! Agency's (MWA's) service provider's system to ensure it is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the grant, including allocating the costs to the extent a benefit was received. [2 CFR Part 200; 48 CFR Part 31]

Service Provider – Budgeting Systems and Internal Controls – The purpose of this review was to evaluate the MWA's service provider's method for tracking planned expenditures that allow it to compare actual expenditures or outlays to planned or estimated expenditures. In addition, the review will evaluate the internal controls the Entity has for effective control and accountability of all grants and subrecipient cash, real property, personal property, and other assets. [2 CFR Part 200.302, .303 & .308]

Service Provider – Financial Reporting – The purpose of this review was to determine whether the MWA's service provider has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its grant activities and those of its subrecipients according to the financial reporting requirements of the grant. [2 CFR Part 200.302]

Service Provider – Procurement and Contract Administration – This review was designed to evaluate the MWA's service provider's procurement procedures for compliance with applicable federal and state laws and regulations, as well as a system for the administration of its contracts,

including the appropriate contract or subrecipient clauses. [2 CFR Part 200.318-.328]

LEO-WD policy staff conduct annual on-site or virtual site visits to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAP E&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD plans to visit each MWA during FY 2024 to conduct an in-person or virtual site visit. MDHHS policy staff will attend each site visit along with LEO-WD to ensure FAP E&T policy is applied appropriately.

LEO-WD policy staff conduct semi-annual reviews of FAP E&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on OSMIS. The review also ensures the assessment process and results are documented and case notes tell the story of the customer's participation. The semi-annual review is a random sample of all E&T participants, which includes those provided services at a One-Stop Service Center or a third-party partner.

In addition, MDHHS will work with the Region in FY 2025 to establish a process to routinely monitor the FAP E&T programmatic and fiscal operations of LEO-WD and third-party providers to ensure adherence to SNAP and E&T policy.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

LEO-WD distributes quarterly outcome reports that track how many participants are engaged in supervised job search/job search training, educational activities, and employment as well as the percentage of participants exited to employment.

OSMIS allows all users to view current and previous quarter FAP E&T performance reports for their MWA and the state level report. State level users can view all MWA reports along with the state level report. This report mirrors the information provided in the annual report sent to FNS.

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

Describe how the State agency screens applicants to determine if they are work registrants.

Work registration is accomplished when a client signs the Assistance Application either in person or through the online e-signature process. The MDHHS eligibility specialist collects data about each client through the Bridges interview driver flow. Bridges screens for potential deferral/exemption and the determination will display for the Eligibility Specialist. This data determines work participation status and calculates the appropriate deferral/participation reason code that is stored on the MDHHS Data Warehouse. These systems track work registrants, ABAWDs, and those who are deferred from the general work requirements and the ABAWD work requirement. A Work Registrant Indicator is visible to MDHHS specialists in Bridges in the FAP EDG eligibility information box. In addition, The MDHHS Specialist will review any work requirements the individual may be required to meet at application, redetermination, member add or when an individual has a deferral ending. The MDHHS Eligibility Specialist will also screen the individual for any deferrals/exemptions the individual may qualify for. The individual will be sent the MDHHS 6015 Consolidated Work Notice at application, redetermination, member add and when a deferral/exemption is ending to notify the individual of any work requirements they may be subject to. When a FAP applicant or recipient is determined to be a work registrant, they will also receive notice of this on the DHS-1605, Client Notice.

How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

Work registration is accomplished when a client signs the Assistance Application either in-person or through the online e-signature process. The MDHHS eligibility specialist collects data about each client through the Bridges interview driver flow. Based on data collection information, Bridges identifies potential deferral/exemption, and the determination will display for the eligibility specialist. This data determines work participation status and calculates the appropriate deferral/participation reason code that is stored on the MDHHS Data Warehouse. These systems track work registrants, ABAWDs, and those who are deferred from the general work requirements and the ABAWD work requirement. A Work Registrant Indicator constitutes the individual as being work registered and is visible to MDHHS specialists in Bridges, in the FAP EDG Eligibility information box.

At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

This is completed at initial application, redetermination, member add and when someone is ending a deferral/exemption. The MDHHS 6015 Consolidated Work Notice is sent to the individual notifying them of any work requirement they may be subject to. In addition, the MDHHS Specialist will review any work requirements the individual may be required to meet at application, redetermination, member add or when an individual has a deferral ending. The MDHHS Eligibility Specialist will also screen the individual for any deferrals/exemptions the individual may qualify for.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State’s SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

MDHHS eligibility specialist will use the screening process at application,
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

MDHHS eligibility specialist will use the screening process at application, redetermination, member add and when an individual has a deferral ending, to determine an appropriate fit for FAP E&T before generating the referral. The MDHHS

specialist provides information to all applicants and recipients who are required to register as work registrants but remain voluntary participants in the FAP E&T Program.

For individuals who wish to participate in the FAP E&T program, once the MDHHS specialist indicates that the client volunteers to participate in the FAP E&T program, the referral will be generated, and the referral information is transferred to OSMIS through a nightly interface file. The MDHHS eligibility specialist will document in Bridges case comments or on the interview guide that the individual was screened for an appropriate fit for FAP E&T and if the individual chose to volunteer or indicated they were not interested in volunteering in the FAP E&T program.

These individuals are given Employment Code MN (Mandatory) on the MDHHS Data Warehouse. MN does not denote a mandatory requirement; it is the internal coding used in Bridges to indicate that they are a work registrant and can be referred to the MWA for E&T services.

Michigan will be working to update policy to include the process "Screening for Referral" to FAE&T by 12/31/24.

(If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Individuals may self-refer to the MWA service centers. Upon receiving an email request for a reverse referral from the MWA and/or FAE&T provider, the MDHHS Eligibility Specialist will reach out to the individual and use the screening process to determine appropriate fit for FAP E&T, before generating the referral to process in a nightly interface file.

How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

The MDHHS Eligibility Specialist will explain the availability of participant reimbursements when discussing the FAP E&T program with the individual. In addition, the MWA will remind the individual during orientation that participant reimbursements are available. If employment support services are needed for the individual to attend the MWA to meet TLFA requirements or voluntary participation at the MWA, the MDHHS Eligibility Specialist will document this in case comments and issues these services. The case comment explains the employment goals, activities, and supportive services required. The case comment creates a record of the need for the support service, for both the eligibility specialist and the accounting staff, for

monitoring and issuance. Individuals engaged in Self-Initiated Community Service are not eligible for participant reimbursement.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The MDHHS eligibility specialist will share information about the FAP E&T program with the potential FAP E&T participant ensuring they understand the program is voluntary. The MDHHS eligibility specialist will inform individual of their rights and responsibilities, availability of participant reimbursements and inform individuals that participation in FAE&T is voluntary and will not impact their FAP benefits. The MDHHS Eligibility Specialist will screen the individual to determine if they are a good fit for the FAP E&T program. If the individual is a good fit, the MDHHS eligibility specialist will generate a referral to the FAP E&T program and inform the individual that the MWA will contact them to schedule a date for an orientation to further explain the program and provide next steps to the individual.

If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Upon receiving an email request from the MWA and FAP E&T providers, the MDHHS eligibility specialist will reach out to the individual if they have not been previously screened for the FAE&T volunteer program. The MDHHS Eligibility Specialist will share information about the FAP E&T program with the potential FAP E&T participant ensuring they understand the program is voluntary. The MDHHS Eligibility Specialist will inform individuals of their rights and responsibilities, availability of participant reimbursements and inform individuals that participation in FAP E&T is voluntary and will not impact their FAP benefits. The Eligibility Specialist will screen the individual to determine if they are a good fit for the FAP E&T program. If the individual is a good fit, the MDHHS Eligibility Specialist will generate a referral to the FAP E&T program and inform the individual that the MWA will contact them to schedule a date for an orientation to further explain the program and provide next steps to the individual.

After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Upon receipt of the referral, the MWA staff or subcontractor will reach out the individual to schedule an in-person or virtual orientation appointment within three to five days; however, many appointments are made in less time. The individual will receive an orientation appointment within 15 days of the initial referral. The MWA will follow up with the individual via phone, email or text to confirm the appointment and to evaluate the individuals need for transportation or technology assistance, which is dependent on the delivery format of the orientation.

If the participant chooses to continue with FAE&T, they will complete the initial assessment process where an individualized service plan is created that assists with assigning the appropriate E&T component.

How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

The referral information is available in Bridges for State agency staff. Further information can be found the OSMIS system.

