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Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 12-19

Date: October 15, 2012

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency, State of Michigan (WDASOM)

Subject: Workforce Investment Act (WIA) Comprehensive Five-Year Local Plans for Adults, Dislocated Workers (DW), and Youth for Program Years (PYs) 2012 through 2016, the period July 1, 2012 through June 30, 2017

Programs Affected: WIA Programs Mandated for Inclusion in the Michigan Works! System

Rescissions: None

References: The WIA of 1998
WIA Final Rule 20 CFR Part 652, et al.
The Immigration Reform and Control Act 1986
U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) **No. 17-05**, "Common Measures for the Employment and Training Administration's Performance Accountability System and Related Performance Issues," issued February 17, 2006
USDOL TEGL **10-09**, "Implementing Priority of Services for Veterans and Eligible Spouses in All Qualified Job Training Programs Funded in Whole or in Part by the USDOL," dated November 10, 2009
WDASOM PI 12-02, "Layoff Aversion Strategies and Policy Guidelines for Incumbent Worker Training (IWT) Programs, including IWT Waiver Approval Process," dated June 20, 2012



Workforce Development Agency, State of Michigan

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The WDASOM is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

WDASOM Michigan Industry Cluster Approach (MICA) Guidelines, July 26, 2012, http://web.michworks.org/OWD/index_wp.htm
Bureau of Workforce Programs (BWP) PI 04-26, “Implementation of The Veterans Priority Provision of The Jobs for Veterans Act,” issued January 26, 2005

BWP PI 04-04, “Workforce Investment Act (WIA) Supportive Services and Needs-Related Payments,” issued September 7, 2004

BWT PI 06-12, “Establishment of Labor Management Committees, also known as Joint Adjustment Committees at Sites of Facility Closures and Mass Layoffs,” issued September 26, 2006

Purpose: This policy issuance provides instructions for the WIA Comprehensive Five-Year (PY 2012 – 2017) Local Plans for Adults, Dislocated Workers, and Youth for the period July 1, 2012 through June 30, 2017.

Background: A demand-driven workforce system is the State of Michigan’s primary workforce development strategy. Local strategic plans and service delivery must support and align with a demand-driven system. Locally defined priority industries must be identified by local Workforce Development Boards (WDBs) and appropriate services developed and provided based upon input received from employers and other key partners. The WIA Comprehensive Five-Year Adult, DW, and Youth Local Plans are one of the mandatory administrative instruments to assist in the achievement of a demand-driven workforce development strategy for economic transformation throughout the state.

MWAs must develop their WIA Comprehensive Five-Year Adult, DW, and Youth Local Plan to include policies mandated by state and federal statutes and regulations, augmented by the USDOL and the WDASOM reviews, audits, and monitoring findings.

Policy: This policy issuance mandates that MWAs must develop and submit a *complete* Comprehensive Five-Year Adult, DW, and Youth Local Plan to begin the new Five-Year cycle, PY 2012 to PY 2016, consistent with the requirements of Section I, II, and III of this policy issuance.

During the Plan period MWAs will be required to submit annual modifications, as changes in local conditions necessitate and as the WDASOM determines necessary. Local conditions which require a modification include significant changes in regional economic conditions, changes in the funding level for WIA Title I services, or significant WDB policy changes.

Local Plans, and subsequent modifications, are subject to a 30-day public review and comment requirement.

Comprehensive Local Plans must be submitted to the WDASOM by December 31, 2012.

NOTE: A preliminary copy of the Comprehensive Five-Year Local Plan incorporating the requirements of this policy issuance may be forwarded to the WDASOM for informational purposes prior to the mandatory 30-day public review and comment period, or consideration and approval by the local WDB.

Action: MWA Comprehensive Five-Year Local Plans for the WIA Adult, DW, and Youth Programs must be submitted electronically to the WDASOM by December 31, 2012, to Ms. Teresa Keyton at Keytont@michigan.gov. One signed copy of the Approval Request Form and, if applicable, any comments that represent disagreement with the plan must be submitted by December 31, 2012, to:

Mr. Gary Clark, Director
Office of Talent Development Services
Workforce Development Agency, State of Michigan
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your WIA state coordinator.

This policy issuance is available for downloading from the Internet system. Please contact Ms. Keyton at (517) 335-7418, for details.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Keyton at (517) 335-7418, for details.

Expiration

Date: June 30, 2017

GMC:LS:tk
Attachments

Approval Request Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the appropriate title(s) for the plan being submitted.
4. Plan/Modification Number: Each plan number will begin with the calendar year and subsequent modifications will be the next in sequence from 00, i.e., 00-01, 00-02, etc.
5. Program Period: Identify the period covered by this plan.

The required signatories are designated in accordance with Michigan Department of Labor & Economic Growth (DLEG)/Bureau of Workforce Programs Policy Issuance (PI) 07-13, issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA)	2. MWA No.
3. Plan Title(s) WIA Comprehensive Five-Year Adult, DW, and Youth Plans	
4. Plan/Modification Number	5. Program Period

THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official (CEO)	Date
Authorized CEO	Date
Authorized CEO	Date
Workforce Development Board (WDB) Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency, State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

COMPREHENSIVE FIVE-YEAR LOCAL PLANS

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SECTION I: Adults and Dislocated Workers (DW)

A. Labor Market Analysis

The Workforce Investment Act (WIA) envisions an integrated workforce investment system that aligns workforce and economic development with education to meet the needs of employers and grow the state's economy. To achieve this goal:

1. Describe how you will supplement traditional Labor Market Information with employer provided data to identify the workforce investment needs of businesses, job seekers and workers, and high-demand or emerging industries in your Michigan Works! Area through Program Year (PY) 2016; describe key trends expected to shape the economic environment during the same time period. Needs should be driven by past operational experience and from annual planning information reports, and employer derived information. For example, as a result of the Michigan Industry Cluster Approach (MICA) guidance and completion of the Cluster Readiness Index, a MWA might identify a high-priority industry, which may prompt them to add a new industry representative to the WDB, target certain types of employer customers, modify their high-demand list, or reach out to new or unutilized education/training providers and encourage them to seek certification through the Career Education Consumer Report. The MICA Guidelines are published at http://web.michworks.org/OWD/index_wp.htm.

Utilizing the demand-driven model:

- a. Identify the overall availability of current and projected employment opportunities by occupation, with number of openings, rate(s) of pay, and employers
- b. The training, academic and practical, provided by two-year and four-year, post-secondary, and other training providers, necessary to obtain such employment opportunities

B. Michigan Works! System

1. Provide a description of each Michigan Works! Service Center (MWSC) and MWA satellite office in your geographical area, including the address, days and hours of operation for each site. Provide plans for expansion and/or improvement of service centers, as applicable.

