



OFFICIAL

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Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 11-34, Change 1

Date: October 8, 2012

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency, State of Michigan
SIGNED

Subject: Program Year (PY) 2012 Employment Services (ES) Plan Instructions

Programs Affected: ES

Rescissions: 11-34

References: Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act (WIA) of 1998
5 CFR, Section 900.603, revised January 1, 2009
ES Manual: WDASOM PI 11-11, issued October 21, 2011

Background: The federal Wagner-Peyser Act of 1933 provided for the establishment of a nationwide labor exchange system, known as the ES. The Act was amended by the WIA of 1998 to make the ES part of the one-stop service delivery system. The ES focuses on a variety of employment-related labor exchange services including job search assistance, assessment, job referral, and placement of job seekers; re-employment services to unemployment insurance claimants; and recruitment services to employers. This policy change redistributes PY 2011 excess carry-in funds to the PY 2012 Wagner-Peyser program. This policy change also updates the PY 2012 performance goal levels.



Workforce Development Agency, State of Michigan

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Policy:

As a condition of receiving Wagner-Peyser ES funds for PY 2012, the period of July 1, 2012 through June 30, 2013, each MWA must submit an ES plan consisting of a Plan Narrative, Budget Information Summary (BIS), and Plan/Approval Modification Request, as described in this policy. PY 2012 Wagner-Peyser allocations are indicated in Table 1 (Attachment A).

The PY 2012 Wagner-Peyser allocation Grant Action Notices (GANs) will be identified with the Grant Name "AY12 Wagner-Peyser 7(A)" and the Project Name "AY12 Wagner-Peyser 7(A)." Although PY 2012 is the period of July 1, 2012 through June 30, 2013, PY 2012 Wagner-Peyser GANs will have a grant period of July 1, 2012 through June 30, 2014, as up to 25 percent of an MWA's PY 2012 Wagner-Peyser allocation is available for use in PY 2013. Accordingly, an MWA's PY 2012 Wagner-Peyser funding remaining available for use in PY 2013 will be accessed through the original PY 2012 Grant and Project Names listed above.

PY 2012 Wagner-Peyser fourth quarter expenditure reports are due in the Management of Awards to Recipients System (MARS) by close of business July 20, 2013. PY 2012 Wagner-Peyser funds that were not expended in PY 2012 that exceed 25 percent of the respective MWA's PY 2012 allocation **will be recaptured and redistributed**. Any such redistribution of funds will be made through adjustments to PY 2013 Wagner-Peyser allocations subsequent to the submission of the PY 2012 fourth quarter expenditure reports.

MERIT-BASED WAGNER-PEYSER ES PROVIDERS

MWAs must competitively select and contract with one or more merit-staffed public organizations to provide Wagner-Peyser ES, affording due process and appeal rights. Standards for a merit system of personnel may be found at federal regulation 5 CFR 900.603, available at: http://edocket.access.gpo.gov/cfr_2009/janqtr/5cfr900.603.htm.

All MWA Wagner-Peyser ES providers must be a unit of the State of Michigan, a local unit of government, special purpose unit of government, school district, intermediate school district, public community college, or public university. MWAs shall not use a competitive selection process that excludes or penalizes bids or proposals submitted by, or contracts with, the Workforce Development Agency, State of Michigan (WDASOM) for employment services.

MWAs must hold their merit-staffed Wagner-Peyser ES providers responsible to the standards for a merit system of personnel described in 5 CFR 900.603.

MWAs must maintain on file a certification from each ES provider confirming that the provider will deliver employment services in conformance with the merit staffing standards described in 5 CFR 900.603. This

documentation must be made available to the Michigan Economic Development Corporation (MEDC) and/or the federal Office of Personnel Management if requested.

PERFORMANCE MEASURES

The following Performance Measures will be tracked in the One-Stop Management Information System (OSMIS) for Wagner-Peyser ES programs: Entered Employment, Retained Employment, and Average Earnings.

These three measures are defined as follows:

- **Entered Employment**

Of those who are not employed at the date of participation:

The number of adult participants who are employed in the first quarter after the exit quarter, divided by the number of adult participants who exit during the quarter.

This measure provides an assessment of program impact on increasing employment for those who were unemployed. Individuals who are employed at the date of participation are excluded from this measure. Individuals who, although employed at the date of participation, have either received a notice of termination of employment, have been issued a notice from their employer that the facility or enterprise will close, or who are currently on active military duty and have been provided with a date of separation from military service, are considered not employed and are included in the measure.

- **Retained Employment**

Of those who are employed in the first quarter after the exit quarter:

The number of adult participants who are employed in both the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter.

