



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 19-37**

**Date:** December 19, 2019

**To:** Michigan Works! Agency (MWA) Directors

**From:** Joseph Billig, Division Administrator **SIGNED**  
Targeted Services  
Workforce Development

**Subject:** Healthy Michigan Plan Navigator (HMPN) for Fiscal Year (FY) 2020

**Programs Affected:** Healthy Michigan Plan

**References:** Public Act 208 of 2018  
Michigan Senate Enrolled Bill 897  
Public Act 50 of 2019  
Public Act 208 of 2018 and the special terms and conditions of the Section 1115 Demonstration Waiver Amendment, approved 12/21/2018  
Employment Services Manual issued March 2018  
Department of Labor and Economic Opportunity (LEO) HMP Program Plan Policy 19-36  
Michigan Department of Health and Human Services (MDHHS) Policy #1926-HMP

**Background:** The MDHHS will implement new work requirements beginning January 1, 2020 for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) health care coverage. HMP beneficiaries who are at least 19 but younger than 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP beneficiaries will be required to work or do other activities like job search, for at least 80 hours each month.

HMP participants are required to complete and report 80 hours each month of any combination of work or other qualifying activities.

HMP participants who are enrolled on or after January 1, 2020, have until the end of the current month to report hours for the previous month.

**Policy:**

The Michigan LEO-Workforce Development (LEO-WD) has allocated \$2,000,000 in FY 2020 General Fund/General Purpose (GF/GP) funds to support HMPN within the Michigan Works! system.

The intent of this program is to assist HMP participants, who are between age 19 and 62 and are not exempt (excused) who must report 80 hours of work or other activities like job search each month. The HMPN will direct HMP participants to employment and training related services and supports to assist participants secure and maintain training and employment. The navigator will educate impacted participants on requirements and available services, make referrals, assess and manage other caseload related impacts resulting from the implementation of the Medicaid work requirements. The navigator will cultivate relationships with Community HMP partners to provide direction and guidance to assist HMP participants navigate the system.

Navigators may be new hires or incumbent staff who possess the expertise to accomplish the mission envisioned by this project **and** who have the training, education, or experience necessary for successful performance.

Each MWA shall provide day-to-day supervision of the navigators. The navigators shall function as dedicated facilitators, problem solvers, and relationship builders in support of HMP participants.

The navigators will be responsible for the following deliverables:

- Provide informational materials on the HMP
- Engagement with other HMP community partners that will allow HMP individuals to fulfill their obligations
- Assist with completion and submission of forms
- Provide access to DHHS HMP help line

Navigators will assist/direct HMP participants with the following:

**Work and Other Qualifying Activities**

HMP participants are required to complete and report 80 hours each month of any combination of work or other qualifying activities listed below:

- **Employment** – HMP participants who work for another individual or organization in exchange for money are considered to be employment.
- **Self-Employment** – This activity is defined as making money equal to earning the state-mandated minimum wage for 80 hours per month. Examples include earnings from a pension or retirement plan, rental income, or other types of income.

- **Education Directly Related to Employment** – Participating in an educational program directly related to employment. HMP participants can participate in person or online and may also report study hours. Examples include (1) preparing for and taking a High School Equivalency test; (2) attending a basic skills program (e.g. English as a Second Language, computer skills, reading and writing skills, or (3) taking classes with the goal of getting a degree or certificate. The classes can be taken at a university, college, community college or other post-secondary school.
- **Job Training** – This activity includes receiving training for the participant’s job from the participant’s employer. Job training can also include participating in job skills training, job training through a workforce program, training to become self-employed, or a job training program at a community college.
- **Tribal Employment Program** – If the HMP participant is a member of a federally recognized Tribe, the participant can report hours spent in an employment program that has been authorized by the Tribe.
- **Vocational Training** – Training for a specific type of job or trade. Examples include participating in an apprenticeship program; vocational training shorter than six months; or a full-time practicum, clinicals, or similar program. Vocational training can also include time spent in a classroom, laboratory, studying, or other related activities.
- **Unpaid Workforce Engagement** – Includes working for a company or organization who is not the participant’s employer and developing experience or skills for a future job.
- **Participation in Substance Use Disorder (SUD) Treatment** – Includes SUD treatment that is mandated by a court or prescribed by a licensed medical professional. Examples include participating in counseling, support group meetings or other recovery support programs, residential or inpatient treatment programs, intensive outpatient programs, or medication assisted treatment programs.
- **Community Service** – Includes volunteering or providing community service. A participant must volunteer or serve with a non-profit 501(c) (3) or 501(c) (4) organization. Examples include volunteering with a faith-based organization, homeless shelter, soup kitchen, animal shelter or food bank. HMP participants can only report this activity for three months per calendar year.
- **Job Search Related to Employment** – This activity is related to looking or applying for jobs. Searching for jobs include searching for a job through a workforce program, completing a job skills assessment or job readiness workshop, preparing or submitting resumes or e-mail applications to apply for job openings, interviewing for jobs, or traveling to job interviews or job fairs.

