



JENNIFER M GRANHOLM GOVERNOR
STATE OF MICHIGAN
DEPARTMENT OF CAREER DEVELOPMENT
EMPLOYMENT SERVICE AGENCY

DAVID HOLLISTER
DIRECTOR

Michigan Department of Career Development (MDCD)
EMPLOYMENT SERVICE AGENCY (ESA)
Policy Issuance: 03- 03

Date: August 26, 2003
To: Michigan Works! Agency Directors
From: Brenda Ely, Acting Director
Employment Service Agency
Subject: Workforce Investment Act Release
of Information to Obtain Wage Record Data

Programs Workforce Investment Act
Affected:

Rescissions: None

Background: Wage record data is needed to evaluate the effectiveness of several of the 17 performance measures instituted for Workforce Investment Act (WIA) programs. Wage record data is the measurement used to assess these performance measures.

The Michigan Department of Career Development (MDCD) will provide target wage record data to the Michigan Works! Agencies. This data will be available in the One-Stop Management Information System (OSMIS). This wage data for WIA pre-registrants and current registrants will be used by MWAs to assist in determining the mix of services most likely to enhance participant success. This data will also be used to assess the effectiveness of the services received by the participants.

Policy: Prior to the release of the wage record data, the Michigan Works! Agencies must obtain a release of information from each participant. The release of information must specifically reference the target wage data. The release of information will become part of the permanent record and must be available for monitoring purposes.

Michigan Works Agencies must use the following approved language in the release of information.

I authorize the _____ Michigan Works! Agency to obtain information from the Michigan Department of Career Development regarding wages I earned prior to my application for employment and training services. The source of this information is wage record data reported by my employer(s) to the State of Michigan. This information will be used by the Michigan Works! Agency to assess the effectiveness of services I receive from Michigan's workforce development system.

Initial/Date

Action:

This policy is effective immediately. Michigan Works! Agencies will obtain a release of information that references the target wage data from each pre-registrant.

Michigan Works! Agencies may establish a separate release specifically for this purpose or may incorporate the approved language into their current release of information. If a Michigan Works! Agency incorporates the approved language into their current release of information, the registrant must initial the section of the release that relates to the target wage data.

At the discretion and direction of the Michigan Works! Agency, subcontractors may seek a similar release of information from WIA pre-registrants who were enrolled in programs prior to the effective date of the policy.

Inquiries:

Questions regarding this Policy Issuance should be directed to Dell Alston via telephone at (313) 456-3166, or e-mail to

Alstond@Michigan.gov

**Expiration
Date:**

Continuing.

In accordance with the Americans with Disabilities Act, information contained in this Policy Issuance will be made available in alternative format (large type, audio tapes, etc.) upon written request received by this office. This information is also available for transmission on the e-mail system.