

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed: 09/21/15 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-22

Date: September 21, 2015

To: Michigan Works! Agency (MWA) Directors

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

SIGNED

Subject: Reemployment Services and Eligibility Assessment (RESEA) Program

Programs Affected: Wagner-Peyser (7a) Employment Services Profiling Program

Rescissions: WDA PI: 12-37, issued May 29, 2013 (effective October 1, 2015)

References: Unemployment Insurance Program Letter No. 13-15, issued
March 27, 2015

Michigan Employment Security Act

Wagner-Peyser (WP) Act of 1933, as amended by the Workforce
Innovation and Opportunity Act of 1998

Background: On March 27, 2015, Unemployment Insurance (UI) Program Letter No.13-15 invited State Workforce Agencies to submit proposals to be considered for funding in support of an RESEA program. This program will permanently replace the mandatory Profiling Program. The Unemployment Insurance Agency (UIA) submitted a proposal, developed by both the UIA and WDA, to the United States Department of Labor on May 1, 2015, to operate an RESEA Program.



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

The MWAs will receive funding in the amount of \$830,760 to provide RESEA activities to UI claimants. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. Early intervention with a proactive approach should result in returning the unemployed back to work sooner.

Policy:

Only people referred from the UIA may receive services through the RESEA program.

The UI Claimant must contact the MWA within 14 days of the letter sent date to schedule an appointment to conduct the RESEA. The MWA should hold the RESEA appointment with the claimant within 21 days after the "Letter Sent Date". MWAs should be flexible when scheduling the RESEA appointments.

A claimant may not be rescheduled for an RESEA appointment.

A claimant may not be excused from participating in any RESEA activity or service.

A claimant who is a seasonal worker must attend and complete their RESEA.

MWAs must document all services and activities in the One Stop Management Information System (OSMIS) within 48 hours, including scheduling RESEA appointments, failure to attend, or completion of an RESEA.

Discovery that a claimant may be unable to work, unavailable to work, has refused any offers of work, or is not seeking work must be reported in the OSMIS within 48 hours.

MWAs must deliver all seven of the RESEA activities listed below:

- Orientation to MWA Services
- Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
- Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
- Verification of the Monthly Record of Work Search Form (Form #1583)
- Development of an Individual Service Strategy (ISS)
- Review specific Labor Market Information (LMI)
- Provide at least 2 ½ hours of Reemployment Services

MWAs will be reimbursed for up to five hours of staff time for each claimant that receives an RESEA. This five hour time period includes staff preparation, service delivery, reemployment services and required data entry into the OSMIS.

Process and Procedure

The final mandatory profiling list will be sent on September 21, 2015, to the MWAs. All profiling sessions, related services, and reporting must be scheduled and completed prior to close of business October 9, 2015.

The UIA will generate a letter (UIA6360) to each claimant that appears on a weekly list of RESEA participants. The letter will inform the claimant to contact one of the MWA Service Center locations to schedule their RESEA appointment.

Each week, the UIA will generate a list of claimants that will be accessible in the OSMIS. The record will include the claimant's name, address, and date of birth. It is not necessary to access the list until the claimant contacts the MWA to schedule their RESEA.

A claimant has 14 days from the UIA6360 "Letter Sent Date" to contact the MWA to schedule their RESEA; however, the MWA has 21 days to schedule the RESEA appointment from the "Letter Sent Date".

If the claimant does not contact the MWA or the claimant contacts the MWA after 14 calendar days of the "Letter Sent Date", OSMIS will not create an RESEA activity and automatically sends the claimant's information back to the UIA with a result code of "No Contact." The weekly claimants report will reflect the "No Contact" in the record status column. This will occur 24 days after the "Letter Sent Date." No MWA action is needed.

When a UI claimant contacts the MWA to schedule their RESEA, the MWA staff must determine the status of the customer's OSMIS registration. Choose which of the following apply to your customer and take the action indicated.

- **The claimant has an active WP registration**

Match the claimant to an active WP registration by creating an "RESEA." After the RESEA activity has been created, the OSMIS will change the status of the claimant from "Pending Resolution" to "Resolved" on the RESEA Weekly File report. The RESEA may then be scheduled in the OSMIS.

- **The claimant has an existing WP registration, but it has been “Exited”**

Manually update the WP registration for the claimant. After the WP registration is updated, the MWA can go back to the “RESEA Weekly File” to find that claimant and schedule the RESEA. This changes the status of the claimant on the “RESEA Weekly File” from “Pending Resolution” to “Resolved.”

- **The Claimant has no existing WP registration**

In the rare case this occurs, the MWA will make a new registration over the phone. Once the claimant’s WP registration is active, the MWA can go back to the “RESEA Weekly File” to find the claimant’s name, and then continue to match the claimant to the active WP registration. This changes the status of the claimant on the “RESEA Weekly File” from “Pending Resolution” to “Resolved.”

