



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

OFFICIAL
Policy Issuance (PI): 21-04, Change 1

Date: August 25, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Healthy Michigan Plan Navigator (HMPN) for Fiscal Year (FY) 2021 Extension

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, Workforce Development (LEO-WD) Healthy Michigan Plan (HMP) Program Plan Policy 19-36 and 19-37
Michigan Department of Health and Human Services (MDHHS) Policy #1926-HMP
LEO Healthy Michigan Plan Navigator for FY 2021 PI 21-04 issued on February 25, 2021

Background: The intent of the HMPN program is to assist MDHHS Medicaid beneficiaries that receive Healthy Michigan program assistance. The program intends to help them navigate services of the Michigan Works! Service Centers for employment and training related services to reduce their dependency on

Medicaid. This policy change extends the end date of the program to September 30, 2022.

Policy: WD has allocated \$1,000,000 in FY 2021 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 the ages of 19 and 62 address barriers to employment and prepare those participants to be placed into a job. The navigator will direct HMP participants to employment and training related services to help participants secure and maintain training and employment. The navigator will educate participants on available services. The navigator will cultivate relationships with Community HMP partners to provide direction and guidance to support HMP participants navigate the system.

This policy change extends the end date of this program to September 30, 2022. All unexpended funding as of September 30, 2021 will be extended to Fiscal Year 2022.

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 WD on a quarterly basis. All quarterly financial expenditure reports are due to 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 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 Michael LaCharite at 517-335-6051.

The MWAs must submit a plan narrative outlining the numbers of navigators hired or already on staff 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 Budget Information Summary (BIS) form. The BIS form is attached and the document must be submitted within 10 days of the official date of this policy to LEO-TSDIV@michigan.gov.

All requirements of PI 21-04 remain in effect.

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. This policy is available for downloading from [WD'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. WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/workforce. Please contact Mrs. Melissa Stebbins by email at StebbinsM@michigan.gov.

Expiration**Date:**

September 30, 2022

JB:YH:ww

Attachment

**Healthy Michigan Plan Navigator
Budget Information Summary (BIS) Instructions
Fiscal Year (FY) 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. 21-04, Change 1 has been pre-entered.

Grant Name: FY 21 GF/GP has been pre-entered.

Project Name: HMPN has been pre-entered.

Plan Period: 10/1/20 through-9/30/22 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 2021
Healthy Michigan Plan Navigator Allocations**

Michigan Works! Agencies	Total Allocation
	(\$)
Berrien/Cass/Van Buren	38,493
Capital Area	45,378
DESC	120,495
GST Michigan Works!	71,980
Great Lakes Bay	51,253
Macomb/St. Clair	80,787
Northeast	41,376
Northwest	39,491
Oakland County	83,527
Region 7B	39,425
SE Michigan Consortium	64,257
SEMCA	78,795
Southwest	48,493
UPWARD Talent Council	63,533
West Central	40,320
West Michigan Works!	92,397
Statewide Totals	1,000,000

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

1/20/21