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OFFICIAL
Policy Issuance (PI): 18-41

Date: October 30, 2018

To: Michigan Works! Agency (MWA) Directors

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

Subject: Work-Based Training for Special Populations

Programs Affected: Various Programs Administered by the MWAs

References: PI 18-26, issued July 20, 2018, and subsequent change
PI 10-29, Change 3, issued April 9, 2018
Unemployment Insurance Program Letter (UIPL) No. 10-14, issued April 7, 2014
UIPL No. 13-14, Change 1, issued July 22, 2014
UIPL No. 13-15, issued March 27, 2015
UIPL No. 7-16, issued January 7, 2016
UIPL No. 8-18, issued July 16, 2018
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 Reemployment Services and Eligibility Assessment (RESEA) program provides customized services to Unemployment Insurance claimants deemed most likely to exhaust their unemployment benefits. This program offers an orientation to 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.

Similarly, there are other special populations served through the Michigan Works! Service Centers that may not have had access to a paid training component in the past via the programs that traditionally serve them.

Policy: This policy allocates \$500,000 in Fiscal Year 2019 General Fund/General Purpose funds to the MWAs to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow such individuals an opportunity to “earn and learn.”

Individuals who are eligible for work-based training services are:

- Individuals referred to the RESEA program.
- Long-term unemployed individuals.
 - The definition of “long-term unemployed” is being modified to 20 consecutive weeks to align with Michigan’s maximum number of unemployment benefit weeks.
- Returning citizens.
- Partnership.Accountability.Training.Hope. (PATH) participants.
- Food Assistance Employment and Training participants.
- Out-of-School Youth.
- Refugee/Work-Authorized Immigrants.
- Underemployed, defined as:
 - An individual who has a post-secondary credential but is currently employed in a position that does not require a post-secondary credential and is seeking a job that requires one.
 - An individual who is not making at least 80 percent of their last primary position wages.
 - An individual who is involuntarily working a part-time job (less than 35 hours/week) but is seeking a full-time job (35 hours/week or more).
 - An individual working a temporary job (90 days or less).
- Senior Workers:
 - An individual who is 55 years of age or older.
- Single Parent.

The services offered through this program 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 participants 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, short-term vocational services, employability skills training, etc.

Work-based training can be an effective training strategy that can provide additional opportunities for participants to find high-quality work and for employers to develop a high-quality workforce. Short-term, in-demand classroom training, OJT, pre-apprenticeship, registered apprenticeship, and customized training are all identified as work-based training services.

These types of work-based training are defined as follows:

Short-Term, In-Demand Classroom Training – designed to be a year or less of in-demand classroom training that is part of an overall work-based training activity resulting in employment and meeting the demand-driven needs of employers.

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.
- 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. A quality pre-apprenticeship program is one that incorporates the following elements:

- Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).
- A pre-apprenticeship program aligns with the skill needs of employers in the economy of the state or region.

- Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged, or low-skilled individuals, such that upon completion they will meet the entry requirements, gain consideration, and be prepared for success in one or more Registered Apprenticeship program(s).
- Access to educational and career counseling and other appropriate services.
- Access to appropriate support services.
- The use of the Registered Apprenticeship program as a preferred means for employers to develop a skilled workforce and to create career opportunities.
- Meaningful, hands-on learning activities that are connected to education and training activities, such as, exploring career options and how the skills acquired through course work can be applied toward a future career.
- Training that accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s), while observing proper supervision and safety protocols.
- Opportunities to gain at least one recognized credential and a partnership with one or more Registered Apprenticeship programs that assist in placing individuals who complete the pre-apprenticeship program into a Registered Apprenticeship program.
- Facilitated entry and/or articulation.

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.

Supportive services may be provided to the individual participant to enable success in their work-based training program. These services must be reasonable and necessary and directly related to the individual training.

Supportive services may include, but are not limited to:

- Assistance with transportation.
- Assistance with child care and dependent care.
- Linkages to community services.
- Assistance with housing.
- Needs Related Payments (available only to individuals enrolled in training services).
- Assistance with educational testing.
- Reasonable accommodations for individuals with disabilities.
- Referrals to health care.
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes.
- Payments and fees for employment and training-related applications, tests, and certifications.
- Legal aid services.

Fidelity Bonding Program (FBP) of Michigan –

Participants enrolled in work-based training 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.

- Those dishonorably discharged from military service.
- Youth in apprenticeships.
- Those who cannot be commercially bonded.

For more information on the FBP, please see PI 10-29, Change 3.

Process and Procedure

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

The MWAs are required to have a local policy or policies in place that provide a strategy for administering work-based training as follows:

- **OJT**
 - The 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**
 - Please follow your MWA's local policy and procedures when offering apprenticeship training opportunities to participants.
- **Customized Training**
 - The 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 for this program, the Wagner-Peyser section in the One-Stop Management Information System (OSMIS) will be used. All information pertaining to the participants served under this program, 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 via this program. The information 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.

