This document, modeled after the USDOL Apprenticeship Resources Playbook, provides guidance on the utilization of federal and/or state funding sources currently available to employers and prospective apprentices in the state of Michigan to support Registered Apprenticeships.
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Acknowledgements

The Michigan Apprenticeship, Internship and Mentoring team sincerely thanks the following committee members and contributors for their assistance in developing and preparing this Funding and Resources Guide.

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Introduction

Michigan’s workforce system recognizes Registered Apprenticeship (RA) as a key driver of transformational workforce and economic development activity, especially for connecting employers that have jobs to fill, which require high-skill levels with qualified job seekers who have potential to obtain the required high-skill levels.

In 2014, WDA commenced significant action to help address the statewide skills-gap through the launch of MI-AIM (Michigan Apprenticeships, Internships, Mentoring): The Path to Work-based Learning Career Opportunities in Michigan. MI-AIM was launched in collaboration with more than 70 partners including the workforce system, community colleges, universities, secondary education, business associations, labor organizations, etc.

A fall 2014 survey of employer members of the Governor’s Talent Investment Board (GTIB - the state workforce investment board), as well as further discussions with MI-AIM partners, revealed that assistance with identifying additional funding and resources to support RAs was a major factor for growing RAs in Michigan.

The MI-AIM Funding and Resources Workgroup has identified federal, state, and private program leveraging opportunities and compiled them into this guide, which is continually updated with additional sources of funding available to support RAs as the sources are identified. This Apprenticeship Funding and Resources Guide identifies and reviews thirteen major sources of funding from federal, state, and private sources that can be used to support the expansion and advancement of RAs.
1 Carl Perkins Funding

Carl D. Perkins Career and Technical Education Act of 2006

Background
The initial Legislation for Carl D. Perkins Vocational and Technical Education Act was established in 1998. Four major reauthorizations and changes have occurred at the national level to update terms, change allowable activities, and revise funding distributions. The purpose of this Act is to develop more fully the academic and career technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs. The goal is to assist students to achieve the academic and occupational skill competencies necessary for individuals to work in a technological and advanced society.

Allowable Activities

1. To strengthen the academic and career and technical skills of students participating in career and technical education programs
2. To link career and technical education at the secondary level and career and technical education at the postsecondary level
3. To provide students with strong experience in the understanding of all aspects of an industry, which may include work-based learning experiences
4. To develop, improve, or expand the use of technology in career and technical education
5. To provide professional development programs
6. To develop and implement evaluations of the career and technical education programs carried out with funds
7. To initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology
8. To provide services and activities that are of sufficient size, scope, and quality to be effective
9. To provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency

Funding Type
Federal

Eligibility Criteria
Customers serviced include the 28 community colleges, one tribal college, and three universities.

Funding Parameters
The Carl D. Perkins Career and Technical Education Act of 2006, requires:

- The distribution of funds available in any fiscal year for postsecondary and adult occupational education programs to eligible institutions within the state.
- The funds represent the community college portion of the 85% of the state’s base grant for basic education programs under Part C of Title I.
- The formula award to the institutions is calculated based upon the approved methodology, consisting of the number of Pell recipients, Bureau of Indian Affairs recipients in occupational programs, and student contact hours at the institution.

Contacts

- Local Level:
  Michigan Community College Presidents and Perkins Occupational Education Contacts. The Contact list for each community college is included as Appendix A of this Funding and Resource Guide.
• **State Level:**
  Dr. Cliff Akujobi, Manager
  Community College Services
  Education and Career Services Division
  Workforce Development Agency, State of Michigan
  201 N. Washington Square, 3rd Floor
  Victor Office Center, Lansing, MI, 48913
  Phone: (517) 373-4218.
  Email: [akujobic@michigan.gov](mailto:akujobic@michigan.gov)
Food Assistance Employment & Training (FAE&T)

Background
Temporary food assistance for eligible low-income families and individuals is available from the U.S. Department of Agriculture, as Supplemental Nutrition Assistance Program (SNAP). SNAP benefits are administered in the State of Michigan by the Department of Health and Human Services (DHHS). The Food Assistance Employment & Training (FAE&T) Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) who are receiving SNAP/Food Assistance Program (FAP) benefits in Michigan. Full-time unsubsidized employment (at least 30 hours per week) is the goal for FAE&T participants. The Michigan Works! Agencies (MWAs) serve the ABAWDs, with oversight and technical assistance from the Workforce Development Agency.

