

**UNEMPLOYMENT
INSURANCE
AGENCY**

JENNIFER M. GRANHOLM, Governor
State of Michigan

STANLEY "SKIP" PRUSS, Director
Department of Energy, Labor &
Economic Growth

SUSAN CORBIN, Deputy Director
Department of Energy, Labor &
Economic Growth

STEPHEN M. GESKEY, Director
Unemployment Insurance Agency

Waiver (Suspension) of Unemployment Insurance Eligibility Requirements for Those in Approved Vocational Training

Usual eligibility requirements for unemployment benefits

An unemployed worker collecting unemployment insurance (UI) benefits is normally required to be available for full-time, suitable work and seeking work every week the worker is claiming benefits, and the worker must not refuse an offer of suitable work. (A worker who is able to adjust school hours to seek and accept work, or who would drop out of school to accept work, is already meeting the eligibility requirements and would not need to receive a waiver of these requirements.)

Waiver (suspension) of eligibility requirements for training

Because it is important for many unemployed workers to be retrained, the law says that if a worker is making satisfactory progress in an approved vocational training program, the worker can continue to receive unemployment benefits (up to the maximum number of benefit weeks on the claim) even though the worker is not available for work or seeking work, and may even turn down an offer of suitable work.

Requesting a waiver of UI eligibility requirements for those in training

A worker who is in a training or educational program approved by the *Michigan Works!* Agency (MWA) can request the MWA to process a waiver to the Unemployment Insurance Agency (UIA) so the UIA will continue to pay unemployment benefits while the worker is in training.

MWA staff can provide the worker with a copy of the *Request for Approval of Vocational Training Course for Waiver of Unemployment Insurance (UI) Eligibility Requirements (Form DLEG-BWT 311-S)*

Unemployed workers must complete Section A of the two-page form; and MWA staff will complete the rest of the form, and send it to the UIA.

UIA determines if UI eligibility requirements can be waived

Once the UIA receives the waiver request from the MWA, the agency evaluates it and either approves or denies the waiver request in a *Determination on Waiver of Eligibility Requirements (UIA form 1678 - see next page for form)*.

DLEG-BWT 311-S
(REV. 09/2008)

Department of Labor & Economic Growth
BUREAU OF WORKFORCE TRANSFORMATION

**Request for Approval of Vocational Training Course for Waiver of
Unemployment Insurance (UI) Eligibility Requirements**
(In accordance with the MES Act, Section 421.28 (2) and (3))

Purpose: Completion of this form is required to qualify for a waiver of the availability and seeking work requirements while continuing to receive Unemployment Insurance. Persons wishing to obtain a waiver of UI eligibility requirements in order to attend training must complete this form. After completing this form, give it to the appropriate Michigan Works! Agency staff person for vocational/educational training evaluation.

The term vocational training (also referred to as career and technical education) means organized educational activities that:

- Offer a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors; and
- Include one or more of the following: competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, and occupation-specific skills.

Vocational means the acquiring of academic, technical or occupational skills that provide industry-recognized credentials that prepare an individual for employability.

SECTION A -- To be completed by claimant:

Claimant name: _____

Claimant Social Security Number: _____

Michigan Works! Agency (MWA): _____

I request approval of the following vocational training program. This approval is necessary to waive the availability and seeking work requirements for unemployment benefits.

Occupational Goal: _____

Type of Training Program:

Certificate License Associate's Degree Bachelors Degree

Other (Specify) _____

If UIA approves waiver . . .

If the UIA approves the training eligibility waiver, then in addition to calling or going online to report to MARVIN every two weeks, the worker will file the *Certification of Participation in Approved Training (UIA form 1680)* by mail or fax, showing the school's verification of the worker's participation.

For further information

For general information about how to apply for training and the eligibility waiver, call your nearest *Michigan Works!* Agency office. You can find them by calling *Michigan Works!* toll-free at **1-800-285-9675**. To ask about claiming unemployment benefits while in training, call the Unemployment Insurance Agency at **1-866-500-0017**.

Determination on Waiver of Eligibility Requirements (UIA 1678)

UIA 1678 (Rev. 1-05) Authorized by MCL 421.1, et seq.

State of Michigan
Department of Energy, Labor & Economic Growth
Unemployment Insurance Agency
www.michigan.gov/uia

Determination on Waiver of Eligibility Requirements
Mail Date: _____
SSN: _____

The vocational training course indicated on Form DLEG-BWP 311 (copy attached) has been approved by the *Michigan Works!* Agency under Section 28(2) of the MES Act. The Unemployment Insurance Agency (UIA), therefore, waives the availability and seeking work requirements as described in Section 28(3) of the Act.

