



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL  
Policy Issuance (PI): 20-08**

**Date:** April 3, 2020

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

**From:** Krista Johnson, Division Administrator **SIGNED**  
Talent Development Division  
Workforce Development

**Subject:** Appropriation Year (AY) 2019 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for the Summer Young Professionals 2020 Initiative (March 1, 2020 through September 30, 2020)

**Programs Affected:** WIOA Youth Programs Administered by MWAs

**References:** The WIOA of 2014, Public Law 113-128

The WIOA Final Regulations as published in the Federal Register on August 19, 2016

The WIOA Manual, issued January 29, 2018

Summer Young Professionals Request for Proposals, issued December 2, 2019

Policy Issuance: 19-30, Procurement, issued October 25, 2019

**Rescissions:** None

**Background:** The WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and job seekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive, and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- 1) The needs of business and workers drive workforce solutions.

- 2) One-Stop centers provide excellent customer service to workers, job seekers, and employers, and focus on continuous improvement.
- 3) The workforce system supports strong regional economies and plays an active role in community, economic, and workforce development.

The WIOA Section 129(b)(1) requires states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that specifically benefit youth. Allowable activities under the WIOA Section 129(b)(2) include supporting the development of alternative, evidence-based programs and other activities that enhance the choices available to eligible youth and encourage such youth to progress through a career pathway and enter into unsubsidized employment that leads to self-sufficiency.

The Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) has identified the Summer Young Professionals initiative as a way to not only maintain compliance with these sections, but to strive for continuous improvement of young adult programming in alignment with the WIOA's focus on providing valuable work experience to those who are between the ages of 14 and 24.

**Policy:**

In accordance with the WIOA, WD is allocating WIOA Statewide Activities funding to support the Summer Young Professionals initiative.

The purpose of the Summer Young Professionals initiative is to reduce youth unemployment by introducing under-represented young adults, ages 14-24, to the world of work while providing participants and their families with income. Combined services will place young adults on the right path to gain the skills necessary to achieve lifelong economic self-sufficiency.

Although not an exhaustive list, examples of allowable expenditures with funding awarded in this policy issuance include:

- Wages/stipends paid for participation in a work experience.
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience.
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience.
- Staff time spent evaluating the work experience.
- Participant work experience orientation sessions.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to the work experience.
- Incentive payments directly tied to the completion of work experience.

- Employability skills/job readiness training to prepare youth for a work experience.
- Supportive services.

Fiscal reporting for the funds awarded in this policy shall be independent from the WIOA Youth formula funding allocated for Program Year (PY) 2019 in PI 19-20 and subsequent changes, as well as future funding awarded for PY 2020. Carry-forward of these funds will not be permitted. **Unexpended funds as of September 30, 2020, will be recaptured by the WD.** Administrative funding is limited to a maximum of **10 percent** of the allocations detailed in this policy.

#### Enrolling Young Adults in the WIOA Youth Program

Young adults enrolled in the WIOA Youth program must meet eligibility standards described in Section 3-2 of the WIOA Manual.

Please Note: The five (5) percent income exception for covered individuals and the five (5) percent Requires Additional Assistance Barrier limitation for In-School Youth found within this section also apply. This policy issuance supersedes any previous guidance addressing frequently asked questions.

Per waiver authority granted by the U.S. Department of Labor (USDOL), **local areas are not subject to a minimum Out-of-School Youth expenditure requirement for the funding awarded in this policy.** This waiver is in effect as of February 13, 2020 and applies only to AY 2019 WIOA Statewide Activities funding. This waiver is valid for the life of these funds.

The funds awarded in this policy must be used to provide the following to young adults enrolled as WIOA Youth:

- (1) Provide for an objective assessment of each youth participant that meets the requirements of the WIOA Section 129(c)(1)(A) and includes a review of the academic and occupational skill levels, as well as the service needs and strengths of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the Individual Service Strategy (ISS).
- (2) Develop and update, as needed, an ISS based on the needs of each youth participant that is directly linked to one or more indicators of performance described in the WIOA Section 116(b)(2)(A)(ii) that identifies career pathways that include education and employment goals that considers career planning and the results of the objective assessment, and that prescribes achievement objectives and services for the participant.
- (3) Provide case management of youth participants.

#### Enrolling Young Adults in the WIOA Adult Program

Young adults ages 18 and up may be enrolled in the WIOA Adult program. Standard WIOA Adult eligibility requirements as found in Section 2-3 of the WIOA Manual apply. The MWAs may find eligibility determination to be much less restrictive than that of the WIOA Youth program.

A young adult enrolled in the WIOA Adult program must, at a minimum, receive either an interview, evaluation or assessment, and career planning or any other method through which the One-Stop operator or partner can obtain enough information to make an eligibility determination to be eligible for training services. Where appropriate, a recent interview, evaluation, or assessment may be used.