Describe how the local board selects eligible providers of training services and ensures that such providers meet the employment needs of local employers and participants consistent with the MICA. Explain how coordination of mandated program services will be achieved in order to assure coordination and avoid duplication amongst programs and services. Indicate how service centers will operate (e.g., job order acquisition, referrals, demand occupations, etc.) consistent with the MICA employer-focused, demand-driven model.

2. Memorandums of Understanding (MOU)

In accordance with the requirements of WIA Regulations Sections 662.300 and 662.310 provide a current, valid, copy of the MOUs executed between the WDB and each of the required One-Stop partners.

C. Local Performance Measures

Performance measures for PY 2012 are attached to this policy. By submitting the Plans and corresponding Approval Request Form, MWAs agree to the measures listed in Tables 1 – 5.

The State of Michigan established performance goals to ensure compliance with the WIA regulations at 20 CFR Part 666 and Part 661. The USDOL developed a regression model that explicitly took into account changes in labor market conditions when setting the performance targets, holding constant the characteristics of the participants being served. This model was subsequently applied to the performance measures at the local level and used as a tool to assist the State in establishing targets for the measures. The regression targets and prior year performance were utilized as starting points in setting performance goals for PY 2012.

D. Adult and DW Employment and Training Activities

1. Describe how the MWA will align Adult and DW programs, services, and funding with priority industries identified during implementation of the MICA.
2. In accordance with the requirements of 20 CFR Section 661.350(5), provide a description and assessment of the type and availability of Adult and DW employment and training activities in the local area, including a description of the local Individual Training Account (ITA) system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified under the consumers' choice requirements.
3. Describe the process (steps and documentation) of determining eligibility for Adults and DW, employing the attached (Section III) or locally created eligibility checklist as a reference.

Include in the eligibility process the coordination with Migrant Services and Equal Opportunity functions in the determination of eligibility, with particular emphasis on Authorization to Work in the United States when the applicant is not a U.S. citizen, or lawful permanent resident (green card holder), or a conditional resident (e.g., employee of a foreign government), or H-2A certified.

In lieu of the full array of WIA services, what services, if any, beyond non-assisted core services but short of entry into training, (i.e., staff-assisted core services and intensive services), would be available to persons who are otherwise eligible as Adults and DWs but are unable to produce documentation authenticating Authorization to Work to an employer or prospective employer, such as those Employment Authorization Documents issued by the U.S. Citizenship and Immigration Services, commonly form I-485, "Application to Register Permanent Residence or Adjust Status," form I-765, "Application for Employment Authorization," and form I-94, "Nonimmigrant Arrival/Departure Status," and others, as necessary. MWAs do not accrue any

responsibility for the determination of unauthorized worker or resident status, nor are they required or tasked to obtain documentation or authentication of U.S. citizenship, or citizenship status, or authorization to work beyond local measures currently operative that have proven effective in substantiating the answer to this category on WIA registration forms and any related employment and training applications.

A policy on Authorization to Work and the documentation necessary to support this status, or lack of documentation to support this status, and any resultant restrictions on services, must comport with general local policy regarding the limit of WIA services when documentation such as a birth certificate (date of birth), driver's license or identification card (residency), DD-214 (veteran's status), pay stub (income), and other eligibility documentation are not immediately at hand. Referrals to agencies and organizations, public and private, which provide, health, medical, food, shelter, clothing, transportation, and legal assistance must be taken into account for Authorization to Work policy considerations when comparable WIA services are not available, applicable, or sufficient. Furthermore, any Service Center efforts which help persons attain the necessary documentation to receive additional WIA services, including direction to the proper agency or office awarding the eligibility documentation in question and assistance with written communication and telecommunications must be extended to persons seeking to acquire Authorization to Work documentation.

Emphasis on employer responsibility to verify the citizenship and authorization to work status of potential employees (such as the I-9 certification process and the voluntary E-verify pilot electronic verification process), and the steps for conveyance and coordination of the results with the MWA (as a source of referral), should be a key component of an Authorization to Work determination and policy.

NOTE: Authorization to Work stipulations should be viewed and crafted as a separate policy, approved by the local WDB, and a copy of the policy shall be forwarded to the WDASOM.

The Adult and DW Authorization to Work provisions, as a sub-set of eligibility, are to be incorporated into the Youth category, with any modifications deemed necessary. The final product should be a combined or composite Adult-DW-Youth Authorization to Work Policy.

4. In accordance with Bureau of Workforce Programs (BWP) PI 04-04, issued September 7, 2004, provide a description or copy of your local Adult and DW supportive services policy.
5. Provide a description of Wagner-Peyser Employment Service (ES) Section 7(a) and 7(b) services to be delivered.

Provide a description of how the local board will deliver Wagner-Peyser funded services at no cost to employers and job seekers. Include in your description how your area will ensure veterans receive priority for labor exchange services in the One-Stop delivery system. The following areas should be addressed:

a. Labor Exchange:

Labor exchange will consist of three tiers of service offered to the general public:

- i. Self-service using both the resume and job listing components of the Michigan Talent Connect (Talent Connect) Internet-based system and Resource Rooms;
- ii. Facilitated service which helps job seekers and employers who cannot use Talent Connect or the Resource Rooms unaided; and
- iii. Mediated services for those who need more intensive staff assistance to obtain jobs or employees.

Mediated services are further defined in Section 400D of the ES Manual, previously distributed and available through the One-Stop Management Information System. The term “mediated services” is broader than the term “intensive services” as defined in the WIA of 1998; it includes certain “core services” as well.

b. Unemployment Insurance (UI) Work Test:

Two requirements of Michigan’s UI Work Test will be met:

- i. Employment Service (ES) Registration of UI Claimants: The Unemployment Insurance Agency (UIA) will require UI claimants to complete an ES registration at locations designated in a Michigan Works! Agency’s (MWA’s) approved ES Plan through the use of the Talent Connect. Such registration may be completed remotely. The UIA will provide claimants with forms instructing them to register for work and listing the locations where they may register for work. MWA service providers must apply a unique stamp, initial each claimant’s verification card, and electronically log the name and Social Security Number of each claimant after he or she has completed the ES registration program. The WDASOM will ensure that the UIA receives a timely certification that the claimant has completed the required ES registration. The UIA will then authorize payment of the claim, if all other requirements are met.
- ii. Reporting Claimant Non-Compliance with the “Available and Seeking Work” Requirement: MWA service providers must complete a form and report to the UIA any specific evidence of a claimant’s unavailability for, or lack of, seeking work which may come to the attention of an individual assigned to deliver employment services.

c. Participate in a System for Clearing Labor Between the States:

Participate in the Michigan component of the national labor exchange system by providing access to the Talent Connect and receiving and forwarding certain interstate and intrastate job orders to designated ES staff for processing.