UIA does not waive the availability and seeking work requirements as described in §28(3) of the MES Act because the training course indicated on Form DLEG-BWP 311 does not meet the criteria of Section 28(2) of the MES Act, for the following reasons:
(Check all that apply)

- The training is not vocational.
- Reasonable opportunities for employment in occupations for which the individual is fitted by training and experience do exist in the individual's locality.
- The vocational training course does not relate to an occupation or skill for which there are, or are expected to be in the immediate future, reasonable employment opportunities.
- The vocational training course has not been approved by the local Workforce Development Board or the State Board of Education. The vocational training course is not maintained by a public or private school or by the Bureau of Workforce Programs.
- The individual does not have the required qualifications and aptitudes to complete the course successfully.
- Other (Explain) _____

UIA Manager (Print Name) Date _____

RIGHT OF PROTEST OR APPEAL
If you disagree with this:

- Determination, you may request a redetermination by mail or fax.
- Redetermination, you may appeal for a hearing before an Administrative Law Judge by mail or fax.

Any protest or appeal from this (redetermination must be in writing. Any protest or appeal must be filed by mail or faxed and received within 30 calendar days from the Mail Date shown above. If the 30th day is a Saturday, Sunday, legal holiday or Agency non-work day, the protest or appeal must be received by the Unemployment Insurance Agency (UIA) by the next day which is neither a Saturday, Sunday, legal holiday, nor Agency non-work day. Good cause may be considered on late protest(s) or appeal(s).

- * Protests/appeals must be in writing, signed, and clearly state the reason for disagreeing with the (redetermination, and include the unemployed worker's name and Social Security number.
- * You may submit your request by mail to the UIA address or fax number provided below.

Unemployment Insurance Agency
P.O. Box 169
Grand Rapids, MI 49501-0169
Fax#: 1-517-636-0427

If you have any questions concerning this form, call our Inquiry Line at 1-866-500-0017 (TTY customers use 1-866-366-0094).

User ID _____ For UIA Use Only Date _____

* 0 1 6 7 8 0 9 0 1 *

DELEG is an equal opportunity employer/program.

Certification of Participation in Approved Training (UIA 1680)

UIA 1680 (Rev. 2-09) Authorized by MCL 421.1, et seq.

State of Michigan
Department of Energy, Labor & Economic Growth
UNEMPLOYMENT INSURANCE AGENCY
www.michigan.gov/uia

CERTIFICATION OF PARTICIPATION IN APPROVED TRAINING

PLEASE USE BLACK INK. DO NOT USE PENCIL. Social Security Number: _____

Completion of this form is required to qualify for unemployment benefits for weeks that you are in state-approved training. Absence(s) due to illness and/or unexcused absence(s) could result in ineligibility for benefits for the involved week(s). This form must be completed, signed and dated by you and your instructor. Then, you must mail or fax this form so that it is received by the UIA no later than the Friday after the second week you are claiming benefits. If you have any questions, call the UIA at 1-866-500-0017 (TTY customers use 1-866-366-0094). Mail form to: UIA, P.O. Box 169, Grand Rapids, MI 49501, or fax to 1-517-636-0427.

IMPORTANT: If classes are not scheduled during a given week of the academic year, you must be available for and seeking full-time work to be eligible for unemployment insurance benefits.

Your Certification

I hereby certify that for the week(s) ending _____ 1st Week and _____ 2nd Week

I have been pursuing state-approved training.

I had one or more absences during these weeks due to illness. Yes No

Signature _____ Date _____

Instructor or Training Facility Certification

The above named student was SATISFACTORILY PURSUING TRAINING during the week(s) indicated above and attended class as shown below. Yes No

Mark as follows: P - Present; A - Absent, not excused; E - Absent, excused; NT - No training scheduled

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	No. Days Training Scheduled
First Week								
Second Week								

If "No," explain: _____

Name of School or Training Facility _____

Authorized Signature of Instructor or Training Facility Official _____ Date _____

Name and telephone number of person to contact if questions arise regarding this form: _____

* 0 1 6 8 0 0 9 0 2 *

User ID _____ For UIA Use Only Date _____

DELEG is an equal opportunity employer/program.

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to



Michigan Department of Energy, Labor & Economic Growth
Unemployment Insurance Agency
Authority: UIA Director; Quantity: 1,000
Cost: \$14 (1.4¢/copy). Paid for with federal funds.