By defining a positive outcome as employment in the first, second, and third quarters after the quarter of exit, this measure approximates retention for at least six months following program participation. Individuals who are not employed in the first quarter after the exit quarter are excluded from this measure. A positive outcome on the retention measure does not necessarily indicate continuous employment with the same employer.

- **Average Earnings**

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter.

MWAs are expected to use the levels below as performance goals for their ES programs for PY 2012:

Entered Employment: 53 percent
Retained Employment: 79 percent
Average Earnings: \$13,200 for the six-month period measured.

PLAN INSTRUCTIONS

The ES Plan required of each MWA consists of the following:

Section I. Plan Narrative – describes the services and/or activities to be provided during PY 2012.

Section II. Budget Information Summary – identifies the PY 2012 allocation and how the funds will be spent for the plan period.

Section III. Plan Approval/Modification Request – bears the signature of the chief elected officials or the designated signatory; and the signature of the Workforce Development Board chairperson or the designated signatory.

CASH REQUESTS/FINANCIAL REPORTING

The MWA will process all cash requests through MARS in accordance with the MARS Manual. The MWA must have appropriate documentation on file to support each cash draw.

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDASOM on a quarterly basis. All quarterly financial expenditure reports are due to the WDASOM no later than the 20th calendar day after the end of the calendar quarter. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the 20th. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org/>. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

Action: MWA officials shall prepare and submit a revised BIS within 30 days of the date of this policy issuance. The BIS must be submitted electronically to the Welfare Reform/Wagner-Peyser state coordinator and to VanceP1@michigan.gov.

Quarterly financial expenditure reports are to be submitted following the guidelines described in the preceding section.

Inquiries:

Questions regarding this policy should be directed to the MWA's Welfare Reform state coordinator at (517) 335-5858.

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date:

June 30, 2014

GC:SS:pv
Attachments

EMPLOYMENT SERVICES (ES) PLAN NARRATIVE
General Instructions

1. Michigan Works! Agency (MWA) Contact Person:

Identify an MWA contact person; including address, phone number, and electronic mail address for purposes of communicating regarding the ES Plan.

2. Provision of Services:

a. Describe how Wagner-Peyser funded services will be provided at no cost to employers and job seekers.

b. Access to the Michigan Talent Bank Internet-Based System:

For each site, describe the number and location of appropriately configured computer workstations that will be available for self-service customers' use. Project the daily number of customers who will use the computers and describe how peak loads for ES registration will be handled.

3. Labor Exchange:

Describe how Labor Exchange services will be provided using the three tiers of services: standard/self-services; facilitated services; and mediated services. List how many staff persons will be available at each site to provide services. If staffing levels will vary, describe the planned staffing schedule.

4. Profiling Requirement:

States are required by federal law to implement and use a system of profiling for all new regular unemployment insurance (UI) claimants. The MWA must schedule those claimants identified on the list with an asterisk (mandatory profiled claimants) to attend a reemployment services information session within 7-10 days. Include a description of how the profiling requirements will be administered.

5. UI Claimant Services/Memorandum of Understanding Between the UI Agency and Workforce Development Agency, State of Michigan:

Describe the accommodations and the information that the MWA will provide to individuals who enter the service center seeking assistance in regard to a claim for UI benefits.

6. UI Work Test:

Describe how the UI Work Test will be administered. The description must include an explanation of how the ES registration of UI claimants will be conducted, and how

reporting claimant non-compliance with the “Available and Seeking Work” requirement, will be conducted.

7. Participation in a System for Clearing Labor Between the States:

As components of the National Labor Exchange System, MWAs must participate in a system for clearing labor between the states by accepting and processing certain interstate and intrastate job orders. Describe how the MWA will conduct such operations.

8. Services to Veterans:

Describe the process the MWA uses to refer veterans to Local Veterans Employment Representatives and Disabled Veterans Outreach Workers.

9. Veterans’ Priority:

Describe how Veterans’ Priority will be applied in the delivery of Wagner-Peyser funded employment services.

10. Services Provided to Migrant and Seasonal Farm Workers (MSFWs):

Describe the services and/or staffing that the MWA will maintain to ensure that MSFWs will be provided with access to the same employment services, benefits, protections, counseling, testing, and job and training referral services received by the universal population. Include a description of the referral process to Agricultural Employment Specialists or other appropriate MWA staff.

11. Additional Services:

Describe in detail any planned services or activities for which ES funds would be utilized that are in any way different from, or in addition to, the services described in other areas of the narrative.

EMPLOYMENT SERVICES (ES) BUDGET INFORMATION SUMMARY
General 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. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “11-34, Change 1” has been preprinted.
5. Plan Period: Enter the plan period. “07-01-12 through 06-30-14” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY12 Wagner-Peyser 7(A)” has been preprinted.
7. Project Name: Enter the Project Name. “AY12 Wagner-Peyser 7(A)” has been preprinted.

