



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

**OFFICIAL**

**Policy Issuance (PI): 21-01**

**Date:** January 4, 2021

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

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

**Subject:** Workforce Innovation and Opportunity Act (WIOA) Statewide Activities  
Allocations to Support Integrated Education and Training (IET) Programs

**Programs Affected:** WIOA Title I and Title II Programs

**Rescissions:** None

**References:** The WIOA of 2014, Public Law 113-128 (29 United States Code  
Section 3101, *et. seq.*)  
  
The WIOA Final Regulations as Published in the Federal Register on  
August 19, 2016 (20 Code of Federal Regulation Part 675 et al.)  
  
PI 18-44, issued December 7, 2018, and subsequent changes  
  
PI 19-30, issued October 25, 2019

**Background:** The Michigan Department of Labor and Economic Opportunity, Workforce  
Development (LEO-WD), in partnership with the MWAs, assists job  
seekers in obtaining and advancing in employment, education, training,  
and supportive services to foster individual success in the labor  
market. WD's state and federally funded job seeker and business  
services are designed to strengthen and improve our public workforce  
system, help equip our citizens to enter high-quality jobs and careers, and  
help employers hire and retain skilled workers.  
  
WD has identified \$400,000 in Appropriation Year 2020 WIOA Statewide  
Activity funds to be used in support of IET programs.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • [www.michigan.gov/workforce](http://www.michigan.gov/workforce) • 517-335-5858

**Policy:**

The funding awarded in this policy must be expended in accordance with the requirements of this policy, as well as PI 18-44, issued December 7, 2018, and subsequent changes. Funding allocations for each MWA were determined by applying a formula that took into account the number of IET programs currently in operation in the local area and the number of adult education providers in the local area required by WIOA Title II to offer IET programs.

The funds allocated via this policy are available for expenditure through June 30, 2022. Any funding unexpended following June 30, 2022, will be recaptured by the WD.

At least 70 percent of the funds awarded in this policy must be used for allowable training costs associated with an IET program. Up to 20 percent of the funds allocated via this policy may be used for allowable supportive services costs for individuals participating in an IET program. No more than 10 percent of the funds awarded in this policy may be used for allowable administrative costs.

Since the funding awarded via this policy is WIOA Title I funding, eligible training provider requirements apply and the selected programs of training must be listed on Michigan Training Connect.

It is the expectation of the WD that the funds allocated by this policy will support IET programs that have already been developed by adult education providers and/or that will be developed jointly by the MWAs and adult education providers. For the purposes of expending the funding awarded in this policy, the MWAs should only be partnering with adult education providers that receive State School Aid, Section 107 and/or WIOA, Title II funding from the WD.

One-Stop Management Information System (OSMIS) Data Entry

Participants served with the funding awarded in this policy are to be tracked in the OSMIS using a Special Initiatives Indicator. Click on the “Special” tab in the OSMIS and then select “Yes” for the “Adult Education, Integrated Education and Training” indicator.

The screenshot shows the 'Special Initiatives' section of the OSMIS data entry form. The 'Special' tab is selected in the top navigation bar. The form contains several indicators with dropdown menus:

- Going PRO Apprenticeships: [Dropdown]
- Skilled Trades Training Fund Participant: [Dropdown]
- Jobs for America's Graduates (JAG): [Dropdown]
- Talent Tour(s): [Dropdown] Date: [Text Field]
- Earn and Learn Participant: [Dropdown]
- Business Resource Network Participant: [Dropdown]
- Navigator Referred: [Dropdown]
- SEP Family Member: [Dropdown]
- Industry Cluster: [Dropdown]
- DESC Demo Grant 2015: [Dropdown]
- Adult Education, Integrated Education and Training: Yes [Dropdown]
- Summer Young Professional: [Dropdown]
- Futures For Frontliners: [Dropdown]

When selecting a funding source in the OSMIS for participants served with the funding awarded in this policy, select “Yes” for “Adult (Statewide 15% Activities):” from the “Adult” tab on the “View Funding Sources/Programs” screen.

