



Region 7B Consortium

PATH Plan Partnership Accountability Training Hope FY 2014 Per PI 13-10

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Plan Approval Request

PATH
Workforce Development Board (WDB)
Plan Approval/Modification Request

1. Michigan Works! Agency (MWA): Region 7B Consortium	2. MWA Number: 02
3. Program Title(s): PATH Program	
4. Policy Issuance Number: 13-10	5. Plan Period: 10/01/13 through 09/30/14

The Chief Elected Official (CEO[s]) and WDB hereby approve the JET Program plan on file at the MWA.

Authorized CEO	Date 9/27/2013
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date 9/19/2013

08-08 (Revised)

The Workforce Development Agency State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

Narrative

A. MWA Identification

Michigan Works! Region 7B Consortium
Mark L. Berdan, Executive Director
402 N. First
Harrison, MI 48625
989-539-2173 (Phone)
989-539-0127 (FAX)

B. Description of Services to be Provided

1. Provision of General Orientation and Client Assessment

Orientation will be held on a weekly basis so that all clients will have the opportunity to attend within five working days of referral.

Department of Human Services (DHS) will explain their responsibilities, in addition, DHS will continue to provide pamphlets outlined in the Joint Orientation Script.

The MWA will take attendance, explain programs offered the Power Point presentation will be used, and the video will be shown and discuss the process regarding customer's participation in the PATH program.

An Objective Assessment (OA) for each eligible applicant, is completed. The OA will be customer centered, and include a diagnostic evaluation of a customer's family situation, work history, education, Basic Skills, Pre-Employment/Work Maturity Skills, Job Specific Skills, interests, aptitudes (including interests and capabilities for non-traditional occupations), attitude toward work, motivations, financial service needs, supportive service needs, personal employment information as it relates to the local labor market and appropriate referrals to other agencies. This information will be used to develop an individual service strategy (ISS) and the ISS on the MIS will be completed for each participant.

2. Provision of Job Search/Job Readiness

All clients will be enrolled in Job Search/Job Readiness Classes. Classes and assignments will be for a period of two weeks for 40 hours per week per participant unless DHS has indicated fewer hours for a participant. All participants are expected to complete the two weeks unless employment is obtained.

Upon completion of Job Readiness, participants will be required to participate in an active Job Search for 40 hours per week until they find employment unless fewer hours are required as identified by DHS. Participants, who are unable to find employment by State mandated hours in the last 12 months, will be re-evaluated to determine whether other allowable activities are appropriate.

Accommodation is currently made for participants who are working, in school or otherwise involved in appropriate activities and unable to participate in regularly scheduled job development. This accommodation is made on an individual basis between the participant and the MWA.

Types of accommodations include documented self-initiated job search and individual appointments for instruction and case management.

3 Provision of Other PATH Allowable Activities

Unsubsidized Employment

Employment not supported with Temporary Assistance to Needy Families (TANF) funds.

Participants can be exclusively enrolled or concurrently enrolled in this component and other allowable activities. The 90-day retention requirement will begin once a participant is meeting their work participation requirement exclusively through unsubsidized employment.

All participants are expected to retain unsubsidized employment. The MWA conducts a biweekly follow-up in this activity to ensure that participants are meeting requirements.

Individuals that do not retain employment may receive additional case management and services to help the participant obtain employment.

Subsidized Private and Public Sector Employment (SPPSE)

The participant is an employee of a private or public sector employer. This activity is for participants who have severe barriers to employment and lack job specific skills.

SPPSE contracts will be written for a minimum of five hours a week. The employer will be reimbursed a maximum of 40 hours a week for four weeks. Any hours worked after the fourth week will not be reimbursed. If a participant is not able to meet their weekly/hourly participation requirement solely through SPPSE, they will be enrolled in other allowable activities.

All participants are expected to complete training and retain employment upon completion of the contract. Participants are expected to obtain Job Specific Skills and Pre-Employment/Work Maturity Skills. Those participants who do not retain unsubsidized employment may receive additional case management and services to help the participant secure employment.

Work Experience Program (WE)

WE will be offered as a program activity option to participants who: 1) have little or no previous work experience, and 2) as an activity to demonstrate Pre-Employment/Work Maturity Skills.

Participants may be required to search for employment in conjunction with their WE assignment. The hourly participation per week will vary depending upon the participant's other activities.

WE will be an available option for participants not to exceed six months.

Individuals are expected to complete the terms of the WE contract and obtain employment. Those participants that do not obtain employment may receive additional case management and services.

On-the-Job Training (OJT)

OJT operates as a hire-first, job specific training program, with training provided directly by local employers. The employer/trainer receives reimbursement of up to 50% of the wages paid to the participant during a negotiated training period. Public employers may serve as OJT employer/trainers in a ratio not to exceed the local ratio of public to private employers.

Because OJT is a hire-first, employer delivered training program, it is responsive to the immediate hiring needs of local employers and to the occupational goals of local job seekers.

By providing training subsidies, OJT assists local businesses to hire and train new employees from the local labor pool and encourages labor force replacement and expansion. Training per participant will not exceed 499 hours or six months.

Community Service Programs

This program is designed to place participants in unpaid private or public sector employment. The activity will benefit the community, as well as assist the participant in enhancing skills and attitudes related to work.

Community Service Programs provide opportunities to assist participants in securing and maintaining employment, as well as giving participants an opportunity to upgrade existing job readiness skills. Participants may not be placed in this program until they have completed the required amount of job search activities.

Community Service Programs may be utilized to ensure that all participants are meeting their federal work participants' requirements in allowable work activities. In those cases where participants have difficulty in meeting their full hour requirements, Community Service Programs may be utilized to supplement the remaining hours needed.

Upon completion participants are expected to obtain unsubsidized employment. Individuals that do not obtain employment may receive additional case management and services to help the participant obtain employment.

Vocational/Occupational Training

Vocational/Occupational Training is a short-term program requiring a minimum of 30 hours of classroom time per week. This program will only be used in occupationally relevant training class. Participants will not be enrolled in more than one vocational/occupational training program during their lifetime and training will not exceed one year.

Participants are expected to obtain full time unsubsidized employment at the completion of the program. Individuals that do not obtain employment may receive additional case management and services to help the participant obtain employment.

Secondary Education

This is satisfactory attendance in high school or in a course of study leading to certificate, or GED. Training length will not exceed one year.

Individuals are expected to complete this activity and earn a High School Diploma or GED certificate. Participants will seek employment immediately upon completion of this activity.

Individuals that do not obtain employment may receive additional case management and services to help the participant obtain employment.

Education Directly Related to Employment

This is a classroom activity (a non occupational training activity) for recipients who have not received a high school diploma or GED. Example: English as a second language, basic math, remedial education. This activity will only be offered as a post employment activity. Training will not exceed one year.

Participants are expected to complete the activity and receive certification/degree if appropriate. Individuals who do not obtain employment will receive additional case management and services to help the participants secure employment.

Childcare for individuals doing Community Service

4. Supportive Services

Transportation Allowances

Participant's may receive mileage reimbursement for travel expenses when transportation assistance is needed: 1) to attend training; 2) to interview for employment; 3) to search for employment; or 4) to their place of employment, prior to their first pay check. The following are allowable: 1) reimbursement to and from the site at a rate of .20 cents per mile; 2) bus tokens; 3) emergency charge account with local vendors to provide gas; 4) reimbursement to DHS volunteer drivers; and 5) other transportation services such as taxi cabs (currently available in Roscommon County).

Each time a participant requests reimbursement for travel expenses, they must submit Verification of Attendance, Classes and Progress Form and a Michigan Works! Travel Voucher. NO reimbursement will be made without these forms signed and dated.

Compensation for transportation is the actual cost for public transportation or .20 cents per mile for the use of a private vehicle. Payment of a flat rate is allowed, but the rate must be based on public transit costs or actual miles. In two-parent families, both parents are eligible to receive transportation allowance if they are meeting their requirements and have the need for transportation.

Payments for transportation may be made directly to the participant, to a transportation provider for a specific participant or a number of

participants, or through the bulk purchases of tickets/tokens that are issued individually, but paid for or redeemed as a group.

Automobile Repair

Major automotive repair costs may be provided for a participant. General car maintenance is not allowed under this plan except under extenuating circumstances.

General maintenance includes tires, exhaust, brakes, tune-up, and battery replacement and oil changes. The participant must have a valid operator's license. At least two estimates must be obtained.

It is recommended that licensed mechanics be used so that a warranty can be obtained. Repairs cannot exceed the value of the car and there must be a reasonable expectation that the repair will make the vehicle safe and road worthy.

Vehicle repairs are authorized up to \$900 per participant in any 12-month period for a vehicle that is his or her primary means of transportation for employment related activities, even if public transportation is available. In a two-parent family, if both parents participate and need separate vehicles, each is eligible to receive \$900 toward the repair of the vehicles. To prevent a misappropriation of funds, the vehicle must be registered and insured in the name of a member of the eligible family.

Automobile Insurance and Licensing Fees

PL/PD automobile insurance and license fees may be provided to allow participants to attend training or employment. Participant must provide two estimates of identical coverage for insurance from different companies.

Only PL/PD insurance requests will be considered unless the employer requires other insurance.

The amount provided will be the minimum amount required to start the policy. The participant will be counseled on the budgeting process to insure the insurance policy will be maintained. Insurance and licensing fees may only be provided once to a participant.

Clothing

One set of interview clothing and two sets of employment clothing may be purchased if the participant does not have appropriate clothing. Prior to requesting new clothing, an effort to find appropriate clothing at resale or second hand stores must be explored.

If interview clothing was obtained, an explanation regarding why the interview clothing cannot be used for employment will be provided.

Relocation Allowance

Relocation may be provided if a participant has secured employment and must relocate as part of that employment. Funds may be provided for: 1) trailer or truck rental; 2) compensation for persons assisting in the move; 3) rental of moving equipment such as dollies; 4) security deposit; 5) first months rent; and 6) other expenses of the move determined necessary.

Non-DHS Employment Related Medical Expenses

Employment related expenses may include pre-employment and training medical examinations, as well as health related medical services that are not covered under Medicaid.

Payment is to be made at the medical provider's usual customary or reasonable fee, not to exceed the following limits: 1) employment related photostatic copies: maximum of \$100; 2) based on previous medical records or a recent medical examination, the completion of an DHS Medical Needs Form by a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) certifying that the client is able (or unable) to participate in employment related activities, and whether or not there are limitations or restrictions on the types of activities that the participant may be engaged in: \$12 per form; 3) employment related general medical or physical examination by an MD or DO (including the completion of an DHS medical needs form): \$35 per examination; 4) employment related immunizations and tests required as an employment training condition (i.e., drug testing or vaccinations): \$10 per immunization/test; 5) health related medical services may be provided to help participants overcome physical and mental problems that exist as barriers to employment.

Examples of medical services are: a) pre-employment/training medical exams; 2) immunizations and tests that required as a condition for participation or employment; 3) health and nutrition counseling; 4) optical; and 5) dental.

The cost of missed appointments will not be provided.

One Time Work Related Expense

At the discretion of the MWA, other one-time, work-related expenses may be purchased to enable individuals to participate in activities or seek, obtain, and retain employment. Examples include: 1) payments for trade

certification such as RN or LPN, 2) license fee such as a CDL 3) purchase of professional tools, and 4) business start-up expenses.

5. Case Management

The MWA is responsible for participant case management. Case management is a customer-centered approach to the delivery of comprehensive services, designed to provide successful program participation as documented on the ISS. Case management notes will be documented on the ISS.

