



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

OFFICIAL

E-mailed: 08/15/07 (kb)

Bureau of Workforce Programs (BWP)
Policy Issuance (PI): 06-11, Change 3

Date: August 15, 2007
To: Michigan Works! Agency (MWA) Directors
From: Janet Howard, Interim Director, Bureau of Workforce Programs (**SIGNED**)
Subject: Allowable Activities in Meeting Work Participation Requirements

Programs

Affected: Work First/Jobs, Education, and Training (JET)

Rescissions: None

References: Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Interim Final Rule: *45 CFR Parts 261, et al.*, Federal Register, Volume 71, Number 125, June 29, 2006

TANF Program; Final Rule: *45 CFR Part 260 et al.*, Federal Register, Volume 64, Number 69, April 12, 1999

Workforce Investment Act (WIA) of 1998: 20 CFR 652 et al., Final Regulations, Subpart B, Section 663.700-663.710

Section 403(b)(5) of the Social Security Act

Public Act No. 345 of 2006, dated August 16, 2006 (House Bill 5796), Section 405 of *Workforce and Career Development*

State of Michigan Interim Work Verification Plan, Effective September 30, 2007

Background: In February 2006, Congress passed, and President Bush signed into law, the Deficit Reduction Act of 2005 that reauthorized TANF funding to states. The Deficit Reduction Act of 2005 requires states to engage more TANF-funded cases in productive work activities leading to self-sufficiency. Following the Deficit Reduction Act, on June 29, 2006, the U.S. Department of Health and

Human Services issued the *Interim Final Rule* with updated federal work participation requirements.

This policy defines and updates the State of Michigan's Work First/JET Program allowable activities in accordance with the federal work participation requirements set forth in the *Interim Final Rule* and in accordance with requirements set forth in the State of Michigan's Public Act No. 345 of 2006, dated August 16, 2006.

Policy:

The Work First/JET Program is designed to establish and maintain a connection to the labor market for individuals referred from the Michigan Department of Human Services (DHS), Non-Custodial Parents (NCPs), and Non-Cash Recipients (NCRs), while offering educational and training opportunities and job search/job readiness activities to increase the participant's income, therefore, reducing or eliminating a family's need for public assistance.

As recipients of federal funds, MWAs and their service providers are required to comply with various regulations relating to non-discrimination, equal opportunity (EO), and inclusion. The most critical of these regulations are:

- Implementation of the Nondiscrimination and EO Provisions of the WIA of 1998;
- Section 504 of the Rehabilitation Act of 1998, as amended;
- Titles I and II of the Americans With Disabilities Act (ADA); and
- The ADA Accessibility Guidelines or the Uniform Federal Accessibility Standards.

In addition, priority will be given to assuring that throughout the system persons with physical, mental, cognitive, and sensory disabilities will have programmatic and physical access to all Michigan Works! Service Centers services and activities. The commitment to adequately serving persons with disabilities extends beyond the specialized services of vocational rehabilitation.

To ensure a universally accessible and inclusive system, each local service area is encouraged to embrace the overall philosophy of Michigan's One-Stop Inclusion Workgroup Final Report.

For all activities, a reasonable workplace/training environment must be provided and must comply with applicable health and safety standards. All work/training placements must be non-discriminatory in nature and provide EO for all participants.

The primary focus of the Work First/JET Program is to assist participants with reducing their dependence on public assistance and movement toward increased self-sufficiency. This is to be accomplished through participation in core and non-core activities as outlined in this PI and in Michigan’s Interim Work Verification Plan. Life-skills instruction, training or education, and other work-readiness activities that promote employability skills may also be utilized. **Although it is the expectation that MWAs place a majority of participants into activities that comply with meeting federal work participation requirements, MWAs have the flexibility to place a limited number of eligible participants into extended education/training activities that may conform to the *No Worker Left Behind Program*. Such placements should lead to the elimination of dependency on public assistance.**

Participation in the subsequently described activities can begin upon an individual’s referral to an MWA. Unlike previous program requirements, participants are not required to test the labor market prior to placement in other Work First/JET activities.