6. Administer the Trade Adjustment Assistance (TAA) program.

MWAs will provide the full range of mandated reemployment services listed below to workers adversely affected by foreign competition in accordance with the TAA Reform Act of 1974, as amended. These reemployment services are as follows:

- a. Employment Registration,
- b. Employment Counseling,
- c. Vocational Testing,
- d. Job Development,
- e. Supportive Services,
- f. On-the-Job Training,
- g. Classroom Training,
- h. Self-Directed Job Search,
- i. Job Search Allowances, and
- j. Relocation Allowances.

Specific procedures for the TAA Reform Act of 1974, as amended, are described in BWP PI 07-18, issued October 16, 2007, and subsequent changes; Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009 are described in BWT PI 09-21, issued November 23, 2009, and subsequent changes; and the Trade Adjustment Assistance Extension Act (TAAEA) of 2011 are described in WDA PI 11-23, issued March 12, 2012, and subsequent changes.

7. Operate the Local Component of the ES Complaint System:

Establish and maintain a complaint system, as mandated by federal ES regulations. This system must offer a formal mechanism for processing complaints from a customer who believes that his or her employment-related rights have been denied, or that he or she has been unjustly treated in an employment-related instance. The ES Complaint System is further described in the ES Manual, Section 075.

8. Operate the Local Component of the Fidelity Bonding Program:

MWAs will assist job seekers and employers in instances where employment is conditioned on the job applicant maintaining a fidelity bond and job seekers needing assistance in obtaining a fidelity bond. The Fidelity Bonding program is further described in the ES Manual, Section 112.

E. Rapid Response Activities

Rapid Response activities encompass activities necessary to plan and deliver services to DW to facilitate a relatively quick and unencumbered transition to employment or training, following either a permanent closure or mass layoff, or a natural (or other) disaster resulting in a mass job dislocation. The state (WIA Section) is responsible for providing rapid response activities.

WIA Section Staff are assigned a geographic territory with the responsibility for the coordination of rapid response activities between the state and the local area. A Worker Adjustment Retraining Notification (WARN) Act notice typically activates the RR

intervention in plant closings and mass layoffs. The WARN Act requires employers with more than 100 employees to provide at least 60 days advance notice of a covered plant closing or mass layoff at a site where the plant closing/mass layoff will affect at least one-third of the workforce and a minimum of 50 employees.

The WIA Section monitors media reports and uses a network of local contacts, such as the MWAs, state and local economic development officials, the Michigan Economic Development Corporation, union officials, United Way and other partners to identify plant closings or layoffs.

Services included as part of the Rapid Response process include:

1. Initial Rapid Response meeting with the company and union officers (if applicable).
2. Worker orientation meetings for employees. These meetings include presentations by MWA service providers and provide information on employment services; WIA-funded core, intensive, and training services; Trade Adjustment Assistance, if applicable, special population services (Michigan Rehabilitation Services, Veterans' services); and local/community services (United Way, local community colleges, credit union counseling, etc.). Collaboration with other state agencies (e.g., Office of Retirement Services, Friend of the Court), are planned as needed. Michigan Unemployment Insurance Agency representatives may also participate in worker orientation meetings and provide information on how to file/claim unemployment insurance benefits.
3. Establishment and organization of a Joint Adjustment Committee (JAC). A JAC is an ad hoc group of workers and managers who organize to provide adjustment services on behalf of the employees who are about to lose their jobs due to a plant closure or a mass layoff. The purpose of a JAC is to help displaced workers make a successful transition to a satisfactory job or training in the shortest possible time (reference BWP Policy Issuance (PI) **06-12**, "Establishment of Labor Management Committees, also known as Joint Adjustment Committees (JACs) at Sites of Facility Closures and Mass Layoffs," issued September 26, 2006).
4. Layoff Aversion IWT, which includes an assessment of the potential for averting layoffs in consultation with the State or local economic development agencies, including private sector economic development entities and other key partners, up to a year in advance of an actual or potential dislocation event. Special attention and reference should be given to the timeframes and activities charted in the USDOL TEN 9-12. IWT is the actual employment and training instrument to upgrade and alter skills to maintain employment or transition to similar employment, a preventative measure, to save jobs, increase economic productivity, and decrease the negative impacts of unemployment. Reference the USDOL Training and Employment Guidance Letter (TEGL) 30-09, the USDOL TEN 9-12, and the WDASOM PI 12-02.
5. State Adjustment Grants (SAGs) are additional increments to a local area's DW formula funding award to meet documented funding deficits. MWAs may request additional funding for a single or multiple dislocation event(s) via a SAG, following the application process outlined in the SAG PI. The process includes review of the application and supporting documents and negotiation with the MWA to finalize the award. The

WDASOM reserves the right to award SAGs with specific terms and conditions, including demonstration that the SAG aligns with the MICA, an obligation to spend all or part of the SAG by the end of the PY in which it was granted, or other time period as determined by the WDASOM.

6. National Emergency Grants (NEGs) are another form of assistance provided to DWs. NEGs are discretionary grants awarded by the Secretary of Labor to provide employment-related services for DWs in specific circumstances. The WDASOM and local MWAs work together to develop the application and project design for a NEG, in response to a specific dislocation event.
7. MWAs shall develop a policy describing how the local WDB will coordinate workforce investment activities carried out in the local area with the aforementioned statewide Rapid Response activities provided by the WDASOM to address actual or potential dislocation events, in accordance with the WIA, Section 134(2)(A) and 20 Code of Federal Regulation (CFR) 665.300 to 665.330. In addition to the general Rapid Response elements, the policy must include, but is not limited to the following actions:
 - a. A listing of the name of the person, title, mailing address, E-mail address, and telephone number primarily responsible for (1) JACs, (2) SAGs, and (3) NEGs.
 - b. The steps taken to include layoff aversion as a component of Rapid Response, whether realized as a policy or a set of procedures in conformity with the USDOL TEGL 30-09, the USDOL TEN 9-12, and the WDASOM PI 12-02.
 - c. A description of the coordination of layoff aversion with IWT.
 - d. A description of the MWA's role in the function of JACs.
 - e. A description of the local circumstances which would activate a request for a SAG (for example, specific level or percent of local DW formula funding expended, obligated and/or unobligated; specific level or percent of local and/or regional unemployment; the size of an actual or potential dislocation event; the time period between local dislocation events, etc.).

