

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 10/16/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-10, Change 1

Date: October 16, 2015

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director, Office of Talent Policy and Planning
Workforce Development Agency
SIGNED

Subject: Program Year (PY) 2015 Employment Service (ES) Plan Instructions

Programs Affected: Wagner-Peyser ES

Rescissions: None

References: Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act (WIA) of 1998.

Wagner-Peyser Act of 1933, as amended by the Workforce Innovation Opportunity Act (WIOA) of 2014.

5 Code of Federal Regulations (CFR), Section 900.603, revised January 1, 2009

20 CFR 662.300, WIA Section 121(c)(2)

Bureau of Workforce Programs PI: 07-29, issued December 17, 2007

WDA PI: 11-11, Change 1, ES Manual, issued June 7, 2013

Background: This policy change redistributes funds based on the realignment of the four MWAs (GST Michigan Works!, Upward Talent Council, Southeast Michigan Consortium, and West Michigan Works!) effective October 1, 2015.



Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
517.335.5858 | TTY 888.605.6722

This policy also provides instructions for the funding closeout of the MWAs that have been consolidated as of September 30, 2015.

The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that provide job matching at no cost to all employers and job seekers known as the Employment Service (ES). The Act was amended by the WIA of 1998, and more recently by the WIOA of 2014, which calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

ES focuses on a variety of employment-related labor exchange services including:

- job search assistance,
- assessment,
- job referral,
- placement of job seekers,
- re-employment services to unemployment insurance claimants,
- registering unemployment insurance claimants for work,
- delivery of the Unemployment Insurance (UI) Work Test, and
- recruitment services for employers.

Policy:

Allocations

Attachment F is a revised allocation chart for delivering the PY 2015 ES program.

Plan Instructions

The ES Plan required of each affected MWA will consist of the following:

Section I. Plan Narrative – describes the services and/or activities to be provided during PY 2015. Attachment A provides general instructions for completing the narrative portion of the ES Plan.

Section II. Budget Information Summary (BIS) – identifies the PY 2015 allocation and how the funds will be spent for the plan period. Attachment B provides the general instructions for completing the ES BIS. Attachment C contains the BIS form.

Section III. Plan Approval/Modification Request – bears the signature of the chief elected official(s) or the designated signatory; and the signature of the Workforce Development Board chairperson or the designated signatory. Attachment D contains the ES Plan Approval Modification Request form general instructions. Attachment E contains the Approval Modification Request form.

Action: MWA officials from GST Michigan Works!, Upward Talent Council, Southeast Michigan Consortium and West Michigan Works! must submit a Plan Narrative, BIS (using the revised Allocation Chart), and signature page for the period of October 1, 2015 to June 30, 2016 within 30 days of this policy issuance. These documents must be submitted electronically to the Welfare Reform/Wagner-Peyser e-mail address at WDA-WR-WP@michigan.gov.

Central Area, Eastern Upper Peninsular, Genesee/Shiawassee, Livingston, Muskegon/Oceana, Ottawa, Washtenaw and Western Upper Peninsula must closeout all active grant awards as of September 30, 2015, in the books, records, and through the Management of Awards to Recipients System (MARS). These MWAs must appropriately accrue for all expenditures through September 30, 2015, and draw the necessary cash from MARS to reimburse all expenditures incurred on or before September 30, 2015. The final closeout report is due to the WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Submit reports to the Management of Awards to Recipients System (MARS) system at 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. Previously awarded Wagner-Peyser funding that is unspent will be redistributed after closeouts have been filed in MARS, from these dispersed MWAs, and are reconciled by the Workforce Development Agency.

All other requirements from WDA PI: 15-10, dated June 30, 2015, remain in effect.

Inquiries: Questions regarding this policy should be directed to the MWA's Welfare Reform/Wagner-Peyser state coordinators at (517) 373-6234.

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

**Expiration
Date:**

June 30, 2016

JB:BE: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 e-mail address for purposes of communication regarding the ES Plan.

2. Provision of Labor Exchange Services:

- a. Describe how Wagner-Peyser funded services will be provided at no cost to employers and job seekers.
- b. Explain how Labor Exchange services will be provided using the three tiers of services: self-services, facilitated services, and staff-assisted services. In what manner are core and intensive services delivered? List how many staff will be available at each site to provide services.