After the OSMIS registration is verified, the RESEA scheduling information needs to be completed (date, time, MWA location) for the RESEA. The appointment must be scheduled within 14 days from the “Letter Sent Date” and held within 21 days of the “Letter Sent Date”. Once the scheduling information has been sent to the UIA, the MWA must not make any changes. For data errors, please contact Barbara Emmons, Senior Departmental Analyst, at emmons@michigan.gov or (517) 241-2923.

Reporting Requirements

The OSMIS eligibility section consists of the RESEA activities identified earlier in this policy issuance. Each activity offers a “Yes/No” indicator, which allows the MWA to document whether the claimant has completed each activity.

The outcome section allows documentation of the overall completion status of the activity. A “Yes” in each of the component fields must appear for this status to occur. The three available values are:

- Completed all requirements
- Attended but failed to complete
- No Show

A date of completion is also required in this section.

The Reemployment Service outcome section allows the MWA to document the reemployment services. The three fields available in the Reemployment Services section are:

- The scheduled date of the reemployment service
- The outcome of the service – completed all requirements, attended, but failed to complete; or no show
- The outcome date of the reemployment service

Document reemployment services in the WP section in the OSMIS.

All reporting, minus the outcome of the reemployment service, must be entered in the OSMIS within 48 hours of the service or outcome. When the reemployment service is completed, or there is an indication a claimant is unable, unavailable or has refused any job offers of suitable work, report this into the OSMIS.

During the RESEA appointment the following activities must occur:

- **Orientation to MWA Services**
- **UI Eligibility Assessment**
The claimant is asked a set of questions to evaluate their eligibility for UI benefits. Attachment B is a guide to assist the MWA staff in conducting the eligibility review. Answering “Yes” to any of the questions indicates an eligibility issue and must be reported to UIA in the OSMIS system within 48 hours. This component must be delivered by WP merit-based staff in a one-on-one setting.
- **Confirmation of an Active Profile on the PMTC**
- **Verification of the Monthly Work Search (Form #1583)**
Letter #6360 states the claimant must bring Form #1583 to the RESEA appointment for review; however, the on-line submission of this form is also acceptable for review.
- **Development of an ISS**
Creation of an ISS must be completed in a one-on-one setting.
- **Discussion of LMI**
- **Provide 2 ½ hours of appropriate reemployment services.**
These services may be provided the same day or within 30 days of the RESEA appointment.

Allocations and Funding

The MWAs, as a whole, are scheduled to serve 4,600 claimants by December 31, 2015. Scheduled RESEAs will be funded at \$215 each. Built into this reimbursement amount is funding for administrative costs, planning, preparation and provision of the RESEA activity, reemployment services and completion of the required reporting. All RESEAs are considered officially scheduled when the MWA enters the appointment in the OSMIS.

Funding for this project will be dispersed through a grant allocation that is based on a formula that predicts the number of UIA claimants that will receive RESEA services. The allocation amounts were calculated as follows:

5 hours x \$43/hour =	\$215.00 per RESEA
3,680 scheduled RESEAs x \$215 =	\$791,200
4,600 REAs =	\$830,760

The Grant Allocation Table is Attachment A. Unexpended funding will be subject to de-obligation.

Action: The MWAs must plan their RESEA program flow according to the directives of this policy issuance, and be prepared to begin scheduling their first RESEA appointments after October 1, 2015. MWAs should provide a brief narrative on their program flow and contact information for the person responsible for overseeing the RESEA program in their area. The narrative should be accompanied by a completed Budget Information Summary (BIS) using the allocations listed in the table on Attachment A and an Approval Modification Request form, with appropriate signatures. Templates are attached. Submit these items to the Welfare Reform/Wagner-Peyser e-mail at WDA-WR-WP@michigan.gov within 30 days of the issuance of this policy.

Inquiries: Questions regarding this policy issuance should be directed to Brian Marcotte, Welfare Reform and Wagner-Peyser Manager, at (517) 241-2475.

Expiration Date: December 31, 2015

BM:BE:pv

Reemployment Services and Eligibility Assessment Grant 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. *"15-22" has been entered for you.*

Grant Name: Enter the name of the grant associated with the funding being awarded. *"PY15 Unemployment Insurance State Administration" has been preprinted.*

Project Name: Enter the name of the project associated with the funding being awarded. *"RESEA" has been preprinted.*

Plan Period: Enter the start and end dates of the plan period. *"10/01/15 to 12/31/15" has been preprinted.*

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number associated with this grant. *"17.255" has been preprinted."*

Section II - Total Funds Available

October Allocation: Enter the amount of the October allocation.

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

Section III - Current AY Planned Expenditures by Cost Category

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

The Program Operations Budget Information Summary form, titled "15-22 RESEA BIS.xls" is attached to this Official policy email.

REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)
PLAN APPROVAL REQUEST FORM
General Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the title for the plan being submitted. “Reemployment Services and Eligibility Assessment Program” has been preprinted.
3. Policy Issuance Number: Enter the appropriate policy issuance number. “15-22” has been preprinted.
4. Plan Period: Identify the time period covered by the plan. “10-01-2015 – 12-31-2015” has been preprinted.

