

**Washtenaw County
Michigan Works! Agency/ETCS**

**FOOD ASSISTANCE EMPLOYMENT AND TRAINING
PROGRAM (FAE&T)**

**Fiscal Year (FY) 2009
Program Operations
Plan**

SECTION I

**FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T)
PROGRAM OPERATIONS
APPROVAL REQUEST**

1. Michigan Works! Agency (MWA): Washtenaw County MWA/ETCS	2. MWA Number: 30
3. Plan Title(s): Food Assistance Employment and Training – Program Operations	
4. Policy Issuance Number: 08-15	5. Plan Period: 10/01/08 – 09/30/09

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document

AUTHORIZED CHIEF ELECTED OFFICIAL Rolland Sizemore, Chair, Washtenaw County Board of Commissioners	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
WDB CHAIRPERSON Keith Peters, Chair, Washtenaw County Workforce Development Board	DATE

OWD-166 (2/02)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.

SECTION II

FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PROGRAM OPERATIONS NARRATIVE

A. MWA Identification Information

FAE&T Contact Person:

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B. Program Design/Description of Services to be Provided

The following is a description of each of the planned FSE&T program activities that will be available to participants:

Job Search and Job Readiness Assistance

The participant must complete thirty days of full-time Job Search/Job Search Training (i.e. 20 hours per week) to retain their Food Stamp eligibility. The MWA will utilize the MIS system to determine when 30 days of full-time job search has elapsed. If the participant has completed 30 days of full time job search/job search training, any additional job search/job search training activities will comprise less than half (49%) of the required hours of participation. Job Search/Job Search Training, if provided in conjunction with other employment and training activities, will be less than 10 hours per week in conjunction with other education and training activities for a combined total of 20 hours per week.

Other education and training activities may include:

- Employment enhancement skills training
- High school or equivalent education programs
- Remedial education programs to achieve a basic literacy level
- Instructional programs, such as English as a Second Language (ESL), basic computer skills training, and basic literacy skills
- Vocational training that is designed to improve the employability of participants by providing training in a skills or trade, and
- Concurrent enrollment in activities under another funding source. With the exception of

enrollment in activities under Jobs, Education and Training (Temporary Assistance for Needy Families), FAE&T participants may be concurrently enrolled in other employment and training activities through other funding sources such as the Workforce Investment Act (WIA).

Job Search activities will directly enhance the employability of the participant and will include Job Club and counseling. If the participant has not been placed into unsubsidized employment following 30 days of Job Search activities, they will be required to be placed in Workfare or an education/training activity.

Job Search Training is intended to help the participant become familiar with general workplace expectations and learn behavior and attitudes necessary to compete successfully in the labor market. Job Search Training may include, but is not limited to, teaching participants how to read maps and bus schedules, tips on personal hygiene and appearance, testing, job interest, and use of the Michigan Occupational Information System.

The limitation on the number of hours of participation in Job Search/Job Search Training activities does not apply if the job search or job search training activities are operated under Title I of the Workforce Investment Act (WIA) or Section 236 of the Trade Act.

Workfare

Participants who are not successful in obtaining employment of at least 20 hours per week (80 hours per month) during the initial 30 day Job Search periods may be placed in Workfare. Workfare is a work component in which participants perform work in a public service capacity as a condition of Food Assistance eligibility. A Workfare slot will be with a public or private non-profit agency. In lieu of wages, Workfare participants receive compensation in the form of their monthly food assistance allotment. The primary goal of Workfare is to improve employability and encourage participants to move into regular employment while returning something of value to the community.

While in Workfare, the MWA may continue efforts to assist the participant in obtaining employment by sending out the participant's resume and setting up employment interviews. The participant will remain in the Workfare slot and continue to be served by the MWA until they obtain unsubsidized employment, is placed in another FAE&T activity, chooses to be referred back to the Department of Human Services (DHS) for participation in Self-Initiated Community Service, appears to meet deferral criteria, or refuses to continue participation.

Participants may also participate in Employment Enhancement Skills Training (or another educational or training activity) in conjunction with Workfare to meet their work participation requirements. The required hours of participation in Employment Enhancement skills Training (or other educational or training activity) in conjunction with Workfare cannot exceed the combined hours of participation, which are determined by dividing the Food Assistance benefit by the higher of the applicable state or federal minimum wage.

Education/Training Programs (Literacy and Academic Skills Training)

Participants may participate in educational activities to meet their 20 hours per week requirement. Participants are not required to be enrolled in Unsubsidized Employment prior to placement in education/training programs.

