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LANSING

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E-mailed: 12/21/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-31

Date: December 21, 2015

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director, Office of Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Training Program for Reemployment Services and Eligibility Assessment (RESEA) Claimants

Programs Affected: RESEA Program
Reemployment and Eligibility Assessment (REA) Pilot Program

References: WDA PI: 14-16 Change 1, REA Pilot Program, issued October 15, 2015
WDA PI: 15-22, RESEA Program, issued September 21, 2015
Unemployment Insurance Program Letter No. 10-14, issued April 7, 2014
Unemployment Insurance Program Letter No. 13-14, Change 1, issued July 11, 2014
Unemployment Insurance Program Letter No. 13-15, issued March 27, 2015
The Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)
Michigan Employment Security Act
Wagner-Peyser (WP) Act of 1933, as amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014

Background: The REA Pilot Program and the RESEA Program provide customized services to the Unemployment Insurance Agency (UIA) claimants deemed most likely to exhaust their unemployment benefits. These two programs offer an orientation of the Michigan Works! Service Centers, an eligibility assessment, a work search plan, labor market information, career guidance and reemployment services to the claimants. Previously, there was not a paid training component attached to these two programs.

Selected MWAs will be allocated funds totaling \$1.47 million dollars of Unemployment Insurance Penalty and Interest funds to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow REA and RESEA claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn.”

The following MWAs will receive allocations to provide work-based training to REA and RESEA claimants: Great Lakes Bay, Macomb/St. Clair, Oakland County, Northwest Michigan, SEMCA, Southwest Michigan, and West Michigan Works!.

Policy: Claimants referred to the REA or RESEA programs by the UIA are eligible for work-based training services, which are employer-driven with the goal of employment after participation. Appropriate career services, as defined in section 134(c)(2) of WIOA, may be provided to claimants as well. These services may include job search and placement assistance; career counseling; information on in-demand industry sectors and occupations; labor market information; referrals to employment activities and other program and services; short-term vocational services, class room training, etc.

Other potential claimants (non-REA/RESEA) may be selected for this program if they are deemed at high risk of exhausting their unemployment benefits. Work-based training can be an effective training strategy that can provide additional opportunities for participants finding high-quality work and for employers in developing a high-quality workforce. OJT, Pre-Registered, and Registered Apprenticeships, customized training, and transitional job placement are all identified as work-based training services.

These types of work-based training are defined as:

OJT – intended to provide a participant with the knowledge and skills necessary for the full performance of the job. OJT is a critical tool that can help job seekers enter into successful employment. The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- 1) Provides knowledge or skills essential to the full and adequate performance of the job;

- 2) Provides reimbursement to the employer of up to 75 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and
- 3) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Pre-Apprenticeship Training – designed to provide work experiences that can help participants obtain the skills needed to be placed into a registered apprenticeship.

Registered Apprenticeships – designed to combine paid learning on-the-job and related technical and theoretical instruction in a skilled occupation. This training is an important component of the education and training services that the workforce system can provide to its participants, and should be used as a strategy to train and employ job seekers. Registered Apprenticeships offer job seekers immediate employment opportunities that usually pay higher wages and offer continued career growth.

Customized Training – aimed at meeting the special requirements of an employer with a commitment to employ after successful completion of the training.

Transitional Jobs – designed to work with employers to assist individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. The goal is to establish a work history, demonstrate work success, and develop skills for the individual that will lead to employment. Employers assisting in this realm have no obligation to hire the individual after the training is completed, but are reimbursed up to 75 percent of the wage rate of the participant for the costs of providing the training.

Process and Procedure

The claimant must be determined to be in need of work-based training services and possess the skills and qualifications to successfully participate in the designated training. Career services may be offered to prepare the claimant for the selected training.

MWAs are required to have a local policy in place that provides a strategy for administering work-based training.

- **OJT**
 - MWAs are required to have a local OJT policy for the execution of OJT contracts. Please follow this policy.

- **Pre-Registered and Registered Apprenticeship Training**
 - Follow your MWAs policy and procedures in offering apprenticeship training for the claimants.
- **Customized Training**
 - MWAs are required to have a local customized training policy for the execution of customized training contracts. Please follow this policy.
- **Transitional Job Placement**
 - Similar to an OJT, but there is not an expectation that the claimant will continue employment with the employer after the work experience is complete.

Reporting Requirements

To simplify the data entry requirements, it has been determined to use the Wagner-Peyser training section in OSMIS. MWAs are welcome to dually enroll these claimants in WIOA if they find this to be beneficial to the claimant.

Instructions for entering claimants are outlined below:

Employment/Economic Status

Presently Employed

Applied for Unemployment Benefits (within past month) No

Collecting Unemployment Benefits Eligible Claimant referred by WPRS

Dislocated Worker Status: Not A Dislocated Worker

Dislocation or Separation Date: --

Migrant/Seasonal Status

Outreach

Disability *** hidden ***

Recovery Funds - Reemployment Service

EUC - Reemployment Service No EUC - Reemployment Date

Community Venture Participant

Skilled Trades Training Fund Participant:

Industry Cluster

RESEA - Work Based Training Yes Select "Yes"

Wagner-Peyser Participation Status: Exited on

First Participation on: 06/16/2015

Current Participation Date: --2015

Registered By: BARBARA EMMONS - ES_ADM

Location: SAGINAW - ADMIN

Click Here

Locate the “RESEA Work-Based Training” indicator. Select “Yes” in the drop down menu.

