



Dr. Barbara Bolin, Director

OFFICIAL

E-mailed to MWAs 01/15/02 (rw)

Michigan Department of Career Development (MDCD)

Office of Workforce Development (OWD)

Policy Issuance: 02-01

Index: I-A-2, I-B-2 and I-C-2

Date: January 15, 2002

To: Michigan Works! Agency (MWA) Directors

Subject: Best Practices

Programs Affected: Work First

Rescissions: None

Background: The MWAs and the Family Independence Agency (FIA) local offices have expressed a desire to share information on best practices, which may also prove to be beneficial in other areas of the state. One avenue to disseminate information to the entire system on best practices is to post the information on the One-Stop Management Information System (MIS). This policy issuance will establish the procedure for having a best practice placed on the One-Stop MIS.

Policy: MWAs and FIA local offices who would like to have a best practice posted on the One-Stop MIS will need to e-mail the following information to their respective state offices:

- A short summary of the best practice, followed by
- A detailed description of the best practice, including
 1. Contact Name
 2. Contact Telephone Number
 3. Contact E-mail Address
 4. Contact Mailing Address

The MWAs will submit their information to the Director of the Welfare Reform Division (howardj1@michigan.gov) and the FIA local offices will submit their information to the Director of Family and Community Services (nowakowskis@michigan.gov). The information is to be in the Microsoft Word format and must be submitted electronically.

The Director of the Welfare Reform Division will approve the best practice submissions from the MWAs and the Director of Family and Community Services will approve the best practice submissions from the FIA local offices. Once the appropriate approval is given, the best practice will be posted on the One-Stop MIS for a period of six months.

Action: MWAs electing to submit a best practice to be posted on the One-Stop MIS are to follow the guidelines established under this policy issuance.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform Grant Coordinator.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Expiration

Date: Continuing

(SIGNED)

Vicki Enright, Director
Office of Workforce Development

VE:MW:rw