The DHS establishes the minimum required hours of participation for each individual upon referral to the MWA based upon appropriately corresponding federal and state criteria. The federal minimum required weekly hours for each family size are as follows:

Single-parent family <u>with</u> a child under the age of six	20
Single-parent family <u>without</u> a child under the age of six	30
Two-parent family <u>not using</u> federally funded child day care	35
Two-parent family <u>using</u> federally funded child day care	55

The **State of Michigan’s** work participation requirement for Work First/JET participants is **up to** 40 hours per week, allowing MWAs the flexibility to require hours of participation beyond federal minimum requirements when appropriate. Ultimately, MWAs must focus on ensuring that as many participants as possible are meeting **federal** participation requirements, in order to meet Michigan’s overall participation rates requirement to avoid significant fiscal penalties.

MWAs must have single parent families (with or without a child under the age of six) assigned to Work First/JET complete 20 hours of participation each week in at least one of the eight “core activities” described in this policy to be counted as meeting federal participation requirements. For two-parent families *not* receiving federally funded child day care assistance, a total of 30 hours per week of the required 35 hours per week must be spent participating in core activities. For two-parent families that *are* receiving federally funded child day care assistance, a total of 50 hours per week of the required 55 hours per week must be spent participating in core activities. Any remaining hours of weekly participation requirements may be met through participation in “non-core

activities” or core activities. The core or non-core designation of each activity is included in its description.

Actual hours of participation are averaged over the course of a reporting month to determine participation rates. For example, in a four-week month, a participant with a 20-hour per week participation requirement who completes 30 hours of core activities per week for two of the weeks and 10 core hours per week for the remaining two weeks (an average of 20 core hours per week) will be considered to have met their federal participation requirement for that reporting month. The beginning and end dates for the reporting months will be included in monthly Data Validation requests.

NCRs and NCPs are not subject to federal participation requirements and will not be included in the federal participation rate. NCPs shall participate for the number of hours required by the Friend of the Court. The MWA shall develop an Individual Service Strategy in consultation with each NCR participant to determine each NCR’s hours of participation.

The guidelines established in this PI, along with the accompanying attachment, are to be used to ensure that work participation requirements are being met in accordance with federal and state standards.

Allowable Activities

Work First/JET uses the definitions and guidelines for the allowable activities as outlined in the Interim TANF Regulations and subsequently described in Michigan’s Interim Work Verification Plan. The allowable activities are identified and defined following the guidelines listed below.

MWAs shall make every effort to place a minimum of 50 percent of clients who participate in the Work First/JET Program in positions that provide wages of \$8 per hour or more.

In accordance with applicable State of Michigan laws, appropriate assessments and evaluations must be developed and conducted in conjunction with the DHS. These assessments must be completed during the Family Independence Program (FIP) application process at the DHS and during the intake process at the MWA. Work First/JET participants that have been assessed at a reading and/or math skill level below ninth grade on a standardized assessment must participate in an appropriate comprehensive basic skills education program to address these deficiencies. Participation in and successful completion of these programs should prepare individuals for further involvement in additional training activities and employment. Participation in basic skills education may only be counted under the following allowable activities: Job Skills Training Directly Related to Employment (non-core); Education Directly Related to Employment (non-core); or Vocational Educational Training (VET) (core). Please note that

basic skills education may only be counted as VET *if* the basic skills education is embedded as a minor element of the VET program, is of limited-duration, and is deemed to be necessary by the educational institution, who must provide supporting documentation for its need. Participants in basic skills education programs must meet the required minimum number of hours in core activities to meet participation requirements.

Case management procedures including entry of actual hours of participation into the One-Stop Management Information System, documentation requirements for substantiating actual hours recorded, and guidelines regarding excused absences may be found in BWP PI 06-34 and its changes.

The allowable activities are as follows:

1. **Unsubsidized Employment** is a Core Activity. This means full or part-time employment in the public or private sector that is not supported by TANF or State General Fund/General Purpose (GF/GP) funds. Participation in unsubsidized employment is the fundamental goal for all Work First/JET Program participants to prepare them for self-sufficiency and public assistance case closures.

Self-employment may count as unsubsidized employment. Self-employment may include, but is not limited to, domestic work and the provision of childcare. The following formula must be used to determine if a self-employed participant meets or exceeds required minimum hours of employment necessary to report as unsubsidized employment.