Click on “Enter New Services.”

Cust. Name: BILLIG, CHELSEA Vet. Status: Not A Veteran Current Staff: BARBARA EMMONS - ES_ADM
 Username: BILCH0601 Current Staff Location: SAGINAW - ADMIN

Assistance	<ul style="list-style-type: none"> Vocational Guidance Job Development Referred to WIA Services Referral to Supportive Service Bonding Assistance Profiling-Mandatory 	Job Search	<ul style="list-style-type: none"> Resume Assistance/Preparation Workforce Information Job Search Planning Job Search Workshop
Training	<ul style="list-style-type: none"> Referred to Training Enrolled in Training Terminated from Training 	Referral	<input type="text"/>
Service Date	<input type="text" value="11"/> <input type="text" value="24"/> <input type="text" value="2015"/>	Intensive	<ul style="list-style-type: none"> Assigned to Case Management Proficiency Testing Other Testing Comprehensive Assessment Individual Employment Planning Career Coaching Pre-Vocational Services
Serviced By	BARBARA EMMONS - ES_ADM		
Location	<input type="text" value="SAGINAW - ADMIN"/>		

Wagner-Peyser Registration	Enter New Services	View Service History	Enter Tickler
Wagner-Peyser Status	Wagner-Peyser Credentials	Enter Membership Codes	View Membership Codes
UI Elig. Issues			

[Case Notes](#) | [ISS Client Characteristics](#) | [TAA Participant History](#) | [WIOA Participant History](#) | [Welfare Participant History](#)

Click on “Enrolled in Training,” then click on “Continue.”

Cust. Name: BILLIG, CHELSEA Vet. Status: Not A Veteran Current Staff: BARBARA EMMONS - ES_A
 Username: BILCH0601 Current Staff Location: SAGINAW - ADMIN

Training Type:

Training Begin Date:

Training End Date:

Training Institution:

Federal Training:

Notes:

Audit Data

Service Date:

Serviced By: BARBARA EMMONS - ES_ADM

Location:

Outreach:

Wagner-Peyser Registration	Enter New Services	View Service History	Enter Tickler
Wagner-Peyser Status	Wagner-Peyser Credentials	Enter Membership Codes	View Membership Codes
UI Elig. Issues			

[Case Notes](#) | [ISS Client Characteristics](#) | [TAA Participant History](#) | [WIOA Participant History](#) | [Welfare Participant History](#)

Training Type: Type in one of the following: “OJT,” “Pre-Apprenticeship,” “Apprenticeship,” “Customized Training,” or “Transitional Job.”

Training Begin Date: Enter the training begin date.

Training End Date: Enter the training end date.

Training Institution: Enter the name of the institution offering the training.

Federal Training: Leave as the default “No.”

Notes: None required.

Outreach: Leave blank.

Cust. Name: BILLIG, CHELSEA Username: BILCH0601		Vet. Status: Not A Veteran		Current Staff: BARBARA EMMONS - ES_ADM Current Staff Location: SAGINAW - ADMIN	
Assistance	<ul style="list-style-type: none"> Vocational Guidance Job Development Referred to WIA Services Referral to Supportive Service Bonding Assistance Profiling-Mandatory 	Job Search	<ul style="list-style-type: none"> Resume Assistance/Preparation Workforce Information Job Search Planning Job Search Workshop 		
Training	<ul style="list-style-type: none"> Referred to Training Enrolled in Training Terminated from Training 	Referral	<input type="text"/>		
		Intensive	<ul style="list-style-type: none"> Assigned to Case Management Proficiency Testing Other Testing Comprehensive Assessment Individual Employment Planning Career Coaching Pre-Vocational Services 		
Service Date	Served By	Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
			11	23	2015
			BARBARA EMMONS - ES_ADM		
			SAGINAW - ADMIN		
			<input type="button" value="Continue"/>		
Wagner-Peyser Registration		Enter New Services		View Service History	
Wagner-Peyser Status		Wagner-Peyser Credentials		Enter Tickler	
		Enter Membership Codes		View Membership Codes	
				UI Elig. Issues	
Case Notes		ISS Client Characteristics		TAA Participant History	
		WIOA Participant History		Welfare Participant History	

If the training exceeds 90 days, an activity must be entered so the registration will not automatically close at 90 days.

Every 85 days an activity must be entered to avoid this closure.

Click on “Referred to Training,” then click “Continue.”

