



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 20-01**

**Date:** January 8, 2020

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

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

**Subject:** Wagner-Peyser Employment Service (ES) funding for American Association of Retired Persons (AARP) Experience for Hire Events

**Programs Affected:** Guidelines for Submitting Proposals for AARP Experience for Hire Events

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 29-14, issued April 27, 2015  
  
PI 19-01, issued February 5, 2019  
  
PI 19-19, issued July 2, 2019  
  
PI 19-30, issued October 25, 2019  
  
The Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)  
  
The WIOA Final Rule 20 Code of Federal Regulation Part 682, *et al.*

**Background:** Experience for Hire Events are a partnership between the MWAs, the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD), and the AARP. The events are targeted toward individuals over age 50 and cannot be considered a typical job fair. The uniqueness of the Experience for Hire Events is that potential employee/employer matches occur prior to the physical event. Employers and job seekers respond to a questionnaire and based upon those completed questionnaires, a "match" occurs. The job seeker is given an appointment time to meet with a specific employer(s) during the event.

For the purpose of internal MWA inquiries, to date, three pilot events have been held with Capital Area Michigan Works!, West Michigan Works! and Southeast Michigan Community Alliance in cooperation with Detroit Employment Solutions Corp. Two more MWAs are considering conducting events in 2020: Networks Northwest and GST Michigan Works! This PI provides the process for MWAs to request additional funds to support Experience for Hire Events when local Wagner-Peyser ES funding is unavailable or insufficient to assist with the preparation and production of such an event(s).

**Policy:**

The MWAs will be responsible for the publication, distribution, collection, and evaluation of the questionnaire documents. Sample surveys utilized by AARP have been included to serve as a templates (Attachment 1 and 1a). The MWAs have the ability to modify or revise the templates at their discretion to effectively collect any desired information. The MWAs may also independently develop their own survey documents.

The MWAs will also be responsible for all contact and invitations to employers and potential employees determined by the questionnaire to be appropriate to participate in the event.

The AARP will market the event to their membership and include the MWA electronic link to the registration/questionnaire, provide refreshments for participating employers, and provide staff and/or volunteers day of event, on-site, to assist with registration and/or serve as ambassadors.

WD will schedule conference calls as needed with the MWA, AARP and WD staff to ensure any required assistance through the Talent Development Liaisons and Veterans Employment Service staff is available to support the matching effort or provide on-site aid the day of the event.

The MWAs have the discretion to collaborate regionally with other MWAs to hold joint Experience for Hire Events. There is not a limitation to the number of events an MWA(s) may sponsor in a Calendar Year.

The MWAs have the discretion to determine how general or industry-specific the type of employers will be who participate in the Experience for Hire Event. However, there should be at least five employers participating in the event to make it practical.

Any MWA interested in conducting an Experience for Hire Event in their local area, but requiring additional financial support to successfully do so, should submit the documentation described below:

Each MWA seeking financial support to host such an event is required to submit a proposal as a condition to receive funding. The MWA proposal will notify WD of their commitment to conduct an Experience for Hire Event. The following information should be included in the MWA proposal:

1. Potential dates for the event.
2. Venues.
  - a. To date the events have been conducted at American Job Centers.
  - b. The events can be small in nature to not overwhelm the jobseeker with a minimum of five employers.
3. Plan narrative with costs.
4. The industry(s) to potentially be represented.
5. Expenditure information pertaining to local Wagner-Peyser ES funding to demonstrate the need for additional funds to support the Experience for Hire Event(s).

Within 45 days after the completion of the event, a participating MWA will submit a post-event report, which should include the following elements and information:

1. The location and date of the event.
2. Number of employers that participated.
3. Number of job seekers that attended.
4. Number of individuals that received employment, full-time or part-time.
5. Feedback to improve future events.

Wagner-Peyser ES funding may only be used to support merit-based staff.

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

The USDOL Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts. In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Mike LaCharite at 517-335-6051.

**Action:** MWAs interested in being awarded additional funding to support an Experience for Hire Event shall adhere to the requirements outlined in this policy.

Experience for Hire Event proposals should be submitted electronically to the Targeted Services Division email box at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov). Please copy Gary Clark at [clarkg1@michigan.gov](mailto:clarkg1@michigan.gov) on your email submission.

Completion of event reports, due 45 days after the completion of the event, must be submitted electronically in the same manner as listed above.

All reporting of fiscal expenditures for the funds provided in this policy must be reported to WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to WD no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Local areas must submit reports in the [MARS](#).

**Inquiries:** Questions regarding this policy should be directed to Mr. Gary Clark at 517-930-4749 or by email at [clarkg1@michigan.gov](mailto:clarkg1@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, audiotape, etc.) upon request to this office. Please contact Ms. Melissa Stebbins by telephone at 517-241-9834 or by email at [StebbinsM@michigan.gov](mailto:StebbinsM@michigan.gov).

WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at [www.michigan.gov/WDA](http://www.michigan.gov/WDA).

**Expiration Date:**

Continuing

**JB:GC:ms**

**Employers' Questions:**

**Primary Industry:**

**Web Address:**

**How many available positions do you currently have?**

**Position Titles and/or Primary Responsibilities:**

**What type of jobs are you currently looking to hire?**

**Type of positions being offered:**

**Would you consider 2 part-time employees for 1 full-time position?**

**Anticipated pay range (hourly):**

**Preferred level of education:**

**Preferred level of on-the-job experience:**

**Preferred professional certification (if any):**

**List 1 or 2 required SKILLS that you are looking for job-seekers to have:**

**Please upload any available job descriptions/specs you have:**

**Job Seeker Questions:**

**What county do you live in?**

**Primary Industry of Interest:**

**Years of experience in primary industry:**

**List 1 or 2 primary jobs you have held in the past:**

**List 1 or 2 of your primary skills (i.e. computers, data entry, customer service, painting, secretarial, etc.):**

**Are you seeking full or part-time employment?**

**Desired pay range (hourly):**

**Highest level of education and/or certification:**

**Distance you are willing to travel for employment:**

**Do you need any special accommodations?**

**Feel free to upload your resume here (not required). This may be helpful in making potential matches for you with participating employers:**

**Do we have consent to forward your resume to potential employers?**

**How did you hear about this event?**

**This event may be photographed or recorded.**

**By attending this event, you grant AARP the right to use your name, image, and statements, as recorded and/or photographed, to promote AARP and release AARP from all liability associated with the use of your name, image, and statements:**

**Comments:**