Allowable Activities
Employment services and training activities available through the MWAs include:

1. Job search/Job search training
2. Workfare
3. Educational and training programs, that expand the job search abilities or that directly enhance the employability of the participant
4. Vocational training
5. Dual enrollment in other employment and training programs

Funding Type
Federal
Eligibility Criteria

Eligible individuals include Adults who:

- Are receiving FAP benefits
- Are able to work
- Do not have minor dependents [under 18] in the household
- Are aged 18 through 49

Funding Parameters

- FAE&T funds may only be used to provide employment and training and support services to individuals who are referred to the MWA by DHHS.
- The FAE&T Program funds may be used to cover the actual educational costs, as long as the MWA verifies and maintains documentation that there is no other source of financial assistance available to the client.
- ABAWDs who are determined eligible for FAP will continue to be eligible for FAE&T services during the time period they receive FAP benefits or through the 90th day of Job Retention Services activity if their FAP case closes.
- Effective October 1, 2015, a participant may also receive a maximum of $80 per month for supportive services such as transportation, clothing, and tools.

Contacts

- **Local Level:**
  Michigan Works! Agencies
  [http://www.michiganworks.org](http://www.michiganworks.org)
  (800) 285-WORKS (9675)

- **State Level:**
  Brian Marcotte, Welfare Reform Manager
  Workforce Development Agency, State of Michigan
  Office of Talent Policy and Planning
  201 N. Washington Square, Lansing, MI 48913
  Phone: (517) 241-2475
  Email: [marcotteb@michigan.gov](mailto:marcotteb@michigan.gov)
3 G.I. Bill®

Background
The Michigan State Approving Agency (SAA, the Workforce Development Agency) approves college and non-college degree programs, apprenticeships, and other on-the-job training so that Veterans (and other eligible persons; hereafter, included with the term “Veterans”) may receive federal educational assistance benefits under several programs administered by the United States Department of Veterans Affairs (VA).

Allowable Activities
EXAMPLE: The eligible Veteran gains job certification or journeyperson status through a job training program.

- Employers or unions generally pay a reduced on-the-job training (OJT)/apprenticeship wage - generally 40 - 50% of journeyman wages
- Veterans in an approved program can use their GI Bill® benefit and receive a tax-free stipend.
  o Example*: The Post-9/11 GI Bill® stipend is the equivalent of the Monthly Housing Allowance (MHA) of an E-5 with dependents, which is paid in addition to the entry-level wage.
    - Stipend =
      - First six months of training: 100% of the Veteran’s applicable MHA.
      - Second six months of training: 80% of the applicable MHA.
    - The stipend is reduced 20% every six months thereafter as the Veteran’s wages regularly increase until the Veteran has attained journeyperson status and pay.
*Stipend payments via other GI Bill® programing maybe applicable to the eligible Veteran.

Funding Type
Federal (GI Bill® Education and Training Benefit)

Eligibility Criteria
Eligibility for GI Bill® benefits is based upon the Veteran’s qualifying U.S. military service.
Funding Parameters

Funding parameters are based upon: (a) U.S. Code, Title 38 (Chapter 33 or Chapter 30) and (b) U.S. Code, Title 10 (Chapter 1606 or Chapter 1607).

- Veterans can apply their GI Bill® benefits to OJT and apprenticeship training programs through the Montgomery and the Post-9/11 GI Bills®.
- VA payments for this training are sent directly to the Veteran and are designed to supplement the lower wage rates that trainees begin with while learning a trade or skill.
- OJT and apprenticeship programs each require a training contract between the employer/spONSor and trainee which defines a measurable, supervised, progressive training plan toward a specific vocational objective.
- Apprenticeship programs also require at least 144 hours of related technical instruction (RTI) for each year of the program.
- If the apprentice is charged with the cost of tuition and fees for RTI, this expense is not covered by VA when Veterans are drawing benefits for apprenticeship or other OJT training.