How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Once the MDHHS eligibility specialist indicates that the individual would like to volunteer to participate in the FAP E&T program, the referral will be generated, and Bridges will transfer the referral information to OSMIS through a nightly interface file. The MWAs generate the referral report in OSMIS which will display the transferred participant information. In addition, local office procedures may include email notifications from the DHHS Eligibility Specialist or E&T coordinator to the MWA. In Wayne County, the FAE&T Plus providers are notified by email. GST Michigan Works! Plus Providers will email the local MDHHS E&T Coordinator to request the referral.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

Does the State require or provide an assessment?

- Yes (*Complete the remainder of this section.*)
- No (*Skip to the next section.*)

If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

The assessments will be conducted by MWA staff or subcontractors. The initial assessment occurs as part of the orientation process and additional assessments will occur once the individual enrolls in FAP E&T and throughout participation as needed.

The MWAs are responsible for ensuring each participant receives a thorough assessment to evaluate the participant's skills, educational level, prior work experience, barriers to employment, employability, and whether the participant speaks English as a second language before assigning appropriate activities.

Methods of assessment include structured interviews, paper and pencil tests, computerized tests, performance tests (e.g., skills and/or work samples, including those that measure interest and capability to train in non-traditional employment), behavioral observations, interest and/or attitude inventories, career guidance instruments, aptitude tests, and basic skills tests. The following tools will be used by one or more of the E&T providers: Strong Interest Inventory (SII); Campbell Interest and Skill Survey (CISS); Interest Determination, Exploration and Assessment System (IDEAS); Myers-Briggs Personality Type Indicator; Holland's Self-Directed Search; Arizona Self Sufficiency Matrix, Northstar Digital Literacy Assessment, WorkKeys Assessments; COPS-P System; Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment Systems (CASAS); CareerScope; Wonderlic General Assessment of Instructional Needs (GAIN) Test, and Wide Range Achievement Test (WRAT).

The results of the completed assessment process are documented in the OSMIS within the Individual Service Strategy (ISS) section, which is available for review by MDHHS. The ISS will include the individual's career goals and an Action Plan that identifies the steps that will be taken to help participants overcome identified career barriers while supporting the participant's strengths and goals. The ISS will be reviewed with the participant and provided upon request.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

What types of E&T case management services will the State agency provide? *Check all that apply.*

- Comprehensive intake assessments

- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

When a participant chooses to enroll in FAP E&T, they are assigned an MWA E&T career coach, for the duration of their participation, to help them successfully accomplish their educational and employment goals. The career coach will assist the individual in determining the appropriate path to overcome barriers to participate in activities that align with their goal to obtain full-time employment in an in-demand industry. When a participant is referred to another provider for a specific FAP E&T service, they can receive additional case management. This may happen if the MWA refers the participant to an FAP E&T Plus provider or the other way around. Case management meetings will be one-on-one and conducted in the mode most conducive to the participant's success. The frequency of the meetings will depend on the needs of the participant but will happen at least once per month.

Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Sharing information related to FAP E&T participation or possible exemption.
State E&T staff:	The MWA and providers can submit questions to LEO-FAET-Policy@michigan.gov for research, consultation with MDHHS as needed, and response from the LEO-WD policy staff.
Other E&T providers:	Referral to additional services within the MWA's service delivery area.
Community resources:	Referral to additional services within the MWA's service delivery area.

Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

Case management services include comprehensive intake assessments, individualized services plans, referrals to services, and progress monitoring. Case management will be delivered in-person, remotely, and through virtual tools, based on the needs of the participant and availability of resources. Case management and participant actions will also be documented in the Case Notes section of the OSMIS at least once per month.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

Describe the conciliation process and include a reference to State agency policy or directives.

NA

What is the length of the conciliation period?

NA

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and

subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- 30 days
- 60 days
- Other: Click or tap here to enter text.

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
- No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

- One month or until the individual complies, as determined by the State agency.
- Up to 3 months

For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- Three months or until the individual complies, as determined by the State agency.
- Up to 6 months

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- Six months or until the individual complies, as determined by the State agency.
- Time period greater than 6 months
- Permanently

The State agency will disqualify the:

- Ineligible individual only

- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

The Bridges system schedules a call with the MDHHS Eligibility Specialist and the individual to discuss the failure to comply and review the potential for good cause. Logic is programmed into Bridges to set a triage appointment upon entry of the non-compliance with the general work requirements. The individual is offered an opportunity to discuss the event and their current issues. The Bridges notice includes an appointment time for a phone call triage. If the individual does not call, the MDHHS Eligibility Specialists will leave a voicemail for the individual asking them to contact the MDHHS Eligibility Specialist. The MDHHS Eligibility Specialist will determine good cause based on that conversation and the verification provided by the individual.

What is the State agency's criteria for good cause?

Good cause is a valid reason for failing to participate in employment and/or self-sufficiency-related activities or refusing suitable employment. The MDHHS Eligibility Specialist must investigate and determine good cause before deciding whether to impose a disqualification.

Examples may include:

- o The job did not meet the suitable employment criteria.
 - o The applicant or member was fired or resigned at the employer's demand.
 - o The employer discriminated based on the applicant or member's age, race, sex, gender identity, color, handicap, religious belief, national origin, or political belief.
- Work demands or conditions made continued employment unreasonable (e.g., working without being paid timely).

Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

N/A as Michigan operates a voluntary FAP E&T Program.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

A Provider Determination will be processed if the FAP E&T activity offered by the FAP E&T provider is not a good fit, within 10 days of making the determination. The FAP E&T provider will enter the participants provider determination into OSMIS. This OSMIS action is the electronic tool that communicates the FAP E&T provider determination to Bridges. The FAP E&T provider will also email the appropriate MDHHS Eligibility Specialist within 10 days of making the determination so that MDHHS Eligibility Specialist may notify the participant within 10 days.

Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

Within 10 days of receiving the Provider Determination from the MWA, the MDHHS Eligibility Specialist will contact the participant by phone to discuss documentation for deferral (exemption) or to determine if the individual is interested in another activity. If an individual is subject to TLFA policy, and does not meet a deferral criteria, the MDHHS Eligibility Specialist will notify them of the potential impact to their time-limited months.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	809
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	269
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	\$336,630
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	\$28,052.50
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	\$104.28

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.

- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Breathalyzer for Vehicles* (this will be approved by LEO-WD on a case by case basis)		E&T Provider	See last row of table
Childcare		MDHHS Child Development and Care	Client Reimbursement
Cellular phone service	Limited to three months	E&T Provider	See last row of table
Clothing*		E&T Provider	See last row of table
Drug Tests		E&T Provider	See last row of table
Fingerprinting		E&T Provider	See last row of table
Internet or hotspot	Limited to three months unless provided for a training program with a longer length	E&T Provider	See last row of table
Legal Services	Limited to expunging criminal record to secure employment	E&T Provider	See last row of table

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Medical Services (i.e., TB test, vision exam, eyeglasses, dental care or physical.)		E&T Provider	See last row of table
Fees* (i.e., activity, course or test fees, union dues, licensing and bonding fees, child day care application, and background checks)		E&T Provider	See last row of table
Personal Grooming Supplies/Services* (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards)		E&T Provider	See last row of table
Technology Equipment (personal computer, laptop, tablet, and accessories)		E&T Provider	See last row of table
State of Michigan identification card, temporary driving instruction permit, driving skills test, and driver's license		E&T Provider	See last row of table
Training materials, textbooks, and supplies		E&T Provider	See last row of table
Transportation* (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs)	Necessary non-maintenance vehicle repairs limited to \$350. Taxi services are a temporary situation for a participant with an emergency transportation	MDHHS to provide bus tokens to get to first appointment at MWA, as needed.	See last row of table

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	situation and rationale will be documented in the participant's case file.		
Work* and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training or support employment)			See last row of table
Housing Assistance (Applies only to Plus participants served by a Plus Provider)	Limited to two months for rent and utilities only. Reserved for emergency situations, determinations made on a case-by-case basis and rationale will be documented in the participant's case file.	E&T Provider	See last row of table
Applies to All Allowable Reimbursements. Items above with an * may also be provided to support participation in job retention services (JR) to maintain employment.	A participant may receive a maximum of \$960 over a rolling 12-month period. This monetary limit does not apply to Plus participants served by an MWA or FAE&T Plus provider under the third-party reimbursement model.	E&T Provider	Prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Gift cards and vouchers will be restricted to specific purchases or services allowed by the program.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			Or provided through reimbursement to the participant for the actual cost of services incurred.

If providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Child day care will be available through Child Development and Care (CDC) administered by MDHHS. The CDC is authorized by the MDHHS Eligibility Specialist and payments are billed and reported through an on-line billing system. Individuals who apply for CDC services must submit an application to the local MDHHS office, meet all eligibility requirements and use an eligible provider in order to receive benefits. Parents choose their own childcare providers. The CDC recipients may use the following provider types: licensed childcare centers, licensed group childcare homes, registered family childcare homes, and unlicensed childcare providers (MDHHS-enrolled aide and relative care providers.)

The first three provider types are regulated by the Department of Licensing and Regulatory Affairs (LARA). Aide and relative care providers are enrolled by the local MDHHS office. If a client is not able to locate an eligible provider, they may contact The Great Start Regional Childcare Resource Center at 1-877-614-7328 for help in finding a provider. All childcare providers must be enrolled in Provider Management. Licensed/Registered providers are automatically enrolled and given a provider ID number when BCAL approves the license or registers them. Aide and relative care provider applicants must complete a self-certified application. The specialist completes a DHS-4661-P, Child Development and Care Request for Criminal History and Central Registry Check. Background clearances and a Bridges address inquiry must also be completed. If there is a match on the provider applicant or any adult member of the provider applicant's household, the applicant may not be approved to provide care. If all requirements are met, the provider may be enrolled and given a provider ID number. The MDHHS Eligibility Specialist will then assign the provider to a case on Bridges; however, care cannot be authorized until the provider completes the Great Start to Quality Orientation-a six-hour basic training requirement. The CDC

payment periods are two weeks in length. The provider must bill and report hours of care for payment to be issued for a given pay period. Payments are issued directly to the provider except for payments to aide and relative care providers. All payments to unlicensed childcare providers will be issued as a two-party check in the name of the client and provider and are mailed to the client.

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

At this time, CDC is available for all FAP E&T participants who need childcare. Since the state is marketing FAP E&T to more non-ABAWDs, the State will monitor the need for childcare and ensure that CDC is able to meet those needs. The State will assess whether funding may be needed in future years.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

The total FAP work registrant population is comprised of FAP individuals. This potential population is reviewed for exempt status by the MDHHS Family Independence Specialist (FIS) or Eligibility Specialist (ES). Each individual on Michigan's automated systems is assigned a Deferral/Participation Reason Code. This code identifies the individual's work registrant status. The initial count of work registrants was taken from the total of all FAP recipients, on September 30th at midnight, from which all FAP recipients exempt, or meeting work requirements were subtracted.

Describe measures taken to prevent duplicate counting.

The quarterly work registrant counts are based on the same Deferral/Participation Reason Code field referenced above. For each quarter's report, only those individuals for whom an eligible work registrant code was entered during the quarter are counted and the Data Warehouse system has an internal check to ensure the counts are unique for the entire FY.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

LEO-WD's One-Stop Management Information System (OSMIS)

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

N/A

State Component Reporting Measures

Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

LEO-WD’s One-Stop Management Information System (OSMIS)

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component

data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Supervised Job Search (SJS)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025</i></p> <p><i>Denominator will include the number of participants that completed supervised job search during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Job Search Training (JST)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed job search training during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Work Readiness-EEST (EPWRT)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Work Readiness-EEST during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Work Readiness-EEST (EPWRT)</i>	<i>Percentage of participants who begin vocational</i>	<i>Numerator will include those participants who began vocational</i>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	<i>training after completion of component.</i>	<p><i>training after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Work Readiness-EEST during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Vocational Training (EPC)</i>	<i>Percentage of participants who obtain employment after the completion of component and receiving a credential.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Vocational training during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Workfare (W)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Workfare during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Basic Education /Foundational Skills (EPB)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Basic Ed/Foundational</i></p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<i>Skills during the period of 10-1-2024 to 9-30-2025.</i>
<i>Basic Education /Foundational Skills (EPB)</i>	<i>Percentage of participants who begin vocational training after completion of component.</i>	<p><i>Numerator will include those participants who began vocational training after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Basic Ed/Foundational Skills during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Work Experience: Work Activity (WA)</i>	<i>Percentage of participants who obtain employment after completion of component.</i>	<p><i>Numerator will include those participants who obtained employment after completing component during the period of 10-1-2024 to 9-30-2025.</i></p> <p><i>Denominator will include the number of participants that completed Work Experience: Work Activity during the period of 10-1-2024 to 9-30-2025.</i></p>
<i>Job Retention Services – (JR)</i>	<i>Percentage of participants who received at least 1 day of JR prior to completing E&T that were employed 2nd quarter after exit.</i>	<p><i>Numerator will include those participants who were employed 2nd quarter after exit.</i></p> <p><i>Denominator will include the number of participants that received at least 1 day of JR and completed the program during the period of 4-1-2024 to 3-31-2025.</i></p>

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

- Yes (Complete the rest of this section.)
- No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

Where will the State agency offer qualifying activities?

- Statewide
- Limited areas of the State (*Complete questions c and d below.*)

Explain why the State agency will offer qualifying activities in limited areas of the State.

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

NA

How does the State agency identify ABAWDs in the State eligibility system?

NA

How does the State agency identify ABAWDs that are at-risk?

NA

When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

NA

The next set of questions is intended to establish the State agency’s overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

NA

What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

NA

To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

Explain the methodology used to determine the total cost to fulfill the pledge.

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G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Transportation is the most significant barrier for finding and maintaining employment and public transportation is limited outside most large cities. Public transportation assistance and mileage reimbursement is available; however, for those without access to an automobile or residents living in one of the many rural areas the cost can be prohibitive to only conduct job search at the county One-Stop Service Centers. To ensure all participants have the necessary support to find a new career after participating in E&T services, Supervised Job Search will be available in the 32 counties delivering FAE&T. Job search contacts may be in person, by telephone, or using internet technology, including, www.mitalent.org and other employment-related search engines, employers' hiring kiosks and websites, as well as mail, web cam, email, and fax services. Participants may conduct these activities at any location appropriate to the activity, including but not limited to residences, job sites, public facilities, or FAE&T & FAE&T Plus provider locations.</p> <p>The career coach will establish, in consultation with the participant, a standard for the number of applications or contacts made each month. This standard will consider the participant's employment goals, geographic location, transportation needs, and other barriers. The career coach will have the necessary knowledge and skills to guide and support the participant through successful job search to obtain employment or better employment. Participation will be documented as outlined in the FAET-500 Acceptable Documentation to Support Hours of Participation form. The career coach will provide at least monthly feedback to the participant regarding current job search actions, suggestions to increase the likelihood of being hired, and discussing the next steps. The meetings will occur remotely or in-person and will be documented in OSMIS case notes.</p>
Direct link	<p>Participants will not begin this activity until they are employment-ready, and the career coach has ensured the participant understands how to make proper job searches. Career coaches rely on their experience, the MWA's business services team and the extensive information provided by MDCA such as "Michigan's Regional Career</p>

	<p>Outlooks through 2028” found at https://milmi.org/, to assure participants engage in job search activities geared towards employment.</p> <p>The participant will be actively applying for work that falls within one’s qualifications, attending hiring events and/or other networking opportunities and interviewing with prospective employers.</p>
Target population	FAP recipients eligible for E&T services who are employment-ready based on assessment by career coach.
Criteria for participation	The participation must have skills parallel to those gained from participating in job search training or the EEST-Work Readiness component.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-Center for Employment Opportunities (CEO), DESC-International Institute of Metropolitan Detroit (IIMD), DESC-Payne Pulliam, GST – Mott Community College and SEMCA-CEO, SEMCA-IIMD
Projected annual participation	293
Estimated annual component costs	\$600,526.25

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	Job search training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence.
Target population	FAP recipients eligible for E&T services.
Criteria for participation	Individuals with limited recent work history, that lack a resume, interviewing skills and/or networking skills.
Geographic area	All 32 counties where FAE&T is delivered.