**Reemployment Services and Eligibility Assessment Program Plan
Approval Request Form**

1. Michigan Works! Agency (MWA):	
2. Plan Title: Reemployment Services and Eligibility Assessment (RESEA) Program	
3. Policy Issuance Number: 15-22	4. Plan Period: 10-01-15 through 12-31-15
Grant Name: PY15 Unemployment Insurance State Administration	Project Name: RESEA

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 08-15)

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.

**Reemployment Services and Eligibility Assessment Grant
Fiscal Year 2015 Allocation Table**

Michigan Works! Agencies	Total Allocation
Berrien-Case-Van Buren	\$20,578
Berrien	\$10,703
Cass	\$1,765
Van Buren	\$8,110
Capital Area	\$1,269
Clinton	\$717
Eaton	\$55
Ingham	\$497
Detroit Employment Solutions	\$91,683
Wayne (City of Detroit)	\$91,683
Great Lakes Bay	\$43,200
Bay	\$14,731
Gratiot	\$166
Isabella	\$331
Midland	\$6,124
Saginaw	\$21,848
GST Michigan Works!	\$78,563
Genesee	\$35,751
Huron	\$5,958
Lapeer	\$16,386
Sanilac	\$7,338
Shiawassee	\$3,972
Tuscola	\$9,158
Macomb/St. Clair	\$115,637
Macomb	\$94,838
St. Clair	\$20,799
Northeast	\$42,480
Alcona	\$1,103
Alpena	\$4,855
Cheboygan	\$22,730
Crawford	\$2,924
Montmorency	\$2,262
Oscoda	\$1,324

	Otsego	\$3,365
	Presque Isle	\$3,917
Northwest		\$14,013
	Antrim	\$1,600
	Benzie	\$938
	Charlevoix	\$1,103
	Emmet	\$3,531
	Grand Traverse	\$2,814
	Kalkaska	\$883
	Leelanau	\$772
	Manistee	\$883
	Missaukee	\$386
	Wexford	\$1,103
Oakland County		\$61,570
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Region 7B		\$18,593
	Arenac	\$3,476
	Clare	\$2,428
	Gladwin	\$441
	Iosco	\$4,690
	Ogemaw	\$3,034
	Roscommon	\$4,524
SEMCA		\$221,962
	Monroe	\$7,503
	Wayne	\$214,459
Southeast Michigan Consortium		\$26,646
	Livingston	\$4,965
	Hillsdale	\$2,372
	Jackson	\$10,758
	Lenawee	\$5,848
	Washtenaw	\$2,703
Southwest		\$20,248
	Branch	\$1,821
	Calhoun	\$5,186
	Kalamazoo	\$11,365
	St. Joseph	\$1,876
Upper Peninsula Talent Council		\$15,009
	Alger	\$276
	Baraga	\$1,600
	Chippewa	\$56

Delta	\$1,490
Dickinson	\$883
Gogebic	\$1,048
Houghton	\$4,524
Iron	\$938
Keweenaw	\$276
Luce	\$0
Mackinac	\$0
Marquette	\$2,538
Menominee	\$497
Ontonagon	\$662
Schoolcraft	\$221
West Central	\$12,138
Lake	\$662
Mason	\$2,759
Mecosta	\$1,655
Newaygo	\$2,979
Oceana	\$3,255
Osceola	\$828
West Michigan Works!	\$47,171
Allegan	\$6,841
Barry	\$2,759
Ionia	\$221
Kent	\$26,592
Montcalm	\$552
Muskegon	\$5,958
Ottawa	\$4,248
Total	\$830,760

*Based on past mandatory profiling counts.

*For planning purposes – actual amounts to be equal to \$215/RESEA.

*Table is subject to modification due to pending MWA mergers.

*Unexpended funding will be subject to de-obligation.

UI ELIGIBILITY REVIEW GUIDE

Answering “Yes” to one of the following questions indicates a possible eligibility issue. Any eligibility issue(s) must be immediately reported to the Unemployment Insurance Agency (UIA) in the One Stop Management Information System (OSMIS). The MWAs do not make any determinations; this is the responsibility of UIA.

Questions	YES	NO
1. Are you able to work?		
2. Are you available to work?		
3. Are you currently seeking work?		
4. Have you refused any job offers?		
5. Did you begin attending school or a training program?		
6. Did you begin receiving a pension?		

All Unemployment Insurance (UI) claimants must be able, available, seeking work and not refusing any offers of suitable work.

Any of the follow may indicate a potential eligibility issue:

- Ability
- Availability: child care, out-of-town, school, transportation, jail/incarceration, generic/other reason
- Officially Not Unemployed – leave of absence, working full-time
- Declined Work
- Failed to Apply for Work
- Refused an Interview
- Neglected to Seek Work
- Failed to Report