- Monthly net business sales (gross revenues – expenses) divided by the federal minimum wage = total monthly hours.

The weekly calculated average hours must equal or exceed the minimum required hours of participation.

Guidelines used for determining allowable self-employment activities and allowable self-employment expenses must be consistent with the countable self-employment income guidelines used by the DHS in determining TANF eligibility. These guidelines can be found in DHS Program Eligibility Manual 500, at:

<http://www.mfia.state.mi.us/olmweb/ex/pem/500.pdf>.

2. **Subsidized Private and Public Sector Employment** is a Core Activity. This is employment for which the employer receives a subsidy from TANF or GF/GP funds to offset some or all of the wages and costs of employing a participant.

Subsidized private or public sector employment is to be used only on a limited basis for placement of participants who may have barriers to employment. Subsidized private or public sector employment allows an employer the opportunity to observe how the participant functions in a work environment.

Subsidized private or public sector employment shall be limited to a maximum of 12 months. The MWA must provide the necessary supportive services to ensure that the participant is able to successfully complete the probationary period.

Subsidized private or public sector employment may be arranged directly through the employer or through a placement agency. TANF, GF/GP, or other funds may be used to reimburse the employer for the actual wages or salary earned by the participant. The subsidy is not to be used to provide fringe benefits.

If the DHS closes the participant's FIP case, and the placement of the participant into this activity was the result of efforts made by the MWA, the participant may remain in this activity for the remaining balance of their limitation under the Work First/JET Program.

3. **On-the-Job Training (OJT)** is a Core Activity. This applies to individuals who are employees of a public or private employer providing OJT.

Participants receiving OJT will normally have contractual training periods. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Unlike subsidized employment, the training provided has the goal of leading to a higher level of job performance and improving particular skills. Reimbursement of training costs may be provided to the employer from external funding sources, which may cover up to 50 percent of a participant's salary. All participants must be supervised by an employer, work site sponsor, or other responsible party no less frequently than daily. Reimbursement of training costs is provided to the employer. Participants may be provided supportive services for up to 24 months, or for the length of the established contract, whichever comes first.

In the event of TANF case closure, payment may continue to be paid to the employer until the OJT contract expires or is terminated by any party. The OJT standards under Subpart B, Section 663.700 through 663.710 of

the Federal WIA Regulations, will apply for all Work First/JET participants. An employer, work site sponsor, or other responsible party must supervise OJT daily.

4. **Job Search and Job Readiness Assistance** is a Core Activity. This activity involves the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. Job search and job readiness activities must be supervised on an ongoing basis no less frequently than daily.

The “Job Search” aspect means “the act of seeking or obtaining employment,” which should encompass all reasonable job search initiatives. Job searching includes making contact with potential employers by telephone, in person, via the Internet, submitting resumes or e-mail applications to apply for job openings and/or vacancies, and interviewing for jobs.

“Job Readiness” involves any activity that prepares individuals to obtain and maintain employment. This entails activities that assist participants in becoming familiar with general workplace expectations, and learning behaviors and attitudes necessary to compete in the labor market. This includes preparing resumes or job applications, training in interviewing skills, instruction in work place expectations, and training in effective job seeking. Please note that personal activities such as seeking childcare, seeking housing, or seeking transportation are **not** countable work activities under Job Search/Job Readiness or any other allowable activity.

Job Readiness may also involve substance abuse treatment, mental health treatment, or rehabilitation activities that must be determined necessary by a certified or licensed medical, mental health, or rehabilitation professional through written documentation.

As with all allowable activities, hours spent in substance abuse treatment, mental health treatment, or rehabilitation activities must be documented. If an individual does not have a sufficient number of hours of participation in substance abuse treatment, mental health treatment, or rehabilitation activities alone to comply with his/her required number of work participation hours, a participant must combine the substance abuse treatment, mental health treatment, or rehabilitation activities with other allowable activities to meet their work participation requirement.

