



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEVE ARWOOD
DIRECTOR

OFFICIAL
Talent Investment Agency (TIA)
Policy Issuance (PI): 16-19

Date: October 24, 2016

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director **SIGNED**
Talent Investment Agency

Subject: Work-Based Training for Special Populations

Programs
Affected:

Reemployment Services and Eligibility Assessment (RESEA) Program

Reemployment and Eligibility Assessment (REA) Pilot Program

References:

PI: 14-16, Change 1, REA Pilot Program, issued October 15, 2015

PI: 16-08, RESEA Program, issued June 24, 2016

PI: 10-29, Change 2, Fidelity Bonding Program (FBP) of Michigan, issued December 8, 2015

Unemployment Insurance Program Letter No. 10-14, issued April 7, 2014

Unemployment Insurance Program Letter No. 13-14, change 1, issued July 22, 2014

Unemployment Insurance Program Letter No. 13-15, issued March 27, 2015

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

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 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 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.

MWAs will be allocated funds totaling \$750,000 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 claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn.”

Policy: Claimants who are referred to the REA or RESEA programs, or who are long-term unemployed individuals, or who are returning citizens, and/or are Partnership.Accountability.Training.Hope. (PATH) participants 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 the 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 programs and services; plus, short-term vocational services, classroom training, etc.

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-apprenticeship, 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 shown below.

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.

For job seekers with barriers to employment or who are considered high-risk due to a factor in their personal backgrounds, the FBP of Michigan is a tool designed to assist these job seekers in obtaining employment.

The Fidelity Bond is a free-of-charge business insurance policy that insures employers against employee dishonesty such as theft, forgery, larceny, and embezzlement. Fidelity Bonding allows employers to hire and employ high-risk job seekers who seek full-time employment. The FBP diminishes the risk for employers and reduces the barriers to employment faced by high-risk job seekers. Employers must offer and guarantee job seekers full-time employment, which is 30 or more hours of work every week for six consecutive months; must pay wages with automatic paycheck deductions for federal taxes, and Fidelity Bonding must be a condition of hire. Those eligible for this program include the following individuals:

- Ex-offenders (Returning Citizens)
- People with poor credit records including bankruptcies
- Economically disadvantaged youth and adults who lack a work history
- Welfare assistance recipients
- Recovering substance abusers
- Dishonorably discharged from military service
- Youth in apprenticeships
- Those who cannot be commercially bonded

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-Apprenticeship 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 the One-Stop Management Information System. 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 on the next few pages.

Update Wagner-Peyser Participation

Participant Name	Customer ID	First Participation Date	Current Registration Date	Status	Common Measures
ZEB, 12108TEST S.	ZEB500817	07/01/2006	07/01/2006	Active	See Details

Contact	Personal	Disability	Veteran	Barriers	Education	Economic Status	Special
<p>* Last Name: <input type="text" value="ZEB"/> * First Name: <input type="text" value="12108TEST"/> MI: <input type="text" value="S"/></p> <p>* Address: <input type="text" value="1 ANY STREET"/></p> <p>* City: <input type="text" value="LANSING"/> * State: <input type="text" value="MI"/> * Zip: <input type="text" value="48910"/></p> <p>* County: <input type="text" value="INGHAM"/> * Residence MWA: 17 - Capital Area Michigan Works!</p> <p>Home Phone: <input type="text"/> Alt. Phone: <input type="text"/></p> <p>E-mail: <input type="text" value="TESTTHISFIELD@WRREG.COM"/></p>							
Service Information		First Reg Date	Current Reg Date	Staff	Location		
Registration		07/01/2006	07/01/2006	CENTRAL STAFF DCD	ACSET Admin Office		



Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	CENTRAL STAFF DCD	04/09/2012 @ 08:15:04 AM	PAULA EKLUND	09/15/2016 @ 10:23:16 AM

- | | | | | |
|----------------------------|----------------------------|-------------------------|--------------------------|-----------------------------|
| Wagner-Peyser Registration | Enter New Services | View Service History | Enter Tickler | View Wagner-Peyser |
| 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 |

On the “Update Wagner-Peyser Participation” screen, click on the “Special” tab in the upper right-hand corner.

Update Wagner-Peyser Participation

Participant Name	Customer ID	First Participation Date	Current Registration Date	Status	Common Measures
ZEB, 12108TEST S.	ZEB500817	07/01/2006	07/01/2006	Active	See Details

Contact	Personal	Disability	Veteran	Barriers	Education	Economic Status	Special
<p style="text-align: center;">Special Initiatives</p> <p>Recovery Funds - Reemployment Service: <input type="text" value=""/></p> <p>EUC - Reemployment Service: Yes</p> <p>EUC - Reemployment Date: 10/07/2013</p> <p>Skilled Trades Training Fund Participant: <input type="text" value=""/></p> <p>Industry Cluster: <input type="text" value=""/></p> <p>RESEA - Work Based Training: Yes</p> <p>GED to School: <input type="text" value=""/></p> <p>Flint Emergency: <input type="text" value=""/></p>							



Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	CENTRAL STAFF DCD	04/09/2012 @ 08:15:04 AM	PAULA EKLUND	09/15/2016 @ 10:23:16 AM

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| Case Notes | ISS Client Characteristics | TAA Participant History | WIOA Participant History | Welfare Participant History |

Locate the “Work Based Training” indicator and select “Yes” in the drop-down menu.
Click “Update.”

Participant Name	Customer ID	First Participation Date	Current Registration Date	Status	Common Measures
ZEB, 12108TEST S.	ZEB500817	07/01/2006	07/01/2006	Active	See Details

Select the Services you wish to enrol the participant in, and click on the 'Continue' button at the bottom of the screen.