Cust. Name: BILLIG, CHELSEA	Vet. Status: Not A Veteran	Current Staff: BARBARA EMMONS - ES_A
Username: BILCH0601		Current Staff Location: SAGINAW - ADMIN

Training Type:
Training Begin Date: --
Training End Date: --
Training Institution:
Federal Training:

Notes:

Audit Data

Service Date: --
Serviced By: BARBARA EMMONS - ES_ADM
Location:
Outreach:

Wagner-Peyser Registration	Enter New Services	View Service History	Enter Tickler
Wagner-Peyser Status	Wagner-Peyser Credentials	Enter Membership Codes	View Membership Codes
Case Notes	ISS Client Characteristics	TAA Participant History	WIOA Participant History
		Welfare Participant History	UI Elig. Issues

Training Type: Type in the same training that was originally typed at enrollment.

Training Beginning Date: Type the same beginning date.

Training End Date: Type the same end date.

Training Institution: Type the same training institution.

Federal Training: Leave as default “No”.

Notes: Make a comment that the training is continuing.

Outreach: Leave blank.

Documenting Performance

The “Notes” field in the “Enrolled in Training” activity will be used to record the case notes that capture the training results of the claimants. The case notes should reflect the following:

- ONET Code for occupation for which the claimant is being trained.
- If the claimant completed training.
- The claimant obtains employment in the related training field.
- The claimant obtains employment, but not in the related training field.
- Was a credential received? If so, what type?

Allocations and Funding

Great Lakes Bay, Macomb/St. Clair, Northwest Michigan, Oakland County, Southwest Michigan, SEMCA, and West Michigan Works! will receive funding to provide work-based training to REA and RESEA claimants.

The funding for this project will be dispersed through a grant allocation that is based on the funding requested by the seven MWAs.

Training funds for each claimant will not exceed \$4500.

The funds will be divided as follows:

- 1) Minimum of 60 percent for training services
- 2) Maximum of 10 percent for administration
- 3) Balance for career services

The Grant Allocation Table is Attachment A. Unexpended funding will be subject to de-obligation.

Action: The MWAs shall provide a brief summary of how they will determine who will be enrolled in work-based training, the types of work-based training to be offered, the number of claimants they estimate to serve in this capacity and the contact information for the person responsible for overseeing the RESEA Work-Based Training program. The narrative should be accompanied by a completed Budget Information Summary (BIS), using the allocations listed in the table on Attachment A, and an Approval Request form, with appropriate signatures. Templates are attached.

Please submit these items to the Welfare Reform/Wagner-Peyser e-mail at WDA-WR-WP@michigan.gov within 30 days of the issuance of this policy.

Inquiries: Questions regarding this policy issuance should be directed to Brian Marcotte, Welfare Reform and Wagner-Peyser Manager, at marcotteb1@michigan.gov or by telephone at (517) 241-2475.

**Expiration
Date:**

September 30, 2016

BM:BE:pv
Attachment

**Reemployment Services and Eligibility Assessment (RESEA)
Work-Based Training Program
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. “15-31” has been preprinted.

Grant Name: Enter the name of the grant associated with the funding being awarded. “FY16 RESEA Work-Based Training Program” has been preprinted.

Project Name: Enter the name of the project associated with the funding being awarded. “RESEA Work-Based Training” has been preprinted.

Plan Period: Enter the start and end dates of the plan period. “10/01/15 to 09/30/16” has been preprinted.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant. “N/A” has been preprinted.

Section II - Total Funds Available

Total Award: Enter the amount of the allocation.

Section III - Current FY Planned Expenditures by Cost Category

Administration: Enter the amount of allocation planned for administration. MWAs may not expend more than 10% of total award on administrative activities.

Career Services: Enter the amount of allocation planned for career services.

Training Services: Enter the amount of allocation planned for training services. MWAs must spend at least 60% of total award on training services.

The Program Operations Budget Information Summary form, titled “15-31 RESEA Work-Based Training Program BIS.xls” is attached to this policy e-mail.

**Reemployment Services and Eligibility Assessment (RESEA)
Work-Based Training Program
Plan Approval Request Form
General Instructions**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the title for the plan being submitted. *“Reemployment Services and Eligibility Assessment Work-Based Training Program” has been preprinted.*
3. Policy Issuance Number: Enter the appropriate policy issuance number. *“15-31” has been preprinted.*
4. Plan Period: Identify the time period covered by the plan. *“10-01-2015 – 09-30-2016” has been preprinted.*

**Reemployment Services and Eligibility Assessment Work-Based Training Program Plan
Approval Request Form**

1. Michigan Works! Agency (MWA):	
2. Plan Title: Reemployment Services and Eligibility Assessment (RESEA) Work-Based Training Program	
3. Policy Issuance Number: 15-31	4. Plan Period: 10-01-15 through 09-30-16
Grant Name: FY16 RESEA Work-Based Training Program	Project Name: RESEA Work-Based Training Program

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 08-15)

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.

Reemployment Services and Eligibility Assessment Training Program**Fiscal Year 2016 Allocation Table**

Michigan Works! Agencies	Total Allocation
Great Lakes Bay	\$196,000
Macomb/St. Clair	\$343,000
Oakland County	\$49,000
Northwest Michigan	\$196,000
SEMCA	\$392,000
Southwest Michigan	\$98,000
West Michigan Works!	\$196,000
TOTAL	\$1,470,000