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**OFFICIAL**  
**Policy Issuance (PI): 18-07**

**Date:** February 26, 2018

**To:** Michigan Works! Agency (MWA) Directors

**From:** Stephanie Beckhorn  
Senior Deputy Director

**Subject:** Work-Based Training for Special Populations

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

**References:** 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 WIOA of 2014

**Background:** The RESEA program provides customized services to Unemployment Insurance claimants deemed most likely to exhaust their unemployment benefits. This program offers 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 this program.

Berrien/Cass/Van Buren, Macomb/St. Clair, Northwest, Southeast Michigan Community Alliance (SEMCA), and Southwest will be allocated funding totaling \$500,000 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:** Individuals who are eligible for work-based training services are:

- Individuals referred to the RESEA program.
- Long-term unemployed individuals.
- Returning citizens.
- Partnership.Accountability.Training.Hope. (PATH) participants.
- Food Assistance Employment and Training participants.

These services 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, transitional jobs 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, registered apprenticeships, and customized training are all identified as work-based training services.

These types of work-based training are defined below:

**OJT** – intended to provide a participant with the knowledge and skills necessary for the full performance of the job. The 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.

- 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.

Participants enrolled in the work-based training program who may have barriers to employment or who are considered high-risk due to a factor in their personal backgrounds, may utilize the FBP of Michigan to assist them 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 MWA's 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.

## Reporting Requirements

To simplify the data entry requirements, it has been determined to use the Wagner-Peyser section in the One-Stop Management Information System (OSMIS). All information pertaining to the participants, including activities, beginning and ending dates, participant status, and all other information is required to be reported in the OSMIS for all participants who receive services from the MWA, and is required to be entered in the OSMIS by the MWA staff or contractor staff **within two business days** of the time that the information is available.

MWAs are welcome to dually enroll these participants in the WIOA if they find this to be beneficial to the claimant.

Instructions for entering claimants are outlined below:

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	<a href="#">See Details</a>

  

Contact	Personal	Disability	Veteran	Barriers	Education	Economic Status	Special
<p>* Last Name: ZEB * First Name: 12108TEST MI: S</p> <p>* Address: 1 ANY STREET</p> <p>* City: LANSING * State: MI * Zip: 48910</p> <p>* County: INGHAM * Residence MWA: 17 - Capital Area Michigan Works!</p> <p>Home Phone: Alt. Phone:</p> <p>E-mail: 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](#)

Click Here

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

### New Wagner-Peyser Participation

Participant Name	Customer ID	Program	Registration Date	Status	Common Measures
BILLIG, BILL	BILBI0301		01/04/2016	Pending	

  

Contact	Personal	Disability	Veteran	Assistance	Barriers	Education	Economic Status	Special
<p><b>Special Initiatives</b></p> <p>Recovery Funds - Reemployment Service: <input type="button" value="v"/></p> <p>EUC - Reemployment Service: No</p> <p>EUC - Reemployment Date: <input type="button" value="v"/></p> <p>Skilled Trades Training Fund Participant: <input type="button" value="v"/></p> <p>Industry Cluster: <input type="button" value="v"/></p> <p>Work Based Training: <input type="button" value="Yes"/> ←</p> <p>GED to School: <input type="button" value="v"/></p> <p>Senior Community Service Employment Program Grant #: <input type="text"/></p> <p>Reintegration of ER-Offenders Grant #: <input type="text"/></p> <p>National Farmworker Jobs Program Grant #: <input type="text"/></p> <p>Indian And Native American Programs Grant #: <input type="text"/></p> <p>YouthBuild Grant #: <input type="text"/></p> <p>H-1B Grant #: <input type="text"/></p> <p>Flint Emergency: <input type="text"/></p>								

Select "Enrolled in Training". Click "Continue".

