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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

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DIRECTOR

**OFFICIAL**

**Bureau of Workforce Programs (BWP)**  
**MiRSA Guidance Letter (GL No. 06-05)**

**DATE:** December 28, 2006

**TO:** Michigan Regional Skills Alliances (MiRSA)\*

**FROM:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs 

**SUBJECT:** MiRSA Management Information System (MIS) Reporting and Quarterly Narrative Report

**RESCISSIONS:** Policy Issuance RSA 05-02

1. **Purpose**

To detail the MIS reporting requirements and Quarterly Narrative reporting requirements for MiRSA Grants funded through the Workforce Investment Act.

2. **Background**

The Department of Labor & Economic Growth (DLEG)/BWP awards grants to start-up and expand Michigan Regional Skills Alliances. Capturing the progress of MiRSAs in relation to their stated goals and tracking Workforce Investment Act (WIA) participants provides necessary information for program management.

3. **Action Required**  
**MIS Reporting**

The Grantee in coordination with the Michigan Works! Agency (MWA) or the one-stop operator will submit MIS participant data directly to DLEG.

All information pertaining to WIA participants who received services including: activity, beginning and ending dates, participant status, and any other information required to be reported on the One-Stop MIS, must be entered on the One-Stop MIS by MWA staff or contractor staff within two business days of the time the information is available for entry on the One-Stop MIS.

\*Michigan Regional Skills Alliances and MiRSA are Service Marks of The Department of Labor & Economic Growth/Bureau of Workforce Programs

4. **Quarterly Narrative**

A narrative progress report (Form #OWD 324) will be submitted to the BWP, twenty (20) days after the last month of each quarter. The report is based on the measurements and goals defined in the Work Plan (Exhibit A).

5. **Inquiries**

Questions regarding this notice should be directed to the RSA Program Manager, (517) 335-5177.

BN:JC:bs  
Attachment  
Form #OWD 324

cc: Vicki Enright, Director, Field Services Division, BWP