



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**  
**Policy Issuance: 19-36, Change 1**

**Date:** August 31, 2020

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

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

**Subject:** Fiscal Year (FY) 2020 Healthy Michigan Plan (HMP) Program Plan

**Programs Affected:** Healthy Michigan Plan

**References:** Michigan Senate Enrolled Bill 897  
Public Act 50 of 2019  
Public Act 208 of 2018 and the special terms and conditions of the Section III5 Demonstration Waiver Amendment, approved 12/21/2018  
Employment Services Manual issued March 2018  
Michigan Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) Healthy Michigan Plan Navigator Policy  
Michigan Department of Health and Human Services (MDHHS) Policy #1926-HMP

**Background:** MDHHS will implement new work requirements beginning January 1, 2020, for Medicaid beneficiaries who have HMP health care coverage. HMP beneficiaries who are at least 19 but younger than 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP participants will be required to work or do other activities, such as job search, for at least 80 hours each month. This policy issuance extends the end date of the funds to September 30, 2021, and also allocates additional funding in the amount of \$999,900 in State Penalty and Interest (P&I) funding.

**Reporting:**

HMP participants in the One Stop Management Information System (OSMIS) will be identified through a data match process with MDHHS. On a monthly basis, MDHHS will provide WD with a list of HMP participants who have a work requirement. WD will match that list to the OSMIS registrants to identify those who are HMP and will use those matched participants for reporting.

It has not yet been determined if a special HMP indicator will also be created in the OSMIS. Further information will be provided in the future if such an indicator is added to the OSMIS.

On a monthly basis, WD is required to report to the senate and house appropriations committees, the senate and house fiscal agencies, and the state budget office the following information:

- (a) The number of recipients currently receiving employment supports and services.
- (b) The total year-to-date number of recipients who have received employment supports and services.
- (c) The number of recipients who secured employment in this state after receiving employment supports and services.
- (d) The total year-to-date number of staff hired/assigned to provide supports and services.
- (e) A summary of employment supports, and services provided.

The MWAs will be responsible for (d) above and shall provide the information by the first of each month utilizing Attachment B. If the first falls on a weekend, then the report is due the first business day after the first of the month. Due to COVID-19, the HMP funding will be extended to September 30, 2021. In addition, State P&I funding has been allocated in the amount of \$999,900 is being distributed by formula allocation. The State P&I funding is effective September 1, 2020, and expire on September 30, 2021.

### **Use of General Fund/General Purpose (GF/GP) Funding**

The MWAs use of GF/GP funds under this plan are subject to the following provisions:

- FY 20 GF/GP funds will be carried into FY 2021.
- General administrative costs are limited to 10 percent of the GF/GP allocation for the fiscal year.
- GF/GP funds will be spent consistent with Wagner-Peyser services.

## **Use of State Penalty and Interest Funding**

The MWAs use of P&I funds under this plan are subject to the following provisions:

- There will be carry in of unexpended FY 20 P&I funds into FY 2021.
- General administrative costs are limited to 10 percent of the P&I allocation for the fiscal year.
- P&I funds will be consistent with Wagner-Peyser services.

### **Action:**

#### **Fiscal Information**

The MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWAs must have on file appropriate documentation to support each cash draw.

Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to WD on a quarterly basis. All quarterly financial expenditure reports are due no later than the twentieth calendar day after the end of the calendar quarter. A final close-out report is due to WD no later than 60 days after the end of the grant period. If the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date and must be submitted in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Marilyn Carey at 517-241-6742.

#### **Plan Instructions**

The MWA officials shall prepare and submit a revised Budget Information Summary (BIS) form for the GF/GP extension and a BIS for the State P&I funds within 10 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TSDIV@michigan.gov) or by hardcopy to:

Michigan Department of Labor and Economic Opportunity  
Workforce Development  
Targeted Services Division  
Ms. Whitney Wasser  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

WD will not accept documents prior to the official date of the policy.

### **Inquiries:**

Questions regarding this policy should be directed to Yvette Harris by phone at 517-930-7316 or by email at [harrisv@michigan.gov](mailto:harrisv@michigan.gov).

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

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Whitney Wasser by email at [WasserW@michigan.gov](mailto:WasserW@michigan.gov).

**Expiration  
Date:**

September 30, 2021

JB:YH:ww  
Attachment

**Healthy Michigan Plan Program  
General Fund/General Purpose  
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. "19-36, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY 20 GF/GP" has been pre-printed.

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

Plan Period: Enter the start and end dates of the plan period. "01/01/20 thru 09/30/2021" has been pre-printed.

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

**Section II - Total Funds Available**

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

**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 ten (10) percent of the total award on administration.

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

**Healthy Michigan Plan (HMP) Program  
State Penalty & Interest (P&I)  
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. "19-36, Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY 20 State P&I" has been pre-printed.

Project Name: Enter the project name. "HMP P&I" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "09/01/20 thru 09/30/2021" has been pre-printed.

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

**Section II - Total Funds Available**

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

**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 ten (10) percent of the total award on administration.

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

**Fiscal Year 2020  
HMP Allocations**

<b>Michigan Works! Agencies</b>	<b>Initial GF/GP Allocation</b>	<b>Initial State P&amp;I Allocation</b>	<b>Total HMP Allocation</b>
	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>
<b>Berrien/Cass/Van Buren</b>	108,525	38,489	147,014
<b>Capital Area</b>	127,938	45,373	173,311
<b>DESC</b>	339,724	120,483	460,207
<b>Great Lakes Bay</b>	144,502	51,248	195,750
<b>GST Michigan Works!</b>	202,939	71,972	274,911
<b>Macomb/St. Clair</b>	227,770	80,779	308,549
<b>Northeast</b>	116,656	41,372	158,028
<b>Northwest</b>	111,342	39,488	150,830
<b>Oakland County</b>	235,498	83,519	319,017
<b>Region 7B</b>	111,155	39,421	150,576
<b>SE Michigan Consortium</b>	181,168	64,251	245,419
<b>SEMCA</b>	222,155	78,787	300,942
<b>Southwest</b>	136,721	48,488	185,209
<b>UPWARD Talent Council</b>	179,125	63,527	242,652
<b>West Central</b>	113,678	40,316	153,994
<b>West Michigan Works!</b>	260,504	92,387	352,891
<b>Statewide Totals</b>	<b>2,819,400</b>	<b>999,900</b>	<b>3,819,300</b>

Allocation based on:

Estimated number of HMP participants in the counties the MWA serve

**HEALTHY MICHIGAN PLAN  
Staff Information**

**Michigan Works! Agency:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**Number of Staff Hired/Assigned This Month:** \_\_\_\_\_

**Year-To-Date Number of Staff:** \_\_\_\_\_

**Total:** \_\_\_\_\_