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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 16-08

Date: June 24, 2016

To: Michigan Works! Agency (MWA) Directors

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

Subject: Reemployment Services and Eligibility Assessment (RESEA) 2016 Program

Programs
Affected: RESEA Program

Rescissions: None

References: Unemployment Insurance Program Letter No. 7-16, issued January 7, 2016

Background: On January 7, 2016, Unemployment Insurance (UI) Program Letter No. 7-16 invited State Workforce Agencies to submit a proposal to continue funding the RESEA program that began in October 2015. ***This program has replaced the mandatory Profiling Program.*** The Unemployment Insurance Agency (UIA) submitted a proposal, developed by the UIA and the WDA, to the U. S. Department of Labor (USDOL) on April 20, 2016, to continue the operation of the RESEA program.

The MWAs will receive funding in the amount of \$1,421,580 to provide RESEA activities to UI claimants. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. Early intervention with a proactive approach should result in returning the unemployed back to work sooner.

Policy: Only people referred from the UIA may receive services through the RESEA program.

The UIA will send the claimant a letter stating they must contact the MWA by the date posted on the letter to schedule an RESEA appointment. The MWA should hold the RESEA appointment with the claimant within 21 days after the "Letter Sent Date." MWAs should be flexible when scheduling the RESEA appointments. A claimant may not be rescheduled for an RESEA appointment.

A claimant may not be excused from participating in any RESEA activity or service.

A claimant who is a seasonal worker must attend and complete their RESEA.

MWAs must document all services and activities in the One Stop Management Information System (OSMIS) within 48 hours, including scheduling RESEA appointments, failure to attend, or completion of an RESEA.

Discovering that a claimant may be unable to work, unavailable to work, has refused any offers of work, or is not seeking work must be reported in the OSMIS within 48 hours.

MWAs must deliver all seven of the RESEA activities listed below:

- Orientation to MWA Services
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
- Assessment of UI Eligibility performed in a confidential, personalized setting by Wagner-Peyser (WP) merit-based staff
- Verification of the Monthly Record of Work Search Form (Form #1583)
- Development of an Individual Service Strategy (ISS)
- Review of specific Labor Market Information (LMI)
- Provision of at least 2 hours of Reemployment Services

MWAs will be reimbursed for up to four hours of staff time for each claimant that receives an RESEA. This four hour time period includes staff preparation, service delivery, reemployment services and required data entry into the OSMIS.

Process and Procedures:

The UIA will generate a letter (UIA 6360) to each claimant that appears on a weekly list of RESEA participants. The letter will inform the claimant to contact one of the MWA Service Center locations to schedule his/her RESEA appointment.

Each week, the UIA will generate a list of claimants that will be accessible in the OSMIS. The record will include the claimant's name, address, and date of birth. It is not necessary to access the list until the claimant contacts the MWA to schedule his/her RESEA.

A claimant has until the date listed in the Letter (UIA 6360) to contact the MWA to schedule his/her RESEA; however, the MWA has 21 days to schedule the RESEA appointment from the "Letter Sent Date."

If the claimant does not contact the MWA or the claimant contacts the MWA after the date in his/her letter, OSMIS will not create an RESEA activity and automatically sends the claimant's information back to the UIA with a result code of "No Contact." The weekly claimants report will reflect the "No Contact" in the record status column. This will occur 24 days after the "Letter Sent Date." No MWA action is needed.

When a UI claimant contacts the MWA to schedule his/her RESEA, the MWA staff must determine the status of the customer's OSMIS registration. Choose which of the following apply to your customer and take the action indicated.