E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-IIMD, DESC-Payne Pulliam, and SEMCA-IIMD.
Projected annual participation	164
Estimated annual component costs	\$277,326.55

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	Job Retention (JR) provides case management and supportive services to help participants achieve satisfactory performance, retain employment, and increase earnings over time. Each provider offering JR will create a case management plan that extends at least 30 days. The plan will include the provision of supportive services specific to the participant. The E&T provider will enter a case note in OSMIS that describes the plan for services or indicates the participant declined JR services.
Target population	Participants who secure full or part-time unsubsidized employment after receiving other employment or training services under the FAE&T program. The participant must be receiving FAP in the month the JR starts or in the prior month. Additional information can be found in Chapter 2 of the FAE&T and FAE&T Plus Manual available online at Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov) .
Criteria for participation	The only criterion for participation is the knowledge and acceptance of the case management plan to support the unsubsidized employment.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-CEO, DESC-IIMD, SEMCA-CEO, SEMCA-IIMD, GST-Carriage Town Ministries, GST-Mott Community College, GST-Phalan Leadership Academies University (PLA U), and GST-St. Lukes.
Projected annual participation	273
Estimated annual component costs	\$285,691.13

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
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Description of the component	Self-employment training is an activity that improves the employability of participants by training them to design and operate a small business or another self-employment venture.
Target population	FAP recipients eligible for E&T services.
Criteria for participation	Participants must have an interest in self-employment or have a business idea to sign up for the entrepreneurial skills training.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties.
Projected annual participation	5
Estimated annual component costs	\$15,928.57

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	Workfare is a component in which FAP recipients perform work in a public service capacity. 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 will take place with a public or private non-profit agency, including community-based organizations. The MWAs will negotiate the terms for placement of participants and approve assignment locations. The participant may identify a worksite or choose from one of the assignment locations already approved by the MWA. The MWAs will periodically evaluate the effectiveness of the assignment to assess the participant's readiness for full-time unsubsidized employment. Participation is limited to the household SNAP/FAP allotment divided by the applicable minimum wage.
Target population	ABAWDs, with a focus on those that are subject to the ABAWD work requirement.
Criteria for participation	The MWA will consider the prior training, experience, and skills of the participant, along with E&T objectives when making appropriate assignments. In many instances the participant will have a limited, or inconsistent work history.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties.
Projected annual participation	5
Estimated annual component costs	\$63,714.28

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	High school completion or equivalent education programs occurring outside the K-12 system as defined by the Michigan Department of Education. Remedial education to achieve a basic education level and instructional programs to improve basic education skills.
Target population	FAP recipients eligible for E&T services that self-identify they do not have a high school diploma or high school equivalent certification.
Criteria for participation	Methods of assessment include those listed in section 'XI. Assessment' of this State Plan, which focus on testing basic math and reading skills.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-IIMD, DESC-Payne Pulliam, DESC-St. Vincent & Sarah Fisher Center (SVSF), GST-Mott Community College and SEMCA-IIMD
Projected annual participation	214
Estimated annual component costs	\$484,374.84
Not supplanting	State of Michigan and local funding sources for free adult education will be used before non-federal funds. Reimbursement will only be requested when non-federal funds are used to supplement the free educational opportunities.
Cost parity	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based or set-cost programs.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
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Description of the component	All vocational training activities are 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 data. In addition to the providers who assist the participant with choosing a training offered outside their organization, other E&T provider programs offer medical billing, medical coding, pharmacy technician, certified nursing assistant, blueprint, information technologies, manufacturing pathways, and landscape industry training.
Target population	FAP recipients eligible for E&T services.
Criteria for participation	For most of the training opportunities the participant must have a high school diploma or equivalent and may need to have completed certain high school courses (e.g., algebra). Depending on the occupation for which training is provided, the participant's required reading, math, writing and computer literacy skills will vary. There are training opportunities that require a TABE score of 4 or higher for math and reading. Criteria will fluctuate based on the courses and training program. The individual must also have an interest in and aptitude to complete training. In addition, methods of assessment focusing on post-secondary education include those listed in section 'XI. Assessment' of this State Plan.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-Focus:HOPE, DESC-IIMD, DESC-Payne Pulliam, DESC-Southwest Economic Solutions, DESC - Wayne Metropolitan Community Action Agency (WMCAA) SEMCA-WMCAA, SEMCA-IIMD, GST-Mott Community College, GST-PLA U, and WMW!-West MI Center for Arts+ Technology (WMCAT).
Projected annual participation	167
Estimated annual component costs	\$724,780.85
Not supplanting	Participants must attempt to secure federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity. The E&T provider will verify and maintain documentation that there

	is no other source of financial assistance available to the client.
Cost parity	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based programs.

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	English Language Acquisition (ELA) classes will be taught by TESOL certified, tenured Adult Education instructors. Beginning, intermediate and advanced ELA classes will be available in 4-month long sessions, with each containing 75 instructional hours. Students learn English reading comprehension, writing, listening and conversational skills. Some of the programs also focuses on employment readiness and teach industry specific vocabulary, U.S. professional conduct, wages and worker rights. These programs are contextually integrated into targeted industries: healthcare, hospitality, retail, maintenance & restaurant. As a result, the targeted outcome is not only to increase English language proficiency but to increase one's employability.
Target population	FAP recipients eligible for E&T services that self-identify with a need for English language learning assistance.
Criteria for participation	Some programs require a CASAS score of 180 [basic literacy].
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and Plus provider DESC-IIMD and SEMCA-IIMD.
Projected annual participation	80
Estimated annual component costs	\$77,644.57
Not supplanting	State of Michigan and local funding sources for free adult education will be used before non-federal funds.

	Reimbursement will only be requested when non-federal funds are used to supplement the free educational opportunities.
Cost parity	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based programs.

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	Employment enhancement skills training (EEST) is a work readiness program designed to prepare participants for success in the workplace by offering a combination of foundational cognitive skills training, soft skills training, and employability skills training, which prepares the participant to be successful in finding a new career. This activity may also prepare the participant for placement in higher level training, as appropriate.
Target population	FAP recipients eligible for E&T services

Criteria for participation	Methods of assessment include those listed in section 'XI. Assessment' of this State Plan, which focus on testing for job readiness.
Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties and the following FAE&T Plus providers: DESC-Focus: HOPE, DESC-IIMD, DESC-Payne Pulliam, SEMCA-IIMD, WMW!-Good Samaritan Ministries, GST-Carriage Town Ministries, GST-Mott Community College, GST-PLA U and GST-St. Lukes.
Projected annual participation	323
Estimated annual component costs	\$529,837.40
Not supplanting	If State of Michigan or local funding sources for free work readiness programs become available, they be used before non-federal funds. Reimbursement will only be requested when non-federal funds are used to supplement any work readiness training opportunities funded by state or local funds.
Cost parity	In cohort situations, the cost is divided equally by the student count to ensure costs are proportionally charged. Participants are charged the same rate in tuition-based or set-cost programs.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	<p>The work experience: Work Activity will be performed in exchange for FAP benefits. The activity is designed to improve the employability of participants through actual work experience and/or training. The goal of this activity is to enable participants to move into regular employment, especially important for those who cannot find unsubsidized full-time employment. The component will include a planned, structured learning experience that takes place in a workplace for a limited period. The activity will include things like a curriculum, clearly articulated outcome goals, intentional day-to-day activities that are designed to improve someone's skills and employability, and a planned start date and end date.</p> <p>Participation hours are limited to the household SNAP/FAP allotment divided by the applicable minimum wage. E&T work activity ends when the household benefit has been worked off, but may would not be sufficient for an ABAWD to meet the ABAWD work requirement. If an ABAWD does work activity for their benefit divided by the minimum wage and it is, for example, only 6 hours a week, then the ABAWD must find 14 additional hours per week of work or a different qualifying activity.</p> <p>WE: Work Activity placements will be negotiated with private, for-profit companies, as well as the public or private non-profit agencies. The MWAs will negotiate the terms for placement of participants and approve assignment locations. The participant may identify a worksite or choose from one of the assignment locations already approved by the MWA. The MWAs will periodically evaluate the effectiveness of the assignment to assess the participant's readiness for full-time unsubsidized employment.</p>
Target population	FAP recipients eligible for E&T services with a focus on individuals wit a specific skills need and those that have a limited recent work history.
Criteria for participation	The MWA will consider the prior training, experience, and skills of the participant, along with E&T objectives when making appropriate assignments. In many instances the participant will have a limited, or inconsistent work history.