Contacts

- Local Level: N/A
- State Level:
  Michigan State Approving Agency
  Education and Career Success Division
  Workforce Development Agency, State of Michigan
  201 Washington Square, 3rd floor Lansing, MI 48913

Susan Blake, blakes@michigan.gov
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Funding Leveraging Opportunities

GI Bill® funding is a “stand alone” benefit administered by the VA. No official packaging of funding is noted or authorized by U.S. Code Title 38 or U.S. Code, Title 10. Veterans drawing GI Bill® benefits for apprenticeship/OJT training would still be eligible for funds from other sources (if eligible in all other respects), e.g. Workforce Innovation and Opportunity Act (WIOA)/ Trade Adjustment Assistance (TAA).

Best Practices

Approved employers can use this benefit as a recruiting tool by using wages + stipend to attract Veteran candidates.
4 Labor Organization Funding

Background
Sixty percent of jobs in the U.S. require post-secondary education (Source Bureau of Labor Statistics). United States Department of Labor (U.S. DOL) Registered Apprenticeship has been a successful pathway to the middle class for over 75 years through post-secondary education. Apprentices earn wages and receive technical instruction for high-skill, high-demand jobs that are industry driven.

- Apprentices earn good wages and benefits (healthcare & pension).
- Apprentices achieve nationally recognized portable credentials without burdensome student tuition/loans.
- Articulation agreements between certain apprenticeship training programs and colleges create opportunities for college credit and future degrees.

Allowable Activities
1. On-the-job learning (OJL) paid for by the employer
2. Related Technical Instruction (RTI) (post-secondary educational components) often paid for 100% by Labor & Management Apprenticeship & Training Funds.

Funding Type
Private Labor/Management Apprenticeship & Training Funds

Eligibility Criteria
Registered Apprenticeship program sponsors identify the minimum qualifications to apply into their apprenticeship program.

- The eligible starting age can be no less than 16 years of age;
  - However, individuals must usually be 18 to be an apprentice in hazardous occupations.
- Program sponsors may also identify additional minimum qualifications and credentials to apply
  - Education
  - Ability to physically perform the essential functions of the occupation
  - Proof of age
Based on the selection method utilized by the sponsor, additional qualification standards may be identified, such as:

- Fair aptitude tests and interviews
- School grades
- Previous work experience

**Funding Parameters**

- Labor/Management Apprenticeship & Training Funds will often fund 100% of the RTI, including:
  - Classroom training
  - Tools and equipment
  - Continuing education
- Various apprenticeship programs also provide to participants:
  - Books
  - Stipends
  - Lodging during RTI
  - Mileage
- The "Earn and Learn" training model of Registered Apprenticeship provides a unique combination of structured learning with OJL from an assigned mentor at the Employer.

**Contacts**

- **Local level:**
  
  [http://www.michigan.gov/wda/0,5303,7-304-64362_73460---,00.html](http://www.michigan.gov/wda/0,5303,7-304-64362_73460---,00.html)

- **State level:**
  Russell Davis, State Director
  US DOL Office of Apprenticeship
  315 W. Allegan
  Lansing, MI 48933
  517-377-1747
  davis.russell@dol.gov

**For additional information visit**

[http://michiganconstructioncareers.org/](http://michiganconstructioncareers.org/)
Michigan New Jobs Training Program

Background

Public Acts 359 and 360 of 2008 created the Michigan New Jobs Training Program (MNJTP). This program, designed as an economic development incentive, authorizes community colleges to create a training pool (financing mechanism is flexible, colleges can issue debt, borrow from reserves, or use a pay-as-you-go model) to support employers that are creating new jobs and/or expanding operations in Michigan. The training for the newly hired workers is paid by capturing the state income tax associated with the new employees’ wages and redirecting it to the college, instead of the State of Michigan.

These jobs must:

- Be “net new” to the company, meaning it’s not a job of a recalled worker, a replacement job, or any other job that existed in the employer’s business within the 1-year period preceding the date of an agreement

- Be new jobs that result in a net increase in employment in Michigan for the employer

- Pay wages that pay equal to or exceed 175% of the state minimum wage

Allowable Activities

1. Most of the training funded by the MNJTP is contract-based, company-specific training.

2. Program allows plenty of flexibility for the type of training that is allowable, from basic-skills acquisition to high-tech skill development, to entire programs of study.