Assistance	<input type="checkbox"/>	Vocational Guidance
	<input type="checkbox"/>	Job Development
	<input type="checkbox"/>	Referred to WIA Services
	<input type="checkbox"/>	Referral to Supportive Service
	<input type="checkbox"/>	Bonding Assistance
	<input type="checkbox"/>	Profiling-Mandatory
Job Search	<input type="checkbox"/>	Resume Assistance/Preparation
	<input type="checkbox"/>	Workforce Information
	<input type="checkbox"/>	Job Search Planning
	<input type="checkbox"/>	Job Search Workshop
Training	<input type="checkbox"/>	Referred to Training
	<input checked="" type="checkbox"/>	Enrolled in Training
	<input type="checkbox"/>	Terminated from Training
Referral	<input type="text"/>	
Intensive	<input type="checkbox"/>	Proficiency Testing
	<input type="checkbox"/>	Other Testing

* Service Date: 

Serviced By: BARBARA EMMONS - MWA_ADM

* Location:

Wagner-Peyser Registration	Enter New Services	View Service History	Enter Tickler	View Wagner-Peyser
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

Under the "Training" section, please select "Enrolled in Training."

Click on "Continue."

Insert Enrolled in Training Activity

Participant Name	Customer ID	First Participation Date	Current Registration Date	Status	Common Measures
ZEB, 12108TEST S.	ZEB500817	07/01/2006	07/01/2006	Active	See Details

Details	Comments				
Training Type: <input type="text"/> Training Begin Date: <input type="text"/> Training End Date: <input type="text"/> Training Institution: <input type="text"/> Federal Training: <input type="button" value="No"/>					
Service Information	<table border="1"> <thead> <tr> <th>* Service Date</th> <th>* Service Location</th> </tr> </thead> <tbody> <tr> <td>09/26/2016 </td> <td>SAGINAW - ADMIN </td> </tr> </tbody> </table>	* Service Date	* Service Location	09/26/2016	SAGINAW - ADMIN
* Service Date	* Service Location				
09/26/2016	SAGINAW - ADMIN				

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
04	BARBARA EMMONS	09/26/2016 @ 12:05:31 PM	-	-

Wagner-Peyser Registration	Enter New Services	View Service History	Enter Tickler	View Wagner-Peyser
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 the type of training.

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.”

If the training exceeds 90 days, an activity must be entered so the registration will not automatically close at 90 days. At 85 days, select the “*Workforce Information*” activity to avoid an automatic closure.

Documenting Performance

Case Notes will be used to capture the training results of the claimants. The case notes should reflect the following:

- O*NET 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

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 career services and 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 this 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. The BIS template is attached.

Please 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 Mr. Brian Marcotte, Welfare Reform and Wagner-Peyser Manager, by email at marcotteb1@michigan.gov or by telephone at 517-241-2475.

Expiration

Date:

September 30, 2017

WMS:BE:pv
Attachment

Work-Based Training for Special Populations 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. *“16-19” has been pre-printed.*

Grant Name: Enter the name of the grant associated with the funding being awarded. *“FY17 Work-Based Training for Special Populations” has been pre-printed.*

Project Name: Enter the name of the project associated with the funding being awarded. *“Work-Based Training for Special Populations” has been pre-printed.*

Plan Period: Enter the start and end dates of the plan period. *“10/01/16 - 09/30/17” has been pre-printed.*

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

Section II - Total Funds Available

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 the 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 the total award on training services.

The Program Operations Budget Information Summary form, titled “16-19 Work-Based Training for Special Populations BIS.xls” is attached to this policy email.

**Work-Based Training for Special Population 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. *“Work-Based Training Program for Special Populations” has been pre-printed.*
3. Policy Issuance Number: Enter the appropriate policy issuance number. *“16-19” has been pre-printed.*
4. Grant Name: Enter the title of the grant being submitted. *“FY17 Work-Based Training for Special Populations” has been pre-printed.*
5. Plan Period: Identify the time period covered by the plan. *“10/01/16 – 09/30/17” has been pre-printed.*
6. Project Name: Enter the title of the project being submitted. *“Work-Based Training for Special Populations” has been pre-printed.*

**Work-Based Training for Special Populations
Plan Approval Request Form**

1. Michigan Works! Agency (MWA):	
2. Plan Title: Work-Based Training for Special Populations	
3. Policy Issuance Number: 16-19	5. Plan Period: 10/01/16 – 09/30/17
4. Grant Name: FY17 Work-Based Training for Special Populations	6. Project Name: Work-Based Training for Special Populations

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

TIA 1001-01 (Revised 09-16)

The Talent Investment 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.

**Work-Based Training for Special Populations
Fiscal Year 2017 Allocation Table**

Michigan Works! Agency	Total Allocation
Berrien/Cass/Van Buren	\$33,504
Capital Area	\$15,000
Detroit Employment Solution	\$116,680
GST Michigan Works	\$77,873
Great Lakes Bay	\$33,115
Macomb/St. Clair	\$97,664
Northeast	\$58,728
Northwest	\$17,463
Oakland County	\$53,036
Region 7B	\$28,329
SE Michigan Consortium	\$20,956
SEMCA	\$101,804
Southwest	\$18,239
UPWARD Talent Council	\$28,200
West Central	\$15,000
West Michigan Works	\$34,409
TOTAL	\$750,000

*Distribution of funds based on the number of RESEA activities from 10-1-15 thru 03-31-16.