Geographic area	All 32 counties where FAE&T is delivered.
E&T providers	The MWAs overseeing the One-Stop Service Centers located in the 32 counties.
Projected annual participation	5
Estimated annual component costs	\$127,428.56

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	<p>Plus provider WMW!-WMCAT's medical billing, medical coding, and pharmacy tech students engage in a short-term real life career experience upon completion of classroom training.</p> <p>Each student that is eligible and ready will complete an unpaid externship experience with an employer partner. In both medical billing and medical coding cohorts, students complete a six-week, full-time externship. In pharmacy technician, students complete 80 hours of retail and 80 hours of hospital externship (160 total). Cybersecurity + GRC students complete a four-week, full-time externship. In externship, students are practicing the skills they learned in the classroom (under the leadership of a professional at the company), such as the technical aspects of the career, using software, working directly with patients, and interacting with co-workers. The instructor checks in with employers and/or students at agreed-upon checkpoints over the course of the externship to ensure that the experience is meeting/exceeding expectations.</p> <p>Both students and employers have a voice in the externship selection process. We host interviews, where employers are onsite to share more about their organization. Students then rank their ideal employers and interviews are scheduled with each employer. When employers identify students, they're interested in, we work to match preferences. Employers include, but not limited to, Spectrum Health, Mercy Health, Meijer, Mary Free Bed, Cherry Health, Exalta Health, and PCA Curo.</p>
Target population	WMCAT's target population for career training is under and unemployed adults who live in Kent County; have a high school diploma/GED; are experiencing unemployment or underemployment; and have no record of a felony.

Criteria for participation	Participants are in this activity as a result of completing WMCAT coursework requirements.
Geographic area	Kent County
E&T providers	WMW-WMCAT
Projected annual participation	3
Estimated annual component costs	\$7,200

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input checked="" type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input checked="" type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input checked="" type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input checked="" type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	<p><u>DESC-CEO and SEMCA-CEO:</u></p> <p><u>Length of program in weeks:</u> 12-20 (2-4 months spent on a CEO crew before securing unsubsidized employer; however, CEO's priority is for participants to move promptly into regular employment, so participants take time off from transitional work to go to interviews and leave transitional work as soon as they are hired into a non-transitional role.</p> <p><u>Wage % to be subsidized:</u> 100%</p> <p><u>Program breakdown by weeks:</u> <u>Week 1</u> - CEO's program begins with a two-day paid orientation which is referred to as Pathways to Employment. During the orientation, CEO employees assist each participant in assembling all documents necessary for employment and benefits. Additionally, the first topic areas of training (e.g., workplace safety) are</p>