3. Locally, individual community colleges work directly with employers to create the training plan for the newly hired employees.

Funding Type:

State (The MNJTP uses a diversion of Michigan income tax withholding for newly hired employees in order to fund training.)
Eligibility Criteria

- Since the program utilizes a diversion of Michigan income tax withholding to fund training, in order to be eligible, employers have to create net new jobs in the state of Michigan.
- Employers need to hire employees and create new jobs FIRST, before getting the benefit of free training.
- There are no restrictions by industry or employer size.

Funding Parameters

- Employers need to hire employees first, before getting the training benefit.
- MNJTP essentially employs a reimbursement model.
  - The employer gets reimbursed for training expenses via a diversion of the Michigan income tax withholding for the eligible employees
- New jobs need to pay at least 175% of the state’s minimum wage.

Contacts

- Local level: Please see the Michigan Community College Association (MCCA) website for institutional contacts for the 28 community colleges.
  [http://www.mcca.org/content.cfm?m=43&id=43&startRow=1&mm=0](http://www.mcca.org/content.cfm?m=43&id=43&startRow=1&mm=0)

- State level:
  Dr. Adriana Phelan, Vice President
  Michigan Community College Association
  Phone: 517-372-4350
  Email: aphelan@mcca.org

Funding Leveraging Opportunities

Other funding sources may be packaged together with the MNJTP to cover additional or supplemental costs or services depending on the participant’s and/or employer’s eligibility for such additional services.

Best Practice Examples

Please see the MCCA website for employer testimonials.
[http://www.mcca.org/content.cfm?m=96&id=96&startRow=1&mm=0](http://www.mcca.org/content.cfm?m=96&id=96&startRow=1&mm=0)

For additional information visit

Please see the MCCA website for additional information and program documents.
[http://www.mcca.org/content.cfm?m=46&id=46&startRow=1&mm=0](http://www.mcca.org/content.cfm?m=46&id=46&startRow=1&mm=0)

Background
Temporary cash assistance is available for eligible pregnant women and low-income families with minor children through the Family Independence Program (FIP) administered by the Michigan Department of Health and Human Services (DHHS). Applicants for cash assistance take part in a robust, results-oriented work participation program: Partnership.Accountability.Training.Hope. (PATH). PATH features a 21-day assessment period during which barriers to employment are identified and employment and training staff work individually with clients to connect them with resources to address these barriers and achieve self-sufficiency. The PATH curriculum prepares clients for both the pursuit of a job and the skills necessary to keep a job. DHHS and the Workforce Development Agency work together to provide PATH services through the Michigan Works Agencies (MWAs).

Allowable Activities

1. Unsubsidized employment
2. Subsidized private & public sector employment
3. Job search/job readiness
4. On-the-job training
5. Community service programs
6. Work experience programs (unpaid)
7. Vocational educational training
8. Job skills training directly related to employment
9. Education directly related to employment
10. High School completion, and study leading to a certificate of general equivalency diploma (GED)
Funding Type
Federal

Eligibility Criteria
Federal and state laws require each work eligible individual (WEI) in a FIP group to participate in PATH or other employment-related activity unless temporarily deferred or engaged in full-time employment activities that meet participation requirements.

Funding Parameters
PATH funds may only be used to provide employment and training and support services to individuals who are referred to the MWA by DHHS.

Contact
- **Local Level:**
  Michigan Works! Agencies
  [http://www.michiganworks.org](http://www.michiganworks.org)
  (800) 285-WORKS (9675)

- **State Level:**
  Brian Marcotte, Welfare Reform Manager
  Office of Talent Policy and Planning
  Workforce Development Agency, State of Michigan
  201 N. Washington Square, Lansing, MI 48913
  Phone: (517) 241-2475
  Email: marcotteb@michigan.gov

Funding Leveraging Opportunities
Workforce Innovation and Opportunity Act
Pell Grants

Background
Congress established the Basic Educational Opportunity Grant Program in 1972, as part of the Higher Education Act reauthorization. The goal of the program is to assist financially needy students with higher education costs. In 1980, the program name was changed to the Pell Grant in honor of Senator Claiborne Pell. The Pell Grant is funded by Congress through the annual appropriations process.