F. Funding

1. Since eligibility for Adult services is not contingent on income, there may not be sufficient funding available to provide intensive and training services to all Adults who could benefit from such services. Employment conditions vary throughout the state; therefore, each local board must assess the availability of funding in the local area and determine when funds are limited under the WIA. In the event that a local area determines that the funds allocated for the WIA Adult employment and training activities are limited, priority must be given to recipients of public assistance, low-income individuals, veterans, and other eligible individuals for intensive and training services in occupations that are considered in demand, as determined by each local area. The WIA prioritization does not need to be applied if funding in the local area is determined to be adequate.

Describe the criteria to be used to determine whether funds allocated for Adult employment and training activities under the WIA are limited. Describe the process by which a priority for service will be applied. Included in this process, MWAs must outline how the established priority of service policy will ensure recipients of public assistance, low-income individuals, and other eligible persons will be served in an equitable manner. The established priority must also comply with the Jobs for Veterans Act of 2002 and the USDOL TEGL 10-09, dated November 10, 2009.

2. Describe the competitive process used to award grants and contracts to procure services for the WDB/MWA, including the process to be used to procure training services that are made as exceptions to the ITA process (WIA Section 134(d)(4)(G)) and how potential bidders are made aware of the availability of grants and contracts.

Grants and contracts for activities under the WIA must be awarded using a competitive process conducted in a manner that provides open and free competition. MWAs shall maintain a written procurement system that shall apply in the selection of service providers and vendors for all procurement utilizing WDASOM funds. All procurements are to follow the guidelines set forth in Department of Labor & Economic Growth (DLEG)/Office of Workforce Development (OWD) PI 04-03, issued February 27, 2004.

In general, grants and contracts are the mechanisms used to procure services, space, equipment, and supplies. The WIA reforms the local service delivery system by eliminating the practice of assigning participants to contracted training services and, instead, establishes the ITA system that maximizes customer choice in the selection of training providers. However, under certain circumstances, contracts for training rather than ITAs may be used.

3. Describe how Wagner-Peyser ES service providers will be funded.
 - a. Wagner-Peyser ES Section 7(a) Funds:

The WDASOM will allocate a portion of its annual Wagner-Peyser ES Section 7(a) appropriation to WDBs according to the following allocation formula:

- i. Fifty percent based on a WDB area's share of the state's average civilian labor force during the previous year; and
- ii. Fifty percent based on a WDB area's share of the state's average number of unemployed persons during the previous year.

For the purposes of this plan, continuation funding with no economic increase should be assumed.

NOTE: No limitations will be imposed on Wagner-Peyser administrative costs. However, MWAs that indicate administrative costs above 20 percent will be monitored by the WDASOM.

- b. TAA Reform Act of 1974, as amended:

Documentation will be maintained by the WDB regarding the TAA Reform Act of 1974, as amended, in accordance with BWP PI 07-18, issued October 16, 2007, and subsequent changes, BWT PI 09-21, issued November 23, 2009, and subsequent changes, and WDA PI 11-23, issued March 12, 2012, and subsequent changes. The WDASOM will allocate TAA funding to local MWAs on a fiscal year basis. The TAA funding will be redistributed, as necessary, on an as-needed basis in accordance with BWP PI 07-30, and subsequent changes, issued January 8, 2008.

- c. Identify the CEO designated as the Grant Recipient for the WDB Area, in accordance with WIA Section 117(d)(3)(B) and Section 118(b)(8):

Grant Recipient Name & Title
Organization Name
Address
Telephone number
E-mail address

Also, identify the Fiscal Agent if different from the Grant Recipient/CEO for the WDB area:

Fiscal Agent Name & Title
Organization Name
Address
Telephone number
E-mail address

G. Review, Comment, and Publication Documentation

MWAs are required to publish plans in accordance with Section 118(c) of the Act. In lieu of submitting documentation, MWAs will maintain documentation on file for monitoring by the WDASOM.

- 1. The proposed plan will be published; and
 - a. Such plans will be made available for review and comment to:
 - i. Members of the local board and members of the public, including representatives of business and labor organizations
 - ii. The public through such means as public hearings and local news media
 - b. The local board must submit any comments that express disagreement with the plan to the WDASOM along with the plan.

The local board must make information about the plan available to the public on a regular basis through open meetings. The local plan should include a reference as to where and how copies of the complete plan can be obtained.

In accordance with the Americans with Disabilities Act (ADA), availability of the final Local Five-Year Plan for Adults and DW must include reference to accommodations or special requests of the plan in alternate formats, such as large print, audiotape, etc. In addition, public meetings concerning the plan must comply with physical access requirements of the ADA.

SECTION II: Youth

A. Local Strategy and Goals

1. Describe your broad strategic, economic, and workforce development goals for the local area and the Youth component.
2. Describe how the workforce investment system will help to attain these goals and how a MICA demand-driven model will be incorporated.

With the identification of goals for youth in your area, a description of the shared vision and how the workforce investment system will support attainment of these goals is required. Local areas should work with all required partners and, where appropriate, optional partners to creatively design an integrated MWSC(s), with seamless services for all customers. Address how youth programs will be enhanced with post-secondary education opportunities, leadership development activities, mentoring, training, community service, and other community resources, so young people have the resources and skills needed to succeed in the state's economy. Examples of some specific questions that should be answered by the vision statement are:

- a. In five years, how will services for youth be furthered streamlined?
 - b. Typically, what information and services for youth will be provided and how will customers access them?
 - c. How will youth programs be enhanced and expanded so young people have the resources and skills needed to succeed in the state's economy?
3. Describe the youth customers in your area.

The description of youth customers may be segmented into in-school and out-of-school youth with a minimum of 30 percent of the funds to be used to provide youth activities to out-of-school youth. Since the state has delegated responsibility to local boards to provide the definitions regarding a sixth youth eligibility aversion, please provide the local definition consistent with Section 101(13)(C)(vi). Local boards have an opportunity to provide a definition of an individual who requires additional assistance to complete an educational program or to secure and hold employment.

4. Describe the competitive and non-competitive processes that will be used at the local level to award grants and contracts for youth activities under Title I of the WIA, including how potential bidders are made aware of the availability of grants and contracts.

