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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

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OFFICIAL

E-mailed 07/01/09 (bs)

Bureau of Workforce Transformation (BWT)
Policy Issuance (PI): 08-30

Date: June 23, 2009
To: Michigan Works! Agency (MWA) Directors
From: Liza Estlund Olson, Director, Bureau of Workforce Transformation (**SIGNED**)
Subject: Michigan National Career Readiness Certificate (MI NCRC)

Programs

Affected: All Programs Funded through the Michigan Department of Energy, Labor & Economic Growth (DELEG)/BWT
Michigan Rehabilitation Services (MRS)

Rescissions: None

References: BWT PI 07-07 issued August 20, 2007
U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 17-05 and Change 1

Employment Service Manual: BWT PI 07-35, and subsequent changes

Michigan Department of Labor & Economic Growth (DLEG)
Office of Workforce Development (OWD)
Policy Issuance (PI) No. 04-03, Index: IV

Background: ACT, Inc. (formerly American College Testing) introduced the National Career Readiness Certificate (NCRC) in October 2006, in response to requests from states for a common, reliable, and portable career readiness certificate. The NCRC indicates that an individual has demonstrated predetermined skill levels on three core WorkKeys assessments: Applied Mathematics, Locating Information, and Reading for Information. WorkKeys assessments measure "real world" foundational skills that are critical to job success. The NCRC

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

offers individuals, employers, and educators a universal standard, certifying the attainment of three workplace skills valuable in a majority of the jobs in today's labor market.

Based on recommendations from the Council for Labor & Economic Growth (CLEG), the State of Michigan is adopting a MI NCRC based on the NCRC described above, endorsed by the Governor. The MI NCRC will also include optional *Employability Skills* Training described later in this policy issuance. Adopting the MI NCRC, will provide Michigan with the ability to quantify the skills of its workforce, attract new businesses, identify skill gaps and provide the opportunity for remediation, provide employers with validated certification of applicant skill levels, and provide individuals with recognized verification of their ability to demonstrate valuable workplace skills. The MI NCRC will also provide case managers and participants with additional information to make informed decisions about training programs and job occupations.

This policy establishes guidelines MWAs are required to follow in the implementation and administration of the MI NCRC, local outreach to employers and the public, data reporting, and evaluation.

Additionally, this policy distributes funding to be used for:

- Administration of the MI NCRC and related operations; and
- Employer engagement, outreach, and communication activities related to the MI NCRC.

Policy: Enabling workers to acquire the skills necessary to succeed in today's 21st Century knowledge economy is central to Michigan's strategy for economic transformation and is the foundation for the Governor's No Worker Left Behind (NWLB) Initiative. The NWLB Initiative aligns all federal and state workforce dollars used for worker training into a unified workforce development strategy.

In accordance with this policy issuance, the required worker skills assessment standard shall consist of the three core WorkKeys assessments that make up the MI NCRC: Applied Mathematics, Locating Information, and Reading for Information. During PY 2009, MWAs are required to provide all the three core WorkKeys assessments to participants who are receiving services through existing funding streams. MWAs are encouraged to provide WorkKeys assessments to members of the general public as resources allow, to aid in the creation of a statewide worker skills assessment standard and recognition of the MI NCRC as the credential. General public testing criteria will be re-evaluated by DELEG/BWT prior to PY 2010.

In cases where participants are deemed to not have the skills necessary to successfully earn a MI NCRC, there must be clear and objective evidence, such as a professionally diagnosed learning disability, or pre-WorkKeys low-level skills assessments, to justify the use of alternative worker skills assessment strategies and tools.

As necessary, MRS counselors will jointly determine with each MRS customer whether the completion of the core WorkKeys assessments is an appropriate activity. Decisions will be made on a case-by-case basis, taking into consideration the customer's needs, interests, abilities, and goals.

Sole Source Procurement

In order to comply with the recommendation accepted by the Governor as proposed by CLEG, to utilize the specific Work Keys assessment tools made available through ACT, it will be necessary to procure products only from ACT. In order to complete such a purchase, it will be necessary to procure on a Sole Source basis. Sole Source procurement is detailed as follows:

Non-Competitive (Sole Source) Procurement: *Sole Source procurement through a proposal from only one source or after a determination that competition is inadequate shall be minimized, justified, and documented. This procedure may be used only when the award is not feasible under competitive procedures due to one of the following circumstances:

- The item or service is only available from a single source; or
- When there is a public emergency need for the item or service which does not permit a delay resulting from using competitive procedure; or
- After solicitation of a number of sources, only one bid is received and/or competition is determined inadequate.