Per 45 CFR 261.34, an individual’s participation in Job Search and Job Readiness Assistance can count for a maximum of 12 weeks per fiscal year, of which no more than 4 weeks may be consecutive, if the state

meets the definition of a “needy” state. There are two ways for a state to qualify as a needy state: one based on its unemployment rate, the other based on increases in its Food Stamp caseload (see Section 403 [b][5] of the Social Security Act). As such, Michigan has been deemed a “needy” state and the 12-week limit per fiscal year of Job Search/Job Readiness shall be applied. If an individual participates for more than four consecutive weeks or more than the determined total number of allowable weeks in a fiscal year, Job Search and Job Readiness Activities no longer count toward meeting participation requirements and the individual must be assigned to other core activities accordingly. A week shall be defined here as the seven-day period from Sunday through Saturday

Participation time spent in Job Search/Job Readiness prior to an individual becoming a FIP recipient shall not count towards the participant’s Job Search/Job Readiness time limit. Michigan determines the number of hours for Job Search/Job Readiness Assistance by counting each hour spent preparing or searching for employment as one hour of participation. *Any* amount of time spent participating in Job Search/Job Readiness during a week would exhaust one full week of participation of the 12-week Job Search/Job Readiness time limit. However, please note that when recording actual hours of participation of Job Search/Job Readiness, the hours of participation must be recorded as such (i.e. two hours spent participating in Job Search Job Readiness in one week may only be recorded as two actual hours of participation).

Michigan Works! case management staff is required to supervise Job Search/Job Readiness activities daily. In order to count Job Search activities that a participant engages in **outside of the MWA service center or other MWA service provider location**, participants must maintain a daily record of all employers visited in person or contacted via telephone, fax, or Internet, and must list the time spent engaged in making the contacts. The record must include the name and location of the employer, and the name and telephone number of the person who received the employment application or who handled the job search contact. The MWA must conduct random reviews of the listed employers on each job search record submitted by the participant (one of which should be submitted no less than every two weeks) to ensure the validity of the reported participation hours.

Until system enhancements have been made to automatically track limits on countable participation time, reported Job Search/Job Readiness participation time must be tracked manually by the MWA to ensure that countable participation time limits are not exceeded.

5. **Work Experience** is a Core Activity. The Work Experience Program (WEP) is an unpaid training assignment, usually best suited for individuals lacking previous employment experience and/or Job Readiness skills, prohibiting direct placement into Unsubsidized Employment. The goal of the WEP is to improve skills, attitudes, and the general employability of these individuals.

The WEP training assignments are not intended to create employee-employer relationships. The program is intended to benefit participants by providing them with short-term, on-site work experience, which will add to their appeal as potential employees and help them maintain employment once job placement has occurred.

The MWAs shall periodically evaluate the effectiveness of WEP training assignment(s) to assess the participant's readiness for full-time Unsubsidized Employment.

A work site sponsor, or other responsible representative, is required to supervise WEP participants' daily assignments. Also, local case management staff must maintain daily attendance reports to ensure participants are meeting federal work participation requirements.

Training sites for all WEP assignments shall be approved by the MWAs. The MWAs must negotiate the terms for placement of participants at WEP sites in terms of the participants' employment and training objectives. The monthly hours of participation in a WEP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA). If the allowable monthly hours of WEP do not satisfy the participant's monthly core activity participation requirements, a core activity other than WEP or Community Service Programs (CSP) must be used to meet the remainder of the core activity participation requirement.

The State of Michigan is the worker's compensation insurer for FIP clients while they are assigned to work-related activities through the MWA, per DHS Program Eligibility Manual 232.

6. **Community Service Programs (CSP)** is a Core Activity. CSP consist of unpaid activities in the private or public non-profit sector that directly benefit the community serving a useful purpose. The activities should also enhance participant's skills and attitudes related to work. CSP must be designed to improve the employability of participants otherwise unable to obtain employment and must be supervised on an ongoing basis, no less frequently than daily.

CSP sites shall be approved by the MWAs. The MWAs will also negotiate the terms of the placement of participants at community service sites. An MWA shall take into account, to the extent possible, the prior training, experience, and skills of a participant in making appropriate community service assignments.

Per Section 405 (12) of the *Workforce and Career Development* section of Public Act No. 345, participants enrolled in CSP in conjunction with training or education may count a maximum of 36 months of participation in CSP towards state participation requirements. Participants enrolled in CSP in conjunction with training or education may be provided supportive services for a maximum of 24 months.

