



COUNTY ADMINISTRATOR
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TO: Martha Kern, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Executive Director
Employment Training and Community Services (ETCS) Group

DATE: December 5, 2001

SUBJECT: The Employment Training and Community Services (ETCS) Group is requesting the ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2002 Food Stamp Employment and Training Program Plan to the Michigan Department of Career Development.

Board Action Requested:

The Employment Training and Community Services Group is requesting the ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2002 Food Stamp Employment and Training Program Plan to the Michigan Department of Career Development in the amount of \$202,508 for the period of October 1, 2001 through September 30, 2002.

Background:

Through an Interagency Agreement with the Family Independence Agency, the Employment Training and Community Service (ETCS) Group will administer the Food Stamp Employment and Training Program to serve eighteen (18) through forty-nine (49) year-old, able-bodied adults without dependents, who are in jeopardy of losing their food stamp eligibility due to time limits.

This is the fourth year in which the Food Stamp Employment and Training Program will be implemented. St. Clair Shores Adult and Community Education is the subcontractor administering this year's Food Stamp Employment and Training Program.

Discussion:

The ETCS Group estimates to serve one hundred twenty-seven (127) eligible participants this year. The following is a description of each of the planned program activities that will be available to these participants:

- Job Search and Job Readiness Assistance – Helps participants become familiar with general workplace expectations and learn behaviors and attitudes necessary to compete successfully in the labor market. This may include job clubs, counseling and job seeking training. These activities must enhance the employability of the participant. If the Food Stamp participant is not employed at the end of 30 days of job search, the participant must be placed in Workfare.
- Workfare – Participants assigned to work in public or private non-profit entities as a condition of Food Stamp eligibility. The main goal of this program is to improve the participant's employability and enable them to proceed to unsubsidized employment.
- Unsubsidized Employment – Participant is employed not supported by public funds.
- Educational Training Programs – may combine a minimum of sixty-five (65) hours of work and fifteen (15) hours of education/training activities per month to meet federal participation requirements of eighty hours per month. Allowable training activities are those that directly enhance the employability of the participant. These activities may include, but are not limited to, high school or equivalent education programs, remedial education programs to achieve a basic literacy level, English as a second language, and Workforce Investment Act (WIA) training programs.

The coordination of participant information between the Michigan Works! Agency (MWA) and Family Independence Agency (FIA) will involve the following: Michigan Department of Career Development (MDCD) State Reports and Policy Issuances, FIA's Central Information System Reports (CIS) and Policy Letters. Regularly scheduled monthly meetings have been established with the MWA and FIA.

The Program shall be coordinated among Welfare Reform programs (i.e., Welfare to Work), Workforce Investment Act (WIA) services, and services within Washtenaw County. All welfare reform programs are delivered through a single service provider at the Washtenaw County Michigan Works! Service Center.

The MWA may also provide supportive services as necessary to enable clients to participate in their assigned activity. Supportive services include:

transportation assistance, car repairs, car insurance, tools and work-related clothing.

Impact on Human Resources:

The requested Board action has no impact on Washtenaw County positions, personnel policies or procedures.

Impact on Budget:

There are no County funds, nor match required for this program. There are no administrative funds under this program. Client services include job search/job search training, Workfare, unsubsidized employment, and educational training programs. The funds will be expended as follows:

\$ 7,070 Supportive Services

\$195,438 Client Services

\$202,508 TOTAL

Impact on Indirect Costs:

There are no indirect costs associated with this request.

Impact on Other County Departments or Outside Agencies:

The requested Board action has no impact on other County departments or outside agencies.

Conformity to County Policies:

This matter has been reviewed by the Washtenaw County Workforce Development board, the County Administrator's Office, Corporation Counsel, the Finance Department, the Human Resource Department, and the Ways and Means Committee.

Attachments/Appendices:

2002 Food Stamp Employment and Training Plan
FY 2002 Budget

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON FISCAL YEAR (FY) 2002 FOOD STAMP EMPLOYMENT AND TRAINING PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT (MDCD) IN THE AMOUNT OF \$202,508 FOR THE PERIOD OF OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP (ETCS), AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

December 5, 2001

WHEREAS, the Employment Training and Community Services (ETCS) Group is the administrator and operator of Employment and Training programs in Washtenaw County; and

WHEREAS, the ETCS Group is funded by the Workforce Investment Act, the Michigan Department of Career Development, and the Department of Labor to provide employment training and placement services; and

WHEREAS, the Washtenaw County Workforce Development Board and the Board of Commissioners oversee, recommend, and approve employment and training programs throughout Washtenaw County; and

WHEREAS, through an Interagency Agreement with the Family Independence Agency, the ETCS Group will administer the Food Stamp Employment and Training Program; and

WHEREAS, the plan is to serve 127 eligible participants, who are defined as 18 through 49 year old able-bodied adults without dependents who are in jeopardy of losing their food stamp eligibility due to time limits; and

WHEREAS, program activities may include, but are not limited to, job search and job readiness assistance, workfare, unsubsidized employment and educational training programs, which include high school education programs, remedial education literacy programs, English as a second language and other training programs; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, the County Administrator's Office, Corporation Counsel, the Finance Department, Human Resource Department, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the Chair of the Board's signature on the Fiscal Year 2002 Food Stamp Employment and Training Plan application to the Michigan Department of Career Development in the amount of \$202,508 for the period of October 1, 2001 through September 30, 2002 for the Employment Training and Community Services Group, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners take the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the revised budget, as attached hereto and made a part hereof;
3. Authorizing the County Administrator to sign delegate contracts upon review of Corporation Counsel to be filed with the County Clerk.

Washtenaw County ETCS
Summary Budget
Business Unit 2460019100
Food Stamp Employment and Training
Fiscal Year Ending September 30, 2002

Revenues

50000

Federal Revenue

\$ 202,508

Expenditures

80000

Other Services and Charges

\$ 202,508