- **The claimant has an active WP registration.**
Match the claimant to an active WP registration by creating an "RESEA." After the RESEA activity has been created, the OSMIS will change the status of the claimant from "Pending Resolution" to "Resolved" on the RESEA Weekly File report. The RESEA may then be scheduled in the OSMIS.
- **The claimant has an existing WP registration, but it has been "Exited."**
Manually update the WP registration for the claimant. After the WP registration is updated, the MWA can go back to the "RESEA Weekly File" to find that claimant and schedule the RESEA. This changes the status of the claimant on the "RESEA Weekly File" from "Pending Resolution" to "Resolved."
- **The Claimant has no existing WP registration.**
In the rare case this occurs, the MWA will make a new registration over the phone. Once the claimant's WP registration is active, the MWA can go back to the "RESEA Weekly File" to find the claimant's name, and then continue to match the claimant to the active WP registration. This changes the status of the claimant on the "RESEA Weekly File" from "Pending Resolution" to "Resolved."

After the OSMIS registration is verified, the RESEA scheduling information needs to be completed (date, time, MWA location) for the RESEA. The appointment must be scheduled by the date that appears on the letter and held within 21 days of the "Letter Sent Date." Once the scheduling information has been sent to the UIA, the MWA must not make any changes. For data errors, please contact Barbara Emmons, Senior Departmental Analyst, by email at emmonsb@michigan.gov or by telephone at 517-241-2923.

Reporting Requirements:

The OSMIS eligibility section consists of the RESEA activities identified earlier in this policy issuance. Each activity offers a “Yes/No” indicator, which allows the MWA to document whether the claimant has completed each activity.

The outcome section allows documentation of the overall completion status of the activity. A “Yes” in each of the component fields must appear for this status to occur. The three available values are:

- Completed all requirements
- Attended but failed to complete
- No show

A date of completion is also required in this section.

The Reemployment Service outcome section allows the MWA to document the reemployment services. The three fields available in the Reemployment Services section are:

- The scheduled date of the reemployment service
- The outcome of the service – completed all requirements, attended, but failed to complete; or, no show
- The outcome date of the reemployment service

Document reemployment services in the WP section in the OSMIS.

All reporting, minus the outcome of the reemployment service, must be entered in the OSMIS within 48 hours of the service or outcome. When the reemployment service is completed, or there is an indication a claimant is unable, unavailable, or has refused any job offers of suitable work, report this into the OSMIS.

During the RESEA appointment the following activities must occur:

- Orientation to MWA Services
- UI Eligibility Assessment

This component must be delivered by WP merit-based staff in a one-on-one setting. The claimant is asked a set of questions to evaluate his/her eligibility for UI benefits. Attachment A is a guide to assist the MWA staff in conducting the eligibility review. Answering “No” to any question 1 - 3 or “Yes” to any question 4 - 6 indicates an eligibility issue and must be reported to the UIA in the OSMIS system within 48 hours. The MWAs do not make any determinations; this is the responsibility of the UIA.

- **Confirmation of an Active Profile on the PMTC**
- **Verification of the Monthly Work Search (Form #1583)**
Letter #6360 states the claimant must bring Form #1583 to the RESEA appointment for review; however, the on-line submission of this form is also acceptable for review.
- **Development of an ISS**
Creation of an ISS must be completed in a one-on-one setting.
- **Discussion of LMI**
- **Provide 2 hours of appropriate reemployment services.**
These services may be provided the same day or within 30 days of the RESEA appointment.

Allocations and Funding:

The MWAs, as a whole, are scheduled to serve 8,265 claimants by December 31, 2016. ***Scheduled RESEAs will be reimbursed for costs incurred up to \$172 each.*** Built into this reimbursement amount is funding for administrative costs, planning, preparation and provision of the RESEA activity, reemployment services and completion of the required reporting. All RESEAs are considered officially scheduled when the MWA enters the appointment into the OSMIS.