3. Unemployment Insurance (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 (ABE)” requirements will be managed.

4. Participation in a System of Clearing Labor between the States:

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

5. Services to Veterans:

Explain how the MWA will ensure Veterans will be provided access to the same employment services received by the general population. Describe the screening process the MWA uses to refer eligible Veterans to Disabled Veterans’ Outreach Program Specialists for case management services; and how priority of services for Veterans and eligible spouses will be applied in the delivery of Wagner-Peyser funded employment services.

6. Services Provided to Migrant and Seasonal Farm Workers (MSFW):

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

7. Carry In Dollars:

Please indicate any Wagner-Peyser funding from PY 2014 that will be carried into PY 2015.

8. Additional Services:

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

**Wagner Peyser
Budget Information Summary (BIS) Instructions**

Section I - Identification Information

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable to the BIS. *“15-10, Change 1” has been preprinted.*

Grant Name: Enter the name of the grant associated with the funding being awarded. *“AY15 Wagner-Peyser 7(a)” has been preprinted.*

Project Name: Enter the name of the project associated with the funding being awarded. *“AY15 Wagner-Peyser 7(a)” has been preprinted.*

Plan Period: Enter the start and end dates of the plan period. *“07-01-2015 - 06-30-2016” has been preprinted.*

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant. *“17.207” has been preprinted.*

Section II - Total Funds Available

October Allocation: Enter the amount of the October allocation.

Total Appropriation Year (AY) Funding: The aggregate total of the July and October allocations. The Excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration-MWA Level: Enter amount of funding to support MWA administration.

Program: Enter the amount of funding to support programmatic costs.

The Budget Information Summary (Wagner-Peyser Program) can be found as an Excel attachment to this e-mail.

EMPLOYMENT SERVICES (ES) PLAN APPROVAL REQUEST

General Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the title for the plan being submitted. *“Employment Services – Wagner-Peyser 7(a)” has been preprinted.*
3. Policy Issuance Number: Enter the appropriate policy issuance number. *“15-10, Change 1” has been preprinted.*
4. Plan Period: Identify the time period covered by the plan. *“07-01-2015 - 06-30-2016” has been preprinted.*
5. Grant Name: Enter the Grant Name. *“AY15 Wagner-Peyser 7(a)” has been preprinted.*
6. Project Name: Enter the Project Name. *“AY15 Wagner-Peyser 7(a)” has been preprinted.*

Employment Services Plan Approval Request

1. Michigan Works! Agency (MWA):		
2. Plan Title: Employment Service – Wagner-Peyser 7(a)		
3. Policy Issuance Number: 15-10, Change 1	4. Plan Period: 07-01-15 through 06-30-16	
5. Grant Name: AY15 Wagner-Peyser 7(a)	6. Project Name: AY15 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

WDA 1001-01 (Revised 05-15)

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.

Wagner Peyser Planning Allocations
Program Year 2015 (July 1, 2015 - June 30, 2016)

Michigan Works! Agency	July Allocation		Michigan Works! Agency	October Allocation	
		33.3%			66.7%
Berrien/Cass/Van Buren		82,308	Berrien/Cass/Van Buren		164,617
	Berrien	44,581		Berrien	89,162
	Cass	15,093		Cass	30,186
	VanBuren	22,634		VanBuren	45,269
Capital Area		136,682	Capital Area		273,365
	Clinton	21,252		Clinton	42,504
	Eaton	32,567		Eaton	65,134
	Ingham	82,863		Ingham	165,727
DESC		263,842	DESC		527,683
	Wayne (Detroit)	263,842		Wayne (Detroit)	527,683
Great Lakes Bay		115,881	Great Lakes Bay		297,164
	Bay	33,289		Bay	66,578
	Midland	24,326		Gratiot	23,618
	Saginaw	58,266		Isabella	41,785
Central Area		67,774		Midland	48,651
	Gratiot	11,809		Saginaw	116,532
	Ionia	17,739			
	Isabella	20,893			
	Montcalm	17,333			
Thumb		70,003	GST Michigan Works		425,584
	Huron	9,926		Huron	19,853
	Lapeer	29,047		Genesee	243,215
	Sanilac	13,322		Lapeer	58,093
	Tuscola	17,708		Sanilac	26,645
Genesee/Shiawassee		142,789		Shiawassee	42,362
	Genesee	121,608		Tuscola	35,416
	Shiawassee	21,181			
Macomb/St. Clair		324,310	Macomb/St. Clair		648,621
	Macomb	271,371		Macomb	542,743
	St. Clair	52,939		St. Clair	105,878
Northwest		95,090	Northwest		190,182
	Antrim	7,413		Antrim	14,827
	Benzie	5,695		Benzie	11,391
	Charlevoix	8,681		Charlevoix	17,362
	Emmet	13,492		Emmet	26,984
	Grand Traverse	27,522		Grand Traverse	55,043
	Kalkaska	5,705		Kalkaska	11,411
	Leelanau	6,447		Leelanau	12,895
	Manistee	7,268		Manistee	14,537
	Missaukee	4,346		Missaukee	8,691
	Wexford	8,521		Wexford	17,041
Northeast		41,884	Northeast		83,763
	Alcona	2,835		Alcona	5,671
	Alpena	8,906		Alpena	17,812
	Cheboygan	8,507		Cheboygan	17,013
	Crawford	4,081		Crawford	8,161
	Montmorency	2,900		Montmorency	5,799
	Oscoda	2,520		Oscoda	5,039
	Otsego	7,390		Otsego	14,779
	Presque Isle	4,745		Presque Isle	9,489