Basic Career - Self Service	Basic Career - Staff Assisted	Individualized - Staff Assisted
<p><b>Program Information / Basic Assessment</b></p> <p><input type="checkbox"/> Eligibility Determination</p> <p><input type="checkbox"/> Outreach, Intake, Orientation</p> <p><b>General Information</b></p> <p><input type="checkbox"/> Availability of supportive services or assistance</p> <p><input type="checkbox"/> In-demand sectors, occupations, or nontraditional employment</p> <p><input type="checkbox"/> Job skills necessary to fill vacancies</p> <p><input type="checkbox"/> Job vacancies</p> <p><input type="checkbox"/> Local demand occupations, with earnings, skill requirements, and opportunities for advancement for those jobs</p> <p><input type="checkbox"/> Local performance</p> <p><input type="checkbox"/> Performance and program cost info for providers of education and training</p> <p><input type="checkbox"/> Workforce and labor market employment statistics information</p> <p><b>Referrals</b></p> <p><input type="checkbox"/> Referrals and associated coordination of activities with other programs and services</p> <p><input type="checkbox"/> Referral to supportive services</p> <p><input type="checkbox"/> Referred to Department of Veteran Affairs</p> <p><input checked="" type="checkbox"/> Enrolled in Training ←</p> <p><input type="checkbox"/> Referred to Veterans Career Advisor</p> <p><b>Job Search</b></p> <p><input type="checkbox"/> Job Search Assistance (self-directed)</p>		
<p>- Service Date: 12/26/2017 <input type="button" value="v"/></p> <p>- Location: Arbor Circle <input type="button" value="v"/></p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </p>		

On the “Insert Enrolled in Training Activity” page:

Type in the “Training Type.” The type of training must be one of the following:

- On-the-Job Training.
- Customized Training.
- Pre/Registered Apprenticeship.

Enter the “Training Begin Date.”

The “Training End Date” should remain blank until Work-Based Training services are concluded.

Enter the “Training Institution.”

Click “Insert.”

**Insert Enrolled in Training Activity**

Participant Name	Customer ID	Program	Registration Date	Status	Common Measures
EMMONS, APRIL M.	EMMAP0424		08/16/2017	Active	<a href="#">See Details</a>

  

Details	Comments
<p>Training Type: <input type="text" value="OJT"/></p> <p>* Training Begin Date: <input type="text" value="08/17/2017"/></p> <p>Training End Date: <input type="text"/></p> <p>Training Institution: <input type="text" value="ABC College"/></p> <p>Federal Training: <input type="text" value="No"/></p> <p><b>Service Information</b></p> <p>* Service Date: <input type="text" value="08/17/2017"/></p> <p>* Service Location: <input type="text" value="Arbor Circle"/></p>	<p>Begin Date is a minimum of the W-P registration date and a maximum of today's date</p> <p>The training End Date should remain blank until Work-Based Training services are concluded.</p>

  

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	BARBARA EMMONS	08/17/2017 @ 09:22:44 AM	-	-

## 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.
- If the claimant obtains employment in the related training field.
- If 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 must 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:** Berrien/Cass/Van Buren, Macomb/St. Clair, Northwest, SEMCA and Southwest shall provide a brief narrative outlining 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 Ms. Teresa Keyton at [keytont@michigan.gov](mailto:keytont@michigan.gov) within 30 days of the issuance of this policy.

**Inquiries:** Questions regarding this policy should be directed to your Adult Services state coordinator.

In accordance with the American with Disabilities Act, the information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to Ms. Keyton by email at [keytont@michigan.gov](mailto:keytont@michigan.gov) or by phone at 517-335-7418.

**Expiration  
Date:**

September 30, 2018

SB:BE:tk  
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 Number: Enter the Policy Issuance number applicable to the BIS. "18-07" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "FY18 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. "10/01/17 - 09/30/18" 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 the allocation planned for administration. MWAs may not expend more than 10% of the total award on administrative activities.

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

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

### **Section IV - Limitation Percentages**

These fields will automatically calculate.

**The Budget Information Summary form, titled "18-07 Work-Based Training for Special Populations BIS.xls" is attached to this policy email.**

**Work-Based Training for Special Populations Program  
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. "18-07" has been pre-printed.
4. Grant Name: Enter the title of the grant being submitted. "*FY18 Work-Based Training for Special Populations*" has been pre-printed.
5. Plan Period: Identify the time period covered by the plan. "10/01/17 – 09/30/18" 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.

# Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s):
3. Policy Issuance Number:
4. Plan Period:

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

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**Work-Based Training for Special Populations  
Fiscal Year 2018 Allocation Table**

<b>Michigan Works! Agency</b>	<b>Total Allocation</b>
<b>Berrien/Cass/Van Buren</b>	\$168,000
<b>Macomb/St. Clair</b>	\$126,000
<b>Northwest</b>	\$ 75,600
<b>SEMCA</b>	\$109,200
<b>Southwest</b>	\$ 21,200
<b>TOTAL</b>	<b>\$500,000</b>