Funding for this project will be dispersed through a grant allocation that is based on a formula that predicts the number of UIA claimants that will receive RESEA services. The allocation amounts were calculated as follows:

4 hours x \$43/hour =	\$172.00 per RESEA
8,265 scheduled RESEAs x \$172 =	\$1,421,580
8,265 RESEAs =	\$1,421,580

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

Action:

MWAs should provide a brief narrative on their program flow and contact information for the person responsible for overseeing the RESEA 2016 program in their area. The narrative should be accompanied by a completed Budget Information Summary (BIS) using the allocations listed in Attachment B and an Approval Request form, with appropriate signatures. Templates are attached. Submit these items to the Welfare Reform/Wagner-Peyser email 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 by email at marcotteb1@michigan.gov or by telephone at 517-241-2475.

Expiration
Date: December 31, 2016

JB:BE:pv
Attachment

Reemployment Services and Eligibility Assessment 2016 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. "16-08" has been entered for you.

Grant Name: Enter the name of the grant associated with the funding being awarded. "CY16 Unemployment Insurance Administration" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "RESEA 2016" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "01/01/16 to 12/31/16" has been pre-printed.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant. "17.207" has been pre-printed."

Section II - Total Funds Available

Beginning Allocation: Enter the amount allocation.

Total: The total of the allocation awarded. The Excel spreadsheet will automatically calculate.

Section III - Current CY Planned Expenditures by Cost Category

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

Grand Total Programmatic Expenditures: Enter the grand total of allocation award.

The Program Operations Budget Information Summary form, titled "16-08 RESEA 2016 BIS.xls" is attached to this draft policy email.

**CY16 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)
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 (RESEA) Program 2016" has been preprinted.
3. Policy Issuance Number: Enter the appropriate policy issuance number. "16-08" *has been preprinted.*
4. Plan Period: Identify the time period covered by the plan. "01-01-2016 – 12-31-2016" *has been preprinted.*
5. Grant Name: Enter the Grant Name. "CY16 Unemployment Insurance Administration" *has been pre-printed.*
6. Project Name: Enter the Project Name. "RESEA 2016" *has been pre-printed.*

**CY16 Reemployment Services and Eligibility Assessment Program Plan
Approval Request Form**

1. Michigan Works! Agency (MWA):	
2. Plan Title: Reemployment Services and Eligibility Assessment (RESEA) Program 2016	
3. Policy Issuance Number: 16-08	4. Plan Period: 01-01-16 through 12-31-16
Grant Name: CY16 Unemployment Insurance State Administration	Project Name: RESEA 2016

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 06-16)

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.

UI Eligibility Review Guide

Answering “NO” to any question 1-3 and/or “YES” to any question 4-6 indicates a possible eligibility issue. Any eligibility issue(s) must be immediately reported to the Unemployment Insurance Agency (UIA) in the One Stop Management Information System (OSMIS). The MWAs do not make any determinations; this is the responsibility of UIA.

Questions	YES	NO
1. Are you able to work?		
2. Are you available to work?		
3. Are you currently seeking work?		
4. Have you refused any job offers?		
5. Did you begin attending school or a training program?		
6. Did you begin receiving a pension?		

All Unemployment Insurance (UI) claimants must be able, available, seeking work, and not refusing any offers of suitable work.

Any of the follow may indicate a potential eligibility issue:

- Ability
- Availability: child care, out-of-town, school, transportation, jail/incarceration, generic/other reason
- Officially Not Unemployed – leave of absence, working full-time
- Declined Work
- Failed to Apply for Work
- Refused an Interview
- Neglected to Seek Work
- Failed to Report

Reemployment Services and Eligibility Assessment 2016

Calendar Year 2016 Allocation Table

MWAs	Allocations
Berrien/Cass/Van Buren	\$65,392
Capital Area	\$7,110
DESC	\$226,030
Great Lakes Bay	\$63,970
GST Michigan Works!	\$150,687
Macomb/St. Clair	\$189,071
Northeast	\$113,727
Northwest	\$34,118
Oakland	\$102,354
Region 7B	\$54,020
SE Michigan Consortium	\$39,803
SEMCA	\$196,178
Southwest	\$35,540
UPWARD Talent Council	\$54,020
West Central	\$22,745
West Michigan	\$66,815
TOTAL	\$1,421,580