The MWAs are welcome to dually enroll these participants in a WIOA program if they find this to be beneficial to the participant.

Instructions for entering participants for this program 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	See Details

Contact | Personal | Disability | Veteran | Barriers | Education | Economic Status | **Special**

* Last Name: ZEB * First Name: 12108TEST MI: S
 * Address: 1 ANY STREET
 * City: LANSING * State: MI * Zip: 48910
 * County: INGHAM * Residence MWA: 17 - Capital Area Michigan Works!
 Home Phone: Alt. Phone:
 E-mail: TESTTHISFIELD@WRREG.COM

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](#)

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	Perform
BILLIG, BILL	BILB10301	Wagner-Peyser	09/21/2018	Pending	

Manual Exit Date: Exit Reason: Last Staff-Assisted Activity Date: # Open Activities: Anticipated E:

Contact | Personal | Disability | Veteran | Assistance | Barriers | Education | Economic Status | **S**

Special Initiatives

Recovery Funds - Reemployment Service: No
 EUC - Reemployment Service: No
 EUC - Reemployment Date:
 Skilled Trades Training Fund Participant:
 Industry Cluster:
 Work Based Training: Yes
 GED to School:
 Senior Community Service Employment Program Grant #:
 Reintegration of ER-Offenders Grant #:
 National Farmworker Jobs Program Grant #:
 Indian And Native American Programs Grant #:
 YouthBuild Grant #:
 H-1B Grant #:
 Flint Emergency:
 Navigator Referred:

Status	MWA	Record Created By	Timestamp	Record Last Updated By
Pending	33	SHARON WIEGAND	02/26/2016 @ 10:06:44 AM	JENNIFER SPAULDING

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

On the "Insert Enrolled in Training Activity" page:

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

- Short-Term Classroom Training.
- 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	See Details

Details | Comments

Training Type:

* Training Begin Date: Begin Date is a minimum of the W-P registration date and a maximum of today's date

Training End Date:

Training Institution:

Federal Training:

Service Information

* Service Date: * Service Location:

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 participants. The case notes should reflect the following:

- O*NET code for occupation for which the participant is being trained.
- If the participant completed training.
- If the participant obtains employment in the related training field.
- If the participant obtains employment, but not in the related training field.
- If a credential was received and what type.

Allocations and Funding

Total training funds for each participant served in this program must not exceed \$6000.

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 to this policy. Unexpended funding will be subject to deobligation.

Action:

The MWAs shall provide a Plan 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 participants 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 in Attachment A and an Approval Request form with appropriate signatures. The BIS template is attached to this policy.

These documents must be submitted electronically to the Michigan Talent Investment Agency/Targeted Services Division at TED-TSDIV@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.

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

The information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to this office. Please contact Ms. Pam Vance at vancep1@michigan.gov or by phone at 517-241-9834 for details.

Expiration

Date: September 30, 2019

JB: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 Number: Enter the Policy Issuance number applicable to the BIS. "18-41" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "FY19 General Fund/General Purpose" 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. "10/01/18 - 09/30/19" has been pre-printed.

CFDA Numbers: 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 Fiscal Year Planned Expenditures by Cost Category

Administration: Enter the amount of the allocation planned for administration. The MWAs may not expend more than 10 percent 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. The MWAs must spend at least 60 percent of the total award on training services.

Section IV - Limitation Percentages

These fields will automatically calculate.

The Budget Information Summary form, titled "18-41 Work-Based Training for Special Populations BIS.xls" is attached to this policy email.

**Work-Based Training for Special Populations
Approval Request Form
General Instructions**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and number of the MWA.
2. Plan Title: Enter the title for the plan being submitted. "*Work-Based Training for Special Populations*" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate policy issuance number. "*18-41*" has been pre-printed.
4. Plan Period: Identify the time period covered by the plan. "*10/01/18 – 09/30/19*" has been pre-printed.

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): Work-Based Training for Special Populations
3. Policy Issuance Number: 18-41
4. Plan Period: 10/1/18 – 9/30/19

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. 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 2019 Allocation Table**

Michigan Works! Agency	Total Allocation
Berrien/Cass/Van Buren	\$40,000
Capital Area	\$20,000
Detroit Employment Solutions	\$20,000
GST Michigan Works!	\$30,000
Great Lakes Bay	N/A
Macomb/St. Clair	\$43,000
Northeast	\$42,000
Northwest	\$20,000
Oakland County	\$25,000
Region 7B	\$78,000
SE Michigan Consortium	\$25,000
SEMCA	\$53,000
Southwest	\$25,000
UPWARD Talent Council	\$20,000
West Central	\$15,000
West Michigan Works!	\$44,000
TOTAL	500,000