



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
WANDA M. STOKES
DIRECTOR

JEREMY HENDGES
INTERIM DIRECTOR

OFFICIAL

Policy Issuance (PI): 18-45

Date: December 14, 2018

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Division Administrator **SIGNED**
Targeted Services Division
Workforce Development Agency

Subject: Workforce Innovation and Opportunity Act (WIOA) Statewide Activities
Allocations to Support Integrated Education and Training (IET) Programs

**Programs
Affected:** WIOA Title I and Title II Programs

Rescissions: None

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

The WIOA Final Regulations as Published in the Federal Register on
August 19, 2016 (20 Code of Federal Regulation Part 675 et al.)

PI 18-44, issued December 7, 2018

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 job seekers 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, job seekers and employers, and focus on continuous
improvement.

TED is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
WORKFORCE DEVELOPMENT AGENCY, 201 N. WASHINGTON SQ. • LANSING, MI 48913 • www.michigan.gov/tia • 517-335-5858

- (3) The workforce system supports strong regional economies and plays an active role in community, economic, and workforce development.

The Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) has identified \$1,000,000 in Appropriation Year 2017 WIOA Statewide Activity funds to be used in support of IET programs.

Policy:

The funding awarded in this policy must be spent in accordance with the requirements of this policy and PI 18-44, issued December 7, 2018. Funding allocations for each MWA were determined by applying a formula that took into account the number of IET programs currently in operation in the local area and the number of adult education providers in the local area required by WIOA Title II to offer the IET programs.

The funds allocated via this policy are available for expenditure through March 31, 2020. Any funding unexpended as of March 31, 2020, will be recaptured by the WDA.

At least **70 percent** of the funds awarded in this policy must be used for allowable training costs associated with an IET program. Up to **20 percent** of the funds allocated via this policy may be used for allowable supportive services costs for individuals participating in an IET program. No more than **10 percent** of the funds awarded in this policy may be used for allowable administrative costs.

Since the funding awarded via this policy is WIOA Title I funding, eligible training provider requirements apply and the selected programs of training must be listed on Michigan Training Connect.

It is the expectation of the WDA that the funds allocated by this policy will support IET programs that have already been developed by adult education providers and/or that will be developed jointly by the MWAs and adult education providers. For the purposes of expending the funding awarded in this policy, the MWAs should only be partnering with adult education providers that receive funding from the WDA.

One-Stop Management Information System (OSMIS) Data Entry

Participants served with the funding awarded in this policy are to be tracked in the OSMIS using a Special Initiatives Indicator. Click on the "Special" tab in the OSMIS and then select "Yes" for the "Adult Education, Integrated Education and Training" indicator.

Update WIOA Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
MSG ADULT TEST	TESMS0206	Adult	08/01/2017	Active	Participant	08/01/2017
Manual Exit Date	Exit Reason	Last Staff-Assisted Activity Date	# Open Activities	Anticipated Exit	Co-Enrolled?	Common Measures
-	-	-	1	-	WP	See Details

Contact	Personal	Disability	Econ. Status	Veteran	Assistance	Barriers	Education	Special	Comments
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Special Initiatives

Skilled Trades Training Fund Participant:

Jobs for America's Graduates (JAG):

Talent Tour(s): Date:

Earn and Learn Participant:

Community Venture Participant:

Navigator Referred:

SEP Family Member:

Industry Cluster:

DESC Demo Grant 2015:

Adult Education, Integrated Education and Training:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	DIANE KUNKEL	03/07/2018 @ 09:23:25 AM	KELLY JACKSON	11/08/2018 @ 08:17:59 AM

[Funding Sources/Programs](#)

Participant History	Registration	Enter Activities	Update Activities	View WIOA
Enter Support Services	Update Support Services	MSG	Status	Outcome
Case Notes	CV Participant History	Wagner-Peyser Participation	ISS Client Characteristics	TAA Participant History
				Welfare Participant History

When selecting a funding source in the OSMIS for participants served with the funding awarded in this policy, select "Yes" for "Adult (Statewide 15% Activities)." from the "Adult" tab on the "View Funding Sources/Programs" screen.