### **Funding**

Funding to support this pilot project will be FY 20 GF/GP funds and must be spent by September 30, 2020. No more than ten percent of the funds allocated shall be used for administrative costs. Remaining funds should be used as appropriate to hire the Navigator and support the Navigator’s

required functions. Each MWA must employ at least one navigator at their American Job Center (AJC), however, the expectation is that staff will be expected to cover as many AJC and satellite offices by having staff allocate some of their time to the HMPN.

**Action:** The MWA is required to process all cash requests through the [Management of Awards to Recipients System \(MARS\)](#) in accordance with this policy and the MARS procedures (see MARS Manual). The MWA must retain appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services but not paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy must be reported to the WD on a quarterly basis. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is also required and is due to the WD no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date. Submit reports in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Marilyn Carey at 517-241-6742.

The MWAs must submit a plan narrative outlining the numbers of navigators hired and their locations as well as a summary of the duties and responsibilities. The name and contact information for the person at the MWA responsible for overseeing this pilot should also be included in the summary.

The MWA officials shall prepare and submit a Plan Narrative, a signed Plan Approval Request form, and a Budget Information Summary form. Templates are attached, and documents must be submitted within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov).

Attachments must be sent electronically to the Targeted Services Division mailbox at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov) within 30 days of the end of each quarter.

**Inquiries:** Questions regarding this policy should be directed to Ms. Yvette Harris by telephone at 517-930-7316 or by email at [HarrisY@michigan.gov](mailto:HarrisY@michigan.gov).

This policy is available for downloading from the LEO's website.

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Melissa Stebbins by telephone at 517-241-9834 or by email at [StebbinsM@michigan.gov](mailto:StebbinsM@michigan.gov) for details.

**Expiration  
Date:**

September 30, 2020

JB:YH:ms

Attachment

**Health Michigan Plan Navigator (HMPN) Program  
Approval Request Form Instructions**

1. Michigan Works! Agency: Name and Number.
2. Plan Title(s): FY 20 Healthy Michigan Plan Navigator (HMPN) Program, has been preprinted
3. Policy Issuance Number: 19-37
4. Plan Period: Identify the time period covered by the plan  
*"1/1/2020 – 9/30/20" has been pre-printed.*

## Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:

2. Plan Title(s):

FY 20 Healthy Michigan Plan Navigator Program

3. Policy Issuance Number:

19-37

4. Plan Period:

1/1/20 thru 9/30/20

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Authorized Chief Elected Official

Date:

Printed Name:

Signature of Workforce Development Board Chairperson

Date:

Printed Name:

**Healthy Michigan Plan Navigator  
Budget Information Summary (BIS) Instructions  
Fiscal Year 2020 General Fund/General Purpose (GF/GP)**

**Section I - Identification Information**

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable to the BIS.  
19-37 has been pre-entered.

Grant Name: FY 20 GF/GP has been pre-entered.

Project Name: HMPN has been pre-entered.

Plan Period: 1/1/20 through 09/30/20 has been pre-entered.

Catalog of Federal Domestic Assistance (CFDA) Number: N/A

**Section II - Total Funds Available**

Allocation: The total amount of funds being awarded via this policy.

**Section III - Current FY Planned Expenditures by Cost Category**

Administration: Enter the amount of the allocation planned for administration. The MWAs may not expend more than ten (10) percent of the total award on administration.

Program: Enter the amount of the allocation planned for program costs.

**Fiscal Year 2020  
Healthy Michigan Plan Navigator Allocations**

<b>Michigan Works! Agencies</b>	<b>Total Allocation</b>
	<b>(\$)</b>
	76,985
<b>Capital Area</b>	90,755
	240,990
<b>GST Michigan Works!</b>	143,959
	102,506
<b>Macomb/St. Clair</b>	161,573
	82,753
<b>Northwest</b>	78,983
	167,055
<b>Region 7B</b>	78,850
	128,515
<b>SEMCA</b>	157,590
	96,986
<b>UPWARD Talent Council</b>	127,066
	80,640
<b>West Michigan Works!</b>	184,794
	<b>2,000,000</b>

Allocations based on estimated number of HMP participants per MWA and service access points.

12/16/19