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e-mailed to MWAs on 9/7/04:cg

**OFFICIAL**

**Workforce Programs (WP)**  
**Policy Issuance (PI): 04-04**

**Date:** September 7, 2004

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

**From:** Brenda C. Njiwaji, Interim Director, WP **SIGNED**

**Subject:** Workforce Investment Act (WIA) Supportive Services and Needs-Related Payments

**Programs Affected:** WIA Adult, Dislocated Worker, and National Emergency Grant (NEG) Programs Administered by the MWAs

**Rescissions:** Michigan Job Training Partnership Act (MJTPA) Instruction Letter 93-11, dated February 28, 1994, and subsequent changes.  
  
MJTPA Instruction Letter 84-09, dated November 14, 1983, and subsequent changes.

**References:** The WIA Act of 1998  
  
Michigan Department of Labor & Economic Growth/Office of Workforce Development PI 00-32 (Participant Management Information Guide), Change 2, dated November 14, 2000, and subsequent changes.

**Background:** WIA allows for the provision of supportive services and needs-related payments (NRPs). Supportive services and NRPs for adults and dislocated workers are defined at WIA Sections 101(46) and 134(e)(2) and (3). The WIA Final Rules and Regulations provide for supportive services and NRPs in Subpart H, Sections 663.800 to 663.840.

Supportive services include, but are not limited to, assistance such as transportation, childcare, dependent care, housing, and NRP. The NRPs are a stipend-form of assistance to an adult or dislocated worker in training.

The decision to provide WIA supportive services and NRPs, as well as the method to determine the level and the duration of assistance, rests with local Workforce Development Boards.

**Policy:**

An MWA may elect to provide supportive services and NRPs. An MWA that elects to provide supportive services to participants in training activities shall:

1. Establish a written procedure to provide supportive services. The procedure shall set forth the conditions, amounts, duration, and documentation requirements for the provision of supportive services.
2. Ensure that the written supportive services procedure becomes a part of the WIA Adult and Dislocated Worker Five-Year Plan.
3. Ensure that the provision of supportive services is documented in the participant's Individual Service Strategy (ISS).
4. Ensure that acceptable accounting procedures are used in the provision of supportive services.

**Whether WIA funding for supportive services is provided to WIA participants or not, local boards, in consultation with the one-stop partners and other community service providers, must develop a policy of supportive services that ensures resource and service coordination in the local area, in accordance with Section 663.800 of the WIA Final Rules and Regulations. Part of the reason for such an approach is to prevent the duplication of supportive services. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the core services that must be available to adults and dislocated workers through the one-stop delivery system in accordance with WIA Section 134(d)(2)(H).**

The MWAs that elect to provide NRPs to participants in training activities shall:

1. Design and implement a WIA needs-based payment system in accordance with the WIA, Sections 101(46) and 134(2) and (3), and the WIA Final Rules and Regulations, Sections 663.815 to 663.840.
2. Ensure that the written NRP procedure becomes a part of the WIA Adult and Dislocated Worker Five-Year Plan.
3. Consistently apply the NRP formula or procedure to all eligible participants in a training activity, subject to the availability of funding and other conditions and priorities within the MWA.
4. Those participants receiving NRPs will have documented the:
  - a) Determination of need,
  - b) Amount of each payment received, and
  - c) The time period covered by each payment.
5. Ensure that the NRP documentation is recorded in the participants' ISS.
6. Ensure that the NRPs do not extend beyond a participant's training period.

**NOTE: MWAs who do not authorize NRPs but who apply for a U.S. Department of Labor's NEG that mandates NRPs, must develop an NRP policy for the NEG in conjunction with the application process that is consistent with this policy issuance.**

**Action:**

The MWAs will develop or update a written procedure for supportive services, WIA-funded or non WIA-funded, and for NRPs, as appropriate, in accordance with this policy issuance. These new or updated procedures shall be submitted as part of a modification to the local five-year adult plan, and forward a copy of the written procedure (s) within 90 days from the date of this policy issuance to:

Ms. Janet Howard, Director  
Workforce Transition Division  
Office of Workforce Development  
Michigan Department of Labor & Economic Growth  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**Inquiries:** Questions regarding this PI should be directed to your WIA state coordinator.

This PI is available for downloading from the Internet system. Please contact Ms. Cynthia Grostick at (517) 335-7418, for details.

The information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Cynthia Grostick at (517) 335-7418, for details.

**Expiration  
Date:**

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Attachments