An MWA shall only place participants into nonsectarian or nonpartisan activities. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature. An evaluation must be done periodically in order to assess the effectiveness of participants' enrollments in CSP.

The monthly hours of participation in CSP may not exceed the amount of the cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the FLSA. If the allowable monthly hours of CSP do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement.

The State of Michigan is the worker's compensation insurer for FIP clients while they are assigned to work-related activities (including CSP) through the MWA, per DHS Program Eligibility Manual 232.

7. **Providing Childcare Services to an Individual Who is Participating in a Community Service Program** is a Core Activity. This means providing childcare to enable another participant to participate in a CSP. Participants in this activity must be supervised on an ongoing basis no less frequently than daily.

Childcare provided to participants in other activities typically involves payment for services rendered and is classified as unsubsidized employment. Case managers must ensure the activity is effective in helping move the childcare provider toward self-sufficiency. Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant's attainment of employment in the childcare field.

Participants providing the childcare services must collect written certification in accordance with the documentation requirements stipulated in PI 06-34 and subsequent changes to document that childcare services were actually provided by them for someone engaged in CSP activities. This documentation must be collected by the MWAs in order to verify the hours of participation for individuals providing the childcare. The hours should be cross-referenced with the CSP activity verification to ensure accuracy.

8. **Vocational Educational Training (VET)** is a Core Activity. A maximum of 12 months of participation in this activity per participant per lifetime can be counted towards federal participation requirements. This 12-month lifetime limit applies to any hours of participation in the activity that are reported as actual hours during the month, regardless of whether the participant has enough hours to count in the work participation rate.

Limitations on countable participation time towards state requirements are outlined in the following subcategories: Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicums, and Clinicals. These activities are organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. VET programs should be limited to activities that provide individuals the knowledge and skills to perform a specific trade, occupation, or other particular vocation. Any and all VET must be occupationally relevant and in demand as determined by the MWA. VET programs shall not include educational activities leading to a baccalaureate or advanced degree. *Please note that certain baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Please refer to Section 9 in this policy for further detail.*

All vocational educational training must be provided by education or training organizations. Such organizations include vocational-technical schools, community colleges, postsecondary institutions, proprietary schools, non-profit organizations, and secondary schools that provide facilities for a vocational educational provider's use.

VET activities may include basic and remedial education and English-as-a-Second Language (ESL) components on a limited-duration basis. The educational or training organization providing the services must determine such activities to be a necessary part of the training, and provide supporting documentation for its need. Such education must be embedded within the VET activity as a minor element of the program.

A standard of progress should be developed by the training/educational institution in order to count the activity towards participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

Until system enhancements have been made to automatically track limits on countable participation time, reported VET participation time must be tracked manually by the MWA to ensure that countable participation time limits are not exceeded.

- A. Vocational Occupational Training (VOT) - An occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.

Per Section 405 (12) of the *Workforce and Career Development* section of Public Act No. 345, VOT participants may count up to 15 hours per week of classroom seat time, plus one hour of supervised, related study time for each hour of classroom seat time toward meeting their participation requirements. In order to be counted towards participation requirements, study time must be supervised in a formal study hall at the MWA or the educational institution, where an MWA staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet. Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards **state** participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months.

Only 12 months of this activity's participation time may be counted towards **federal** participation requirements, in all cases. In order to remain in VOT, participants must also demonstrate sufficient progress, as determined by the MWA in conjunction with the educational/training institution.

- B. Condensed Vocational Training (CVT) - A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per week. The MWA must determine that a CVT is occupationally relevant and in demand. Participants must also demonstrate sufficient progress in the program as determined by the MWA. No additional hours of participation are required beyond the minimum 30 hours per week, unless the participant is from a two-parent family receiving federally funded child day care. A two-parent family that receives federally funded day care must work the additional

hours (25) per week (total required hours [55] minus the hours of participation [30] in the program) to meet the work participation requirements.

In cases where a CVT lasts less than six months, the participant is eligible for enrollment in one additional CVT for a combined period not to exceed a total of 12 months. All CVT participants should be supervised no less frequently than daily.