SECTION II – Total Funds Available

1. Initial (PY) 2012 Allocation: Enter the amount of initial Wagner-Peyser 7(a) funds allocated for PY 2012. See Table 1 (Attachment A).
2. Excess PY 2011 Carry-in Adjustment: Enter the Excess PY 2011 Carry-in Adjustment. See Table 1 (Attachment A).
3. Total (PY) 2012 Allocation: Enter the amount of total Wagner-Peyser 7(a) funds allocated for PY 2012. See Table 1 (Attachment A).

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 employment services 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.
4. 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 7(a) ES. Wagner-Peyser ES *provider* administrative costs are not to be included. Instead, they are to be planned and reported as program expenses (direct customer services).

Only administration costs associated with the Wagner-Peyser 7(a) ES programs should be charged against the Wagner-Peyser 7(a) 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, 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 goods 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.

**EMPLOYMENT SERVICES – WAGNER-PEYSER 7(a)
BUDGET INFORMATION SUMMARY**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Employment Services – Wagner-Peyser 7(a)	
4. Policy Issuance Number: 11-34, Change 1	5. Plan Period: 07-01-12 through 06-30-14
6. Grant Name: AY12 Wagner-Peyser 7(A)	7. Project Name: AY12 Wagner-Peyser 7(A)

SECTION II – TOTAL FUNDS AVAILABLE

Funding Source: Employment Services – Wagner-Peyser 7(a)	Amount
1. Initial Program Year (PY) 2012 Allocation	\$
2. Excess PY 2011 Carry-in Adjustment	\$
3. Total PY 2012 Allocation	\$

SECTION III – PLANNED EXPENDITURES BY COST CATEGORY

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

The Workforce Development Agency, State of Michigan, 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.

EMPLOYMENT SERVICES (ES) PLAN APPROVAL/MODIFICATION REQUEST
General Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the title for the plan being submitted. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “11-34, Change 1 has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “07-01-2012 - 06-30-2014” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY12 Wagner-Peyser 7(A)” has been preprinted.
7. Project Name: Enter the Project Name. “AY12 Wagner-Peyser 7(A)” has been preprinted.

Employment Services Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title: Employment Services – Wagner-Peyser 7(a)	
4. Policy Issuance Number: 11-34, Change 1	5. Plan Period: 07-01-12 through 06-30-14
6. Grant Name: AY12 Wagner-Peyser 7(A)	7. Project Name: AY12 Wagner-Peyser 7(A)

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

DELEG-BWT 1001-01 (Revised 06-09)

The Workforce Development Agency, State of Michigan, 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.

Table 1

Wagner - Peyser Planning Allocations

Program Year 2012 (July 1, 20102- June 30, 2013)

Michigan Works! Agency	Initial Allocation (\$)	Excess PY 2011 Carry-In Adjustment	Adjusted Allocation (\$)
ACSET	\$1,025,804	\$14,757	\$1,040,561
Berrien/Cass/Van Buren	\$433,977	\$6,269	\$440,246
Calhoun ISD	\$332,397	\$4,788	\$337,185
Capital Area	\$679,738	\$9,773	\$689,511
Career Alliance	\$712,806	\$10,315	\$723,121
Central Area	\$340,853	\$4,921	\$345,774
City of Detroit	\$1,647,785	(\$161,505)	\$1,486,280
Eastern U.P.	\$85,032	\$1,231	\$86,263
Kalamazoo-St. Joseph	\$455,479	\$6,557	\$462,036
The Job Force	\$262,924	\$3,790	\$266,714
Livingston County	\$271,618	\$3,919	\$275,537
Macomb/St. Clair	\$1,620,802	\$23,492	\$1,644,294
Muskegon County	\$309,837	\$4,481	\$314,318
Northeast	\$205,090	\$2,976	\$208,066
Northwest	\$480,397	\$6,955	\$487,352
Oakland County	\$1,844,721	\$26,650	\$1,871,371
Ottawa County	\$367,310	\$5,286	\$372,596
Region 7B	\$206,843	\$3,004	\$209,847
Great Lakes Bay	\$559,214	\$8,063	\$567,277
South Central	\$434,311	\$6,279	\$440,590
SEMCA	\$1,505,579	\$21,628	\$1,527,207
Thumb Area	\$349,446	\$5,066	\$354,512
Washtenaw County	\$470,755	\$6,743	\$477,498
West Central	\$224,173	\$3,243	\$227,416
Western U.P.	\$125,564	(\$28,681)	\$96,883
Total	\$14,952,455	\$0	\$14,952,455

Allocation based on calendar year 2011 average civilian labor force (50%) and average unemployment (50%).
Additional PY 12 funds are PY 11 excess carry-in funds.

WDA September 27, 2012