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OFFICIAL

E-mailed: 06/30/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-10

Date: June 30, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director, Office of Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Program Year (PY) 2015 Employment Service (ES) Plan Instructions

Programs Affected: Wagner-Peyser ES

Rescissions: None

References: Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act (WIA) of 1998.

Wagner-Peyser Act of 1933, as amended by the Workforce Innovation Opportunity Act (WIOA) of 2014.

5 Code of Federal Regulations (CFR), Section 900.603, revised January 1, 2009

20 CFR 662.300, WIA Section 121(c)(2)

Bureau of Workforce Programs PI 07-29, issued December 17, 2007

WDA PI 11-11, ES Manual, issued October 21, 2011

WDA PI 11-34, Change 3, issued March 28, 2013

Background: The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that



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provide job matching at no cost to all employers and job seekers known as the Employment Service (ES). The Act was amended by the WIA of 1998 and more recently by the WIOA of 2014, which calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the UI Work Test, and
- recruitment services for employers

Policy: Each MWA must submit an ES plan consisting of a Plan Narrative, Budget Information Summary (BIS) and Plan/Approval Modification Request for the period of July 1, 2015 through June 30, 2016, as a condition of receiving Wagner-Peyser ES funds for PY 2015.

The PY 2015 Wagner-Peyser Planning Allocations are indicated in Attachment F. This year, one-third of the funding awarded to an MWA will be available for draw on July 1, 2015. The remaining, two-thirds will become available for draw on October 1, 2015. This change is due to the likely merger of MWAs and will allow the WDA to award funding to the proper entity.

A review of expenditures and anticipated MWA carry-in dollars from PY 2014-2015 indicates Oakland County and Michigan Works! Southwest will have exhausted a greater percentage of funding in comparison to other MWAs, so they will be granted 50 percent of their funding on July 1, 2015 and the remaining 50 percent on October 1, 2015.

This policy will remain in effect for subsequent Program Years until it is rescinded by the WDA. Both the Grant name and the Project Name of the PY 2015 Wagner-Peyser allocation Grant Action Notices (GANs) will be identified as “AY15 Wagner-Peyser 7(a).”

PY 2015 Wagner-Peyser GANs will have a grant period of July 1, 2015 through June 30, 2017, even though PY 2015 is the period of July 1, 2015 through June 30, 2016. The following stipulations apply:

- MWAs are allowed to carry in and allocate for use an unlimited amount of PY 2014 Wagner-Peyser funds into PY 2015, this policy has been in effect since March 28, 2013
- PY 2014 Wagner-Peyser funds that were not expended in PY 2014 will not be recaptured and redistributed.
- An MWA's PY 2014 Wagner-Peyser funds that remain available for use in PY 2015 must be accessed through the original PY 2014 Grant and Project Names listed above.
- 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.

PY 2015 Wagner-Peyser fourth quarter expenditure reports are due in the Management of Awards to Recipients System (MARS) by close of business July 20, 2016.

Merit-Based Wagner-Peyser ES Providers

All service-delivery staff, funded with Wagner-Peyser 7(a) must be a Merit-Based.

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 regular 5 CFR 900.603, available at http://edocket.access.gpo.gov/cfr_2009/janqtr/5cfr900.603.htm.

- Merit staff must be affiliated with one of the following types of organization. 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 WDA 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 Talent Investment Agency-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 equals, Entered Employment.

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 by 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 equals, Retained Employment.

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 2015; these levels remain unchanged from PY 2014:

| | |
|-----------------------------|--|
| Entered Employment: | 53 percent |
| Retained Employment: | 79 percent |
| Average Earnings: | \$13,200 for the six-month period measured |

Plan Instructions

The ES Plan required of each MWA will consist of the following:

Section I. Plan Narrative – describes the services and/or activities to be provided during PY 2014. Attachment A provides general instructions for completing the narrative portion of the ES Plan.

Section II. Budget Information Summary (BIS) – identifies the PY 2014 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 official(s) 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 WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA 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 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.

Action: MWA officials shall prepare and submit all components of the ES Plan to the WDA 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. 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, 5th 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 coordinators at (517) 373-6234.

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

**Expiration
Date:** None

SB:BE: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 e-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. Explain how Labor Exchange services will be provided using the three tiers of services: self-services, facilitated services, and staff-assisted services. In what manner are core and intensive services delivered? List how many staff will be available at each site to provide services.

3. UI Work Test:

Describe how the UI (Unemployment Insurance) 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 “Abe, Available and Seeking Work” requirements will be managed.

4. Profiling Requirement:

States are required by federal law to implement a system of profiling for all new regular 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 of 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 a processing interstate and intrastate job orders. Explain how the MWA will conduct such operations.