- C. Internships, Practicums, and Clinicals - Full-time internships, practicums, or clinicals required by an academic or training institution for licensure, professional certification, or degree completion. The program must be occupationally relevant and in demand as determined by the MWA. Participants must also demonstrate sufficient progress as determined by the MWA.

No additional work requirement is necessary unless the participant is from a two-parent family that receives federally funded day care. A two-parent family that receives federally funded day care must work the additional hours per week (total required hours minus the hours of participation in the program) to meet the work participation requirements.

All internships, practicums, and clinicals participants must be supervised no less frequently than daily. The length of time for which a participant may be enrolled in this activity shall be limited to the educational institution's requirements for completion of the associated program. Any participation time in this activity exceeding 12 months per individual may not be counted towards federal participation requirements.

Internships, practicums, and clinicals that consist of unpaid activities in the private or public non-profit sector that directly benefit the community serving a useful purpose may be defined as a CSP. Should an MWA define an Internship, Practicum, or Clinical as a CSP, all conditions of CSPs must be adhered to.

9. **Job Skills Training Directly Related to Employment** is a Non-Core Activity. It consists of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training focuses on educational or technical training designed specifically to help individuals move into employment. Placement into this activity constitutes the appropriate comprehensive basic skills education required for individuals assessed at math and/or reading levels below ninth grade. Per Section 405 (12) of the *Workforce and Career Development* section of

Public Act No. 345, up to 15 hours per week of classroom seat time plus one hour of supervised, related study time for each hour of seat time may be counted towards participation requirements. In order to be counted towards participation requirements, study time must be supervised in a formal study hall at the MWA or the educational/training institution, where an MWA staff person or appropriate representative of the educational/training institution can verify the participant's hours of study on a timesheet.

Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months. Participants must meet the required minimum number of hours in core activities to meet federal participation requirements.

Job skills training can include customized training to meet the needs of a specific employer or it can be general training that prepares individuals for employment. Job skills training directly related to employment should be supervised on an ongoing basis, no less frequently than daily.

Certain baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must consist of training and/or education for job skills required by an employer to obtain or advance in employment, and must be applicable to an occupation that the MWA has determined to be in-demand.

A standard of progress should be developed by the training/educational institution in order to count the activity towards participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

10. **Education Directly Related to Employment** is a Non-Core Activity. This activity is for participants who have not received a high school diploma or a certificate of high school equivalency. It involves education related to a specific occupation, job, or job offer. The activity includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic skills education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a General Educational Development (GED) or high school equivalency certificate.

The calculated hours may include actual classroom seat time up to 15 hours per week, plus up to one hour of supervised, related study time for each hour of classroom seat time (excluding GED preparation). In order to be counted towards participation requirements, study time must be supervised in a formal study hall at the MWA or the educational institution, where an MWA staff person or appropriate representative of the educational institution can verify the participant's hours of study on a timesheet.

Per Section 405 (12) of the *Workforce and Career Development* section of Public Act No. 345, participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months. Participants must meet the required minimum number of hours in core activities to meet federal participation requirements.

Per Section 405 (14) of the *Workforce and Career Development* section of Public Act No. 345, GED preparation is limited to 12 months, with a maximum of ten countable hours of classroom seat time per week. Participants must meet the required minimum number of hours in core activities to meet participation requirements.

Placement into this activity constitutes the appropriate comprehensive basic skills education required above for individuals assessed at math and/or reading levels below ninth grade. Participants in education directly related to employment should be supervised on an ongoing basis, no less frequently than daily.

A standard of progress should be developed by the educational institution in order to count the activity towards participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

Note: To comply with Public Act 345, participants in the Work First/JET Program shall not be enrolled and counted in membership in a school district or intermediate school district.

11. **Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence** is a Non-Core Activity. Unlike "education directly related to employment," this activity need not be restricted to those for whom obtaining a GED is a prerequisite for employment. The activity consists of regular attendance, in

accordance with the requirements of the secondary school or course of study at a secondary school; or in a course of study leading to a certificate of general equivalence, in the case of a participant who has not completed secondary school or received such a certificate. The former is aimed primarily at minor parents still in high school, whereas the latter is aimed at participants of any age.