Allowable Activities
The Pell Grant can be used to pay for:
1. Tuition
2. Fees
3. Books
4. Supplies
5. Other education-related expenses a student may incur

Funding Type
Federal

Eligibility Criteria
- Undergraduate students with exceptional financial need, who have not earned bachelor or professional degrees, may be eligible to receive the Pell Grant
- Students must complete the Free Application for Federal Student Aid (FAFSA) for consideration
  - Eligibility is based on a student’s Expected Family Contribution (EFC), which is calculated when a student completes the FAFSA
- Students may not receive Pell Grants from more than one college at a time

Funding Parameters
- Maximum annual amount for the 2014-15 academic year: $5,730
- Pell Grant awards are pro-rated based on enrollment status
- A student can receive the Pell Grant no more than the equivalent of 12 full-time semesters
- The amount of other financial aid for which a student qualifies, does not affect the amount of Pell Grant they will receive
Contacts

- **Federal level:** United States Department of Education - Federal Student Aid: 1-800-4-FED-AID (1-800-433-3243)

Funding Leveraging Opportunities

Other funding sources may be packaged together with Pell Grants to cover additional or supplemental costs or services depending on the extent to which the student is eligible for such additional services.

For additional information visit

https://studentaid.ed.gov/types/grants-scholarships/pell;

http://fafsa.gov
Private Employer Investments

Background

Registered Apprenticeship programs are operated by both the private and public sectors. Sponsors include employers, employer associations, and joint labor/management organizations. Program sponsors pay most of the training costs while simultaneously increasing the wages of the apprentices as their skill levels increase. For the apprentice, this translates into an educational benefit worth $40,000 to $150,000. Because the training content is driven by industry needs, the end result of apprenticeship programs is extremely well trained workers whose skills are in high demand. Registered Apprenticeship programs aid in recruiting new personnel, and often support the activities of employer’s human resources department. Investing in the future of employees can strengthen their loyalty to a company. Participating in work-based learning opportunities and providing incremental raises increases productivity, decreases turnover and saves money spent on training. Due to these reasons, and the effect on a company’s bottom line, many private employers invest in Registered Apprenticeship programs.

Allowable Activities

1. On-the-job learning
2. Related technical instruction (RTI)

Funding Type

Private Employer Sponsor Investments

Eligibility Criteria

Registered Apprenticeship program employer sponsors identify the minimum qualifications to apply into their apprenticeship program.

- The eligible starting age can be no less than 16 years of age
  - However, individuals must usually be 18 to be an apprentice in hazardous occupations
- Program sponsors may also identify additional minimum qualifications and credentials to apply
  - Education
  - Ability to physically perform the essential functions of the occupation
  - Proof of age
Based on the selection method utilized by the sponsor, additional qualification standards may be identified, such as:
  - Fair aptitude tests and interviews
  - School grades
  - Previous work experience

**Funding Parameters**

Private Employer Sponsor Investments will often fund 100% of the RTI including:
  - Classroom training
  - Tools and equipment
  - Materials and supplies (including books)
  - Wages for apprentice and journey person/mentor
  - Continuing education

**Contact**

- **Local Level:**
  Michigan Works! Agencies
  [http://www.michiganworks.org](http://www.michiganworks.org)
  (800) 285-WORKS (9675)

- **State Level:**
  Russell Davis, State Director
  US DOL Office of Apprenticeship
  315 W. Allegan
  Lansing, MI 48933
  517-377-1747
  davis.russell@dol.gov

**For Additional Information Visit**

[http://michiganconstructioncareers.org/](http://michiganconstructioncareers.org/)

[http://www.michigan.gov/wda/0,5303,7-304-64362_73460---,00.html](http://www.michigan.gov/wda/0,5303,7-304-64362_73460---,00.html)

**Funding Leveraging Opportunities**

Other funding sources may be packaged together with Private Employer Sponsor Investments to cover additional or supplemental costs or services depending on the extent to which the Apprentice is eligible and qualified for such additional services.
Skilled Trades Training Fund

Background

While Michigan’s economy continues to gain momentum, there is still a challenge for companies to find talent with the skills they need. To address this issue, the Governor recommended and the Legislature supported the creation of the Skilled Trades Training Fund (STTF) in 2013. The STTF continues to focus on assisting companies in meeting their talent challenges.