Scoring/Certificate

WorkKeys assessments are scored by ACT using pre-set levels. Results are provided as both Levels and Scale Scores. A Scale Score Interpretation Guide can be found at http://www.act.org/workkeys/pdf/scale_score_interp_guide.pdf. Scale score information is also contained in the USDOL TEGL 17-05, and Change 1, which can be found at http://wdr.doleta.gov/directives/corr_list.cfm.

Individuals scoring at least a level **three** in each of the three core areas will be awarded a **Bronze** level MI NCRC.

Individuals scoring at least a level **four** in each of the three core areas will be awarded a **Silver** level MI NCRC.

Individuals scoring at least a level **five** in each of the three core areas will be awarded a **Gold** level MI NCRC.

Individuals scoring at least a level **six** in each of the three core areas will be awarded a **Platinum** level MI NCRC.

Following scoring, ACT will provide MI NCRCs for distribution to participants that have earned one of the four recognized certificate levels.

Orientation Information

MWAs must include basic information regarding WorkKeys and the MI NCRC during NWLB orientations.

Areas that must be addressed in the orientation include:

- The value of the MI NCRC, as described in the background of this policy and outlined in the employer engagement and outreach tools attached to this policy issuance;
- The process required to obtain a MI NCRC, including a description of the three WorkKeys assessments and the scores required to receive a certificate;
- Information about remediation, as appropriate; and
- Information on *Employability Skills Training* and the *Employability Skills Completion of Training Certificate* (both described later in this policy).

Remediation

MWAs must administer the core WorkKeys assessments to participants who they determine have the skills necessary to successfully earn a MI NCRC. MWAs may use their discretion in determining whether remediation through the administration of a pre-assessment is appropriate prior to administering the three core WorkKeys assessments. However, if an individual fails to earn at least a Bronze level certificate and wishes to re-take any of the three core assessments or wishes to improve any of their scores, locally designed remediation shall be made available. Such remediation does not necessarily qualify as remedial training under Trade Adjustment Assistance (TAA).

Examples of appropriate remediation tools to measure participants' readiness to successfully earn a MI NCRC or improve their assessment scores include: the WorkKeys Readiness Assessment (paper/pencil), KeyTrain, Worldwide

Interactive Network (WIN), Plato, and Comprehensive Adult Student Assessment System (CASAS). However, the only training and remediation tools endorsed by ACT (identified as Level I publishers' courses that meet ACT's standards for quality) are KeyTrain and WIN.

Employability Skills Training and Certificate

A key component of CLEG's recommendation to adopt the MI NCRC was the establishment of standards for *Employability Skills Training*. Employability skills are transferable core skills, often referred to as "soft skills," which represent essential functional and enabling knowledge and attitudes required in today's workplace. They include skills such as communicating effectively, teamwork, computer literacy, and critical thinking. Such skills are consistently requested and valued by today's employers, and are often key factors considered during the hiring process.

MWAs must offer to all participants provided the three core WorkKeys assessments Employability Skills Training, which align with the employability skill standards, listed below. Successful completion of all 12 skills standards listed below, are required for the MI NCRC Employability Skills Completion of Training Certificate. The format of the training is left to the discretion of the MWA, as long as it aligns with and includes all of the standards outlined below. For example, training may include role-playing that addresses common workplace conflicts and how they should be handled; video clips demonstrating particular skills; group discussions, etc.

Jobs, Education, and Training (JET) customers' participation in such remediation may be considered Job Skills Training Directly Related to Employment (non-core) or Education Directly Related to Employment (non-core). If such remediation is embedded as a minor element of a JET participant's Vocational Educational Training (VET) program, and is deemed to be necessary by the VET program provider, the remediation may be counted as Vocational Education Training (core).

Employability Skills Training Completion of Training Certificate

- Individuals, who complete employability skills' training that complies with state standards, will receive a completion of training certificate from the MWA in addition to the MI NCRC. In order to establish a state standard the, employability skills completion of training certificate shall follow the specifications in attached *Certificate –NCRC PDF. file*.

Employability Skill Standards:

Critical Thinking/Problem Solving

- Know who to ask or where to go to solve workplace problems.

- Follow step by step written instructions.

Oral Communications

- Know how to communicate appropriately with supervisors and coworkers.
- Use appropriate language and terminology for the workplace.
- Articulate thoughts and ideas clearly and effectively.

Written Communications

- Read and process workplace information.
- Write basic notes, memos, letters, and reports clearly and effectively.