Grants and contracts for activities under the WIA must be awarded using a competitive process conducted in a manner that provides open and free competition. MWAs shall maintain a written procurement system that shall apply in the selection of service providers and vendors for all procurement utilizing WDASOM funds. All procurements are to follow the guidelines set forth in DLEG/OWD PI 04-03, issued February 27, 2004.

Local areas, in consultation with Educational Advisory Groups and Youth Councils, must ensure that grants and contracts are awarded to youth providers that demonstrate effective program design and delivery. Describe the criteria that are used when awarding youth grants and contracts. At a minimum, the criteria must include:

- Capacity to deliver a program containing all youth elements;
- Ability to conduct outreach;
- The fiscal capability to manage program funds, and
- Other locally determined criteria.

5. Describe the Older and Younger Youth services provided by the One-Stop Service Center(s).

The WIA encourages youth programs to be connected to the One-Stop system as one way to connect youth to all available community resources, particularly the job market and employer requirements. The effectiveness of services offered for youth will be directly proportional to how well they meet the needs of local employers (small, medium, and large) in the local labor markets. In a demand-driven system and as a critical customer group, employers should be extensively involved in setting job and skill requirements, particularly as they impact youth, which are reflected in job orders, as well as in the local labor market information available through the One-Stop delivery system, consistent with the MICA.

B. Strategies for Improvement

1. Describe how the Local Board, Youth Council, and Education Advisory Group (EAG) will develop and manage youth programs.

The local WDB should utilize the Youth Council and the EAG to their full extent and have the Youth Council and EAG take the lead roles in Youth planning for the local area. The WDB, Youth Council, and EAG must ensure it connects youth with the full range of services and community resources that will lead to academic and employment success.

2. Describe the strategy for providing comprehensive services to eligible youth, including coordination with foster care, education, welfare, and other relevant resources. Include requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. Describe the coordination with Job Corps, youth opportunity grants, and other youth programs, as appropriate.

To ensure a connection with the full range of services, Youth Councils and EAGs must coordinate with all available resources, such as Job Corps, educational agencies, youth opportunity grants, welfare agencies, community colleges, and other youth related programs and agencies. The WIA lists ten program elements (WIA Regulations Section 664.410) that must be available to youth in the local area. Local programs must include each of the ten program elements as options available to youth participants.

Describe how your local program design includes each element:

- a. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
 - b. Alternative secondary school offerings
 - c. Summer employment opportunities directly linked to academic and occupational learning
 - d. Paid and unpaid work experiences, including internships and job shadowing
 - e. Occupational skills training
 - f. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors
 - g. Supportive services
 - h. Adult mentoring for the duration of at least 12 months that may occur both during and after program participation
 - i. Follow-up services
 - j. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
2. Services to Youth are required to be provided as part of a comprehensive year-round program, per WIA Regulations Section 664.405 of the WIA Final Rules and Regulations. The summer youth employment opportunities element is not intended to be a stand-alone program. Local programs should integrate a youth's participation into a comprehensive strategy for addressing the youth's employment and training needs. At minimum, youth who participate in summer employment opportunities must be provided with a minimum of 12 months of follow up services, as required in Section 664.450 of the WIA Final Rules and Regulations.

A comprehensive year-round provision of services incorporating the ten program elements above is to be included as part of the Local Plan as well as any Request for Proposal, Invitation to Bid, or contract in securing a provider of youth services.

3. Describe the Youth eligibility process (steps and documentation), employing the attached state-wide (WDASOM) eligibility checklist as a reference. Authorization to Work provisions for Youth, who are unable to substantiate citizenship, should be a component of the eligibility process.

NOTE: The Adult and DW Authorization to Work provisions, as a sub-set of eligibility, are to be incorporated into the Youth eligibility category, with any modifications deemed

necessary. The final product should be a combined or composite Adult-DW-Youth Authorization to Work policy, approved by the WDB, with a copy of the policy submitted to the WDASOM.

C. Review, Comment, and Publication Documentation

The MWAs are required to publish plans in accordance with Section 118(c) of the Act. In lieu of submitting documentation, MWAs will maintain documentation on file for monitoring by the WDASOM.

The proposed plan will be published, and such plans will be made available for review and comment to:

1. Members of the local board and members of the public, including representatives of business and labor organizations
2. The public through such means as public hearings and local news media

The local board must submit any comments that express disagreement with the plan to the WDASOM, along with the plan.

The local board must make information about the plan available to the public on a regular basis through open meetings. The local plan should include reference as to where and how copies of the complete plan can be obtained.

In accordance with the ADA, availability of the final Comprehensive Five-Year Local Plan for Youth must include reference to accommodations or special requests of the plan in alternate formats, such as large print, audiotape, etc. In addition, public meetings concerning the plan must comply with physical access requirements of the ADA.

SECTION III: Sample Eligibility Checklist

SAMPLE COMPOSITE OF DOCUMENTATION

ADULT AND DISLOCATED WORKERS	
GENERAL ELIGIBILITY CRITERIA (Verify each criterion unless specified otherwise)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
<p>BIRTH DATE/AGE Note: Applicants must be age 18 or older at the time of registration to participate in this program.</p>	<ul style="list-style-type: none"> • Baptismal or Church Record • Birth Certificate • DD-214 Form • Driver's License • Federal, State or Local Government Issued Identification Card • Hospital Record of Birth • Passport • Public Assistance/Social Service Records • School Records • Telephone Verification • Work Permit
<p>U.S. WORK AUTHORIZATION Note: For changes to the list of acceptable identity and work authorization documents since the November 1991 revision of the INS Form I-9, go to uscis.gov/graphics/formsfee/forms/i-9.htm.</p>	<ul style="list-style-type: none"> • Verification Document(s) that Satisfy List A of the I-9 • Verification Document(s) that Satisfy List B and C of the I-9
<p>SELECTIVE SERVICE REGISTRANT Note: Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with <i>Section 3</i> of the Military Selective Service Act. Each male who turns 18 years of age during WIA participation must also submit evidence that he has complied with the requirements of the Military Selective Service Act.</p>	<ul style="list-style-type: none"> • Acknowledgement Letter • Form DD-214⁽¹⁾ • Screen printout of the Selective Service Verification Internet site: www.sss.gov/regver/verification1.asp • Selective Service Status Information Letter⁽²⁾ • Selective Service Registration Card • Selective Service Registration Record (Form 3A) • Selective Service Verification Form • Stamped Post Office Receipt of Registration

¹
Men who separate from active military duty for any reason before they turn age 26 must register for Selective Service. See "Who Must Register" chart at www.sss.gov/must.htm for specific military-related requirements.