5. Services to Veterans:

Explain how the MWA will ensure Veterans will be provided access to the same employment services received by the general population. Describe the screening process the MWA uses to refer eligible Veterans to Disabled Veterans’ Outreach Program Specialists for case management services; and how priority of services for Veterans and eligible spouse will be applied in the delivery of Wagner-Peyser funded employment services.

6. Services Provided to Migrant and Seasonal Farm Workers (MSFW):

Explain the services and/or staffing that the MWA will 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 general population. Include a description of the referral process to Agricultural Employment Specialists or other appropriate MWA staff.

7. Carry In Dollars:

Please indicate any Wagner-Peyser funding from PY2014 that will be carried into PY 2015.

8. Additional Services:

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

**Wagner Peyser
Budget Information Summary (BIS) Instructions**

Section I - Identification Information

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable to the BIS.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/15 to 06/30/17.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant.

Section II - Total Funds Available

July Allocation: Enter the amount of the July allocation.

October Allocation: Enter the amount of the October allocation.

Total Appropriation Year (AY) Funding: The aggregate total of the July and October allocations. The excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration-MWA Level: Enter amount of funding to support MWA administration.

Program: Enter the amount of funding to support programmatic costs.

The Budget Information Summary (Wagner-Peyser Program) can be found as an Excel attachment to this e-mail.

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. “15-10” has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “07-01-2015 - 06-30-2016” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY15 Wagner-Peyser 7(a)” has been preprinted.
7. Project Name: Enter the Project Name. “AY15 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: 15-10 | | 5. Plan Period: 07-01-15 through 06-30-16 | |
| 6. Grant Name: AY15 Wagner-Peyser 7(a) | | 7. Project Name: AY15 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 05-15)

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 2015 (July 1, 2015 - June 30, 2016)

| Michigan Works! Agency | Total Allocation | July Allocation | October Allocation |
|------------------------|------------------|-----------------|--------------------|
| | | 33.33333% | 66.66667% |
| ACSET | 677,994 | 225,998 | 451,996 |
| Allegan | 95,453 | 31,818 | 63,635 |
| Barry | 51,528 | 17,176 | 34,352 |
| Kent | 531,013 | 177,004 | 354,009 |
| Berrien/Cass/Van Buren | 246,925 | 82,308 | 164,617 |
| Berrien | 133,743 | 44,581 | 89,162 |
| Cass | 45,279 | 15,093 | 30,186 |
| VanBuren | 67,903 | 22,634 | 45,269 |
| Capital Area | 410,047 | 136,682 | 273,365 |
| Clinton | 63,756 | 21,252 | 42,504 |
| Eaton | 97,701 | 32,567 | 65,134 |
| Ingham | 248,590 | 82,863 | 165,727 |
| Central Area | 203,321 | 67,774 | 135,547 |
| Gratiot | 35,427 | 11,809 | 23,618 |
| Ionia | 53,216 | 17,739 | 35,477 |
| Isabella | 62,678 | 20,893 | 41,785 |
| Montcalm | 52,000 | 17,333 | 34,667 |
| Detroit Emp Solutions | 791,525 | 263,842 | 527,683 |
| Wayne (Detroit) | 791,525 | 263,842 | 527,683 |
| Eastern U.P. | 56,046 | 18,682 | 37,364 |
| Chippewa | 37,212 | 12,404 | 24,808 |
| Luce | 5,370 | 1,790 | 3,580 |
| Mackinac | 13,464 | 4,488 | 8,976 |
| Genesee/Shiawassee | 428,366 | 142,789 | 285,577 |
| Genesee | 364,823 | 121,608 | 243,215 |
| Shiawassee | 63,543 | 21,181 | 42,362 |
| Great Lakes Bay | 347,642 | 115,881 | 231,761 |
| Bay | 99,867 | 33,289 | 66,578 |
| Midland | 72,977 | 24,326 | 48,651 |
| Saginaw | 174,798 | 58,266 | 116,532 |
| Livingston County | 168,909 | 56,303 | 112,606 |
| Livingston | 168,909 | 56,303 | 112,606 |
| Macomb/St. Clair | 972,931 | 324,310 | 648,621 |
| Macomb | 814,114 | 271,371 | 542,743 |
| St. Clair | 158,817 | 52,939 | 105,878 |
| Muskegon County | 184,243 | 61,415 | 122,828 |
| Muskegon | 155,153 | 51,718 | 103,435 |
| Oceana | 29,090 | 9,697 | 19,393 |
| Northeast | 125,647 | 41,884 | 83,763 |
| Alcona | 8,506 | 2,835 | 5,671 |
| Alpena | 26,718 | 8,906 | 17,812 |
| Cheboygan | 25,520 | 8,507 | 17,013 |
| Crawford | 12,242 | 4,081 | 8,161 |