Teamwork/Collaboration

- Build collaborative relationships with colleagues and customers.
- Be able to work with diverse teams.
- Take personal responsibility for influencing and accomplishing group goals.

Manage Conflict/Negotiation Skills

- Demonstrate objectivity in assessing other viewpoints by considering all sides of an issue.
- Show respectful behavior during workplace conflicts.
- Know how to compromise with others.

Information Technology Applications

- Demonstrate the use of the Internet as an electronic research tool.
- Select and use appropriate technology to accomplish a given task (printers, copiers, scanners).

Professionalism/Work Ethic

- Demonstrate personal accountability, effective work habits, e.g. punctuality, working productively with others, appropriate hygiene and dress, and time and workload management.
- Demonstrate health and safety practices and drug-free behavior in the workplace setting.

- Obtain a reliable transportation option.

Diversity

- Learn from and work with individuals from diverse cultures, races, gender, religions, lifestyles, and viewpoints.

Creativity/Innovation

- Look for continuous improvement in the workplace.
- Communicate new ideas to others.
- Integrate knowledge across different disciplines.

Lifelong Learning/Self Direction

- Be prepared to continuously acquire new knowledge and skills.
- Know where and how to learn new job skills.
- Be able to learn from one's mistakes.
- Take initiative in the workplace.

Ethics/Social Responsibility

- Demonstrate integrity and ethical behavior.
- Act responsibly with the interests of the larger community in mind.
- Possess awareness of the importance of workplace policies and procedures.

Customer Service

- Provide for customer needs and expectations in a helpful and courteous manner.
- Demonstrate customer service skills in an appropriate setting by listening, suggesting solutions, and communicating the ideas at hand.

MWAs are required to submit to DELEG for approval an outline of its proposed Employability Skills Training within 60 days of the issuance of this policy.

Testing Sites

All MWA's full service center(s) must provide the three core WorkKeys assessments that make up the MI NCRC either at the service center or through referrals to existing or new partner agencies, such as intermediate school districts, community colleges, or other community based organizations. When determining where the assessments will be offered, MWAs should take into account demonstrated need and convenient access for customers. It is expected

that testing sites will be located in areas with sufficient population density. Additional factors to be considered when determining testing sites include:

- Accessibility for people with disabilities.
- Public transit routes.
- Commuting patterns for jobs.
- Conventional wisdom in the region regarding acceptable travel distance for services.
- Proximity of ancillary services.
- Parking.

The three core WorkKeys assessments may be administered via either or both of the following formats:

- WorkKeys Internet Based Assessment System
- WorkKeys Paper Based System Assessments (Express or Standard Scoring)

MWAs have the flexibility to determine which of the testing format(s) to offer within their service delivery area.

If an MWA determines that providing the three core WorkKeys assessments at each full one stop service center (or via referral) will cause a significant hardship, the MWA may seek to delay offering the assessments at each full one-stop service center (or via referral). DELEG/BWT will handle requests to delay the implementation of the MI NCRC at each full one stop service center (or via referral) on a case-by-case basis. Such requests should clearly state why testing cannot be offered at each full one stop service center (or via referral), and provide a timeline on when implementation will occur at each full service center (or via referral). At a minimum, even if an MWA seeks to delay offering the core WorkKeys assessments at all full one-stop service centers (or via referral), testing must be offered at a minimum of one location within the MWAs service delivery area.

MWAs administering the core WorkKeys assessment must register as an official “RegiSTAR Agency.” Procedures and costs associated with registering as a “RegiSTAR Agency” along with associated cost for the core WorkKeys assessments and the MI NCRC certificates are included in Attachment B. ACT will work directly with the MWAs to finalize the registration process, and discuss minimum testing facility and proctor standards. It takes approximately

two weeks to set up an MWA including each of its one-stop service center locations as a RegiSTAR Agency. Once an MWA is set up as a “RegiSTAR Agency,” ACT will deliver MI NCRC certificates to the MWA administrative office on a weekly basis. Each MWA will be responsible for distributing certificates to individual service centers. MWAs referring participants to partner agencies will need to work with the partner agency to ensure participant scores and certificates are recorded and transferred.

WorkKeys Solutions Providers (WSPs)

Michigan Works! Agencies (MWAs) that are also WorkKeys Solutions Providers (WSPs), and in that capacity providing services for a fee to their area employers, will be required to work with ACT and DELEG staff to establish the necessary procedures to assure that the Michigan National Career Readiness Certificate (MI NCRC) testing results funded by DELEG are reported to DELEG. In this connection, WSPs will be able to continue with business as normal as it relates to their corporate outreach activity while establishing a RegiStar reporting portal specifically for the purpose of assuring that MI NCRC funded testing results are available to DELEG.