²
Since January 1995, the Selective Service System has been issuing "status information letters" in lieu of previous system of "advisory opinion letter."

DISLOCATED WORKERS

ELIGIBILITY CRITERIA

(Verify each criterion unless specified otherwise)

ACCEPTABLE DOCUMENTATION

(Only one document from this column per eligibility criterion is required)

ELIGIBILITY GROUP A—Terminated/Laid Off

1. (A) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; **AND**

- Worker Adjustment and Retraining Notification Act (WARN) notice
- Photocopy of a printed media article or announcement describing the layoff. The photocopy must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Applicant Statement

(B) (a) Is eligible for or has exhausted entitlement to unemployment compensation; **or** (b) Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **AND**

- Unemployment Insurance records
- Statement by an Unemployment Insurance representative
- Pay check stubs
- W-2 and/or Tax Returns
- Unemployment Insurance records
- Statement by the employer or union representative

(C) Is unlikely to return to a previous industry or occupation.

- Worked in a declining industry or occupation as documented on a state or local/regional labor market information list
- Documented lack of job offers or rejection letters from employers in the prior industry or occupation

DISLOCATED WORKERS (continued)

ELIGIBILITY CRITERIA
(Verify each criterion unless specified otherwise)

ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)

ELIGIBILITY GROUP A—Terminated/Laid Off (continued)

(C) [continued] Is unlikely to return to a previous industry or occupation.

- Applicant Statement
- Internet site, such as Michigan Talent Bank that indicates lack of industry/occupation availability
- Screen print of local or regional Labor Market Information screens that indicates lack of industry/occupation availability
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations

ELIGIBILITY GROUP B—Plant Closure/Substantial Layoff

2. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; Note: In the case of downsizing or workforce reduction when it is unclear which employees will be affected, a layoff notice is appropriate.

- Closure or substantial layoff: • Bankruptcy documents, if declared under *Chapter 7*, Title 11 U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance
- Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual
- Copy of a **valid** WARN notice provided by the employer or authorized representative
- Telephone Verification
- Applicant Statement Notice of Layoff or Laid-off
- Copy of a **valid** WARN notice provided by the employer or authorized representative
- Copy of other specific notice to employee of intent to lay-off
- Employer or union representative letter or statement
- Telephone Verification
- Applicant Statement

DISLOCATED WORKERS (continued)

ELIGIBILITY CRITERIA

(Verify each criterion unless specified otherwise)

ACCEPTABLE DOCUMENTATION

(Only one document from this column per eligibility criterion is required)

ELIGIBILITY GROUP B—Plant Closure/Substantial Layoff (continued)

3. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **OR** For purposes of eligibility to receive core services only, is employed at a facility at which the employer has made a general announcement that such facility will close.

- Bankruptcy documents, if declared under *Chapter 7*, Title 11, U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance
- Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual

ELIGIBILITY GROUP C—Self-employed

4. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is **unemployed** as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

- Bankruptcy documents listing both the name of the business and the applicant's name
- Business License
- Copy of a completed federal income tax return (Schedule SE) for the most recent tax year
- Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication
- Copy of articles of incorporation for the business listing the applicant as a principal
- Applicant Statement

ELIGIBILITY GROUP D—Displaced Homemaker

5. Is a displaced homemaker.

- Applicant Statement

MISCELLANEOUS CRITERIA

ELIGIBILITY CRITERIA

(Verify each criterion unless specified otherwise)

ACCEPTABLE DOCUMENTATION

(Only one document from this column per eligibility criterion is required)

ADULT PROGRAM PRIORITY

The definition of low-income individual applies to the priority to serve low-income adults and eligible youth.

VETERANS' PRIORITY OF SERVICE

A veteran/covered person, as defined in Section 4215 of the Jobs for Veterans Act, is entitled to priority of service under WIA Title I programs, e.g., adult, youth and dislocated worker.

- DD 214 • Veterans Administration Letter or Records

NOT EMPLOYED

Use WIASRD, Item 115 definition.

- Applicant Statement

UNDEREMPLOYED

Applies to displaced homemaker and older youth.

- Employment Specialist or Case Manager's Determination
- Telephone Verification • Applicant Statement

YOUTH	
GENERAL ELIGIBILITY CRITERIA (Verify each criterion unless specified otherwise)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
The general eligibility criteria for youth are the same as for adults and dislocated workers: Birth Date/Age; INS U.S. Work Authorization and Selective Service Registration. Acceptable documentation for these criteria is the same as adults and dislocated	See adult and dislocated worker general eligibility criteria
ECONOMIC ELIGIBILITY CRITERIA (Only one Economic Eligibility criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
CASH PUBLIC ASSISTANCE Note: The applicant receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program.	<ul style="list-style-type: none"> • Authorization to Receive Cash Public Assistance • Public Assistance Check • Public Assistance Identification Card Showing Cash Grant Status • Public Assistance Records/Printout • Refugee Assistance Records/Printout • Signed Statement from Health & Welfare • Telephone Verification
FAMILY INCOME Note: Documentation should be provided for each applicable <i>inclusive</i> income source received by the applicant and each family member for the six-month income period immediately preceding the determination date. It is necessary to verify family size when utilizing family income eligibility. An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, and that he/she was not employed for that period.	<ul style="list-style-type: none"> • Accountant Statement • Alimony Agreement • Award Letter from Veterans Administration • Bank Statements (Direct Deposit) • Compensation Award Letter • Court Award Letter • Employer Statement • Farm or Business Financial Records • Housing Authority Verification • Pay Stubs • Pension Statement • Public Assistance Records • Applicant Statement • Quarterly Estimated Tax for Self-employed Persons (Schedule C) • Social Security Benefits Records • Telephone Verification with Employer • Unemployment Insurance Documents and/or Printout

