



COUNTY ADMINISTRATOR
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MEMORANDUM

TO: Wes Prater, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trena Rusher, Executive Director
Employment Training and Community Services Group

DATE: December 1, 2004

SUBJECT: The Employment Training and Community Services (ETCS) Group is requesting ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2005 Food Stamp Employment and Training Plan to the Michigan Department of Labor and Economic Growth (MDLEG).

Board Action Requested:

The Employment Training and Community Services Group is requesting ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2005 Food Stamp Employment and Training Plan to the Michigan Department of Labor and Economic Growth in the amount of \$77,646 for the period of October 1, 2004 through September 30, 2005

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 sixth 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 amount of participants served will vary based on the number of referrals received from FIA. The following is a description of each of the planned program activities that will be available to these participants:

(A) 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.

(B) 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.

(C) Unsubsidized Employment – Participant is employed not supported by public funds.

(D) Educational Training Programs – 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.

(E) Vocational Training – Intended to improve the employability of participants by providing training in skills or trade that will allow the participant to move directly into employment.

(F) Enrollment in WIA, state or local projects or programs (dual program enrollment) – Participants that meet the eligibility requirements of other employment training programs, may meet their participation requirement by participating in these programs.

Each participant will be assessed to determine current educational skill levels, occupational abilities and employment needs. Food Stamp Employment and Training referrals will be made through the electronic system. The MWA will develop an Individual Service Strategy (ISS) for all Food Stamp customers. The ISS will contain the following: (a) participant's employment goal; (b) short-term goals and long-term goals for accomplishing self-support; (c) identification of the components and activities to be provided; (d) identification of planned completion dates and interim outcomes anticipated; (e) supportive services to be provided; (f) identification of barriers and other needs of participants. The ISS will be periodically reviewed to ensure that stated goals are being met, and it will be revised, if necessary.

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. The funds will be expended as follows:

\$ 1,708 Supportive Services
\$ 75,938 Training Services
\$ 77,646 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:

2005 Food Stamp Employment and Training Plan
FY 2005 Budget

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE FISCAL YEAR (FY) 2005 FOOD STAMP EMPLOYMENT AND TRAINING PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH (MDLEG) IN THE AMOUNT OF \$77,646 FOR THE PERIOD OF OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP (ETCS); AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

December 1, 2004

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 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 individuals who are referred from the Family Independence Agency, who are 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 2004 Food Stamp Employment and Training Plan application to the Michigan Department of Labor and Economic Growth in the amount of \$77,646 for the period of October 1, 2004 through September 30, 2005 for the Employment Training and Community Services Group, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes 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. Approve the 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
Fund #2460 - Food Stamp Employment and Training
Fiscal Year Ending September 30, 2005

Revenues

50000	Federal Revenue	<u>\$ 77,646</u>
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Expenditures

80000	Other Services and Charges	<u>\$ 77,646</u>
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