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Workforce Development Agency (WDA)
Policy Issuance (PI): 13-07, Change 1

E-mailed: 10/20/2014 (tk)

Date: October 20, 2014

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director (**SIGNED**)
Office of Workforce Policy and Strategic Planning

Subject: Dislocated Worker Training (DWT) National Emergency Grant (NEG)
#2619

Programs Affected: Workforce Investment Act (WIA) Dislocated Worker (DW)

References: PI 10-14, issued October 15, 2010, and subsequent changes
PI 12-18, issued October 8, 2012
PI 12-19, issued October 15, 2012
PI 12-22, issued December 11, 2012
PI 12-23, issued December 12, 2012
PI 13-21, issued February 21, 2014
Workforce Investment Act (WIA)
WIA Regulations at 20 Code of Federal Regulation (CFR) Part 663 and 671
U.S. Department of Labor (USDOL), Training and Employment
Guidance Letter (TEGL) 4-10, issued August 6, 2010
USDOL Training and Employment Notice (TEN) 38-12, issued
May 28, 2013

Rescissions: None



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Policy:

The WDA was awarded DWT NEG funds specifically for the purpose of providing training services to DWs, including those who are long-term unemployed and the recipients of Unemployment Insurance (UI) that have been profiled as likely to exhaust their benefits. The opportunity to participate in training, and acquire an industry-recognized credential that enables them to obtain self-sufficient employment, is a priority of this initiative.

Use of Funds

The purpose of the DWT NEG is to increase the workforce investment system's capacity to provide critical training services that lead to employment. Other intensive and supportive services, including needs-related payments (NRPs), needed by the DWT NEG participants must be provided through co-enrollment in the WIA DW program. Permissible activities under these awards will be limited to training, including work-based learning, other (defined below) and administration.

Administration: Up to eight (8) percent of the award may be used to cover administrative costs associated with operating the DWT NEG at the local level.

Other: Up to ten (10) percent of the award may be used to cover program costs that are not directly related to the provision of training, including but not limited to: outreach to employers to develop work-based learning opportunities, monitoring contracts, and assisting participants with enrollment.

Work-Based Learning: A minimum of 25 percent, but no more than 60 percent of the award must be utilized for work-based learning, such as On-the-Job Training (OJT), Registered Apprenticeship or customized training.

- OJT opportunities and customized training must be provided under a contract with an employer in the private-nonprofit or private sector. Credential attainment is not required to be a part of OJT, and OJT will continue to be exempt from the credential performance measure (for OJT NEG #2614 and DWT NEG #2619). However, MWAs are strongly encouraged to prioritize OJT opportunities that also include a formal training component that leads to a credential.
- MWAs that have an approved sliding scale waiver for OJT employer reimbursement, or a waiver for customized training contributions under their WIA DW formula program, may apply their approved waiver to the DWT NEG project.

- The parameters associated with OJT in the current OJT NEG guidance, TEGLs 4-10 and 16-12 and PIs 12-18 and 10-14 and subsequent changes apply to any OJT opportunities offered under DWT NEGs.
- Updated wage cap information will be issued at a later date by the USDOL.

Training: The remainder of the award must be directed towards training activities that lead to credentials in high-demand occupations. Such training should also have a linkage to employment, such as, internships or work experience, where feasible. Such activities may include, but are not limited to:

- Contracts for “class-size training” with an institution of higher education, or other eligible training providers, if the local project operator determines that it would facilitate the training of multiple individuals in high-demand occupations.
- The provision of remedial training as necessary for, and connected to, the attainment of an advanced credential. Stand-alone remedial training such as ESL, basic skills or skills enhancement training, literacy programs, or a General Educational Development (GED) certificate only, are not allowable activities.

Each MWA will be held to work-based learning percentages that were proposed to the WDA. In accordance with TEN 38-12, a minimum of 25 percent, but not more than 60 percent of an MWA’s award must be used for work-based learning.

MWAs must coordinate training with other WIA activities to provide participants with the reemployment services that are necessary components of job readiness, including, but not limited to, job search assistance, resume writing, mock interviews, and other support necessary to help training participants obtain employment. Unless otherwise noted, all other provisions of WDA PI 13-07, issued July 18, 2013, remain unchanged and in effect.

Action: MWAs must disseminate this updated policy guidance to any local service provider working with DWT NEG participants.

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

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) 335-5858 for details. This policy issuance is available for downloading from the Internet system. Please contact Ms. Keyton for assistance.

**Expiration
Date:**

June 30, 2015

SB:MS:tk