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E-mailed: 05/15/13 (pv)

**Workforce Development Agency, State of Michigan (WDASOM)**  
**Policy Issuance (PI): 12-36**

**Date:** May 15, 2013

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

**From:** Gary Clark, Director, Office of Talent Development Services  
Workforce Development Agency, State of Michigan  
**SIGNED**

**Subject:** Program Year (PY) 2013 Employment Service Plan Instructions

**Programs Affected:** Wagner-Peyser - Employment Service

**Rescissions:** None

**References:** Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act (WIA) of 1998  
  
5 CFR, Section 900.603, revised January 1, 2009  
  
WDA PI: 11-11 - ES Manual  
  
WDA PI: 11-34 Change 3

**Background:** The federal Wagner-Peyser Act of 1933 provided for the establishment of a nationwide labor exchange system, known as the Employment Service (ES). The Act was amended by the WIA of 1998 to make the ES part of the one-stop service delivery system. The ES focuses on a variety of employment-related labor exchange services including job search assistance, assessment, job referral, and placement of job seekers; re-employment services to unemployment insurance claimants; and recruitment services for employers.



**Workforce Development Agency, State of Michigan**  
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**Policy:**

As a condition of receiving Wagner-Peyser ES funds for PY 2013, the period of July 1, 2013 through June 30, 2014, each MWA must submit an ES plan consisting of a Plan Narrative, Budget Information Summary (BIS), and Plan/Approval Modification Request, as described in this policy.

The PY 2013 Wagner-Peyser Planning Allocations are indicated in Attachment F.

Effective March 28, 2013, MWAs are allowed to carry-in an unlimited amount of PY 2012 Wagner-Peyser funds into PY 2013. This policy will remain in effect for subsequent Program Years until such time that it is rescinded by the WDA.

The PY 2013 Wagner-Peyser allocation Grant Action Notices (GANs) will be identified with the Grant Name "AY13 Wagner-Peyser 7(a)" and the Project Name "AY13 Wagner-Peyser 7(a)." Although PY 2013 is the period of July 1, 2013 through June 30, 2014, PY 2013 Wagner-Peyser GANs will have a grant period of July 1, 2013 through June 30, 2015, an unlimited amount of an MWA's PY 2012 Wagner-Peyser allocation is available for use in PY 2013. PY 2012 Wagner-Peyser funds that were not expended in PY 2012 will not be recaptured and redistributed. Accordingly, an MWA's PY 2012 Wagner-Peyser funding remaining available for use in PY 2013 will be accessed through the original PY 2012 Grant and Project Names listed above.

PY 2013 Wagner-Peyser fourth quarter expenditure reports are due in the Management of Awards to Recipients System (MARS) by close of business July 20, 2014.

**MERIT-BASED WAGNER-PEYSER ES PROVIDERS**

MWAs must competitively select and contract with one or more merit-staffed public organizations to provide Wagner-Peyser ES, affording due process and appeal rights. Standards for a merit system of personnel may be found at federal regulation 5 CFR 900.603, available at:

[http://edocket.access.gpo.gov/cfr\\_2009/janqtr/5cfr900.603.htm](http://edocket.access.gpo.gov/cfr_2009/janqtr/5cfr900.603.htm).

All MWA Wagner-Peyser ES providers must be a unit of the State of Michigan, a local unit of government, special purpose unit of government, school district, intermediate school district, public community college, or public university. MWAs shall not use a competitive selection process that excludes or penalizes bids or proposals submitted by, or contracts with, the WDASOM for employment services.

MWAs must hold their merit-staffed Wagner-Peyser ES providers responsible to the standards for a merit system of personnel described in 5 CFR 900.603.

MWAs must maintain on file a certification from each ES provider confirming that the provider will deliver employment services in conformance with the merit staffing standards described in 5 CFR 900.603. This documentation must be made available to the Michigan Strategic Fund-Workforce Development Agency and/or the federal Office of Personnel Management if requested.

MWAs may self-deliver the Wagner-Peyser ES program if approved to do so by the WDA through the processes and procedures detailed in WDA PI 11-13.

## **PERFORMANCE MEASURES**

The following Performance Measures will be tracked in the One-Stop Management Information System (OSMIS) for Wagner-Peyser ES programs: Entered Employment, Retained Employment, and Average Earnings.