Braiding funding allows WIOA programs to provide more comprehensive services to participants while maximizing partner resources available to best serve young adults. LEO strongly encourages partnering with Michigan Rehabilitation Services (MRS) to provide inclusive, accommodating experiences for youth with disabilities. MRS partners may be found by using the [MRS Office Locator Map](#).

### **Data Entry**

#### Data Entry of Young Adults in the WIOA Youth Program

When entering a young adult into the One-Stop Management Information System (OSMIS) as a WIOA Youth using funding awarded in this PI, please select the “Youth Statewide (15%)” option. If regular WIOA Youth formula funds are also being used, the “Youth (Local)” option should also be selected.

#### Data Entry of Young Adults in the WIOA Adult Program

When entering a young adult into the OSMIS as a WIOA Adult using funding awarded in this PI, please select the “Adult Statewide (15%)” option. If regular WIOA Adult formula funds are also being used, the “Adult (Local)” option should also be selected.

Additional OSMIS data entry instructions will be forthcoming, including usage of a special indicator to further identify those served under this initiative.

### **Profit**

Please refer to the Procurement Policy, PI 19-30, issued October 25, 2019, for further information regarding profit and corresponding limitations.

### **Fiscal Information**

The local area 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 are 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.

All reporting of fiscal expenditures for the funds provided in this policy issuance must be reported to the WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the 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](#). 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:** Local areas receiving an allocation as a result of this policy are required to submit the following within 30 days from the issue date of this policy:

1. A signed Approval Request form (Attachment A), with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s). Hard copies may be mailed to:

Michigan Department of Labor and Economic Opportunity  
Workforce Development  
WIOA/Wagner-Peyser Section  
Victor Office Center  
201 North Washington Square, 5th Floor  
Lansing, MI 48913

2. A Budget Information Summary (BIS) (Attachment B).

The BIS should be submitted via email at [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov). Please copy your assigned state coordinator on the email submission as well.

**Inquiries:** Questions regarding this policy should be directed to your WIOA State Coordinator.

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

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach by telephone at 517-241-3678 or by email at [HengesbachP@michigan.gov](mailto:HengesbachP@michigan.gov) for details.

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

**Expiration  
Date:**

September 30, 2020

KJ:CM:ph  
Attachments

### **Approval Request Form Instructions**

1. *Michigan Works! Agency (MWA) Name and Number*: Enter the name and the assigned number of the MWA.
2. *Plan Title(s)*: Enter the appropriate title for the plan being submitted. “*Summer Young Professionals 2020*” has been pre-printed.
3. *Policy Issuance Number (PI)*: Enter the Policy Issuance number that the Approval Request form covers. “*20-08*” has been pre-printed.
4. *Plan Period*: The program period covered by this plan. “*March 1, 2020 through September 30, 2020*” has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 19-38, issued December 30, 2019. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

## Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): Summer Young Professionals 2020
3. Policy Issuance Number: 20-08
4. Plan Period: March 1, 2020 through September 30, 2020

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please 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:	

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act (WIOA)  
Summer Young Professionals 2020**

**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. "20-08" has been pre-printed.

*Grant Name:* Enter the name of the grant associated with the funding being awarded. "AY19 WIOA Statewide Activities" has been pre-printed.

*Project Name:* Enter the name of the project associated with the funding being awarded. "Summer Young Professionals 2020" has been pre-printed.

*Plan Period:* Enter the start and end dates of the plan period. "03/01/2020 - 09/30/2020" has been pre-printed.

**Section II - Total Funds Available**

*Base Allocation:* Enter the amount of the allocation.

*Total Appropriation Year Funding:* The total allocation. The Excel spreadsheet will automatically calculate.

**Section III - Current Appropriation Year Planned Expenditures by Cost Category**

*Administration:* Enter the amount of the grant to be used for local administration. Not more than **ten** percent of the total allocation may be used for administration.

*Adult:* Enter the amount of the allocation planned for Adults.

*In-School Youth:* Enter the amount of the allocation planned for In-School Youth.

*Out-of-School Youth:* Enter the amount of the allocation planned for Out-of-School Youth.

*Total Planned Costs:* The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

**Section IV - Limitation Percentages**

This section was developed to assist the MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

\* The Excel spreadsheet will automatically calculate the adjusted award based upon the total allocation minus funds reserved for the costs of administration.



**Summer Young Professionals  
2020 Allocations**

<b>Michigan Works! Agency</b>	<b>Allocation</b>
Berrien/Cass/Van Buren	\$103,203
Capital Area	\$160,894
DESC	\$250,000
GST Michigan Works!	\$196,148
Great Lakes Bay	\$174,128
Macomb-St. Clair	\$95,938
Northeast	\$54,294
Northwest	\$65,339
Oakland	\$153,128
Region 7B	\$85,614
Southeast	\$97,249
SEMCA	\$186,263
Southwest	\$108,294
UPWARD	\$75,249
West Central	\$52,934
West Michigan	\$141,325
<b>Total</b>	<b>\$2,000,000</b>