This activity may not include other related educational activities, such as adult basic education or language instruction, unless it is linked to attending a secondary school or leading to a GED.

In addition to regular school attendance at a secondary school or in a course of study leading to a certificate of general equivalence, participants should be making “good or satisfactory progress” for the activity to count towards their participation time. Satisfactory progress should be judged by mediums such as progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education. Per Section 405 (14) of the *Workforce and Career Development* section of Public Act No. 345, participants enrolled in a secondary school or in a course of study leading to a GED certificate may count a maximum of ten hours of classroom seat time per week towards participation requirements. There is no time limit on high school completion. GED preparation is limited to 12 months. Participants must meet the required minimum number of hours in Core Activities to meet minimum federal participation requirements.

Participants in this activity should be supervised on an ongoing basis, no less frequently than daily.

Note: To comply with Public Act 345, participants in the Work First/JET Program shall not be enrolled and counted in membership in a school district or intermediate school district.

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In all such instances where participants are placed into any of the allowable work activities, they shall not be placed into vacancies created as of the result of layoffs, strikes, or bona fide labor disputes. While participants cannot displace employees who were involuntarily terminated due to staffing reductions, they may fill positions that occur due to attrition, as in cases where former employees voluntarily vacated positions. Concurrence must be obtained from the union prior to placement into vacancies if there is union representation.

Action: MWAs shall comply with this PI in the implementation of the Work First/JET Program.

Inquiries: Questions regarding this PI should be directed to your Welfare Reform state coordinator at (517) 335-5858.

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. Kelly Badra at (517) 241-4663, for details.

**Expiration
Date:** Continuing

JH:SS:kb
Attachment

Work First/JET Allowable Activities in Meeting the Required Hours of Participation
(Applies to all Participants)

<p>1. Unsubsidized Employment (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Full or part-time employment in the public or private sector. • Self-employment may count as unsubsidized employment. • The following formula must be used to determine actual hours of participation for the self-employed: Monthly net business sales (gross revenues-expenses) divided by the federal minimum wage=total monthly hours. Guidelines for determining allowable self-employment activities and allowable self-employment expenses can be found in Department of Human Services Program Eligibility Manual 500, at http://www.mfia.state.mi.us/olmweb/ex/pem/500.pdf. 	X
<p>2. Subsidized Public or Private Sector Employment (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Job Creation through public or private sector employment wage subsidies • 12 month time limit 	X
<p>3. On-the-Job Training (OJT) (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Training is conducted while participants are employed. Employer may be reimbursed for the training costs, which may cover up to 50 percent of a participant's salary. • An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. • Participants may be provided supportive services for 24 months, or for the length of the established contract, whichever comes first. 	X
<p>4. Job Search and Job Readiness Assistance (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Twelve-week limit per fiscal year during times when Michigan is identified as a needy state. Michigan <i>is</i> identified as a needy state at the time of this policy issuance. Six-week limit per fiscal year during times when Michigan is <i>not</i> identified as a needy state. • Up to four weeks can be consecutive; a week shall be defined here as the seven-day period from Sunday through Saturday. • Any amount of time spent participating in Job Search/Job Readiness during a week would exhaust one full week of participation of the 12-week Job Search/Job Readiness time limit. • Job Readiness activities may include substance abuse treatment, mental health treatment, or rehabilitation activities if determined to be necessary and certified by a qualified medical or mental health professional. • Personal activities such as seeking childcare, seeking housing, or seeking transportation are not countable work activities under Job Search/Job Readiness or any other allowable activity. 	X
<p>5. Work Experience Program (WEP) (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • No specific time limit, but intent is for short-term participation that improves skills and general employability of participants. • The monthly hours of participation in a WEP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA). If the allowable monthly hours of WEP do not satisfy monthly core activity participation requirements, a core activity other than WEP or CSP must be used to meet the remainder of the core activity participation requirement. 	X
<p>6. Community Service Programs (CSP) (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • This activity should directly benefit the community serving a useful purpose, as well as assist the participant in enhancing skills and attitudes related to work. • Per Public Act (PA) 345, countable state participation time is limited to 36 months if a participant is enrolled in CSP in conjunction with training/education. • Participants enrolled in CSP in conjunction with training or education may be provided supportive services for a maximum of 24 months, per PA 345. • The monthly hours of participation in a CSP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the FLSA. If the allowable monthly hours of CSP do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement. 	X
<p>7. Provision of Childcare Services to Individuals Participating in Community Service Programs (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Providing childcare to individuals participating in a community service program. 	X
<p>8. Vocational Educational Training (VET) (Core Activity, 20 hr/week minimum)</p> <ul style="list-style-type: none"> • Twelve month limit per participant on countable participation time towards federal participation requirements. • VET programs shall not include educational activities leading to a baccalaureate or advanced degree • Basic and remedial education and English-as-a-Second Language (ESL) may only count as part of a VET activity if they are a minor component of the program, of limited-duration, and deemed to be necessary by the educational institution, who must provide supporting documentation for its need. <p>A. Vocational/Occupational Training</p> <ul style="list-style-type: none"> • Participants may count up to 15 hours per week of classroom seat time, plus one hour of <u>supervised</u>, related study time for each hour of classroom seat time toward meeting their participation requirements, per PA 345. • Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this 	X