These three measures are defined as follows:

- **Entered Employment**

*Of those who are not employed at the date of participation:*

*The number of adult participants who are employed in the first quarter after the exit quarter, divided by the number of adult participants who exit during the quarter.*

This measure provides an assessment of program impact on increasing employment for those who were unemployed. Individuals who are employed at the date of participation are excluded from this measure. Individuals who, although employed at the date of participation, have either received a notice of termination of employment, have been issued a notice from their employer that the facility or enterprise will close, or who are currently on active military duty and have been provided with a date of separation from military service, are considered not employed and are included in the measure.

- **Retained Employment**

*Of those who are employed in the first quarter after the exit quarter:*

*The number of adult participants who are employed in both the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter.*

By defining a positive outcome as employment in the first, second, and third quarters after the quarter of exit, this measure approximates retention for at least six months following program participation. Individuals who are not employed in the first quarter after the exit quarter are excluded

from this measure. A positive outcome on the retention measure does not necessarily indicate continuous employment with the same employer.

- **Average Earnings**

*Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:*

*Total earnings in the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter.*

MWAs are expected to use the levels below as performance goals for their ES programs for PY 2013:

**Entered Employment:** 53 percent

**Retained Employment:** 79 percent

**Average Earnings:** \$13,200 for the six-month period measured.

The latest Performance Measures results are for PY 2011. Attachment G provides performance data by MWA.

## **PLAN INSTRUCTIONS**

The ES Plan required of each MWA consists of the following:

Section I. Plan Narrative – describes the services and/or activities to be provided during PY 2013. Attachment A provides general instructions for completing the narrative portion of the ES Plan.

Section II. Budget Information Summary (BIS) – identifies the PY 2013 allocation and how the funds will be spent for the plan period. Attachment B provides the general instructions for completing the ES BIS. Attachment C contains the BIS form.

Section III. Plan Approval/Modification Request – bears the signature of the chief elected officials or the designated signatory; and the signature of the Workforce Development Board chairperson or the designated signatory. Attachment D contains the ES Plan Approval Modification Request form general instructions. Attachment E contains the Approval Modification Request form.

## **CASH REQUESTS/FINANCIAL REPORTING**

The MWA will process all cash requests through MARS in accordance with the MARS Manual. The MWA must have appropriate documentation on file to support each cash draw.

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDASOM on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDASOM no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDASOM 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, the report is due on the last business day prior to the due date. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

**Action:** MWA officials shall prepare and submit all components of the ES Plan to the WDASOM within 30 days of the date of this policy issuance. The Plan Narrative and BIS must be submitted electronically to the Welfare Reform/Wagner-Peyser state coordinator and to [VanceP1@michigan.gov](mailto:VanceP1@michigan.gov). One hard copy of the Plan Approval/Modification Request, with original signatures, must be submitted to:

Mr. Brian Marcotte, Manager  
Welfare Reform and Wagner-Peyser Section  
Workforce Development Agency  
State of Michigan  
Victor Office Center  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Quarterly financial expenditure reports are to be submitted following the guidelines described in the preceding section.

**Inquiries:** Questions regarding this policy should be directed to the MWA's Welfare Reform/Wagner-Peyser, State Coordinator at (517) 335-5858.

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:** June 30, 2014

GC:CS:pv  
Attachments:

**EMPLOYMENT SERVICES (ES) PLAN NARRATIVE**  
**General Instructions**

1. Michigan Works! Agency (MWA) Contact Person:

Identify an MWA contact person; including address, phone number, and electronic mail address for purposes of communication regarding the ES Plan.

2. Provision of Labor Exchange Services:

- a. Describe how Wagner-Peyser funded services will be provided at no cost to employers and job seekers.
- b. Describe how customers will be given access to the Pure Michigan Talent Connect System:

For each site, describe the number and location of appropriately configured computer workstations that will be available for self-service customers' use. Project the daily number of customers who will use the computers and describe how peak loads for ES registration will be handled.

- c. Describe how Labor Exchange services will be provided using the three tiers of services: standard/self-services, facilitated services, and mediated services. List how many staff persons will be available at each site to provide services. If staffing levels will vary, describe the planned staffing schedule.

3. UI Work Test:

Describe how the UI Work Test will be administered. The description must include an explanation of how the ES registration of UI claimants will be conducted, and how reporting claimant non-compliance with the "Available and Seeking Work" requirement will be conducted.

4. UI Claimant Services/Memorandum of Understanding Between the UI Agency and Workforce Development Agency, State of Michigan:

Describe the accommodations and the information that the MWA will provide to individuals who enter the service center seeking assistance in regard to a claim for UI benefits.

