



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-39, Change 1

Date: July 12, 2019

To: Michigan Works! Agency (MWA) Directors

From: Joseph Billig, Division Administrator **SIGNED**
Targeted Services Division
Workforce Development Agency

Subject: Refugee and Immigrant Navigator Program for Appropriation Year (AY) 2018
Additional Funding

Programs Affected: Refugee Navigator

References: The Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

Refugee Settlement Program, Federal Register 45 Code of Federal Regulations, Part 400 and 401

Participant Individual Record Layout 17.11.1 Release, Updated December 11, 2017

PI 18-39

Background: The recent influx of immigrants (refugees and persons granted asylum, or "asylees") and other persons granted legal authorization to work in the United States from distressed locations outside of North America creates a unique workforce challenge as many of the impacted individuals cannot document their prior education and employment history. In addition, these individuals may face significant language and cultural barriers and difficulties finding adequate housing and transportation. Providing additional support and access to resources for this population via the workforce system is critical to ensuring their successful transition into Michigan's workforce. This policy extends the end date for utilization of the funds and allocates General Fund/General Purpose (GF/GP) for supportive services.

Policy: **Funding**

Funding to support this pilot project will be AY 17 WIOA Statewide Activity funds and must be spent by September 30, 2019. No more than ten percent of the funds allocated shall be used for administrative costs. Remaining funds should be used as appropriate to hire the Navigator and support the Navigator's required functions. The GF/GP funding is being provided for supportive services. Supportive Services can include, but are not limited to, transportation services, clothing, etc. All requirements in PI 18-39 remain in effect.

Michigan Works! Agency	WIOA AY17 Statewide Activities Funds	GF/GP Supportive Services Funds
Macomb/St. Clair	\$135,000	\$5,000
Oakland	\$135,000	\$5,000
SEMCA	\$135,000	\$5,000
CAMW!	\$135,000	\$5,000
West Michigan Works!	\$135,000	\$5,000
TOTAL	\$675,000	\$25,000

Affected MWAs must submit a revised Budget Information Summary (BIS) to extend the AY 17 WIOA funds to 9/30/2019 and submit a new BIS for GF/GP within 30 days of the official date of this policy to Dislocated Services at TED-TSDIV@michigan.gov.

Inquiries: Questions regarding this policy should be directed to Ms. Yvette Harris by telephone at 517-930-7316 or by email at HarrisY@michigan.gov.

This policy is available for downloading from the Workforce Development Agency's (WDA's) [website](#).

The WDA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Whitney Wasser at 517-241-1018 or by email at wasserw@michigan.gov for details.

The WDA is funded by State and Federal funds, more details are available on the Legal Disclaimer page at www.michigan.gov/WDA.

Expiration Date: September 30, 2019

JB:YH:ww

**Refugee Navigator Pilot Project
Budget Information Summaries (BIS) Instructions
Appropriation Year (AY) 2017 Workforce Innovation and Opportunity Act (WIOA)
Statewide Activities Funds**

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. "18-39, Change 1" has been pre-entered.

Grant Name: Enter the grant name. "AY 17 WIOA Statewide Activities" has been pre-entered.

Project Name: Enter the project name. "Refugee and Immigrant Nav" has been pre-entered.

Plan Period: Enter the start and end dates of the plan period. "07/01/2018 through 09/30/2019" has been pre-entered.

Catalog of Federal Domestic Assistance (CFDA) Number: "17.258, 17.259, and 17.278" have been pre-entered.

Section II - Total Funds Available

Allocation: The total amount of funds being awarded via this policy.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount of the allocation planned for administration. The MWAs may not expend more than ten (10) percent of the total award on administration.

Program: Enter the amount of the allocation planned for program costs.

**Refugee/Immigrant Navigator Pilot
General Fund/General Purpose (GF/GP)
Supportive Services
Budget Information Summary Instructions**

Section I - Identification Information

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

Policy Issuance: Enter the policy issuance number. "18-39, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY19 GF/GP" has been pre-printed.

Project Name: Enter the project name. "Refugee/Immigrant GF/GP" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10/01/2018 thru 09/30/2019" has been pre-printed.

Catalog of Federal Domestic Assistance: "N/A" has been pre-printed.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation, if applicable.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: *This cell will automatically calculate the sum of Section II.*

Section III - Planned Expenditures by Cost Categories

Direct Client Services as listed below:

Employment: Enter the cumulative amount planned for employment.

Employment (unsubsidized) is full or part-time employment in the public or private sector that is not supported by Temporary Assistance for Needy Families (TANF), State GF/GP funds or any public programs.

Work Subsidies: Enter the cumulative amount planned for work subsidies.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision or training. They do not include expenditures related to payment, so participants in community service and work experience activities are within the definition of assistance.

WDA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. WDA is funded by State and Federal funds; more details available on the Legal Disclaimer page at www.michigan.gov/WDA.

Other Work Activities: Enter the cumulative amount planned for other work activities.

Other work activities include:

- Work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, and job skills training).
- Related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups).
- Other work-related expenses including such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

Unpaid Work: Enter the cumulative amount planned for unpaid work.

Unpaid work activities are work assignments performed in return for welfare. This would include work experience, community service, providing childcare services to individuals participating in community service, etc.

Education/Training Activities: Enter the cumulative amount planned for education/training activities.

Education/training activities include:

- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence.
- Education directly related employment (may include adult basic skills education and English as a Second Language [ESL]), and vocational education training (includes vocational occupational training, condensed vocational training, and internships, practicums, and clinicals).
- May also include ESL and basic and remedial education.
- Preparation to obtain employment.

Job Search/and Job Readiness: Enter the cumulative amount planned for job search/job readiness.

Job search/job readiness activities include the act of seeking or obtaining employment. This activity may include teaching participants how to seek employment. Activities may offer information and skill building during formal, planned workshops and classes, or through less structured individualized activities.

Total Direct Client Services: *This cell will automatically calculate.*

Supportive Services:

Auto Purchases: N/A

Public Transportation: Enter the cumulative amount planned for public transportation. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

Auto-Related Expenses: Enter the cumulative amount planned for auto-related expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

Total Supportive Services: *This cell will automatically calculate.*

Administration: N/A

Information Technology: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

Total Administration: N/A

Total Planned Expenditures: *This cell will automatically calculate the sum of Section II*