Employer Engagement and Outreach

To ensure the success of MI NCRCs, the value of a nationally recognized career readiness certificate must be realized throughout the workforce system. Establishing a clear and common understanding for both employers and job seekers is critical to accomplishing this goal. In order to stimulate support throughout the workforce system it is necessary to prepare materials for employers, prospective applicants, and other interested parties.

DELEG/BWT has developed outreach materials for all 25 MWAs, to use which are included as digital file attachments to this policy issuance. Materials are to be locally reproduced by MWAs, including:

1. Filename “**NCRC Fact Sheet-7-1-09**” – Michigan National Career Readiness Certificate Fact Sheet
2. File Name “**NCRC-Brochure-Template-7-1-09**” - Michigan National Career Readiness Certificate Employer Brochure
3. File Name “**MI-NCRC-FAQ-7-1-09**” – Michigan National Career Readiness Certificate Fact Sheet
4. File Name “**Certificate-NCRC-7-1-09**” – Employability Skills Completion of Training Certificate

MWAs may also develop and customize supplemental outreach materials, so long as they align with the materials included in this policy issuance. Through the use of the attached outreach materials, each MWA will be responsible for creating and maintaining relationships with local employers, and other relevant partners for the purpose of marketing to and educating employers about the benefits of the MI NCRC.

MWAs must include information regarding the MI NCRC on their agency website. Information should include, but is not limited to:

- The value of the MI NCRC to employers and jobseeker (see Employer Engagement and Outreach material); and
- Where and when the three core WorkKeys assessments that make up the MI NCRC are offered within the MWA's service delivery area.

Data and Reporting

MI NCRC participant data will be tracked through the One Stop Management Information System (OSMIS) for Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), Wagner-Peyser, and Jobs, Education, and Training (JET) participants. MWAs are required to enter the level an individual scored on all three MI NCRC WorkKeys assessments (Applied Mathematics, Locating Information, and Reading for Information) in the "Assessment/Testing" section of the Individual Service Strategy (ISS) section of the OSMIS for the appropriate funding stream.

To access the ISS section of the OSMIS, at a minimum, the following must occur based on funding stream:

- Wagner-Peyser funding stream - Individual must be a Wagner-Peyser participant.
- WIA funding streams - A pre-registration must be completed. This will result in the individual being counted as a Wagner-Peyser participant.
- TAA funding stream - A registration must be completed. This will result in the creation of a WIA pre-registration and the individual being counted as a Wagner-Peyser participant.
- JET funding stream - The individual must attend a general orientation.

For MWAs providing MI NCRC WorkKeys assessments to members of the general public, whose level of service does not rise above a self-service activity such as the Michigan Talent Bank, and who are not attached to current funding

streams, a Wagner-Peyser registration or WIA Pre-Registration will need to be entered.

At the ISS screen, MWAs should enter the level (3-7) that a participant scored on each of the three core WorkKeys assessments (Applied Mathematics, Locating Information, and Reading for Information). For scores less than 3, MWAs should enter “0.”

The first time an individual takes the three core assessments, all three core assessment scores should be entered under “Pre-Service.” If necessary, subsequent assessment scores should be entered under “Post-Service.” Although MWAs may enter additional “Post-Service” scores, the system will only display the last “Post-Service” scores that have been entered. A display only counter will track the number of “Post-Service” scores that have been recorded. For example, when a participant is given the three core assessments that make up the MI NCRC, the scores for the initial set of assessments that were administered are entered under “Pre-Service.” If the individual re-takes one or more of the core assessments, the score(s) are entered under “Post-Service” and the counter will display a value of one. Subsequent assessments scores entered with a new date will increment the counter by one.

When an MWA enters a score for all three core assessments on either the “Pre-Service” or “Post-Service,” the OSMIS will determine whether the scores entered result in the participant achieving a Platinum, Gold, Silver, or Bronze MI NCRC. A display only box will display what MI NCRC(s), the participant qualified to receive. Earned certificates (Platinum, Gold, Silver, or Bronze) will continue to be displayed unless the participant’s ISS record is deleted.

Two new indicators will be added to the ISS section of the OSMIS to track Employability Skills Training. MWAs will need to identify whether an individual received and successfully completed Employability Skills Training by answering “Yes” or “No” to “Employability Skills Given?” and “Employability Skills Training Completed?” questions. If an MWA indicates, “Yes” for both questions, the OSMIS will generate a message that states, “Participant qualifies to receive an Employability Skills Endorsement.”