The STTF provides competitive awards for employer responsive training that enhances talent, productivity, and employment retention, while increasing the quality and competitiveness of Michigan’s businesses. The STTF ensures Michigan’s employers have access to the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

Collaboration between the Michigan Works! Agencies (MWAs), economic development, and educational partners are essential to achieve demand-driven training that addresses talent shortages hampering the growth of Michigan’s priority industries.

Allowable Activities

1. Classroom training
2. On-site training, wage reimbursement, for individual(s) to be hired
3. New USDOL Registered Apprenticeships

Funding Type

State

Eligibility Criteria

Eligible businesses must:

- Have a Michigan presence
- Demonstrate a need for training
- Be in compliance with all federal and state tax obligations
Funding Parameters

Per trainee, up to:
- $1,500 for classroom training
- $1,500 for on-site, wage reimbursement, training for individuals to be hired
- $3,000 for USDOL Registered Apprenticeships, new apprentices only

Contacts

- **Local Level:**
  Skilled Trades Training Fund Key Contacts:

- **State Level:**
  Office of Michigan Industry Cluster Approach
  Workforce Development Agency, State of Michigan
  201 N. Washington Square, 4th Floor
  Lansing, MI  48913

  Rick Fisher, fisherr2@michigan.gov (517) 241-8571
  Patty Vanaman, vanamanp@michigan.gov (269) 441-1500
  skilled@michigan.gov

Funding Leveraging Opportunities

Any applicable Michigan Works! program for which trainees/participants are eligible.

Employer Success Story:
Like many manufacturers, Osceola County’s Reed City Tool Inc. has seen its share of hard economic times over the years. With three consecutive Trade Act dislocations in previous years and going from 125 employees down to 43 employees, this rural employer continued to look for ways to increase business and keep the company moving forward despite its setbacks. Over the last several years the company has brought its employee base up to 80, and now with the help of $15,000 received from the Skilled Trades Training Fund, the company was able to re-start its apprenticeship program that had become dormant during the period of downsizing. Five Reed City Tool employees are being trained by Ferris State University to become certified mold makers. Having more journeymen mold makers will allow Reed City Tool to initiate more open capacity with customers and incur improved lead times which will result in the company obtaining more work. “We are thrilled to have received this funding,” says Rod Weck, president of Reed City Tool. “And it couldn’t have come at a better time for us in terms of our training needs. Increasing the skill level of our employees is important to us as a company, and it’s important to our employees. It’s a win-win situation for everyone.”
Trade Adjustment Assistance

Background
Trade Adjustment Assistance (TAA) is a federal entitlement program that assists U.S. workers who have lost their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. The first step to receiving TAA benefits and services is to file a petition with the U.S. Department of Labor (DOL). A petition identifies a worker group at a specific firm or subdivision and covers all individuals in that group.

Petitions may be submitted by:
- Three or more workers in the same firm or company
- The workers’ employer
- A union official or other duly authorized representative of such workers, Michigan Works! Agency, or Workforce Development Agency staff

Generally, if a worker is laid off, a petition must be submitted within one year of the layoff for that worker to be covered by the petition and the certification if DOL grants the petition. A group of workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by the DOL investigation. These circumstances may include increased imports, a shift in operations to certain countries, or supply/downstream production to certain companies with TAA-certified workers. After the investigation, DOL determines group eligibility to apply for TAA benefits and services. Workers in a certified group will be notified, at which time they may apply for individual eligibility for benefits and services at local Michigan Works! Agencies.

Allowable Activities
1. On-the-job learning (paid for by the employer)
2. Related technical instruction (paid for 100% by TAA)
3. Supportive services
Funding Type
Federal

Eligibility Criteria

- The participant must be adversely separated from a TAA-certified company between the certification periods to be eligible.
- The participant must also meet training criteria specific to the TAA program.

Funding Parameters

- TAA will fund 100% of the RTI (including classroom training, tools, uniforms, equipment, books and mileage if applicable) with no maximum.
- Funds can be utilized until the participant reaches suitable employment or the week deadline is reached (130 or 156 weeks depending on the petition number).