5. Profiling Requirement:

States are required by federal law to implement and use a system of profiling for all new regular unemployment insurance (UI) claimants. The MWA must schedule those claimants identified on the list with an asterisk (mandatory profiled claimants) to attend a

reemployment services information session within 7-10 days. Include a description of how the profiling requirements will be administered.

6. Participation in a System for Clearing Labor Between the States:

As a component of the National Labor Exchange System, MWAs must participate in a system for clearing labor between the states by accepting and processing certain interstate and intrastate job orders. Describe how the MWA will conduct such operations.

7. Services to Veterans:

Describe the process the MWA uses to refer veterans to Local Veterans Employment Representatives and Disabled Veterans Outreach Workers.

8. Veterans' Priority:

Describe how Veterans' Priority will be applied in the delivery of Wagner-Peyser funded employment services.

9. Services Provided to Migrant and Seasonal Farm Workers (MSFWs):

Describe the services and/or staffing that the MWA will maintain to ensure that MSFWs will be provided with access to the same employment services, benefits, protections, counseling, testing, and job and training referral services received by the universal population. Include a description of the referral process to Agricultural Employment Specialists or other appropriate MWA staff.

10. Additional Services:

Describe in detail any planned services or activities for which ES funds would be utilized that are in any way different from, or in addition to, the services described in other areas of the narrative.

## **EMPLOYMENT SERVICES (ES) BUDGET INFORMATION SUMMARY**

### **General Instructions**

#### **SECTION I – Identification Information**

1. Michigan Works! Agency (MWA) Name: Enter the MWA name.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “12-36” has been preprinted.
5. Plan Period: Enter the plan period. “07-01-13 through 06-30-15” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY13 Wagner-Peyser 7(a)” has been preprinted.
7. Project Name: Enter the Project Name. “AY13 Wagner-Peyser 7(a)” has been preprinted.

#### **SECTION II – Total Funds Available**

1. Program Year (PY) 2013 Allocation: Enter amount of Wagner-Peyser 7(a) funds allocated for PY 2013. See Attachment F.

#### **SECTION III – Planned Expenditures by Cost Category**

1. Program Expenses (Direct Customer Services): Enter amount planned for program expenses. These are costs directly associated with providing program services to job seekers or employers. They include such items as salaries and benefits of the contracted employment services providers; rent and utilities attributed to the space used to deliver services; supplies, Internet connections, information technology, and equipment used to deliver direct services; and contractual expenses, such as equipment maintenance related to the delivery of direct services.
2. Administration Expenses: Enter amount planned for administration expenses. Administration expenses are defined as the costs necessary for the proper administration and coordination of Wagner-Peyser 7(a) ES. Wagner-Peyser ES provider administrative costs are not to be included. Instead, they are to be planned and reported as program expenses (direct customer services).

Only administration costs associated with the Wagner-Peyser 7(a) ES programs should be charged against the Wagner-Peyser 7(a) allocation. There will be no limitations imposed on administration expenses; however, MWAs that indicate administration expenses above 20 percent will be monitored.

Administration expenses include salaries, benefits, and all other indirect overhead costs not associated with providing program services to job seekers and employers, such as the preparation of program plans, budgets, and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations services related to accounting, litigation, audits, management of property, payroll, and personnel; costs of goods and services required for the administration of the program such as rental and purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space not used for providing program services to job seekers and employers; travel costs associated with official business; management information systems not related to the tracking and monitoring of ES requirements (e.g., for a personnel and payroll system for administrative staff); and preparing reports and other documents related to program requirements.

3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**EMPLOYMENT SERVICES – WAGNER-PEYSER 7(a)  
 BUDGET INFORMATION SUMMARY**

**SECTION I – IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title:  Employment Services – Wagner-Peyser 7(a)	
4. Policy Issuance Number:  12-36	5. Plan Period:  07-01-13 through 06-30-15
6. Grant Name:  AY13 Wagner-Peyser 7(a)	7. Project Name:  AY13 Wagner-Peyser 7(a)

**SECTION II – TOTAL FUNDS AVAILABLE**

Funding Source: Employment Services – Wagner-Peyser 7(a)	Amount
1. Program Year (PY) 2013 Allocation	\$

**SECTION III – PLANNED EXPENDITURES BY COST CATEGORY**

Cost Categories	Amounts
1. Program Expenses (Direct Customer Services)	\$
2. Administration Expenses	\$
3. Total Planned Expenditures	\$

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.