Indicate which WIOA funding sources are being used in the provision of services to this ADULT participant.

Adult (Local):

Adult (Statewide 15% Activities):  Funding Stream(s):

Adult (Statewide 15% Activities) Contract#:

Incumbent Worker:

Incumbent Worker Contract#:

**Service Information**

* Service Date	* Service Location
10/22/2019	VICTOR BLD

Finally, training activities for the participants served with the funding awarded via this policy should be entered into the OSMIS using the “Training Information” tab on the “Enter Training Activity” screen by selecting “ABE or ESL (contextualized or other) in conjunction with Training” from the “Type of Training” dropdown menu.

**Training Information** Expenditure Training Results Comments

Type of Training: ABE or ESL (contextualized or other) in conjunction with Training

ITA?:

\* Training Provider:

### Profit

Please refer to the agency’s Procurement Policy, PI 19-30, issued October 25, 2019, or any policy replacing PI 19-30, 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 U.S. Department of Labor 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, sub-contractors, 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 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 contact Mr. Michael LaCharite at [LaChariteM1@michigan.gov](mailto:LaChariteM1@michigan.gov).

**Action:** All MWAs receiving an allocation shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to WD within 30 days from the issue date of this policy. Electronic signatures are allowable. The requested Approval Request Form and BIS (Attachment B) should be submitted electronically to the Talent Development Division at [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov). Please copy your assigned WIOA State Coordinator on your email submission.

**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 989-388-3272 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:**

June 30, 2022

KJ:KJ:ph  
Attachments

**Approval Request Form Instructions  
Workforce Innovation and Opportunity Act (WIOA)  
Integrated Education and Training (IET)**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and number of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. *“Appropriation Year 2020 WIOA Statewide Activities to Support Integrated Education and Training”* has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. *“21-01”* has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. *“11-01-2020 through 06-30-2022”* 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): Appropriation Year 2020 WIOA Statewide Activities to Support Integrated Education and Training

3. Policy Issuance Number: 21-01

4. Plan Period: 11-01-2020 through 06-30-2022

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)  
Integrated Education and Training (IET)**

**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.  
“21-01” has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. “AY20  
WIOA Statewide Activities” has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded.  
“Integrated Education and Training (IET)” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period.  
“11-01-2020 through 06-30-2022” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA number(s)  
associated with this grant. “17.258; 17.259; 17.278” have been pre-printed.

**Section II - Total Funds Available**

Allocation: Enter the amount of funding allocated for this grant.

Total Allocation: The total amount of funding allocated for this grant. The excel spreadsheet  
will automatically calculate.

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

Training: Enter the amount of funding planned for training costs.

Supportive Services: Enter the amount of funding planned for supportive service costs.

Administration: Enter the amount of funding planned for administrative costs.

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

**Section IV - Limitation Percentages**

Planned Administrative Expenditures Less Than or Equal to 10%: The Excel spreadsheet will  
automatically calculate.

**Integrated Education and Training (IET) Allocations  
(November 1, 2020 – June 30, 2022)**

<b>Michigan Works! Agency</b>	<b>Total Allocation (\$)</b>
Berrien/Cass/Van Buren	\$22,273
Capital Area	\$22,273
Detroit Employment Solutions	\$36,818
GST Michigan Works!	\$0.00
Great Lakes Bay	\$15,000
Macomb/St. Clair	\$22,273
Northeast	\$15,000
Northwest	\$22,273
Oakland County	\$51,818
Region 7B	\$15,000
Michigan Works! Southeast Consortium	\$15,000
SEMCA	\$36,818
Southwest	\$22,273
UPWARD Talent Council	\$15,000
West Central	\$15,000
West Michigan Works!	\$73,181
<b>Total</b>	<b>\$400,000.00</b>