<p>activity towards state participation requirements, per PA 345.</p> <ul style="list-style-type: none"> Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months, per PA 345. <p>B. Condensed Vocational Training (CVT) (minimum 30 hours per week; six-month limit)</p> <ul style="list-style-type: none"> No additional hours of participation are required beyond the minimum of 30 hours per week, unless the participant is from a two-parent family receiving federally funded child day care, in which case the participant must work the additional hours per week to meet the work participation requirements. <p>C. Internships, Practicums, & Clinicals</p> <ul style="list-style-type: none"> Activities required by an academic or training institution for licensure, professional certification, or degree completion, etc. Countable participation time is limited to the requirements of the educational institution for the associated program. Any participation time in this activity exceeding 12 months per individual shall not be counted towards federal participation requirements. No additional work requirement is necessary unless the participant is from a two-parent family that receives federally funded day care, in which case the participant must work the additional hours per week to meet the work participation requirements. 	
<p>9. Job Skills Training Directly Related to Employment (Non-Core Activity)</p> <ul style="list-style-type: none"> For participants who possess a high school diploma or certificate of high school equivalency. Job skills training focuses on educational or technical training that specifically helps individuals move into employment. Remedial ed/basic math/ESL is allowable if it relates directly to employment or job training. Participants may count up to 15 hours per week of classroom seat time, plus one hour of <u>supervised</u>, related study time for each hour of classroom seat time toward meeting their participation requirements, per PA 345. Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements, per PA 345. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months, per PA 345. Certain baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must consist of training and/or education for job skills required by an employer to obtain or advance in employment, and must be applicable to an occupation that the MWA has determined to be in-demand. 	O
<p>10. Education Directly Related to Employment (Non-Core Activity)</p> <ul style="list-style-type: none"> For participants who have <i>not</i> received a high school diploma or certificate of high school equivalency. Remedial ed/basic math/ESL is allowable if it is related to a specific occupation, job, or job offer. Excluding GED preparation time, participants may count up to 15 hours per week of classroom seat time, plus one hour of <u>supervised</u>, related study time for each hour of classroom seat time toward meeting their participation requirements, per PA 345. Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements, per PA 345. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months, per PA 345. GED preparation is limited to 12 months, with a maximum of ten countable hours of classroom seat time per week, per PA 345. 	O
<p>11. Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence (Non-Core Activity)</p> <ul style="list-style-type: none"> Participants enrolled in a secondary school or in a course of study leading to a GED certificate may count a maximum of <u>ten</u> hours of classroom seat time per week towards participation requirements, per PA 345. No time limit for high school completion. GED preparation is limited to 12 months, per PA 345. Activity may not include other related educational activities, such as adult basic education or language instruction unless it is linked to attending a secondary school or leading to a GED. 	O

X – Any single or combination of those activities identified with an “X” can be used to meet the minimum 20 required hours of participation in Core Activities.

O – Those activities marked with an “O” are considered “Non-Core Activities” and can only be used for meeting the required hours of participation after the minimum hours of Core Activity participation have been met.

Note: Participants in the Work First/JET Program shall not be enrolled and counted in membership in a school district or intermediate school district.