Contacts

- **Local Level:**
  Michigan Works! Agencies
  http://www.michiganworks.org
  (800) 285-WORKS (9675)

- **State Level:**
  Tammy Flynn, TAA Manager
  Office of Talent Policy and Planning
  Workforce Development Agency, State of Michigan
  201 N. Washington Square
  Lansing, MI 48913
  Phone: (517) 335-4267
  Email: flynnt@michigan.gov
Background

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. The VR&E program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, VR&E offers services to improve their ability to live as independently as possible.

Allowable Activities

1. Employment through long-term services.
   - On-the-job learning
   - Related technical instruction
   - Supportive services
2. Reemployment with previous employer.
3. Rapid employment services for new employment.
5. Independent living services.

Funding Type

Federal

Eligibility Criteria

Active Duty Service Members:
- Expect to receive an honorable discharge upon separation from active duty.
- Obtain a United States Department of Veterans Affairs (VA) memorandum rating or Integrated Disability Evaluation System (IDES) rating of 20% or more.
Veterans:
- Have received, or will receive an honorable or other than dishonorable discharge.
- Have a VA service-connected disability rating of 10% with a serious employment handicap or 20% or more with an employment handicap

**Funding Parameters**

Eligible Veterans are scheduled to meet with a Vocational Rehabilitation Counselor for comprehensive evaluation to determine if he/she is entitled to services.

**Contacts**

- **Federal Level:**
Background
The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The WIOA is designed to help job seekers access the employment, education, training, and support services necessary to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. In general, the provisions of the WIOA took effect on July 1, 2015, unless otherwise noted in the Act.

- The WIOA Adult, Dislocated Worker, and Youth programs provide a variety of employment and training services for eligible individuals, as well as employers who need assistance finding qualified workers to fill open positions.
- All three programs are driven by local labor market needs.
- All services are provided directly to participants and employers through the local Michigan Works! Agencies (MWAs).

Allowable Activities
Adults and Dislocated Workers:

1. Occupational skills training, including training for non-traditional employment
2. On-the-job training (employer match required)
3. Incumbent worker training
4. Programs that combine workplace training with related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training
8. Transitional jobs
9. Job-readiness training provided in combination with another allowable WIOA training activity
10. Adult Education and literacy activities, including activities related to English language acquisition and integrated education and training programs, provided concurrently or in combination with another allowable WIOA training activity (except transitional jobs)
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (employer match required)

Youth:
1. Paid and unpaid work experiences linked to academic and occupational learning, including:
   a. Summer employment opportunities and other employment opportunities available throughout the school year
   b. Pre-apprenticeship programs, internships, and job shadowing
   c. On-the-job training opportunities
2. Occupational skills training
3. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
4. Entrepreneurial skills training
5. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services

Funding Type
Federal

Eligibility Criteria
Adults:

- An individual must be 18 years of age or older
- A U.S. citizen or eligible non-citizen, and registered with Selective Service (if applicable) to receive services under the WIOA Adult program
- Priority for career and training services must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient
Dislocated Workers:

- An individual must be 18 years of age or older
- A U.S. citizen or eligible non-citizen, and registered with Selective Service (if applicable) to receive services under the WIOA Dislocated Worker program
- In addition, a dislocated worker is an individual who:
  - Has been terminated or laid off, or who has received a notice of termination or layoff from employment; is eligible for, or has exhausted entitlement to, unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation; is unlikely to return to a previous industry or occupation
  - Has been terminated or laid off, or who has received a notice of termination or layoff, from employment as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days or for the purposes of receiving services other than career, supportive, or training services is employed at a facility at which the employer has made a general announcement that such facility will close
  - Was self-employed (including employment as a farmer, a rancher, or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of a natural disaster
  - Is a displaced homemaker
  - Is the spouse of a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station for such member

National Dislocated Worker Grants (DWG), formerly known as National Emergency Grants (NEG)

DWGs are discretionary grants awarded by the Secretary of Labor, under Section 170 of WIOA. DWGs provide resources to states and other eligible applicants to respond to large, unexpected layoff events causing significant job losses.