MRS customers will be tracked through the Accessible Web based Activity and Reporting Environment (AWARE) system.

Although MI NCRCs do not meet the “certificate” definition under Common Measures, a MI NCRC may be recognized as a “credential” under the WIA statutory measures as long as another allowable WIA service is provided in addition to receiving the MI NCRC. MWAs should work with their local Workforce Development Board to determine if a MI NCRC will be locally recognized as a valid credential under the WIA statutory measures.

For Wagner-Peyser participants, WorkKeys assessments are classified as a mediated service.

For WIA participants, the three core WorkKeys assessments are classified as a core service.

For TAA participants, the WorkKeys assessments are classified as skills assessments.

Funding

DELEG/BWT has identified funding (Attachment A) to support the implementation of the MI NCRC.

WIA statewide activities funding is being provided, where appropriate, to support:

- The administration of the assessments,
- Purchasing of the assessments and certificates,
- Employability skills development and administration; and
- Public awareness and outreach.

Wagner-Peyser funding is also being provided, where appropriate, to support:

- The administration of the assessments,
- Purchasing of the assessments and certificates,
- Employability skills development and administration, and
- Public awareness and outreach.

MWAs are required to provide a brief plan on how funding will be used to conduct employer engagement and outreach, consistent with the materials included in this policy.

In addition to funding awarded in this policy issuance, it is the expectation of DELEG/BWT that MWAs will use regular WIA, Wagner-Peyser, Trade Adjustment Act and JET formula funding, where appropriate, for administering the three core WorkKeys assessments and the MI NCRC certificate for program participants.

Funding awarded in this policy issuance is available for expenditure through June 30, 2010. Funds unexpended as of June 30, 2010, will be recaptured by DELEG/BWT.

Quarterly Reports

MWAs are required to submit to DELEG/BWT, on a quarterly basis, information regarding the MWA's progress and experiences administering the WorkKeys assessments and implementing the MI-NCRC. This information is to be submitted using the form attached to this policy issuance (Attachment C). MWAs are to include details such as job seeker testimonials, employer testimonials, anecdotes, promising practices, effective local implementation strategies, etc. Problems and/or recurring concerns that an MWA has experienced in implementing the directives of this policy issuance may also be included in these reports.

Completion of all sections of the attached form is not required, however the information submitted should provide DELEG/BWT with an overview of the MWA's key experiences during the quarter in administering the WorkKeys assessments, providing Employability Skills Training, and communicating with employers and the community regarding the MI NCRC. Quarterly reports are required to be submitted each quarter, even if an MWA does not have any information to report. Quarterly reports are not to be sent in formats other than the attached form.

Quarterly reports are due no later than the 20th day of the month following the end of the quarter being reported upon.

A forthcoming PI will address expenditure reporting.

Universal Accessibility

It is essential that obtaining a MI NCRC be an inclusive process for all customers, including those with disabilities. MWAs must comply fully with the non-discrimination and equal opportunity provisions of all applicable laws when administering WorkKeys assessments and Employability Skills Training. Furthermore, MWAs must follow the WorkKeys guidelines for providing accommodations for customers with disabilities.

Action: Implementation of the directives stated in this policy issuance.

Within 30 days of the issuance date of this policy, MWAs must submit to Ms. Stephanie Beckhorn, Manager, WIA Section at beckhorns@michigan.gov:

- A Budget Information Summary (BIS) for all three funding allocations awarded in this policy issuance.
- A signed Approval Request Page.

Within 60 days of the issuance of this policy, MWAs must submit to Mr. Keenan Wade at wadek@michigan.gov, for approval:

- An outline of proposed Employability Skills Training.
- A plan that details how the WIA statewide activities funding allocated in this policy issuance will be used to provide employer engagement and outreach.

Quarterly summaries must be submitted to Mr. Keenan Wade at wadek@michigan.gov no later than the 20th day of the month following the end of the quarter being reported upon. Included in the first quarterly report, MWAs must provide the name, telephone number, and email address of an individual who may be contacted for the purposes of discussing all questions related to the MI NCRC.