Educational/training programs are intended to expand the participant's job search abilities or employability. Educational activities may include, but are not limited to, high school or equivalent education programs, such as English as a Second Language, basic computer skills and basic literacy skills. The length of time participants remain in literacy and academic skills training will be determined on a case-by-case basis. Educational programs must be directly linked to Job Readiness to be approved by the MWA.

Vocational Training

Vocational Training is intended to improve the employability of participants by providing training in a skills or trade that will allow the participant to move directly into employment. Placement into unsubsidized employment, in conjunction with enrollment in vocational training activities is not required. Participants may meet their 20-hour per week participation requirement by participating in a vocational training activity for up to a maximum of six months.

Enrollment in WIA, state or local projects or programs (dual program enrollment)

Participants that meet the eligibility requirements of other employment and training programs, (i.e. WIA, or Section 236 of the Trade Act), may meet their 20-hour per week participation requirement by participating in these programs. The MWA will coordinate placement through other allowable funding sources and ensure that the other programs meet the participation requirements under the FAE&T program. FAE&T participants may not participate in programs funded under Temporary Assistance for Needy Families. A direct connection between the training and employability must be established and may not exceed 12 months.

Participant Assessment Process

Each participant will be assessed to determine current educational skill levels, occupational abilities, barriers and employment needs. The MWA will provide and use the REV RAC reading instrument, WRAT 3 math instrument, MOIS, Work History and Barriers to Employment and the IDEAS Occupational Inventory.

Program Orientation Design and Referral Process

FAE&T referrals will be made through the electronic system. The Department of Human Services (DHS) staff will complete the enrollment screen used for Jobs, Education and Training. FAE&T referrals must be coded as a "6" in the MWA Referral Field. The MWA will hold a Food Stamp orientation within five (5) working days of the date of the referral by the DHS. The orientation will consist of an overview of the program, responsibilities of the participant and the consequences for noncompliance. The MWA will ensure that the first activity assignment, job search/job readiness, is within 5 workdays of the date-attended orientation.

The coordination of participant information between the MWA and the DHS will involve the sharing of the following documents: DLEG State Reports and Policy Issuances, the DHS's Central Information System (CIS) Reports and Policy Letters. Regularly scheduled monthly meetings have been established with the MWA and the DHS. The MWA retains the participant until notified by the DHS of the participant's Food Assistance ineligibility, the participant's refusal to continue participation, or the participant's choice to be referred back to the DHS for participation in Self-Initiated Community Service.

Case Management

A strong emphasis on case management will be provided with intensive case management provided on a continuing basis throughout participation in all FAE&T activities. The hours spent in case management activities will be included within the hours of allowable activities.

Individual Service Strategy (ISS)

All Food Stamp participants and their Case Managers will develop an Individual Service Strategy (ISS) that will contain the following elements:

- Participant's employment goal
- Short and long term goals for accomplishing self-support
- Identification of the components and activities to be provided
- Identification of planned completion dates and interim outcomes anticipated
- Support Services to be provided
- Identification of barriers and other needs of the participant

The ISS will be periodically reviewed by the MWA to ensure that the stated goals are being met and will be revised if necessary.

Coordination with other services within the MWA

The FAE&T program will be coordinated with other allowable programs and services within the Washtenaw County Workforce Development System. All Welfare Reform, Workforce Investment Act and Trade Act programs are delivered at a single One-Stop with program coordination and staff communication an on-going process.

SECTION III

**FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T)
PROGRAM OPERATIONS
BUDGET INFORMATION SUMMARY**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Washtenaw County MWA/ETCS	2. MWA No: 30
3. Policy Issuance Number: 08-15	4. Plan Period: 10/01/2008 – 9/30/2009

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source:	Amount:
1. Allocation	\$ 90,224

SECTION III – CURRENT PLANNED EXPENDITURES COST CATEGORY

<u>Cost Category:</u>	<u>Amounts:</u>
I. Employment & Training Expenditures:	
A. Job Search/Job Search Training	\$ 54,000
B. Workfare	\$ 10,000
C. Education/Training Programs	\$ 26,224
II. Administration	
Total Planned Expenditures (I + II)	\$ 90,224

OWD-84 (revised 12/03)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Balanced Budget Act of 1997 and the Food Stamp Act of 1977

The Budget Information Summary must be in compliance with all Act and Regulations pertinent to the referenced plan described. Noncompliance penalty results in withholding of funds.