YOUTH (continued)	
ECONOMIC ELIGIBILITY CRITERIA (Only one Economic Eligibility criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
<p>FAMILY SIZE/INDIVIDUAL STATUS Note: In addition to documentation of family size, additional documentation may require to establish that the family is living in a single residence. Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must attest to their individual status. The head of household in which that person resides, if possible, should corroborate such statement. Individual must also show source of support.</p> <p>Note: A social security card is invalid if not signed by the number holder unless health or age prevent signature.</p>	<ul style="list-style-type: none"> • Lease • Telephone Verification • Birth/Baptismal Certificates or Church/Hospital Records of Birth • Decree of Court • Divorce Decree • Social Security Cards • Alien Registration Cards • Landlord Statement • Marriage Certificate • Medical Card • Public Assistance/Social Service Agency Records • Written Statement from a 24 Hour Care Facility or Institution (e.g. Mental, Prison) • Most Recent Tax Return Supported by IRS Documents (e.g. Form Letter 1722) • Applicant Statement
<p>FOOD STAMPS Note: The documentation listed must show that the applicant is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.).</p>	<ul style="list-style-type: none"> • Authorization to Obtain Food Stamps • Food Stamp Card with Current Date • Food Stamp Receipt • Postmarked Food Stamp Mailer with Applicable Name and Address • Statement from County Welfare Office • Public Assistance Records/Printout • Telephone Verification with County Welfare Office
<p>FOSTER CHILD Note: Must be a foster child for which State or local government payments are made on his/her behalf.</p>	<ul style="list-style-type: none"> • Court Records/Documentation • County Welfare Office Records/Statement • Medical Card • Telephone Verification • Verification of Payments Made on Behalf of the Child • Written Statement from Cognizant Agency
<p>HOMELESS</p>	<ul style="list-style-type: none"> • Applicant Statement • Statement from a Social Service Agency • Statement from an Individual Providing Temporary Residence • Statement from Shelter • Telephone Verification

YOUTH (continued)	
ECONOMIC ELIGIBILITY CRITERIA (Only one Economic Eligibility criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
INDIVIDUALS WITH DISABILITIES Note: Disability status as well as income must be verified. An individual with a disability shall be considered a family of one for eligibility purposes.	<ul style="list-style-type: none"> • Letter from Drug or Alcohol Rehabilitation Agency • Medical Records • Observable Condition • Physician's Statement • Psychiatrist or Psychologist Diagnosis/Statement • Rehabilitation Evaluation • School Official Statement • Sheltered Workshop Certification • Social Security Administration Disability Records • Social Service Records/Referral • Veterans Administration Letter/Records • Vocational Rehabilitation Letter/Statement • Workers Compensation Records/Statement • Telephone Verification • Applicant Statement
ADDITIONAL REQUIREMENTS (Only one eligibility criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
BASIC LITERACY SKILLS DEFICIENT	<ul style="list-style-type: none"> • Locally defined, may include: – Standardized Test – School Records
SCHOOL DROPOUT	<ul style="list-style-type: none"> • School Statement/Records • Applicant Statement
HOMELESS OR RUNAWAY	<ul style="list-style-type: none"> • Applicant Statement • Statement from a Social Service Agency • Statement from an Individual Providing Temporary Residence • Statement from Shelter • Telephone Verification
FOSTER CHILD Note: Must be a foster child for which State or local government payments are made on his/her behalf.	<ul style="list-style-type: none"> • Court Records/Documentation • County Welfare Office Records/Statement • Medical Card • Telephone Verification • Verification of Payments Made on Behalf of the Child • Written Statement from Cognizant Agency

YOUTH (continued)	
ADDITIONAL REQUIREMENTS (Only one eligibility criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
PREGNANT OR PARENT	• Birth Certificate • Hospital Record of Birth • Medical Card • Statement from Physician • Statement from School Program for Pregnant Youth • School Records • Telephone Verification • Written Statement from Social Services Agencies • Applicant Statement
OFFENDER	• Court Documents • Letter of Parole • Police Records • Statement from Halfway House • Statement from Probation Officer • Newspaper • Telephone Verification • Applicant Statement
IS AN INDIVIDUAL WHO REQUIRES ADDITIONAL ASSISTANCE TO COMPLETE AN EDUCATIONAL PROGRAM, OR TO SECURE AND HOLD EMPLOYMENT	• Locally defined
5% EXCEPTION (Only one criterion in the left column need be verified)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
SCHOOL DROPOUT	See above
BASIC LITERACY SKILLS DEFICIENT	See WIA definition. Additional criteria may be defined locally.
INDIVIDUALS WITH EDUCATIONAL ATTAINMENT THAT IS ONE OR MORE GRADE LEVELS BELOW THE GRADE LEVEL APPROPRIATE TO THE AGE OF THE INDIVIDUALS	• Telephone Verification with the School • Statement from School • Report Card • School Records
PREGNANT OR PARENT	See above
INDIVIDUALS WITH DISABILITIES	See above
HOMELESS OR RUNAWAY	See above
OFFENDER	See above
OTHER ELIGIBLE YOUTH WHO FACE SERIOUS BARRIERS TO EMPLOYMENT AS IDENTIFIED BY THE LOCAL BOARD	• Locally defined

Table 1

WIA Title I - Adult Performance Levels

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan Works! Agency	Entered Employment Rate	Employment Retention Rate	Average Earnings (\$)	Employment and Credential Rate
ACSET	90.0%	91.0%	\$14,800	82.0%
Berrien/Cass/Van Buren	83.0%	85.0%	\$14,800	78.0%
Calhoun ISD	90.0%	89.0%	\$14,900	82.0%
Capital Area	90.0%	90.0%	\$14,600	82.0%
Career Alliance	82.0%	85.0%	\$10,300	78.0%
Central Area	90.0%	91.0%	\$13,100	82.0%
City of Detroit	83.0%	87.0%	\$11,100	82.0%
Eastern U.P.	90.0%	91.0%	\$15,700	82.0%
Great Lakes Bay	90.0%	90.0%	\$16,000	82.0%
Job Force	90.0%	91.0%	\$15,300	82.0%
Kalamazoo-St. Joseph	91.0%	90.0%	\$13,100	80.0%
Livingston County	90.0%	91.0%	\$16,000	82.0%
Macomb/St. Clair	90.0%	90.0%	\$15,300	80.0%
Muskegon County	89.0%	91.0%	\$11,400	82.0%
Northeast	92.0%	91.0%	\$15,500	82.0%
Northwest	90.0%	90.0%	\$14,800	81.0%
Oakland County	91.0%	91.0%	\$16,000	82.0%
Ottawa County	88.0%	90.0%	\$12,400	78.0%
Region 7B	90.0%	90.0%	\$13,500	81.0%
South Central	91.0%	91.0%	\$16,000	82.0%
SEMCA	91.0%	90.0%	\$16,000	82.0%
Thumb Area	80.0%	89.0%	\$15,700	79.0%
Washtenaw County	87.0%	91.0%	\$16,000	82.0%
West Central	86.0%	89.0%	\$12,800	80.0%
Western U.P.	89.0%	87.0%	\$12,900	81.0%
Statewide	89.0%	90.0%	\$16,000	81.0%