- Funding temporarily:
  - Expands capacity to serve dislocated workers, including military service members
  - Meets the increased demand for WIOA employment and training services, with a purpose to reemploy laid off workers and enhance their employability and earnings
  - DWG follows Dislocated Worker participant eligibility and services. DWG tend to be more restrictive than regular formula funds
- Work-based learning opportunities – especially Registered Apprenticeships – are a high priority for all DWG training activities.
Youth:

- An eligible WIOA in-school youth is an individual who is:
  - Between the ages of 14 and 21, attending school as defined by state law,
  - Low-income, and
  - Possesses one of the following barriers: basic skills deficient; an English language learner; an offender; homeless, runaway, or foster youth; pregnant or parenting; a youth with a disability; or
  - An individual who requires additional assistance to complete an educational program or to secure and hold employment.

- An eligible WIOA out-of-school youth is an individual:
  - Who is between the ages of 16 and 24, not attending any school, and one of the following:
    - A school dropout; within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
    - Subject to the juvenile or adult justice system
    - Homeless, runaway, or foster youth
    - Pregnant or parenting, a youth with a disability
    - Low-income
    - Has received a diploma or its equivalent, and is basic skills deficient or an English language learner
    - Low-income and a youth who requires additional assistance to complete an educational program or to secure and hold employment.

Funding Parameters
The availability of funding for services offered under the WIOA Adult, Dislocated Worker, and Youth programs is determined by each MWA.

Contacts
- Local Level:
  Michigan Works! Agencies
  [http://www.michiganworks.org](http://www.michiganworks.org)
  (800) 285-WORKS (9675)
Funding Leveraging Opportunities

All other federal, state, and local funds for which a participant is eligible that can be used for apprenticeship related expenses are leverage opportunities. For example, co-enrolling participants in the Trade Adjustment Assistance program. Leveraging available federal, state, and local financial aid, including the GI Bill®. Note: WIOA On-the-Job and Customized Training (OJT and CT) require employer match.

Best Practices/Success Story from Workforce Innovation and Opportunity Act Services

When the Lansing Board of Water and Light (LBWL) realized over 40 percent of its workforce was eligible to retire at any moment, LBWL knew it had to develop an innovative demand-driven solution to talent development. As a result, in 2007 the LBWL joined together with Capital Area Michigan Works!, IBEW Local 352, local school districts, and Lansing Community College to develop a program to engage local area high school seniors in work-based learning activities that would develop the students’ employability and skill levels for general employment as well as specific jobs at the LBWL. After a lot of planning, the 1st S.T.E.P. (School to Training and Employment Program) program launched in 2008 with students attending classes at their local high school for half the day and working at the LBWL. Still going strong today, students work in various entry-level positions with direct exposure to the vast career opportunities within the public power industry. Students successfully completing the program and their high school graduation requirements are awarded a scholarship to attend Lansing Community College. Since its inception, 67 students have successfully completed the program, $100,500 in scholarships have been awarded, 20 program graduates have been hired to continue their employment at the LBWL, and five program graduates are in technical progressions or apprenticeships. “1st S.T.E.P. provides us with another way of partnering with our community in service to young people who might not otherwise have the opportunity to learn about, and potentially obtain a high quality position in, the utility trades,” said J. Peter Lark, General Manager and CEO of the LBWL. “This path is a gateway into the technological jobs of the future. 1st S.T.E.P. is a win-win-win for the community, high school seniors, and the Board of Water and Light.”
Additional Information Sources

USDOL Employment and Training Administration Advisories

- Registered Apprenticeship is included in several ETA Training and Employment Notices (TENS) and Training and Employment Guidance Letters (TEGLs)
  - TEN 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
  - TEN 44-11: Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs
  - TEN 29-09: Energy Regional Cluster Initiative
  - TEGL 02-07: Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System
  - TEN 17-06: Vision for 21st Century Apprenticeship

Federal Resources Playbook for Registered Apprenticeship


Workforce Development Agency

- [www.michigan.gov/MIAIM](http://www.michigan.gov/MIAIM)

Workforce Development Agency Policy Issuances

- PI 13-27: Operating Instructions for Implementing the Trade Adjustment Assistance (TAA) Reversion 2014 program
- PI 09-21: Operating Instructions for Implementing the Trade and Globalization Adjustment Assistance Act (TGAAA)
- Pi 12-38: Trade Adjustment Assistance (TAA) Employer-Based Training Foundation (EBTF) Funding
# Appendix A

## MI Community College Presidents and Perkins Occupational Education Contacts

<table>
<thead>
<tr>
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<th>College Name</th>
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