MICHIGAN WORKS! One Stop MIS You are logged in as COOPERJ1 - Your last login was on Nov 20, 2018 @ 03:33:23 PM Logout **WIOA**

View Funding Sources/Programs

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
MSG ADULT TEST	TESMS0206	Adult	08/01/2017	Active	Participant	08/01/2017
Manual Exit Date	Exit Reason	Last Staff-Assisted Activity Date	# Open Activities	Anticipated Exit	Co-Enrolled?	Common Measures
-	-	-	1	-	WP	See Details

Adult	Partner Programs	Comments
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Indicate which WIOA funding sources are being used in the provision of services to this ADULT participant.

Adult (Local):

Adult (Statewide 15% Activities):

Adult (Statewide 15% Activities) Contract#:

Incumbent Worker:

Incumbent Worker Contract#:

Service Information

Service Date	Service Location
08/01/2017	ACSET Admin Office

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	DIANE KUNKEL	03/07/2018 @ 09:24:55 AM	KELLY JACKSON	11/21/2018 @ 09:05:27 AM

Participant History	Registration	Enter Activities	Update Activities	View WIOA
Enter Support Services	Update Support Services	MSG	Status	Outcome
Case Notes	CV Participant History	Wagner-Peyser Participation	ISS Client Characteristics	TAA Participant History
				Welfare Participant History

Finally, training activities for the participants served with the funding awarded via this policy should be entered into the OSMIS using the "Training Information" tab on the "Enter Training Activity" screen by selecting "ABE or ESL (contextualized or other) in conjunction with Training" from the "Type of Training" dropdown menu.

Enter "Training" Activity

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
MSG ADULT TEST	TESMS0206	Adult	08/01/2017	Active	Participant	08/01/2017
Manual Exit Date	Exit Reason	Last Staff-Assisted Activity Date	# Open Activities	Anticipated Exit	Co-Enrolled?	Common Measures
-	-	-	1	-	WP	See Details

Training Information	Expenditure	Training Results	Comments																		
<p>* Type of Training: <input type="text" value="ABE or ESL (contextualized or other) in conjunction with Training"/></p> <p>ITA?: <input type="text" value="Yes"/></p> <p>* Occupational Skills Training Code (ONET): <input type="text"/> Select ONET Code</p> <p>* Training Provider: <input type="text"/></p> <p>* Training Program: <input type="text" value="Please Select a Provider First"/></p> <p>Degree Level: <input type="text"/></p> <p>Pay for Performance: <input type="text"/></p> <p>* Field of Study (ETPL): <input type="text"/></p> <p>* Program of study leading to:</p> <table border="1"> <tr><td>an industry-recognized certificate or certification:</td><td><input type="checkbox"/></td></tr> <tr><td>a certificate of completion of an apprenticeship:</td><td><input type="checkbox"/></td></tr> <tr><td>an associate degree:</td><td><input type="checkbox"/></td></tr> <tr><td>a baccalaureate degree:</td><td><input type="checkbox"/></td></tr> <tr><td>a community college certificate of completion:</td><td><input type="checkbox"/></td></tr> <tr><td>a secondary school diploma or its equivalent:</td><td><input type="checkbox"/></td></tr> <tr><td>a license recognized by the State involved or the Federal Government:</td><td><input type="checkbox"/></td></tr> <tr><td>employment:</td><td><input type="checkbox"/></td></tr> <tr><td>a measurable skills gain leading to a credential:</td><td><input type="checkbox"/></td></tr> </table>				an industry-recognized certificate or certification:	<input type="checkbox"/>	a certificate of completion of an apprenticeship:	<input type="checkbox"/>	an associate degree:	<input type="checkbox"/>	a baccalaureate degree:	<input type="checkbox"/>	a community college certificate of completion:	<input type="checkbox"/>	a secondary school diploma or its equivalent:	<input type="checkbox"/>	a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>	employment:	<input type="checkbox"/>	a measurable skills gain leading to a credential:	<input type="checkbox"/>
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a secondary school diploma or its equivalent:	<input type="checkbox"/>																				
a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>																				
employment:	<input type="checkbox"/>																				
a measurable skills gain leading to a credential:	<input type="checkbox"/>																				

