

**COUNTY ADMINISTRATOR**  
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TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: April 6, 2005

SUBJECT: The Employment Training Community Services (ETCS) Group Fiscal Year (FY) 2005 Temporary Assistance to Needy Families (TANF) Program Agreement to the Michigan Department of Human Services

**BOARD ACTION REQUESTED:**

The Employment Training and Community Services Group is requesting ratification of the County Administrator's signature on the application of the ETCS Group for funds for Temporary Assistance to Needy Families (TANF) and on the funding Agreement for FY 2005. The application is to the Michigan Department of Human Services for the amount of \$70,920 for the period of October 1, 2004 through September 30, 2005. Also requested is; approval of the budget, and authorization for the County Administrator to sign the grant award and delegate contracts.

**BACKGROUND:**

Temporary Assistance to Needy Families (TANF) is part of the Emergency Services Program administered by ETCS. This program is designed to provide assistance in response to a specific crisis situation once during the program year, such as provision of food, clothing for work-related purposes, utility assistance, medical or prescription assistance, or payment for eyeglasses. The program is administered in accordance with the State Emergency Funds (SEF) formula, which targets individuals and families with incomes over 125% of poverty but less than 200% of poverty.

In an effort to move clients from a need for Emergency Services, eliminate the redundant usage of Emergency Services funds by the same customer, the Employment Training and Community Services (ETCS) Group staff assist clients in finding a job or a better job, which will allow Emergency Services' clients to

move one step closer to self-sufficiency.

**DISCUSSION:**

The Washtenaw County Employment Training and Community Services (ETCS) Group will assist clients in progressing toward self sufficiency by effective coordination of client case management functions between its workforce development initiatives and the agency's Emergency Services Program.

When Customers enter the system, an initial intake will be conducted to explore needs and services. If indicated, this will be followed by a comprehensive assessment using a pre-defined set of criteria. A determination will be made as to whether the specific customer will be referred to the Michigan Works! Service Center or other community agency. If a decision is made to refer the customer to Employment Services, a Case Manager will be assigned, who will assist the customer in developing a self-sufficiency plan. In cases where more specialized assistance is needed, the Case Manager will have the responsibility of helping the individual or family secure those services.

The ETCS Case Management provides a comprehensive approach to client service by focusing on the entire family. Classes in Parenting, Budgeting, Home Ownership, and Economic Literacy are offered. Clients have opportunities to become empowered and gain advocacy skills with the goal of developing self-sufficiency.

The client's success will be measured through tracking the achievement of individual milestones established in the self-sufficiency plan. Clients will also be surveyed to measure satisfaction with the process and to identify suggestions for any improvements.

**IMPACT ON HUMAN RESOURCES:**

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

**IMPACT ON BUDGET:**

The requested Board action approves the FY 2005 TANF budget in the amount of \$70,920 .

**IMPACT ON INDIRECT COSTS:**

The requested board action has no indirect costs associated with this budget.

**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 Community Action Board, Corporation Counsel, the Finance Department, Human Resources, the

County Administrator's Office and the Ways and Means Committee. The requested Board action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

FY 2005 TANF Agreement

FY 2005 Budget

**PREPARED BY:**

Trenda Rusher, Executive Director

Employment Training and Community Services (ETCS) Group

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE FISCAL YEAR 2005 TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) PROGRAM TO THE MICHIGAN DEPARTMENT OF HUMAN SERVICES IN THE AMOUNT OF \$70,920, FOR THE PERIOD OF OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; APPROVING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

April 20, 2005

WHEREAS, the Employment Training and Community Service Group requests the ratification of the County Administrator's signature on the Fiscal Year 2004 Temporary Assistance to Needy Families (TANF) Agreement with the Michigan Department of Human Services for the period of October 1, 2004 through September 30, 2005; and

WHEREAS, the Employment Training and Community Service Group is the administering agency for the Employment Training and Community Services programs in Washtenaw County, and

WHEREAS, these funds are to provide for emergency service needs; and

WHEREAS, these TANF funds are also to be used for eligible participants of the Employment Services Program, thereby assisting participants in achieving self-sufficiency; and

WHEREAS, emergency assistance includes the provision of food vouchers, clothing for work-related purposes, utility assistance, medical or prescription assistance, and payment for eyeglasses; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the Temporary Assistance to Needy Families agreement with the Michigan Department of Human Services in the amount of \$70,920 for the period of October 1, 2004 through September 30, 2005, 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 County Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part hereof
3. Authorizing the County Administrator to sign the delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk .

