



**FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T)
TIME LIMITED FOOD ASSISTANCE
NARRATIVE**

MWA Identification Information

FAE&T/TLFA Contact Person

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Program Design/Description of Services To Be Provided

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. SEMCA will serve the ABAWDs, with oversight and technical assistance from the Talent Investment Agency (TIA). The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to all FAP applicants and recipients in the state of Michigan.

Even though the E&T program is voluntary, there is an individual work requirement, and Food Assistance Program (FAP) benefits are time-limited for able-bodied adults without dependents (ABAWDs.) An ABAWD is between the ages of 18 and 49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD will not have a minor (under the age of 18) on their FAP case.

Time Limited Food Assistance (TLFA) allows a non-deferred ABAWD to receive FAP benefits for three months in a 36-month period without meeting the work requirement. The three months are referred to as “countable months.” An individual who has received three countable months can regain FAP eligibility (within the 36-month period) by complying with the work requirement or meeting a deferral criterion. The MDHHS is responsible for determining if an individual receives a countable month and has the authority to grant good cause and remove a countable month.

SEMCA is required by state law to subcontract with public and/or private providers through a competitive procurement process for case management and delivery of participant services, unless granted approval otherwise in accordance with the WDA PI 11-13, or any policy issuance that replaces PI 11-13. SEMCA has within the parameters of state and federal policies, designed its FAE&T Program to meet the demands of its labor market and the needs of the program participants. SEMCA contracts with Employment Training and Designs Inc. (ETDI) for residents of Wayne County and Monroe County Employment and Training Department (MCETD) for resident of Monroe County. For the purposes of this plan the phrase “SEMCA” also represents the contractors procured to perform the FAE&T services.

Referrals

The MDHHS is responsible for determining eligibility if the ABAWD is subject to TLFA, and if so, will refer individuals to FAE&T. The MDHHS will facilitate the electronic referral via the Bridges system by sending an ABAWD TLFA referral type to the One-Stop Management Information System (OSMIS), as well as generating a DHS-4785-F, FAP Employment and Training Appointment Notice, which is sent to the participant.

A TLFA individual, residing in one of SEMCA’s counties will be automatically referred to SEMCA:

- When applying for FAP benefits.
- The month following the end date of a deferral.
- When benefits are re-determined in select counties.

Initially SEMCA will perform orientations in Wayne, Highland Park and Southgate in Wayne County and in the city of Monroe in Monroe County. Southgate may be removed depending on the number of orientations in the local area. Prior to any orientation locations SEMCA will consult with TIA.

Program Activities

ABAWDs referred to SEMCA may fulfill their work requirement by one of the following:

- Participating in and complying with the requirements of the program activities (except workfare) for 80 hours per month.
- Any combination of working and participating in program activities (except workfare) for 80 hours per month.
- Participating in and complying with the workfare activity to the extent of the maximum allowable hours calculated by the MDHHS.

At any time the participant can choose to return to the MDHHS to meet the work requirement by engaging in Self-Initiated Community Service (SICS) or working 80 hours per month.

Special Situations

1. When there are multiple ABAWDs subject to TLFA on one FAP case:
 - a. The work requirement of 80 hours is an individual requirement
 - b. The workfare activity is a household obligation; the hours can be met by one or more participants.
2. Depending on the date in the month an ABAWD is determined subject to TLFA and referred to SEMCA, they may not be subject to the work requirement for the remainder of the month.
3. SEMCA must engage the participant in E&T activities, but the participant is not required to complete the 80 hours for that month.

Program Orientation, Assessment, and the Individual Service Strategy

If any ABAWD referred to SEMCA does not attend an orientation prior to their LDITA as indicated in the OSMIS, a new electronic referral will need to be approved by the MDHHS and sent via Bridges. The orientation should consist of an overview of the program, responsibilities of the participant, and the consequences for noncompliance as it relates to the general work requirement.

SEMCA is responsible for ensuring each participant receives a thorough assessment to evaluate the participant's skills, educational levels, prior work experience, barriers to employment, employability, and whether the participant speaks English as a second language before assigning appropriate activities.

An Individual Service Strategy (ISS) is required electronically in the OSMIS for all participants and includes the results of the completed assessment process. In addition, the ISS should include the individual's career goals and the steps that will be taken to help participants overcome all identified career barriers while supporting the participant's strengths and goals. The ISS must be updated and revised as the participant's circumstances change, but not less than once per year.

The time spent in the orientation session and initial assessment process must be documented on the OSMIS in the *Orientation* activity.

Time spent in additional assessment processes would be documented in the assessment that is specifically related to the E&T activity. Example: When a participant completes an assessment process, to determine readiness for vocational training, the actual hours would be entered into the vocational training activity.

Case Management

All participants must be assigned a case manager for the duration of the program. Intensive case management must be provided to help participants successfully accomplish their educational and employment goals. The hours spent in case management activities are to be included as participation in the assigned activities. Participation in all activities must be documented. Case notes will be updated at least once a month for each participant until the registration is terminated.

Program Activities

The following program activities will be available to those ABAWD referred to SEMCA for program participation.

1. Job Search

All job readiness activities and initiatives will help customers become familiar with general workplace expectations and learn behavior and attitudes necessary to compete successfully in the labor market. Job readiness training may include, but is not limited to teaching customers how to read maps, basic literacy skills, tips on personal hygiene and appearance and testing, job interests, use of the Michigan Occupational Information System and the Pure Michigan Talent Connect system. Job search and job search training are not qualifying activities, related to the work requirement which is necessary to maintain FAP eligibility for ABAWDs

2. Unpaid Work Activities

Unpaid work activities are work assignments where participants receive compensation in the form of their monthly FAP allotment in lieu of wages. These assignments are not intended to create employee/employer relationships. SEMCA and its contractors shall take into account the prior training, experience, and skills of a participant, along with E&T objectives when making appropriate assignments. SEMCA must negotiate the terms for placement of participants into unpaid work activities and must approve assignment location(s). A participant may identify a worksite that has not yet been established by SEMCA. However, the participant cannot be assigned to the worksite until an agreement with the site has been executed by SEMCA or its contractor.

3. Workfare

Workfare is a work component in which FAP recipients perform work in a public service capacity. Workfare participants receive compensation in the form of their monthly FAP allotment in lieu of wages. The primary goal of Workfare is to improve employability and encourage individuals to move into unsubsidized employment while returning something of value to the community.

To determine the number of allowable Workfare hours, SEMCA will verify the FAP benefit amount with the local DHHS office or through the customer's MI Bridges account.

Workfare must take place with a public or private non-profit agency. Workfare must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in Workfare. Vacancies due to hiring freezes, terminations, or layoffs must not be filled by Workfare participants. Workfare jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees and must not be related, in any way, to political or partisan activities.

A participant should not be assigned to other E&T activities while assigned to workfare to meet the ABAWD work requirement; however, they may choose to participate in other activities.

Workfare participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, like workers' compensation and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant. Participants are covered by workers' compensation as outlined in the DHHS Bridges Eligibility Manual (BEM) 232 at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/bem/232.pdf>.

The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the Workfare activity.

Work Experience

The work experience component is designed to improve the employability of participants through actual work experience and/or training. The goal of this experience is to enable participants to move into regular employment. In contrast to the workfare component, work experience placements can be negotiated with private, for-profit companies, as well as the public or private non-profit agencies.

Workfare and work experience must comply with these conditions:

Must not provide any work that has the effect of replacing or preventing the employment of an individual not participating in workfare or work experience. Vacancies due to hiring freezes, terminations, or layoffs must not be filled by workfare or work experience participants.

Participants must be provided the same job-related benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. These are benefits related to the actual work being performed, like workers' compensation, and not to the employment by a particular agency, such as health benefits. Of the benefits required, any elective benefit that requires a cash contribution by the participant will be optional at the discretion of the participant. Participants are covered by workers' compensation as outlined in the DHHS Bridges Eligibility Manual (BEM) 232.

The provisions of Section 2(a)(3) of the Service Contract Act of 1965 (PL 89-286) relating to health and safety conditions apply to the workfare and work experience activities.

Workfare or work experience jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees.

Workfare or work experience jobs must not be related, in any way, to political or partisan activities.

Assigned participation in workfare or work experience may not exceed the number of hours transmitted from Bridges for display in the OSMIS as "Household Workfare/Work Experience" hours. However, the participant can volunteer to engage in more hours. Participants are not eligible to participate in workfare or work experience until an hourly value is displayed in the Household Workfare/Work Experience field.

Educational/Training Programs

Educational and training opportunities can provide the skills needed to secure unsubsidized employment and ultimately self-sufficiency. Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job-readiness must be established for the component to be approved by SEMCA.

Basic literacy are high school or equivalent education programs, remedial education programs to achieve a basic literacy level, or instructional program in English as a second language, basic computer skills training and basic literacy level.

Vocational training that is designed to improve the employability of participants by providing training in a skill or trade; and concurrent enrollment in WIA program activities as appropriate.

Employment Enhancement Skills

Employment enhancement skills training (EEST) is a work readiness program intended to increase or develop participants' motivation and skills for active participation in activities relating to employment. It is also designed to stabilize participants living circumstances and facilitate successful involvement in the program. The EEST may include activities such as:

- Motivational activities, which include prioritizing work and building or improving self-esteem and self-image.
- Improving interpersonal relationships.
- Information and referrals to community resources to address health-related issues, along with access to housing, food, and clothing assistance.
- Time and money management workshop.
- Academic enrichment and work readiness activities designed to prepare the student for placement in higher level training.

Self-Employment Training

Self-employment training is an activity that improves the employability of participants by training them to design and operate a small business or another self-employment venture. Please note this activity is a training component and not for self-employment.

Vocational Training

Vocational Training improves the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment. All vocational training activities will be organized educational programs that are directly related to the preparation of individuals for employment in current, emerging, or in-demand occupations, based on local labor market information data.

The FAE&T Program funds may be used to cover the actual education costs as long as SEMCA verifies and maintains documentation that there is no other source of financial assistance available to the client. Participants must attempt to secure federal financial aid (not including student loans), such as a Pell Grant, if applicable, for the educational institution/activity.

Non-Participating ABAWD – Multiple ABAWD Household Member

When a multiple ABAWD household is assigned to the workfare component, and one participant chooses to complete the required hours, the other participant(s) should be entered in the Non-Participating ABAWD activity in the OSMIS, unless the other ABAWD volunteers for an activity.

Pending Deferral Determination

This activity is designed as a placeholder for when an ABAWD TLFA referral type chooses to no longer participate with SEMCA and requests MDHHS for a deferral from ABAWD work requirements. If the deferral is granted, the OSMIS will receive a Deferral notice from Bridges and termination will be generated by the system. (If Bridges does not send the deferral to OSMIS, SEMCA can terminate the registration or wait for the OSMIS to system terminate due to no activity within 100 days).

Enrollment in WIOA, State, or Local Projects or Programs (Dual Program Enrollment)

Enrollment in WIOA or TAA Program

Participants may be enrolled in this component if they are dually enrolled in other employment and training programs, such as the WIOA, Section 236 of the TAA Act, or other state or local projects/programs, such as the Offender Success program. Both MCETD and ETDI are TAA contractors and MCETD is a Offender Success contractor.

Enrollment in State or Local Projects or Programs

SEMCA may coordinate placement in employment and training programs through other allowable funding sources for which the participant is eligible. As both MCETD and ETDI are

WIOA contractors as well the dual enrollment should be easier to coordinate. Participants may be enrolled in this component if they are dually enrolled in other state or local E&T programs, such as the Prisoner Re-Entry program. Both contractors operate MDOC funded parolee related programs.

Customer Assessment Process

SEMCA's welfare reform contractors operating the FAE&T will conduct Customer assessments. The FAE&T contractors will perform the program introduction and will conduct the assessment. The individual customer may undergo "traditional" standardized testing assessment such as the determination of math and reading levels, but will also be assessed to determine other barriers to employment and the need for supportive services necessary to obtain employment. Attention will be given to identifying "special" barriers to employment that may be exhibited by the ABAWD population including, but not limited to, such areas as substance abuse and homelessness that may impact the individual's ability to obtain employment.

Results of the assessment, as well as the plan to address and remove barriers to employment, will be documented in the individual's Individual Service Strategy (ISS). Ongoing evaluations of the customer's progress are conducted and adjustments are made accordingly to assist the customer in their activities.

Orientation Design/Referral Process

The FAE&TP customer will enter the program with his/her attendance at a program introduction, which will be scheduled within five (5) working days of referral from the DHHS. The customer's case will remain open until the last date to attend the program introduction as referenced on the MIS system.

It is anticipated that the program introduction will be held at the SEMCA designated FAE&T contractors' one-stop locations and will be facilitated by MCETD or ETDI and DHHS staff. The introduction format and presentation will follow the current PATH format, with revisions incorporated to correctly and adequately explain and introduce the FAE&TP.

SEMCA will retain the customer until notified by DHHS of the customer's food stamp ineligibility, the customer's refusal to continue participation, or the customer's choice to be referred back to the DHHS for participation in the Self- Initiated Community Service component.

Case Management

All participants must be assigned a case manager for the duration of the program. Intensive case management must be provided to help participants successfully accomplish their educational and employment goals. The hours spent in case management activities are to be

included as participation in the assigned activities. Participation in all activities must be documented.

Confidentiality

Information contained in all program case records is confidential and may be released only under limited circumstances. The DHHS confidentiality policy can be found in the Bridges Administrative Manual at <http://www.mfia.state.mi.us/olmweb/ex/BP/Public/BAM/310.pdf>.

The privacy of individuals must be safeguarded, and SEMCA may not release any information related to an individual participant. A customer, however, may consent to a release of information upon signing a release of information form. SEMCA is also allowed to release aggregate data about participants. Aggregate data includes the total number of participants employed, the number of people enrolled in activities, etc. SEMCA will adhere to these guidelines when administering this program.

Use of Funds

FAE&T funds may only be used to provide employment and training and supportive services to individuals who are referred to SEMCA by the DHHS.

FAE&T funds may be used to serve FAP applicants from the date of application until the application is approved, denied, or withdrawn. The ABAWDs who are determined eligible for FAP, will continue to be eligible for FAE&T services during the time period they receive FAP benefits or through the 90th day of Job Retention Services activity if their FAP case closes.

Program funds may be used to market the program to potential volunteers. Marketing expenses must be reasonable and necessary to promote FAE&T.

FAE&T funds shall not be used for transporting applicants to and from the local DHHS office to complete FAP applications or to provide assistance in completing FAP applications.

Program Operations

Program operation costs are not to exceed an average of \$4,000 per participant.

Supportive Services

Supportive Services are services designed to assist participants in overcoming barriers that prevent them from engaging in E&T activities. Supportive services are an integral and required element of the FAE&T program. They must be reasonable and necessary, and directly related to

participation in activities, not for supporting participants' involvement in unsubsidized employment. A participant may receive a maximum of **\$960** per year.

Supportive services may include:

- Cellular phone service (limited to three months and no other source of free date or phone service is available or appropriate for the situation).
- Clothing (appropriate for job search activity or interviews);
- Course registration fee (may qualify as a program delivery expense);
- Drug tests (required for employment);
- Fingerprinting (required for employment);
- Legal services (expunging a criminal record to secure employment);
- Medical services (i.e., TB test, vision exam, eyeglasses, dental care or or physical required for employment);
- Fees (i.e., union dues, test fees, licensing and bonding fees, background checks needed for training or to support job search);
- Personal grooming supplies and/or services (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards);
- State of Michigan identification card, temporary driving instruction permit, driving skills test, and driver's license:
- Activity fee (if required to participate, may qualify as a program delivery expense);
- Training materials, textbooks, and supplies;
- Transportation (i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft-type services] and necessary non-maintenance vehicle repairs;
- Work and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).
- Housing assistance (limited to two months for rent and utilities only).

Supportive services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, supportive services may be provided through reimbursement to the participant for the actual cost of services incurred.

Gift cards or vouchers may be provided, as a prepaid allowance, if their use is restricted to specific purchases or services allowed by the program. In addition, case file documentation must clearly identify the supportive service provided.

The case file, action plan, or the OSMIS case notes must contain information that explains why the supportive service is necessary for participation in E&T activities.

The following items are **not allowed** to be paid for with FAE&T funds:

- Automobile insurance.
- Automobile ownership/operator taxes (tag and title).
- Automobile purchase.
- Drug/alcohol counseling or therapy.
- Food staples and groceries.
- Living stipend.
- Mental health treatment.
- Personal computers.
- Relocation expenses.
- Student loans, fees, penalties, or fines.
- Expenditures to support employment that was obtained prior to enrollment in FAE&T

Unsubsidized Employment Prior to Referral

Unsubsidized employment prior to referral is employment in the public or private sector that is not supported by TANF, State General Fund/General Purpose (GF/GP) funds, or any other public program.

Unsubsidized employment prior to referral is not an E&T activity, but the participation counts toward the individuals ABAWD work requirement and will be recorded in OSMIS for those subject to TLFA.

Please note participants employed prior to referral must be enrolled in another E&T activity before opening this employment activity in the OSMIS. Also, supportive service funds may not be used to support the participant's employment, and the participant may not enroll in job retention services (JRS).

Unsubsidized Employment

Only participants who obtain employment **after** engaging in other FAE&T activities may be enrolled in this activity.

Unsubsidized employment is full or part-time employment in the public or private sector that is not supported by TANF, State GF/GP funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all participants to prepare for self-sufficiency and public assistance case closure. Employed participants should be encouraged to engage in other E&T activities to increase the likelihood of achieving self-sufficiency.

SEMCA must notify the local MDHHS office if a participant obtains employment while enrolled in the program. Self-employment is not allowable for this activity unless the participant successfully completed an approved self-employment training program.

The FNS does not recognize unsubsidized employment as an allowable category of service for FAE&T. Therefore, employed FAE&T participants must participate in other allowable FAE&T activities in addition to unsubsidized employment. The JRS qualifies as an allowable activity for up to 90 days. The additional E&T activity, or JRS, must be open in the OSMIS before entering the “unsubsidized employment” activity in the OSMIS.

SEMCA must create an OSMIS case note and notify the local MDHHS office if an FAE&T participant:

- Voluntarily quits a job of 30 hours or more per week without good cause.
- Voluntarily reduces hours of employment below 30 hours per week without good cause.
- Refuses to accept a bonafide offer of employment per MDHHS BEM 233B.

The MDHHS will determine if the individual has good cause.

Job Retention Services (JRS)

JRS may be provided to individuals who secure full or part-time unsubsidized employment **after** receiving other employment or training services under the FAE&T program. This activity provides case management and supportive services to help participants achieve satisfactory performance, retain employment and increase earnings over time. Supportive services are an integral and required element of the JRS activity.

JRS:

- May be provided for a maximum of 90 days per referral.
- May continue for the full 90 days, even if the FAP case closes.
- If the customer is employed at the time of registration, JRS may only be provided if the participant secures a new job with a new employer or a new position with the original employer.

JRS is limited to 90 days per referral; however, the 90 days do not need to occur concurrently. The OSMIS will track the number of days each participant is enrolled in JRS to ensure that 90 days are not exceeded in any one referral. Only one JRS activity can be open at a time, even if the participant has multiple jobs. The single JRS activity covers multiple jobs in the same time period. At the end of the 90 days, the participant must be engaged in another E&T activity if

their FAP case is still open. The start date for the new E&T activity in the OSMIS must be the same date as the end date of the JRS activity or an earlier date.

Job Retention Supportive Services

Job Retention Supportive Services are designed to assist the participant in **maintaining employment** and can only be provided when a participant is enrolled in the JRS activity. The annual maximum of \$960 is the combination of regular supportive services and job retention supportive services. Job retention supportive services follow the same rules as regular supportive services.

The following job retention supportive services are permissible if they are required to maintain the employment:

- Clothing;
- Fees (i.e., union dues, test fees, licensing and bonding fees);
- Personal Grooming Supplies/Services (i.e., personal hygiene products and services, including haircuts, to meet employer appearance standards);
- Transportation [i.e., bus pass, gasoline cards, mileage reimbursement, taxi [including Uber and Lyft- type services] and necessary non-maintenance vehicle repairs;
- Work tools (i.e., equipment, tools, safety clothing, and uniforms).

Unsubsidized Employment Prior to Referral

Unsubsidized employment prior to referral is employment in the public or private sector that is not supported by TANF, State General Fund/General Purpose (GF/GP) funds, or any other public program. This activity may also include self-employment.

Please note participants employed prior to referral must be enrolled in another E&T activity before opening this employment activity in the OSMIS. Also, supportive service funds may not be used to support the participant's employment, and the participant may not enroll in job retention services (JRS).

Unsubsidized Employment

Only participants who obtain employment **after** engaging in other FAE&T activities may be enrolled in this activity.

Unsubsidized employment is full or part-time employment in the public or private sector that is not supported by TANF, State GF/GP funds, or any other public program. Participation in unsubsidized employment is the fundamental goal for all participants to prepare for self-

sufficiency and public assistance case closure. Employed participants should be encouraged to engage in other E&T activities to increase the likelihood of achieving self-sufficiency.

SEMCA must notify the local MDHHS office if a participant obtains employment while enrolled in the program. Self-employment is not allowable for this activity unless the participant successfully completed an approved self-employment training program.

The FNS does not recognize unsubsidized employment as an allowable category of service for FAE&T. Therefore, employed FAE&T participants must participate in other allowable FAE&T activities in addition to unsubsidized employment. The JRS qualifies as an allowable activity for up to 90 days. The additional E&T activity, or JRS, must be open in the OSMIS before entering the “unsubsidized employment” activity in the OSMIS.

SEMCA must create an OSMIS case note and notify the local MDHHS office if an FAE&T participant:

- Voluntarily quits a job of 30 hours or more per week without good cause.
- Voluntarily reduces hours of employment below 30 hours per week without good cause.
- Refuses to accept a bonafide offer of employment per MDHHS BEM 233B.

The MDHHS will determine if the individual has good cause.

Data Entry in the OSMIS and Documentation

SEMCA must ensure staff have access, and the training, to appropriately capture all required participant and reporting information in the OSMIS.

SEMCA must ensure the FAE&T providers abide by the following:

- Participants must be registered in the OSMIS before the electronic referral expires. The expiration is two calendar days beyond the LDTA as displayed on the registration page.
- Participation must be documented and verified before entering hours in the OSMIS. Sample forms are included, and electronic signatures are acceptable.
- Data entry must be within two days of the start and end dates of participation in the activity.
- A case note must be entered in the OSMIS at least once a month.

The following rules apply in OSMIS:

- Data entry changes for activities and actual hours are limited to the current calendar month and the previous calendar month.
- Outcome reports will only include participants with actual hours entered in the OSMIS.

Mandatory Posters

SEMCA must ensure the United States Department of Agriculture “And Justice for All” poster is displayed at every program location.

Confidentiality

The information contained in all program case records is confidential and may be released only under limited circumstances. The MDHHS confidentiality policy can be found in the Bridges Administrative Manual.

The privacy of individuals must be safeguarded, and SEMCA may not release any information related to an individual participant. A customer, however, may consent to a release of information upon signing a release of information form. SEMCA is also allowed to release aggregate data about participants. Aggregate data includes the total number of participants employed, the number of people enrolled in activities, etc. SEMCA must adhere to these guidelines when administering this program.

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

October 14, 2015