	<p>covered to prepare participants for work crews. Participants complete an employability assessment which informs the CEO employees of how prepared the individual is to obtain employment and maintain a long-term connection to the workforce and serves as the foundation for how the program is tailored to participant needs.</p> <p><u>Weeks 1-20</u> – Total length of this section is a minimum of 1 week and no more than 20 weeks; customized based upon participant needs. Once one completes P2E, the next step of increasing employability is paid real world work experience paired with training and feedback. The focus of transitional jobs is developing the soft and hard skills that are crucial to obtaining and retaining a full-time job.</p> <p>CEO's subsidized work-based learning curriculum is designed to improve participants' employment. CEO's participants work on crews (about 5-8 CEO participants and a Site Supervisor) and are paid at least minimum wage to work alongside full-time employees up to 4 days a week. Site supervisors create structure for participants by providing daily tasks, deadlines, and feedback. Participants are matched with work crews that best fit their availability, interests, and skillsets. This "crew-based" training approach places each participant in real work environments, where they learn how to interact with coworkers in a constructive, cooperative manner, work through workplace conflict effectively, and learn how to receive feedback and direction from site supervisors. In Detroit, CEO partners with SOCRRA, Trinity Health and Block by Block to provide training to the participants. At SOCRRA, individuals are responsible for recycling and reclamation work; at Trinity Health, individuals provide janitorial services in a healthcare setting to help halt the spread of communicable diseases and at Block by Block they provide litter abatement and beautification services. All CEO crews include trained and professional crew leadership, insurance, workers compensation, and administrative and logistical support. The Detroit Site Director and site supervisors meet on a bi-weekly basis with the transitional job employer partners to discuss crew maintenance and participant performance. To</p>
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	<p>reduce barriers to the program, CEO also provides participants with support services such as transportation, work clothing, tools and training. By working on active crews, CEO participants learn many transferable soft and hard skills that will help them to become Job Start Ready (JSR).</p> <p><u>Hard skills training objective:</u> While the jobs participants are doing varies by work crew, the hard skills they obtain are transferrable across industries. These hard skills include equipment management (proper use of personal protective equipment, proper lifting, potential hazard identification, injury/incident reporting), project management, task structuring, and workplace safety (through OSHA certification). The advanced training pathways allow for additional hard skill training in digital literacy (email, video calls, and other digital tools) and specific credentialing in transportation and IT. Additional hard skills specific to industries (e.g., landscaping equipment use) can be obtained based on work crew assignment. Trinity Health individuals learn halting the spread of communicable diseases, proper management of chemicals and hospital cleaning supplies and also receive OSHA training.</p> <p><u>Other skills and soft skills:</u> SOCCRA, Trinity Health and Block by Block each identified specific skills training objectives they wanted to see participants exhibit in SWBL in defining the partnership. For example, CEO and SOCCRRA identified that building durable skills such as being on time for work and an ability to work with colleagues, in addition to practice sorting materials, will demonstrate readiness for unsubsidized employment with the company. CEO's program also emphasizes soft skills through job coaching, job development, and the transitional job participants work on.</p> <p>Each participant must complete digital literacy training. All CEO participants must engage in three weeks of digital literacy training. CEO partnered with Google to curate self-guided trainings to assist participants in creating resumes, attend a video call and use of Gmail. For other advanced training opportunities, CEO programming is then tailored to each participant's circumstances and needs. Not all participants are</p>
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	<p>interested in the same career fields or opportunities and because of this CEO offers a variety of programming options available to all participants. Below are some of the optional advanced training opportunities available for participants.</p> <ul style="list-style-type: none">● Network for Employment Services & Training (NEST): An online hub of training modules, to expand remote access to services and improve participants' digital literacy. We offer virtual credentialled skills training through our trusted partners in the community (including Per Scholas Detroit, Wayne State University, Ford Fast Track, ETC Training Services, Soil 2 Service, Suburban Trucking and the Detroit Training Center).● Commercial Driver License (CDL) Pathway: Participants obtain a commercial driver's license and are better equipped to find employment within the transportation industry. Eligibility requirements are based on participants' ability to obtain a CDL license.● Union Pathway: Participants connect with a pre-apprenticeship construction program or a local construction union work and have the opportunity to learn on-the-job while getting paid as a union apprentice.● Information Technology (IT) Pathway: Participants learn skills to navigate mobile devices, operating systems, hardware, virtualization, and cloud computing to prepare to take the CompTIA A+ 1001 and A+ 1002 exams.● Crew Coach Pathway: Participants receive specialized training to lead a work crew in the absence of a Site Supervisor. <p>Participants in CEO's program learn core principles including cooperation with their supervisor, effort at work, time management, cooperation with co-workers, personal presentation, and others through their transitional job experience.</p>
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	<p><u>How participant progress is monitored, and feedback given during the program:</u> CEO works with each participant to identify and meet their individual employment goals. Program intake and/or onboarding includes the collection of authorization to work documents, and E&T orientation. CEOs comprehensive and individualized case management also includes the following activities: a baseline orientation for individuals to understand job readiness requirements; a “Job Start Ready” employment assessment tool that evaluates an individual’s capabilities, employment barriers and supportive services needs; daily transitional job performance feedback; supervised job search that includes resume, online application and interview preparation; coordination and reporting on supportive services; referral for additional services needed outside of CEO; job development and placement; and retention support.</p> <p>Site supervisors deliver the training and practice within the subsidized work-based learning environment. They create structure for participants by providing daily tasks, deadlines, and feedback. Participants have the opportunity to interact with Trinity Health, Block by Block, and SOCRRA employees and other social enterprise customers within the targeted unsubsidized employment industries. Feedback and barriers to unsubsidized employment identified within the crew work are discussed weekly by staff during case conferencing. Job coaches and other vocational staff augment training practice with coaching on their performance.</p> <p><u>Connection to unsubsidized employment, including any employer partners:</u> CEO vocational staff work individually with all participants to coach participants on skills, and identify any barriers to full-time, stable employment to be addressed prior to each participant working with their dedicated Job Developer who facilitates the connection to the unsubsidized job employer. This plan also includes financial coaching, which provides participants with knowledge on how to manage their money, credit,</p>
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	<p>savings, and investments, and how to manage a reduction in SNAP benefits as participants start earning a wage. This information is crucial to maintaining long-term financial stability. CEO Job Developer creates relationships with employers, understanding their needs, and the skills they are looking for in their new hires, while collaborating with each participant and identifying their career goals to best match them with a position that can lead to longevity in the workplace. CEO also ensures its worksite partners reflect careers that are achievable and that the skills learned while at the work site are transferrable to encourage an efficient and warm hand-off from SWBL to unsubsidized job placements. Additionally, our transitional work crew partners permanently place applicable and interested participants into their respective companies, ensuring that a pipeline to permanent placement via CEO transitional work crews is a realistic pathway for individuals.</p> <p>CEO works with SWBL graduate to promptly move them into unsubsidized employment. CEO uses labor market data to inform participants' job placement. Over 60% of CEO employers are long-term partners who repeatedly hire participants. Some employer partners include Henry Ford Health System, GDI Services, Goodwill Industries, Block-by-Block, and Believe 313 Staffing. Trinity Health has also agreed to hire some participants.</p> <p><u>How employers inform curriculum:</u></p> <p>All of the skills required for SWBL participation are outlined during a participants 2-day classroom start to SWBL called Pathways to Employment or P2E. During P2E participants are told about how CEO social enterprise WBL partners will support their skills training and what skills need to be learned and practiced prior to moving to unsubsidized employment. The skills and training objectives listed across the SWBL employer partners are vital to job placements with a partner who will provide higher wage opportunities. Site supervisors are in charge of training individuals in the various scopes of work outlined by SOCRRA, Trinity Health and Block by Block, including equipment maintenance and operation. Participants work with vocational staff to create an individualized employment plan, identifying skills, education, experience, barriers and goals, and focusing on career and job interests. This plan also includes</p>
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	<p>financial coaching, which provides participants with knowledge on how to manage their money, credit, savings and investments, and how to manage a reduction in SNAP benefits as participants start earning a wage. Additionally, participants are given structured feedback via a digital assessment multiple times a week. This assessment is connected to CEO's case management system and charts participants progress against soft and hard skill attainment on the crew. This data is used by job coaches to provide timely feedback on how each participant is developing while working on the crew to support the job readiness/search process.</p> <p><u>Job Retention Services:</u> CEO recognizes that retention is an additional component under E&T but coupling the retention services with SWBL is important to a participant's success in unsubsidized employment. After participants confirm placement with an unsubsidized job, they begin receiving personalized job-retention services from a CEO Retention Specialist (RS), including workplace counseling, crisis management, and career planning. The purpose of retention services is to help participants continue to gain skills that improve employability and support participants in getting better jobs. CEO's Retention E&T program concludes at the 90th day of Retention.</p> <p><u>GST-Carriage Town:</u></p> <p><u>Length of program in weeks:</u> 12 weeks (3 months)</p> <p><u>Wage % to be subsidized:</u> 100%</p> <p><u>Program breakdown by weeks:</u></p> <p><u>Week 1</u> – Participants begin with an orientation and basic job instruction. Participants are given an opportunity to job shadow and volunteer in the transitional job area of interest for 1-3 days in order to assess their interest in the job and also have the supervisor assess their job</p>
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	<p>suitability and ability to participate in the training needed to achieve competency.</p> <p><u>Weeks 2-12</u> – Kitchen and bakery staff will be trained through formal training sessions, videos, worksheets, or on-the-job training by an experienced staff member or supervisor. By the end of the 12 weeks, they will need to understand and be able to perform the following tasks: First Aid and CPR, Food safety, using product safety information sheets, following a recipe, basic culinary skills as a prep cook or bakery/pastry assistant, cooking temperatures and assessing product quality, product decorating, kitchen cleaning and maintenance procedures, understanding illness and procedures for reporting possible reasons for absence from work, fire safety, including the use of fire extinguishers, inventory of supplies and reporting needed supplies, quality control standard, pest control and safety, disposal of unfit commodities, security system and procedures, fraud prevention, commodity dry storage.</p> <p>Retail sales staff will be trained through formal training sessions, videos, worksheets, or on-the-job training by an experienced staff member or supervisor. By the end of the 12 weeks, they will need to understand and be able to perform the following tasks: Transporting and storing products, product cycling to retain first in first out product freshness, product display, using product safety information sheets, product handling and storage, taking orders using company standards of politeness, point of sale payments, dealing with product availability, handling customer complaints, managing daily maintenance routine, disposal of damaged or expired product, knowledge of business vision and public relations key points, suggestive selling, quality control, pest control and safety, security system and procedures, fraud prevention, opening and closing procedures.</p> <p>Carriage town janitorial participants will be trained through formal training sessions, videos, worksheets, or on-the-job training by an experienced staff member or</p>
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	<p>supervisor. By the end of the 12 weeks, they will need to understand and be able to perform the following tasks: OSHA 10, ergonomics for janitor tasks including proper lifting and carrying, using personal protection equipment, sweeping, mopping and vacuuming procedures, use of cleaning solutions including dangers of mixing products, sanitizing floors windows and counters, emptying garbage cans, sanitizing and disposing of garbage in the correct location, managing recycling, cleaning and sanitizing tables and chairs, cleaning refrigerator doors and shelves, cleaning and sanitizing restrooms, removing ice and snow from walkways, keeping supplies storage area clean and organized, cleaning windows and display cases.</p> <p>Additional to above for Week 11 – Discussing with the case manager where, when and how to get a job.</p> <p>Additional to above for Week 12 – Building the customers resume and job interviewing.</p> <p><u>Hard skills training objective:</u> First aid and CPR training, food safety, basic culinary skills, product decorating, use of kitchen equipment and fire extinguishers, use of cash register, pest control and safety, ergonomics for janitor tasks, including proper lifting and carrying, use of cleaning solutions including dangers of mixing products, managing recycling, emptying garbage cans including sanitizing and disposing of garbage in the correct location, removing ice and snow from walkways.</p> <p><u>Other skills and soft skills:</u> Treating supervisor, co-workers and customers with respect, understanding diversity and equity in the workplace, budgeting workshop, transporting and storing products, taking orders using company standards of politeness, product handling and storage, disposal of damaged or expired product, handling customer complaints.</p> <p><u>How participant progress is monitored, and feedback given during the program:</u> Participant supervisors keep</p>
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	<p>the FAE&T Plus Carriage Town coordinator and case manager up to date on participant attendance and progress on skill attainment. Feedback is given a minimum of monthly. The work sites are all on the Carriage Town campus making it easy to keep in contact.</p> <p><u>Any credentials earned, or that can be earned:</u> OSHA 10 and ServSafe Certification</p> <p><u>Connection to Unsubsidized Employment:</u> The SWBL is not a simulated work environment but real work in a real-world setting. Industry professionals supervise their work. If the participant completes their SWBL employment learning all the necessary skills, they should be employable in their selected career field as an entry level employee. This articulated and documented path is designed to lead to regular, unsubsidized employment. Occasionally, the provider (work site employer) may hire a program graduate if an open position suiting their experience and qualifications is available. However, the focus will primarily be on moving participants into regular employment. Current openings exist in the Flint area in retail, food service and janitorial services. GST Michigan Works! business service professionals will assist with placement if needed. Carriage Town Ministries has relationships with local employers who are willing to consider graduates of their program including Dawn Donuts, Smoke Rattle & Roll, Oliver T, and Chick Fil A. Carriage Town Ministries has also hired transitional employees into full-time unsubsidized employment in food service/baking and maintenance/janitorial.</p> <p><u>How employers inform curriculum:</u> Professionals in the baking industry have been a primary resource in the development of the Blue Line Donuts from the bakery operation to the design and buildout of the retail location. The retail and janitorial skills include elements from ONET to ensure that job skills are applicable and transferrable to a variety of job locations. Participants will work with their case manager to develop a training</p>
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	<p>plan dependent on the type of work wanting to be performed and future planned career pathways.</p> <p><u>Job Retention Services:</u> When the participant informs their case manager, they have obtained either full or part-time employment in the public or private sector that is not supported by TANF, State GF/GP funds or any other public program, they will be offered Job Retention Services. This will be after the participant has engaged in an FAE&T Plus activity and obtained unsubsidized employment. The participant will be encouraged to continue engagement with their case manager and request supportive services from the FAE&T Plus provider. The case manager will support the customer with available resources, referrals to community resources or GSTMW supportive services. Job retention services will be offered to the customer for a minimum of 30 days and up to 90 days.</p> <p><u>GST-St. Lukes:</u></p> <p><u>Length of program in weeks:</u> 16 weeks (4 months)</p> <p><u>Wage % to be subsidized:</u> 100%</p> <p><u>Program breakdown by weeks:</u></p> <p><u>Week 1-</u> Focus on employment preparation, human skills attainment and refinement, and choosing which social enterprise business to work in subject to suitability and</p> <p> Week 1 lesson.docx</p> <p>openings.</p> <p><u>Weeks 2-16</u> - Specific training objectives included for all social enterprise positions: Filling out tax paperwork, using and tracking individual time, attendance, dress codes, work expectations, resume and online employment profile completion, creating a bank account</p>
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and developing a personal budget. See attachments for a more detailed breakdown.