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 U.S. Department of Labor Employment and Training Administration requires 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, sub-contractors, 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 must be reported to the WDA on a quarterly basis. A final close-out

report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out 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. 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 517-241-6742.

Action:

The MWAs shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to the WDA within 30 days from the issue date of this policy. The requested BIS (Attachment B) should be submitted electronically to the Targeted Services Division at TED-TSDIV@michigan.gov. Please copy your assigned Adult Services State Coordinator on your email submission. The required Approval Request form should be submitted to:

Workforce Development Agency
Targeted Services Division
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries:

Questions regarding this policy should be directed to your Adult Services State Coordinator.

This policy is available for downloading on the [TIA's website](#). Please contact Ms. Paula Hengesbach at 517-241-3678 or via email at HengesbachP@michigan.gov if you require assistance.

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Paula Hengesbach for details.

**Expiration
Date:**

March 31, 2020

JB:KJ:ph
Attachments

Approval Request Form Instructions

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and assigned number of the MWA.
2. Plan Title(s): Enter the appropriate title(s) for the plan being submitted. *“Integrated Education and Training (IET)” has been entered for you.*
3. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form corresponds to, i.e., 18-01, 18-02, etc. *“18-45” has been entered for you.*
4. Plan Period: Identify the time period covered by the plan. *“October 1, 2018 - March 31, 2020” has been entered for you.*

The required signatories are designated in accordance with PI 18-17, issued May 17, 2018. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

Note: Approval Request Forms are only required for initial grant allocations. Subsequent allocations for the same grant or deobligations of funds will not require another signed form.

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): Integrated Education and Training (IET)
3. Policy Issuance Number: 18-45
4. Plan Period: October 1, 2018 – March 31, 2020

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

The Talent Investment Agency, 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 (BIS) Instructions
Workforce Innovation and Opportunity Act
Integrated Education and Training (IET)**

Section I - Identification Information

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

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS. "18-45" has been entered for you.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY17 WIOA Statewide Activities" has been entered for you.

Project Name: Enter the name of the project associated with the funding being awarded. "Integrated Education and Training (IET)" has been entered for you.

Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/18 to 06/30/19. "10-1-2018 thru 3-31-2020" has been entered for you.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" has been entered for you.

Section II - Total Funds Available

Allocation: Enter the amount of funding allocated for this grant.

Total Allocation: The total amount of funding allocated for this grant. The excel spreadsheet will automatically calculate.

Section III - Current Allocation Year Planned Expenditures by Cost Category

Administration: Enter the amount of funding planned for administrative costs.

Supportive Services: Enter the amount of funding planned for supportive service costs.

Training: Enter the amount of funding planned for training costs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

**Integrated Education and Training (IET) Allocations
(October 1, 2018 – March 31, 2020)**

Michigan Works! Agency (MWA)	Allocation (\$)
Berrien/Cass/Van Buren	25,000
Capital Area	25,000
Detroit Employment Solutions	75,000
GST Michigan Works	25,000
Great Lakes Bay	25,000
Macomb/St. Clair	75,000
Northeast	25,000
Northwest	25,000
Oakland County	75,000
Region 7B	25,000
SE Michigan Consortium	25,000
SEMCA	175,000
Southwest	125,000
UPWARD Talent Council	25,000
West Central	25,000
West Michigan Works	225,000
MWA Total	\$1,000,000