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**OFFICIAL**  
**Policy Issuance (PI): 16-20, Change 1**

**Date:** July 24, 2017

**To:** Michigan Works! Agency (MWA) Directors

**From:** Wanda M. Stokes  
Director **SIGNED**

**Subject:** Allocation Year (AY) 2016 Workforce Innovation and Opportunity Act (WIOA)  
Statewide Activities Funding for Michigan Works! Service Center (MWSC)  
Operations

**Programs Affected:** Michigan Works! Service Center Operations

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL) Training and Employment Guidance  
Letter (TEGL) 17-15, issued April 5, 2016

PI 16-11, issued July 12, 2016

PI 15-29, issued December 1, 2015

PI 15-12, issued July 16, 2015

The WIOA of 2014, Public Law 113-128 (29 United States Code  
Section 3101, *et. seq.*)

The WIOA Final Rule 20 Code of Federal Regulation Part 682, *et al.*

**Background:** The WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive, and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers, and employers, and focus on continuous improvement;
- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

The WIOA Section 134(a)(3)(A) permits states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that support and enhance the one-stop service delivery system.

To this end, the Michigan Talent Investment Agency (TIA) identified \$3,000,000 in AY 2016 WIOA Statewide Activities funds to be used in support of MWSC Operations. The allocation for each MWA was based on a formula derived from the relative size of the local area's labor force; however, the number of customers served by the service center(s) and the number of service centers in the local area, full and satellite, were taken into account in the determination of the final award.

**Policy:**

Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities. Service center funding **may not** be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state.

**Carry-forward of the funding** allocated in PI 16-20 from Program Year (PY) 2016 into PY 2017 **is not subject to a limitation**. As such, up to 100 percent of the unexpended funds that were awarded in PI 16-20 may be carried forward.

***The use of MWSC operations funding for local administration is not allowed.***

**Unexpended funds** as of June 30, 2018, **will be recaptured** by the TIA.

All other requirements outlined in PI 16-20 remain unchanged and in effect.

Profit

Please refer to the agency's Procurement Policy, PI 15-12, issued July 16, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

Fiscal Information

The local area will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

The USDOL Employment and Training Administration require all grantees to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts. In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

All reporting of fiscal expenditures for the funds provided in this policy issuance must be reported to the TIA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the TIA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the TIA 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. Local areas must submit reports in the [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Ms. Marilyn Carey at 517-373-7243.

**Action:** MWAs should disseminate this policy to appropriate staff.

**Inquiries:** Questions regarding this policy should be directed to your assigned state coordinator.

This policy issuance is available on the [TIA-WD Website](#). Please contact Ms. Teresa Keyton at 517-335-5858 or via email at [KeytonT@michigan.gov](mailto:KeytonT@michigan.gov) if you require assistance.

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

**Expiration Date:** June 30, 2018

WMS:KJ:tk