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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

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e-mailed to the MWAs on 08/29/07 (cg)

Bureau of Workforce Programs (BWP)
Policy Issuance (PI) No. 07-13

Date: August 29, 2007

To: Michigan Works! Agency (MWA) Directors

From: Janet Howard, Interim Director, Bureau of Workforce Programs **SIGNED**

Subject: Workforce Development Program Plan (WDPP) Modifications

Programs Affected: All Programs Funded through the Department of Labor & Economic Growth/BWP

Rescissions: PI 00-57, issued October 12, 2000

Background: If changes in labor market conditions, funding, or other factors require substantial deviation from an approved WDPP, the local MWA, and if necessary, with the approval of its local Workforce Development Board (WDB) and the appropriate Chief Elected Official (CEO) or officials, shall submit a modification of such a plan which shall be subject to BWP review and approval.

Policy: MWA officials shall modify local WDPPs whenever there is a substantial deviation from such plan, or as requested by the BWP.

Substantial Deviation

Local WDPPs shall be modified when there is a substantial deviation from the current plan, which means:

- Any necessary incorporation of carry-forward funding from a previous Program Year (PY) or Fiscal Year (FY).
- Any increase or decrease in a program allocation.

- Any shifting of funds between program activities and/or cost categories.
- Any new activity not described and defined in the initial WDPP.

Once the need for a modification is determined, the MWA shall prepare and submit the modified WDPP to the BWP for approval. At a minimum, the modification shall include a Budget Information Summary (BIS), and if necessitated by the WDPP revision, revised narrative pages.

Transfers Between Funding Sources

Transfers of up to 30 percent of the current year allocation may be made between the Workforce Investment Act Adult and Dislocated Worker funding sources:

Transfers cannot be made between PYs or Appropriation Years (AYs); e.g., AY 2005 (PY 2005) Adult to AY 2006 (PY 2006) Dislocated Worker.

Transfers may be made during the PY until the due date of the annual settlement, providing the allowable percentage of allocation for transfer between the various programs is not exceeded.

Changes resulting from transfers shall require simultaneous submission of a revised BIS.

Additional Allocations/Deobligations

Additional allocations or deobligations that revise local funding levels will require submission of a BIS and any necessary revised narrative affected by the change.

Signatures on Approval Request Forms

The WDB Chair, CEOs, and Grant Recipient are required to sign the WDPP Approval Request Form for:

- The Initial WDPP for any PY or FY,
- Any revisions or modifications to the Comprehensive Five-Year Local Plan, and
- Any revisions or modifications to the local Michigan Works! System Plan.

Timely Submission of Modifications

In order to be able to efficiently process modifications, it is imperative that modifications be completed and submitted by their due date.

All PIs requesting modifications to WDPPs will require submission of the modification within 30 days of the date of the PI, with the exception of modifications to Comprehensive Five-Year Local Plans which allow 90 days for submission.

Action: MWA officials shall prepare all future WDPP modifications in accordance with the guidelines contained in this PI.

Inquiries: Questions regarding this PI should be directed to Ms. Dell Alston at (517) 335-5858.

This PI is available for downloading from the Internet system. Please contact Ms. Cynthia Grostick at (517) 335-7418, for details.

Expiration

Date: Continuing

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