Inquiries: Questions regarding this policy issuance should be directed to Mr. Keenan Wade by phone at (517) 373-8281.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

**Expiration
Date:**

Continuing

LEO:SB:bs

WorkKeys and National Career Readiness Certificate Allocations

Approval Request Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “Michigan National Career Readiness Certificate” has been pre-printed.
4. Policy Issuance Number: Enter the policy issuance number. “08-XX” has been pre-printed.
5. Program Period: Identify the program period. “07-01-09 through 06-30-10” has been pre-printed.
6. Grant Name: Identify the grant name of the funding source(s). The grant names “PY 2008 WIA Statewide Activities”; “PY 2009 Wagner-Peyser”; and “PY 2009 Wagner-Peyser/Recovery Act” have been pre-printed.
7. Project Name: Identify the project name of the funding source(s). The project names “MI NCRC” have been pre-printed and correspond to each grant name.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Office of Workforce Development PI 07-13, issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Michigan National Career Readiness Certificate	
4. Policy Issuance Number: 08-XX	5. Program Period: 07-01-09 through 06-30-10
6. Grant Name: a) AY08 WIA Statewide Activities b) AY09 Wagner-Peyser 7(A) c) AY09 Employment Services-ARRA	7. Project Name: a) MI-NCRC b) MI-NCRC c) MI-NCRC

*THE CHIEF ELECTED OFFICIAL (S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT*

AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
WDB CHAIRPERSON	DATE

The Michigan Department of Energy, Labor & Economic Growth, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

BUDGET INFORMATION SUMMARY

Section I - Identification Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program name. For example, Workforce Investment Act.
4. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
5. Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/09 to 06/30/10.
6. Grant Name: Enter the name of the grant associated with the funding being awarded.
7. Project Name: Enter the name of the project associated with the funding being awarded.

Section II - Total Funds Available

1. Appropriation Year (AY) Funding
 - a. Enter the current AY allocated funding.
 - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
 - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
 - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.

Section III - Current AY Planned Expenditures by Cost Category

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.

If Youth:
 - a. Enter amount of allocation planned for in-school youth.
 - b. Enter amount of allocation planned for out-of-school youth.

BUDGET INFORMATION SUMMARY

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name:	2. MWA Number:
3. Program Title: MI National Career Readiness Certificate	4. Policy Issuance Number: 08-XX
5. Plan Period: July 1, 2009 – June 30, 2010	6. Grant Name: AY08 WIA Statewide Activities
7 Project Name: MI NCRC	

SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$
b. Transfer in from: Adult [] Dislocated Worker []	\$
c. Transfer out to: Adult [] Dislocated Worker []	\$
d. Total Current AY funding	\$

SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

BWT-345 (5/09)

The Michigan Department of Energy, Labor & Economic Growth, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**WAGNER-PEYSER
BUDGET INFORMATION SUMMARY INSTRUCTIONS**

SECTION I: Identification Information

1. Michigan Works! Agency (MWA) Name: Enter the MWA name.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “Michigan National Career Readiness Certificate” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “08-XX” has been preprinted.
5. Program Period: Enter the program period. “07-01-09 through 06-30-10” has been pre-printed.
6. Grant Name: Enter the Grant Name. “AY09 Wagner-Peyser 7(A)” has been pre-printed.
7. Project Name: Enter the Project Name. “MI NCRC” has been pre-printed.

SECTION II: Total Funds Available

1. Program Year (PY) 2009 Allocation: Enter amount of Wagner-Peyser funds allocated in this PI for the MI NCRC for PY 2009.

SECTION III: Planned Expenditures by Cost Category

1. Program Expenses (Direct Customer Services): Enter amount planned for program expenses. These are costs directly associated with providing program services to job seekers or employers. They include such items as salaries and benefits of the contracted ES providers; rent and utilities attributed to the space used to deliver services; supplies, Internet connections, information technology, and equipment used to deliver direct services; and contractual expenses such as equipment maintenance related to the delivery of direct services.
2. Administration Expenses: Enter amount planned for administration expenses. Administration Expenses are defined as the costs necessary for the proper administration and coordination of Wagner-Peyser employment services. Wagner-Peyser provider administrative costs are to be excluded and planned and reported as program expenses (direct customer services). Only administration costs associated with the Wagner-Peyser programs should be charged against the Wagner-Peyser allocation. There will be no limitations imposed on administration expenses; however, MWAs that indicate

administration expenses above 20 percent will be monitored.

Administration expenses include salaries and benefits and all other indirect overhead costs **not associated with providing program services** to job seekers and employers, such as the preparation of program plans, budgets, and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations services related to accounting, litigation, audits, management of property, payroll, and personnel; costs of good and services required for the administration of the program such as rental and purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space not used for providing program services to job seekers and employers; travel costs associated with official business; management information systems not related to the tracking and monitoring of ES requirements (e.g., for a personnel and payroll system for administrative staff); and preparing reports and other documents related to program requirements.