Week 2 lesson.docx



Microsoft Word Document



Week 4 lesson.docx



Week 5 lesson.docx



Week 6 lesson.docx



Week 7 lesson.docx



Week 8 lesson.docx



Week 9 lesson.docx



Week 10 lesson.docx



Week 11 lesson.docx



Week 12 lesson.docx



Week 13 lesson.docx



Week 14 lesson.docx



Week 15 lesson.docx



Week 16 lesson.docx

St. Luke New Life Center Participant Training – Sewing Machine Operator:

Sewing personnel will be trained by the supervisor. Participants need to understand and be able to perform the tasks listed below:

Monitor machine operation to detect problems such as defective stitching, breaks in thread, or machine malfunctions.

Place spools of thread, cord, or other materials on spindles, insert bobbins, and thread ends through machine guides and components.

Position items under needles, using marks on machines, clamps, templates, or cloth as guides.

Guide garments or garment parts under machine needles and presser feet to sew parts together.

Match cloth pieces in correct sequences prior to sewing them, and verify that dye lots and patterns match.

Cut excess material or thread from finished products.

Select supplies such as fasteners and thread, according

	<p>to job requirements.</p> <p>Examine and measure finished articles to verify conformance to standards, using rulers.</p> <p>Record quantities of materials processed.</p> <p>Turn knobs, screws, and dials to adjust settings of machines, according to garment styles and equipment performance.</p> <p>Mount attachments, such as needles, cutting blades, or pattern plates, and adjust machine guides according to specifications.</p> <p>Cut materials according to specifications, using blades, scissors, or electric knives.</p> <p>Inspect garments, and examine repair tags and markings on garments to locate defects or damage, and mark errors as necessary.</p> <p>Attach buttons, hooks, zippers, fasteners, or other accessories to fabric, using feeding hoppers or clamp holders.</p> <p>Baste edges of material to align and temporarily secure parts for final assembly.</p> <p>Position and mark patterns on materials to prepare for sewing.</p> <p>St. Luke New Life Center Participant Training – Landscaping and Groundskeeping Worker</p> <p>Landscaping personnel will be trained by the supervisor. Participants need to understand and be able to perform the tasks listed below:</p> <p>Know and demonstrate safety precautions such as eye and ear protection, handling of flammable and/or hazardous material</p> <p>Gather and remove litter, trash and waste materials</p> <p>Use hand tools, such as shovels, rakes, pruning saws,</p>
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	<p>saws, hedge or brush trimmers, or axes.</p> <p>Operate powered equipment, such as mowers, tractors, snow blowers, chainsaws, electric clippers, sod cutters, or pruning saws</p> <p>Mow or edge lawns, using power mowers or edgers.</p> <p>Blow grass, rake, mulch, and compost leaves.</p> <p>Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, or other grounds features.</p> <p>Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.</p> <p>Haul or spread topsoil, or spread straw over seeded soil to hold soil in place.</p> <p>Shovel snow from walks, driveways, or parking lots.</p> <p><u>Hard skills training objective:</u> Landscaping: use of hand tools such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes; operate power equipment such as mowers, tractors, snow blowers, chainsaws, electric clippers, sod cutters, or pruning saws; maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches.</p> <p>Sewing: monitor machine operation to detect problems such as defective stitching, breaks in thread, or machine malfunctions; place spools of thread, cord, or other materials on spindles, insert bobbins, and thread ends through machine guides and components; cut excess material or thread from finished products; mount attachments, such as needles, cutting blades, or pattern plates, and adjust machine guides according to specifications; cut materials according to specifications, using blades, scissors, or electric knives.</p> <p><u>Other skills and soft skills:</u> create a routine, create a monthly budget, create a resume, raising self-confidence</p>
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	<p>and self-esteem, personal accountability, and skill development.</p> <p><u>How participant progress is monitored, and feedback given during the program:</u> The supervisor is responsible for training and evaluation of the employee. Some participants may participate in the maximum allowed number of hours of subsidized employment and others may find unsubsidized employment and leave the program early. Once they have graduated or find gainful, long-term employment we track them to ensure that they continue to make progress and stay employed. We also partner with several local employers to ensure a smooth transition between working at the Center and returning to the community at-large. St. Luke’s staff share training objectives with the participants, so they are aware of what they are expected to learn.</p> <p><u>Connection to Unsubsidized Employment:</u> Once the participant has created a routing, a monthly budget and a resume, job profile, participated in employment tours for local employers and identified what they would like their next steps to be, St. Lukes then works to move them forward to the “second job.” This job is outside of the organization and has been identified through Indeed, employer partners or other referrals. The most consistent placements have been with Peckham Industries, Northgate, Lear, St. John Vianney Church and School and Applewood Estate. The jobs are generally within the industrial sewing, lawn care and snow maintenance and janitorial fields. The employers listed above have all hired participants from the program. Each employer is identified based on the skills that St. Lukes cultivates within their social enterprises. For example, CurbCo was involved with the facilitation and training of the supervisors to ensure that each participant gains the relevant experience during their paid on the job training to qualify them for long-term employment.</p> <p><u>How employers inform curriculum:</u> The individual training plan for each participant is developed with their case manager and will include the appropriate training</p>
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	<p>dependent on the type of work performed and future planned career pathways.</p> <p><u>Job Retention Services:</u> The participant will be encouraged to continue engagement with their case manager and request supportive services from the FAE&T Plus provider. The case manager will support the customer with available resources, referrals to community resources, or GSTMW supportive services. Job retention services will be offered a minimum of 30 days and up to 90 days.</p>
Target population	Returning Citizens to the Detroit Metropolitan area, Wayne County residents Genesee County residents and City of Flint residents.
Criteria for participation	<p><u>DESC-CEO and SEMCA-CEO:</u> The participants must be 18 years of age or older, have had some form of recent justice involvement, and are motivated and ready to work. The model is designed to cater to all ranges of work experience and background.</p> <p><u>GST-Carriage Town:</u> Participants who have chosen to participate in the Personal Success Plan (PSP) program may be enrolled in FAET-Plus. If their career goals align with one of the available transitional jobs, they may be placed in the activity.</p> <p><u>GST-St. Lukes:</u> After five employment preparation program classes, with good attendance and the successful passing of a drug test, participants have the opportunity to be employed within our social enterprises for 60 to 90 days.</p>
Geographic area	Wayne County, Detroit Metropolitan area, Genesee County, and City of Flint
E&T providers	DESC-CEO, SEMCA-CEO, GST-Carriage Town and GST-St. Lukes
Projected annual participation	174
Estimated annual component costs	<p>CEO (DESC) – \$959,458</p> <p>CEO (SEMCA) – \$445,020</p> <p>Carriage Town (GST) – \$219,328</p> <p>St. Lukes (GST) – \$193,323</p> <p>Total all Providers - \$1,830,458</p>

Length of time the SWBL will run	DESC-CEO: 320 hours SEMCA-CEO: 320 hours GST-Carriage Town Ministries: 300 hours GST-St. Lukes: 312 hours
Other administrative costs associated with SWBL	CEO (DESC) – \$45,567 CEO (SEMCA) – \$16,455 Carriage Town (GST) – \$10,908 St. Lukes (GST) – \$9,450 Total all Providers - \$82,380

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Detroit Employment Solutions Corporation, MWA
Service Overview:	Oversee the FAE&T program at three One-Stop service centers delivered by Ross Innovative Employment Solutions, Goodwill/SERCO partnership, and JVS/ResCare partnership.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Basic Ed/Foundational Skills, English Language Acquisition, EEST-Work Readiness, Vocational Training, Work Experience-Work Activity, Job Retention Services, and Workfare.
Credentials Offered:	Specific to the vocational training participants complete while enrolled with one of the three FAE&T providers located at the One-Stop service center. Common examples include Heavy and Tractor Trailer Truck Drivers - CDL license A, B or C and Healthcare – Licensed Practical Nurse, Medical Assistant, Home Health/Personal Care Aides -- Certified Nurse Assistant (CNA) certification.
Participant Reimbursements Offered:	Breathalyzer for vehicles, Cellular phone/internet service; clothing; drug tests/fingerprinting; fees associated with E&T activity, union dues, testing, licensing, bonding, and background checks; laptop/tablet; legal services for expunging criminal record for employment; medical services; Michigan ID, driving permit, skills