Michigan Works! Agency	July Allocation		Michigan Works! Agency	October Allocation	
		33.3%			66.7%
Oakland		557,365	Oakland		557,365
	Oakland	557,365		Oakland	557,365
Region 7B		42,474	Region 7B		84,952
	Arenac	5,257		Arenac	10,515
	Clare	8,917		Clare	17,834
	Gladwin	7,047		Gladwin	14,095
	Iosco	7,784		Iosco	15,569
	Ogemaw	6,548		Ogemaw	13,096
	Roscommon	6,921		Roscommon	13,843
South Central		84,506	SE Michigan Consortium		479,100
	Hillsdale	12,435		Hillsdale	24,870
	Jackson	44,113		Jackson	88,226
	Lenawee	27,958		Lenawee	55,917
Washtenaw		98,741		Livingston	112,606
	Washtenaw	98,741		Washtenaw	197,481
Livingston		56,303			
	Livingston	56,303			
SEMCA		362,223	SEMCA		724,446
	Monroe	43,126		Monroe	86,253
	Wayne	319,097		Wayne	638,193
Southwest		207,639	Southwest		207,638
	Branch	17,878		Branch	17,878
	Calhoun	57,565		Calhoun	57,564
	Kalamazoo	107,308		Kalamazoo	107,309
	St. Joseph	24,888		St. Joseph	24,887
The Job Force		54,748	Upward Talent Council		196,543
	Alger	2,791		Alger	5,583
	Delta	12,159		Baraga	5,769
	Dickinson	8,016		Chippewa	24,808
	Marquette	21,471		Delta	24,317
	Menominee	7,442		Dickinson	16,032
	Schoolcraft	2,869		Gogebic	9,407
Eastern U.P.		18,682		Houghton	21,666
	Chippewa	12,404		Iron	7,399
	Luce	1,790		Keweenaw	1,479
	Mackinac	4,488		Luce	3,580
Western U.P.		24,841		Mackinac	8,976
	Baraga	2,884		Marquette	42,943
	Gogebic	4,704		Menominee	14,884
	Houghton	10,833		Ontonagon	3,961
	Iron	3,699		Schoolcraft	5,739
	Keweenaw	740			
	Ontonagon	1,981			
West Central		45,810	West Central		111,012
	Lake	2,996		Lake	5,992
	Mason	9,454		Mason	18,908
	Mecosta	12,698		Mecosta	25,396
	Newaygo	13,936		Newaygo	27,871
	Osceola	6,726		Oceana	19,393
				Osceola	13,452

Michigan Works! Agency	July Allocation		Michigan Works! Agency	October Allocation	
		33.3%			66.7%
ACSET		225,998	West Michigan Works		772,963
	Allegan	31,818		Allegan	63,635
	Barry	17,176		Barry	34,352
	Kent	177,004		Ionia	35,477
				Kent	354,009
				Montcalm	34,667
Muskegon County		61,415		Muskegon	103,435
	Muskegon	51,718		Ottawa	147,388
	Oceana	9,697			
Ottawa County		73,694			
	Ottawa	73,694			
Total		3,255,002			5,744,998

Allocation based on calendar year 2014 average civilian labor force (50%) and average unemployment (50%).

WDA - Revised September 25, 2015