**EMPLOYMENT SERVICES (ES) PLAN APPROVAL/MODIFICATION REQUEST  
General 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 title for the plan being submitted. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “12-36” has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “07-01-2013 - 06-30-2015” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY13 Wagner-Peyser 7(a)” has been preprinted.
7. Project Name: Enter the Project Name. “AY13 Wagner-Peyser 7(a)” has been preprinted.

**Employment Services Plan Approval/Modification Request**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Plan Title: Employment Service – Wagner-Peyser 7(a)			
4. Policy Issuance Number: 12-36		5. Plan Period: 07-01-13 through 06-30-15	
6. Grant Name: AY13 Wagner-Peyser 7(a)		7. Project Name: AY13 Wagner-Peyser 7(a)	

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

WDA 1001-01 (Revised 05-13)

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.

## Wagner - Peyser Planning Allocations

Program Year 2013 (July 1, 2013 - June 30, 2014)

Michigan Works! Agency	CY 2012 Average		Planning Allocation (\$)
	Civilian Labor Force	Unemployment (#)	
ACSET	358,830	24,634	931,884
Berrien/Cass/Van Buren	134,780	12,013	395,119
Calhoun ISD	112,455	8,290	301,356
Capital Area	236,367	16,799	623,194
Career Alliance	219,422	20,633	660,833
Central Area	109,385	9,444	315,671
City of Detroit	340,979	61,710	1,511,291
Eastern U.P.	24,348	2,575	77,984
Kalamazoo-St. Joseph	152,859	11,159	407,842
The Job Force	86,029	7,064	242,334
Livingston County	87,998	7,205	247,543
Macomb/St. Clair	476,273	49,057	1,504,176
Muskegon County	95,612	8,889	286,290
Northeast	56,418	6,422	188,158
Northwest	143,353	14,043	440,940
Oakland County	585,586	51,031	1,697,702
Ottawa County	131,227	9,021	340,989
Region 7B	57,081	6,589	191,869
Great Lakes Bay	184,510	15,213	520,768
South Central	134,907	11,905	393,541
SEMCA	538,425	35,836	1,379,864
Thumb Area	100,036	10,325	316,286
Washtenaw County	182,444	10,215	436,063
West Central	67,924	6,433	205,321
Western U.P.	36,492	3,738	114,910
<b>Total</b>	<b>4,653,738</b>	<b>420,242</b>	<b>\$13,731,928</b>

Allocation based on calendar year 2012 average civilian labor force (50%) and average unemployment (50%).

WDA May 2, 2013.

## Wagner-Peyser Performance Results

Program Year 2011 (July 1, 2011 through June 30, 2012)

Michigan Works! Agency	Entered Employment Rate	Employment Retention Rate	Average Earnings in 6 Months
02 - Region 7B	40%	76%	\$11,366
03 - Calhoun ISD	44%	77%	\$12,012
04 - Great Lakes Bay	42%	78%	\$12,085
05 - Berrien/Cass/Van Buren	40%	75%	\$11,658
06 - The Job Force	46%	80%	\$11,810
07 - City of Detroit	44%	79%	\$10,283
09 - Eastern U.P.	42%	79%	\$9,675
10 - Career Alliance	39%	77%	\$13,378
11 - Central Area	39%	77%	\$12,380
13 - Thumb Area	43%	76%	\$14,509
14 - Kalamazoo-St. Joseph	42%	76%	\$12,626
16 - West Central	46%	76%	\$11,917
17 - Capital Area	44%	80%	\$15,246
19 - Macomb/St. Clair	42%	78%	\$14,981
20 - Muskegon County	55%	74%	\$10,075
21 - Northeast	43%	76%	\$11,659
22 - Northwest	44%	79%	\$11,695
23 - Oakland County	42%	80%	\$16,847
26 - Western U.P.	39%	78%	\$12,189
29 - Livingston County	45%	82%	\$18,652
30 - Washtenaw County	43%	77%	\$14,048
31 - SEMCA	44%	79%	\$15,739
32 - Ottawa County	50%	81%	\$12,655
33 - ACSET	46%	79%	\$12,689
34 - South Central	42%	78%	\$12,923
Statewide	44%	79.0%	\$13,760
Goal	61.0%	82.0%	\$12,500

WDA March 27, 2013  
 Source ETA9002