Wagner-Peyser Planning Allocations

Program Year 2015 (July 1, 2015 - June 30, 2016)

| Michigan Works! Agency | Total Allocation | July Allocation | October Allocation |
|------------------------|------------------|-----------------|--------------------|
| | | 33.33333% | 66.66667% |
| Montmorency | 8,699 | 2,900 | 5,799 |
| Oscoda | 7,559 | 2,520 | 5,039 |
| Otsego | 22,169 | 7,390 | 14,779 |
| Presque Isle | 14,234 | 4,745 | 9,489 |
| Northwest | 285,272 | 95,090 | 190,182 |
| Antrim | 22,240 | 7,413 | 14,827 |
| Benzie | 17,086 | 5,695 | 11,391 |
| Charlevoix | 26,043 | 8,681 | 17,362 |
| Emmet | 40,476 | 13,492 | 26,984 |
| Grand Traverse | 82,565 | 27,522 | 55,043 |
| Kalkaska | 17,116 | 5,705 | 11,411 |
| Leelanau | 19,342 | 6,447 | 12,895 |
| Manistee | 21,805 | 7,268 | 14,537 |
| Missaukee | 13,037 | 4,346 | 8,691 |
| Wexford | 25,562 | 8,521 | 17,041 |
| Oakland | 1,114,730 | 557,365 | 557,365 |
| Oakland | 1,114,730 | 557,365 | 557,365 |
| Ottawa County | 221,082 | 73,694 | 147,388 |
| Ottawa | 221,082 | 73,694 | 147,388 |
| Region 7B | 127,426 | 42,474 | 84,952 |
| Arenac | 15,772 | 5,257 | 10,515 |
| Clare | 26,751 | 8,917 | 17,834 |
| Gladwin | 21,142 | 7,047 | 14,095 |
| Iosco | 23,353 | 7,784 | 15,569 |
| Ogemaw | 19,644 | 6,548 | 13,096 |
| Roscommon | 20,764 | 6,921 | 13,843 |
| SEMCA | 1,086,669 | 362,223 | 724,446 |
| Monroe | 129,379 | 43,126 | 86,253 |
| Wayne | 957,290 | 319,097 | 638,193 |
| South Central | 253,519 | 84,506 | 169,013 |
| Hillsdale | 37,305 | 12,435 | 24,870 |
| Jackson | 132,339 | 44,113 | 88,226 |
| Lenawee | 83,875 | 27,958 | 55,917 |
| Southwest | 415,277 | 207,639 | 207,638 |
| Branch | 35,756 | 17,878 | 17,878 |
| Calhoun | 115,129 | 57,565 | 57,564 |
| Kalamazoo | 214,617 | 107,308 | 107,309 |
| St. Joseph | 49,775 | 24,888 | 24,887 |
| The Job Force | 164,246 | 54,748 | 109,498 |
| Alger | 8,374 | 2,791 | 5,583 |
| Delta | 36,476 | 12,159 | 24,317 |
| Dickinson | 24,048 | 8,016 | 16,032 |
| Marquette | 64,414 | 21,471 | 42,943 |
| Menominee | 22,326 | 7,442 | 14,884 |

Wagner-Peyser Planning Allocations

Program Year 2015 (July 1, 2015 - June 30, 2016)

| Michigan Works! Agency | Total Allocation | July Allocation | October Allocation |
|-------------------------|------------------|-----------------|--------------------|
| | | 33.33333% | 66.66667% |
| Schoolcraft | 8,608 | 2,869 | 5,739 |
| Thumb Area | 210,010 | 70,003 | 140,007 |
| Huron | 29,779 | 9,926 | 19,853 |
| Lapeer | 87,140 | 29,047 | 58,093 |
| Sanilac | 39,967 | 13,322 | 26,645 |
| Tuscola | 53,124 | 17,708 | 35,416 |
| Washtenaw County | 296,222 | 98,741 | 197,481 |
| Washtenaw | 296,222 | 98,741 | 197,481 |
| West Central | 137,429 | 45,810 | 91,619 |
| Lake | 8,988 | 2,996 | 5,992 |
| Mason | 28,362 | 9,454 | 18,908 |
| Mecosta | 38,094 | 12,698 | 25,396 |
| Newaygo | 41,807 | 13,936 | 27,871 |
| Osceola | 20,178 | 6,726 | 13,452 |
| Western U.P. | 74,522 | 24,841 | 49,681 |
| Baraga | 8,653 | 2,884 | 5,769 |
| Gogebic | 14,111 | 4,704 | 9,407 |
| Houghton | 32,499 | 10,833 | 21,666 |
| Iron | 11,098 | 3,699 | 7,399 |
| Keweenaw | 2,219 | 740 | 1,479 |
| Ontonagon | 5,942 | 1,981 | 3,961 |

9,000,000 3,255,002 5,744,998

* 24 MWAs splits Barry to ACSET, Branch and Calhoun to Southwest

Note: Allocation based on calendar year 2014 average civilian labor force (50%) and average unemployment (50%).

WDA May 1, 2015