Table 2

WIA Title I - Dislocated Worker Performance Levels

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan Works! Agency	Entered Employment Rate	Employment Retention Rate	Average Earnings (\$)	Employment and Credential Rate
ACSET	95.0%	93.0%	\$16,200	84.0%
Berrien/Cass/Van Buren	93.0%	92.0%	\$15,200	78.0%
Calhoun ISD	94.0%	92.0%	\$15,400	84.0%
Capital Area	94.0%	94.0%	\$15,800	84.0%
Career Alliance	92.0%	90.0%	\$13,000	83.0%
Central Area	95.0%	92.0%	\$13,400	84.0%
City of Detroit	94.0%	90.0%	\$14,600	84.0%
Eastern U.P.	95.0%	94.0%	\$13,800	84.0%
Great Lakes Bay	94.0%	92.0%	\$16,500	84.0%
Job Force	95.0%	93.0%	\$16,500	84.0%
Kalamazoo-St. Joseph	95.0%	92.0%	\$15,700	84.0%
Livingston County	95.0%	91.0%	\$16,500	84.0%
Macomb/St. Clair	94.0%	92.0%	\$16,500	82.0%
Muskegon County	95.0%	92.0%	\$15,700	84.0%
Northeast	95.0%	94.0%	\$12,800	84.0%
Northwest	95.0%	91.0%	\$13,600	83.0%
Oakland County	95.0%	92.0%	\$16,500	84.0%
Ottawa County	94.0%	92.0%	\$14,100	84.0%
Region 7B	94.0%	92.0%	\$13,100	83.0%
South Central	95.0%	94.0%	\$16,500	84.0%
SEMCA	94.0%	92.0%	\$16,500	84.0%
Thumb Area	87.0%	92.0%	\$14,300	79.0%
Washtenaw County	92.0%	92.0%	\$16,500	84.0%
West Central	94.0%	93.0%	\$14,000	82.0%
Western U.P.	94.0%	91.0%	\$12,600	83.0%
Statewide	94.0%	93.0%	\$16,000	83.0%

Table 3

WIA Title I - Older Youth (19-21) Performance Levels

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan Works! Agency	Entered Employment Rate	Employment Retention Rate	Average Earnings Change (\$)	Credential Rate
ACSET	83.0%	86.0%	\$4,100	80.0%
Berrien/Cass/Van Buren	83.0%	86.0%	\$3,900	65.0%
Calhoun ISD	83.0%	82.0%	\$4,400	77.0%
Capital Area	83.0%	85.0%	\$3,600	79.0%
Career Alliance	83.0%	80.0%	\$3,200	75.0%
Central Area	83.0%	86.0%	\$4,400	65.0%
City of Detroit	83.0%	85.0%	\$4,100	72.0%
Eastern U.P.	83.0%	86.0%	\$4,400	80.0%
Great Lakes Bay	83.0%	80.0%	\$3,000	72.0%
Job Force	83.0%	86.0%	\$4,100	79.0%
Kalamazoo-St. Joseph	83.0%	85.0%	\$3,900	79.0%
Livingston County	83.0%	86.0%	\$2,800	80.0%
Macomb/St. Clair	83.0%	81.0%	\$3,600	72.0%
Muskegon County	83.0%	86.0%	\$3,200	71.0%
Northeast	83.0%	86.0%	\$3,700	80.0%
Northwest	83.0%	86.0%	\$3,900	80.0%
Oakland County	83.0%	86.0%	\$4,400	79.0%
Ottawa County	83.0%	85.0%	\$3,700	80.0%
Region 7B	83.0%	85.0%	\$3,700	80.0%
South Central	83.0%	85.0%	\$4,100	80.0%
SEMCA	83.0%	85.0%	\$3,900	75.0%
Thumb Area	83.0%	85.0%	\$3,900	72.0%
Washtenaw County	83.0%	85.0%	\$3,600	80.0%
West Central	83.0%	85.0%	\$4,400	79.0%
Western U.P.	83.0%	81.0%	\$3,600	70.0%
Statewide	83.0%	85.0%	\$4,100	78.0%

Table 4

WIA Title I - Younger Youth (14-18) Performance Levels

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan Works! Agency	Skill Attainment Rate	Diploma or Equivalent Attainment Rate	Retention Rate
ACSET	95.0%	91.0%	82.0%
Berrien/Cass/Van Buren	92.0%	86.0%	74.0%
Calhoun ISD	95.0%	90.0%	82.0%
Capital Area	95.0%	89.0%	81.0%
Career Alliance	92.0%	91.0%	74.0%
Central Area	95.0%	90.0%	76.0%
City of Detroit	96.0%	91.0%	74.0%
Eastern U.P.	96.0%	91.0%	82.0%
Great Lakes Bay	92.0%	86.0%	79.0%
Job Force	95.0%	91.0%	82.0%
Kalamazoo-St. Joseph	92.0%	90.0%	81.0%
Livingston County	92.0%	91.0%	82.0%
Macomb/St. Clair	92.0%	89.0%	81.0%
Muskegon County	95.0%	90.0%	82.0%
Northeast	96.0%	91.0%	82.0%
Northwest	96.0%	91.0%	82.0%
Oakland County	96.0%	91.0%	82.0%
Ottawa County	96.0%	86.0%	81.0%
Region 7B	95.0%	91.0%	79.0%
South Central	96.0%	91.0%	82.0%
SEMCA	95.0%	90.0%	81.0%
Thumb Area	92.0%	90.0%	81.0%
Washtenaw County	95.0%	90.0%	82.0%
West Central	95.0%	90.0%	82.0%
Western U.P.	96.0%	86.0%	74.0%
Statewide	94.0%	90.0%	81.0%

Table 5

Customer Satisfaction Performance Levels

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan	Participant Score	Employer Score
Works!		
Agency		
ACSET	93	85
Berrien/Cass/Van Buren	93	85
Calhoun ISD	93	85
Capital Area	93	85
Career Alliance	93	85
Central Area	93	85
City of Detroit	93	85
Eastern U.P.	93	85
Great Lakes Bay	93	85
Job Force	93	85
Kalamazoo-St. Joseph	93	85
Livingston County	93	85
Macomb/St. Clair	93	85
Muskegon County	93	85
Northeast	93	85
Northwest	93	85
Oakland County	93	85
Ottawa County	93	85
Region 7B	93	85
South Central	93	85
SEMCA	93	85
Thumb Area	93	85
Washtenaw County	93	85
West Central	93	85
Western U.P.	93	85
Statewide	93	85