3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**WAGNER-PEYSER
BUDGET INFORMATION SUMMARY**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Michigan National Career Readiness Certificate	
4. Policy Issuance Number: 08-XX	5. Program Period: 07-01-09 through 06-30-10
6. Grant Name: AY09 Wagner-Peyser 7(A)	7. Project Name: MI NCRC

SECTION II – TOTAL FUNDS AVAILABLE

	Amounts
1. Program Year 2009 Allocation	\$

SECTION III – PLANNED EXPENDITURES BY COST CATEGORY

Cost Categories	Amounts
1. Program Expenses (Direct Customer Services)	\$
2. Administration Expenses	\$
3. Total Planned Expenditures	\$

BWT 349 (06/09)

The Michigan Department of Energy, Labor & Economic Growth, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**WAGNER-PEYSER
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
BUDGET INFORMATION SUMMARY INSTRUCTIONS**

SECTION I: Identification Information

1. Michigan Works! Agency (MWA) Name: Enter the MWA name.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “Michigan National Career Readiness Certificate” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “08-XX” has been preprinted.
5. Program Period: Enter the program period. “07-01-09 through 06-30-10” has been pre-printed.
6. Grant Name: Enter the Grant Name. “AY09 Employment Services-ARRA” has been pre-printed.
7. Project Name: Enter the Project Name. “MI NCRC” has been pre-printed.

SECTION II: Total Funds Available

1. Program Year (PY) 2009 Allocation: Enter amount of Wagner-Peyser ARRA funds allocated in this PI for the MI NCRC for PY 2009.

SECTION III: Planned Expenditures by Cost Category

1. Program Expenses (Direct Customer Services): Enter amount planned for program expenses. These are costs directly associated with providing program services to job seekers or employers. They include such items as salaries and benefits of the contracted ES providers; rent and utilities attributed to the space used to deliver services; supplies, Internet connections, information technology, and equipment used to deliver direct services; and contractual expenses such as equipment maintenance related to the delivery of direct services.
2. Administration Expenses: Enter amount planned for administration expenses. Administration Expenses are defined as the costs necessary for the proper administration and coordination of Wagner-Peyser employment services. Wagner-Peyser provider administrative costs are to be excluded and planned and reported as program expenses (direct customer services). Only administration costs associated with the Wagner-Peyser

programs should be charged against the Wagner-Peyser allocation. There will be no limitations imposed on administration expenses; however, MWAs that indicate administration expenses above 20 percent will be monitored.

Administration expenses include salaries and benefits and all other indirect overhead costs **not associated with providing program services** to job seekers and employers, such as the preparation of program plans, budgets, and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations services related to accounting, litigation, audits, management of property, payroll, and personnel; costs of good and services required for the administration of the program such as rental and purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space not used for providing program services to job seekers and employers; travel costs associated with official business; management information systems not related to the tracking and monitoring of ES requirements (e.g., for a personnel and payroll system for administrative staff); and preparing reports and other documents related to program requirements.

3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**WAGNER-PEYSER
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
BUDGET INFORMATION SUMMARY**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Michigan National Career Readiness Certificate	
4. Policy Issuance Number: 08-XX	5. Program Period: 07-01-09 through 06-30-10
6. Grant Name: AY09 Employment Services-ARRA	6. Project Name: MI NCRC

SECTION II – TOTAL FUNDS AVAILABLE

	Amounts
1. Program Year 2009 Allocation	\$

SECTION III – PLANNED EXPENDITURES BY COST CATEGORY

Cost Categories	Amounts
1. Program Expenses (Direct Customer Services)	\$
2. Administration Expenses	\$
3. Total Planned Expenditures	\$

BWT 350 (06/09)

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Michigan National Career Readiness Certificate (NCRC) Allocations

Program Year 2008 (July 1, 2008 - June 30, 2009)