Contract or Partner Name:	Detroit Employment Solutions Corporation, MWA
	test, and driver's license; training materials/supplies; personal grooming supplies/services; transportation; and work/training tools.
Location:	City of Detroit
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at LEO - Policy and Program Guidance . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$422,382
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Contract or Partner Name:	Detroit Employment Solutions Corporation, MWA
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Detroit Employment Solutions Corporation, MWA
Service Overview:	Oversee the FAE&T Plus program (reimbursement model) delivered by CEO, Focus: HOPE, IIMD, Payne Pulliam, Southwest Economic Solutions, SVSF and WMCAA. In addition, DESC uses non-federal funds to provide intermediary services to support the FAE&T Plus providers.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training; Job Retention Services, Basic Ed/Foundational Skills, English Language Acquisition, EEST-Work Readiness, Vocational Training, WE: Work Activity, Work-Based Learning-Transitional Job Subsidized by E&T
Credentials Offered:	Specific to the vocational training participants complete while enrolled with Focus:Hope, IIMD, Payne Pulliam or Southwest Economic Solutions. Common examples include Heavy and Tractor Trailer Truck Drivers - CDL license A, B or C and Healthcare – Licensed Practical Nurse, Medical Assistant, Home Health/Personal Care Aides - CNA certification.
Participant Reimbursements Offered:	Clothing, uniforms, and work boots; drug tests; eyeglasses; housing assistance; personal grooming supplies/services; training materials/supplies; fees associated with testing/licensing; technology equipment; and transportation.
Location:	Detroit, Michigan
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS.

Contract or Partner Name:	Detroit Employment Solutions Corporation, MWA
	LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov) . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and Plus providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$1,857,786
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	GST Michigan Works!
Service Overview:	Oversee the FAE&T program at six One-Stop service centers delivered by Action Management, SVRC Industries Inc, and GST Michigan Works!
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Basic Ed/Foundational Skills,

Contract or Partner Name:	GST Michigan Works!
	English Language Acquisition, EEST-Work Readiness, Vocational Training, Work Experience-Work Activity, Job Retention Services, and Workfare.
Credentials Offered:	Specific to the vocational training participants complete while enrolled with one of the FAE&T providers located at the One-Stop Service Center. Common examples include CDL A/B Licenses, CNC Certification, and Medical Certifications such as CNA and LPN.
Participant Reimbursements Offered:	Breathalyzer for vehicles, Cellular phone/internet service; clothing; drug tests/fingerprinting; fees associated with E&T activity, union dues, testing, licensing, bonding, and background checks; laptop/tablet; legal services for expunging criminal record for employment; medical services; Michigan ID, driving permit, skills test, and driver's license; training materials/supplies; personal grooming supplies/services; transportation; and work/training tools.
Location:	The following counties: Genesee, Shiawassee, Huron, Lapeer, Sanilac and Tuscola.
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service

Contract or Partner Name:	GST Michigan Works!
	delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at LEO - Policy and Program Guidance . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$169,635
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	GST Michigan Works!
Service Overview:	<p>Oversee the FAE&T Plus program (reimbursement model) delivered by Carriage Town Ministries, Mott Community College, PLA U and St. Lukes.</p> <p>In addition, GST uses non-federal funds to provide intermediary services to support the FAE&T Plus providers.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search, Basic Ed/Foundational Skills, Work-Based Learning – Transitional Job Subsidized by E&T, Job Retention Services, EEST-Work Readiness and Vocational Training
Credentials Offered:	CNC Certification, and Medical Certifications such as CNA and LPN.
Participant Reimbursements Offered:	Transportation, Fees, Drug tests, Legal Services, Clothing, Work and Training Tools, Michigan ID, Technology Equipment,
Location:	Genesee County
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	<p>LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS.</p> <p>LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a</p>

Contract or Partner Name:	GST Michigan Works!
	written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at Labor and Economic Opportunity - Policy and Program Guidance (michigan.gov) . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and Plus providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$802,862
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	Southeast Michigan Community Alliance (SEMCA), MWA
Service Overview:	Oversee the FAE&T program at two One-Stop service centers delivered by Monroe County Employment and Training and Employment Training and Design Inc.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Basic Ed/Foundational Skills, English Language Acquisition, EEST-Work Readiness, Vocational Training, Work Experience-Work Activity, Job Retention Services, and Workfare.
Credentials Offered:	Specific to the vocational training participants complete while enrolled with one of the three FAE&T providers located at the One-Stop service center. Common examples include Heavy and Tractor Trailer Truck Drivers - CDL license A, B or C and Healthcare – Licensed Practical Nurse, Medical Assistant, Home Health/Personal

Contract or Partner Name:	Southeast Michigan Community Alliance (SEMCA), MWA
	Care Aides -- Certified Nurse Assistant (CNA) certification.
Participant Reimbursements Offered:	Breathalyzer for vehicles, Cellular phone/internet service; clothing; drug tests/fingerprinting; fees associated with E&T activity, union dues, testing, licensing, bonding, and background checks; laptop/tablet; legal services for expunging criminal record for employment; medical services; Michigan ID, driving permit, skills test, and driver's license; training materials/supplies; personal grooming supplies/services; transportation; and work/training tools.
Location:	Wayne County and Monroe County
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS. LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at LEO - Policy and

Contract or Partner Name:	Southeast Michigan Community Alliance (SEMCA), MWA
	Program Guidance . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$196,598
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	Southeast Michigan Community Alliance (SEMCA), MWA
Service Overview:	Oversee the FAE&T Plus program (reimbursement model) delivered by CEO, IIMD and WMCAA
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Job Retention Services, Basic Ed/Foundational Skills, English Language Acquisition, EEST-Work Readiness, Vocational Training, Work-Based Learning – Transitional Job Subsidized by E&T
Credentials Offered:	CNA
Participant Reimbursements Offered:	Clothing, uniforms, and work boots; drug tests; eyeglasses; personal grooming supplies/services; training materials/supplies; laptops, fees associated with testing/licensing; and transportation.
Location:	Wayne County
Target Population:	FAP recipients eligible for E&T services.
Monitoring of contractor:	LEO-WD policy staff conduct semi-annual reviews of FAE&T participant case files. The semi-annual review verifies that the MWA abides by FAE&T policy, and the case files contain adequate and accurate documentation to support activities, hours, and supportive services on the OSMIS.

Contract or Partner Name:	Southeast Michigan Community Alliance (SEMCA), MWA
	LEO-WD policy staff conducts an annual on-site or virtual site visit to gather information regarding program delivery, document best practices, and identify recurring issues for future policy development for the FAE&T program. The site visit is conducted through a combination of case file reviews, in-person/virtual observations, and follow-up to program related responses. Policy staff discuss the outcomes of the review with the service delivery staff and the MWA program management. Following the site visit, a written report is provided to the MDHHS, LEO-WD and MWA. LEO-WD Compliance completes risk-based approach subrecipient monitoring during Cycle II each year.
Ongoing communication with contractor:	The LEO-WD distributes policy guidance in the form of the FAE&T and FAE&T Plus Manual found online at LEO - Policy and Program Guidance . In addition, LEO-WD hosts monthly meetings with the MWAs and their subcontractors delivering Plus services. The MWA and providers can submit questions to LEO-FAET-Policy@michigan.gov for research and response from LEO-WD policy staff.
Total Cost of Agreement:	\$695,336
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the

direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	SNAP State Administrator, .10 FTE and SNAP E&T Specialist, .50 FTE = \$150,000
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	Included above
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	Intermediary and direct E&T program services 3,772,436
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	Bridges technical work \$19,000
<p>Materials: Describe materials to be purchased with E&T funds.</p>	NA
<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	\$5,000
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	NA
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	NA

Indirect Costs. Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

MDHHS does not have indirect costs.

Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement). Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

MDHHS will provide \$20,000 for transportation assistance, most commonly in the form of bus tokens, to participants requiring assistance to attend an orientation appointment at the FAE&T provider location. The FAE&T and FAE&T Plus providers will provide any combination of the items listed in XVII, table E.II Participant Reimbursement Details.