For the WDB, case management is defined as a series of logical and appropriate interactions within a comprehensive service network of education, training, health, and other social service agencies designed to maximize opportunities for participants to receive and benefit from needed services in an efficient, supportive and coordinated manner.

While case management services for WDB employment programs will vary, there are some common components that are included in all programs as described below:

- a. **Assessment:** a member of the case management team identifies the needs of the participant. Proper assessment will identify the deficiencies in three skill areas (e.g., work, life and basic skills);
- b. **Development of the ISS:** the ISS uses assessment results to form the selection of services. This plan describes the mix of services to be provided, short- and long-term goals and objectives, supportive service plan, and documentation of assessment results;
- c. **Brokering:** this component links the participant to needed services that cannot be provided by the case manager or program. Brokering involves more than making a referral, participants often need to be prepared to accept services with pre-referral counseling;
- d. **Service Implementation and Coordination:** the role of the case manager is two-fold, first, to deliver on-site services and second, to ensure that all services to an individual participant are working together to the participant's benefit, and that appropriate communication is taking place among the various providers;
- e. **Monitoring and Evaluation:** through this activity the case manager stays abreast of the services being delivered to the client as well as the client's condition and emergency needs so that changes in the service plan can be made as the situation dictates. Participants who complete employment and training activities and are not

placed in unsubsidized employment will be assessed and enrolled in other allowable activities or referred to DHS for non-compliance.

Follow-up for participants placed in unsubsidized employment every two weeks beginning when unsubsidized employment is obtained. This satisfies the required 30/60/90/60 day follow-up requirement; and

- f. Mentoring: this component is difficult to define because it will vary from program to program and each participant. One way to look at it is to consider the program's case manager as the "primary" contact for the participant.

No matter the number of other specialists and service providers working with the participant, the case manager is the one who follows through for the participant and makes sense, of the plan of services.

Many participants have fallen through the cracks and have not developed this type of relationship with another individual. The case manager becomes the person to whom the participant can turn to for assistance, advocates for the participant while in training, and teaches the participant survival skills (e.g., negotiating, problem-solving, etc.). Flexibility must be built into the design of any case management system because intensity of case management must adjust to the varying needs of the participant.

The purpose of case management systems is to avoid losing the participant in a network of systems that are designed to meet their needs.

The number of re-referrals that will trigger a mandatory three-way meeting with the PATG participant, DHS and the MWA case manager is three. At this time it will be required that the PATH participant, DHS case manager and MWA case manager hold a three-way meeting to resolve any problems, eliminate barriers, and/or to develop a corrective action plan. The corrective action plan will be documented in the participant's ISS.

The meeting will be held at the location most convenient to the parties involved, such as the clients home, the local DHS office or the Michigan Works! Service Center.

Budget Information Summary

**PATH
TANF - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Region 7B Consortium		2. MWA Number: 02
3. Policy Issuance Number: 13-10	4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 Temp Assist for Needy Families	1. Project Name: PATH	

SECTION II - TOTAL FUNDS AVAILABLE

1. Funding Source: TANF	Amount
1. Initial Allocation	\$1,065,375.00

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$ 729,004.00
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$ 8,101.00
c. Auto-Related Expenses	\$ 93,321.00
d. Other Supportive Services	\$ 87,261.00
3. Administration	
a. General Administrative Costs (limitations apply)	\$ 127,845.00
b. Information Technology/Computerization	\$ 19,843.00
4. Total Planned Expenditures	\$1,065,375.00

(08/08)

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The Budget Information Summary must be in compliance with PRWORA of 1996. Noncompliance penalty results in withholding of funds.

**PATH
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Region 7B Consortium		2. MWA Number: 02
3. Policy Issuance Number: 13-XX	4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 PATH GF/GP	6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

2. Funding Source: GF/GP	Amount
1. Initial Allocation	\$269,877.00

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$ 237,492.00
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$ 32,385.00
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$269,877.00

(08/08)

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