Michigan Works! Agency (MWA)	WIA Statewide Activities (\$)	Wagner-Peyser Allocation (\$)	Wagner-Peyser ARRA (\$)	Total Allocation (\$)
ACSET	90,510	38,560	154,273	283,343
Berrien/Cass/Van Buren	35,054	14,934	59,749	109,737
Calhoun ISD	29,604	12,612	50,459	92,675
Capital Area	59,414	25,312	101,271	185,997
Career Alliance	58,294	24,835	99,361	182,490
Central Area	28,042	11,947	47,798	87,787
City of Detroit	87,338	37,208	148,866	273,412
Eastern U.P.	6,512	2,774	15,714	25,000
Kalamazoo-St. Joseph	39,199	16,700	66,813	122,712
The Job Force	22,161	9,441	37,773	69,375
Livingston County	22,401	9,543	38,182	70,126
Macomb/St. Clair	120,205	51,210	204,888	376,303
Muskegon County	24,873	10,597	42,395	77,865
Northeast	15,951	6,795	27,188	49,934
Northwest	38,203	16,275	65,116	119,594
Oakland County	149,868	63,848	255,449	469,165
Ottawa County	32,754	13,954	55,828	102,536
Region 7B	15,360	6,544	26,182	48,086
Great Lakes Bay	46,269	19,712	78,865	144,846
South Central	35,668	15,196	60,796	111,660
SEMCA	142,923	60,889	243,611	447,423
Thumb Area	27,195	11,586	46,354	85,135
Washtenaw County	45,026	19,182	76,746	140,954
West Central	17,473	7,444	29,783	54,700
Western U.P.	9,703	4,134	16,540	30,377
Total	\$1,200,000	\$511,232	\$2,050,000	\$3,761,232

Formula allocation based on FY 2007 labor force size with a minimum allocation of \$25,000 per MWA.

MDELEG May 27, 2009.

Registering as a RegiSTAR Agency

MWAs must contact Mr. Mike Flanigan, ACT, Inc. Program Manager, at 319-341-2540 or michael.flanigan@act.org to begin the registration process. Once registered, ACT, Inc. will issue each MWA a username and password for their RegiSTAR account.

RegiSTAR Agency Costs:

- One-Time \$250 set-up fee for MWAs with 1-5 Service Centers; or
- One-Time \$500 set-up for MWAs with 6+ Service Centers.

Annual RegiSTAR Renewal Fees:

- \$250 per MWA, regardless of the number of Service Centers.

Additional RegiSTAR Information:

- Each MWA is designated as the RegiSTAR agency for each of their service centers.
- Weekly sweep conducted for each location. Data aggregated by each MWA.
- No shipping charges assessed for sending certificates to each MWA administrative office.
- MWA responsible for receiving / distribution certificates and certificate reports to individual service centers.
- Bills received at each MWA administrative office.

Testing, Scoring, and Training Fees

Item	Fee Structure
WorkKeys Internet Based Assessment System	WorkKeys Internet Based Assessment System
Initial Set-Up Fee	\$100 per realm (testing site)
Fee for each Assessment launched.	See current price schedule.
Training Fee	One remote or self-paced training session – Free Pricing for all other training shall be as negotiated.
WorkKeys Paper Based System	WorkKeys Paper Based System
Fee for each Assessment Scored.	Same as Internet Based Assessments
Express Score	Express Score
Annual License Fee	\$1,500 per Authorized Customer Location per year.

Current WorkKeys Assessment and Certificate Pricing

Product/Pricing	Education/Government
	2008-2009
APPLIED MATH	\$5.00
LOCATING INFORMATION	\$5.00
READING FOR INFORMATION	\$5.00
MI CAREER READINESS CERTIFICATE	\$5.00

ATTACHMENT C

Michigan National Career Readiness Certificate (MI NCRC) Success Stories Quarterly Report

Directions

Please use this form for submitting quarterly MI NCRC success stories. Completion of all sections is not required, however the information submitted should provide the Department of Energy, Labor and Economic Growth/Bureau Workforce Transformation with an overview of the Michigan Works! Agency's key experiences during the quarter in its implementation of the MI NCRC.

Please do not send attachments or information in other formats. Please expand the height of the rows as necessary.

Michigan Works! Agency (MWA):
Quarter:

Contact person for discussing information in this submission:

Name:

Telephone:

Email:

MI NCRC Quarterly Success Story Form	
Job Seeker Testimonials	1. "Quote" -Job seeker name/pseudonym, MWA, date of quote
	2. "Quote" -Job seeker name/pseudonym, MWA, date of quote
	3. "Quote" -Job seeker name/pseudonym, MWA, date of quote
Employer Testimonials	1. "Quote" - Employer/Organization Name, MWA, date of quote

	<p>2. "Quote"</p> <p>-Employer/Organization Name, MWA, date of quote</p>
	<p>3. "Quote"</p> <p>-Employer/Organization Name, MWA, date of quote</p>
<p><u>Promising Practices/Local Implementation Strategies</u></p>	
<p><u>Anecdotes</u></p> <p>(Please include all relevant dates)</p>	
<p>Problems/Recurring Concerns</p>	
<p>Suggestions/Proposed Changes to State Policy</p>	