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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

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**OFFICIAL**  
**Policy Issuance (PI): 20-31**

**Date:** October 15, 2020

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

**From:** Stephanie Beckhorn, Director **SIGNED**  
Employment and Training

**Subject:** Usage of State and Federal Funds for Futures for Frontliners Navigation Services

**Programs Affected:** State and Federally Funded Programs Administered by the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) and Michigan Works! Agencies (MWAs)

**References:** Food and Nutrition Act of 2008, as amended by the Agriculture Improvement Act of 2018, PL 115-334, (2018)

PI 20-23, issued August 28, 2020

Reauthorization of the Temporary Assistance for Needy Families Program, Final Rule, 45 Code of Federal Regulation Parts 261, 262, 263, and 265

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

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 United States Code (USC) Section 1070

**Rescissions:** None

**Background:** WD, in partnership with the MWAs, assists job seekers in obtaining and advancing in employment, education, training, and supportive services to

foster individual success in the labor market. WD's state and federally funded job seeker and business services are designed to strengthen and improve our public workforce system, help equip our citizens to enter high-quality jobs and careers, and help employers hire and retain skilled workers.

[Futures for Frontliners](#) will offer educational opportunities to thousands of Michigan's essential workers. Michigan Works! is a key partner in the effort to provide a no wrong door approach to connecting these individuals to in-demand training and providing the support necessary to ensure successful program completion and placement into high quality employment opportunities. Futures for Frontliners is in direct alignment with Governor Whitmer's [Sixty by 30](#) initiative.

**Policy:** The purpose of this policy is to clarify the role of MWAs and outline the use of state and federal workforce development funds to support the Futures for Frontliners initiative. Futures for Frontliners features two pathways to successful completion of high-demand training: Pathway 1 for those with a high school diploma or equivalent, and Pathway 2 for those without a high school diploma or equivalent. Training received must result in an associate degree or industry-recognized credential.

#### Pathway 1: Futures for Frontliners (Futures)

Futures is a State of Michigan scholarship program to provide tuition-free access to public community colleges to Michiganders who have a high school diploma or equivalent, but do not have a college degree. These individuals worked in frontline jobs in essential industries during the state COVID-19 shutdown in spring of 2020. Futures is offered in gratitude for the risk these frontline workers assumed to keep the rest of Michigan safe, to help meet the state's need for skilled workers, and to support the state's Sixty by 30 education attainment goal. Futures scholarship recipients may enroll in any accredited Michigan public community college or Pell-eligible, in-demand training program.

Futures applicants must meet all the following criteria:

- Be a Michigan resident.
- Have graduated from high school with a diploma or certificate of completion or earned a high school equivalency certificate.
- Have worked in Michigan in an essential industry as defined by [Executive Order \(EO\) 2020-21](#) or [EO 2020-70](#) at least half-time for 11 of the 13 weeks between April 1, 2020 and June 30, 2020.
  - *Half time* is defined as an average of at least 20 hours per week.
- Have been required by their job to work outside the home\* at least some of the time\*\* between April 1, 2020 and June 30, 2020.
- Not have previously earned an associate or bachelor's degree.
- Not be in default on a federal student loan.

- Complete a Futures scholarship application by 11:59 p.m. on December 31, 2020, unless otherwise extended.

\*With the exception of home-based childcare, as long as all other requirements are met.

\*\**Some of the time* is not defined as every day, but as regularly or on a substantial basis. There is no minimum percentage or number of hours. This factor will be employer verified.

Please Note: Futures Pathway 1 does not have an age requirement.

To receive a Futures award, applicants must:

- Be accepted to the Futures program.
- Apply to and be admitted to a Michigan public community college.
- Enroll at least half time in a Pell-eligible program that leads to an associate degree or industry-recognized certificate at a community college.
  - *Half-time enrollment:* Futures students must enroll in at least six (6) credits per semester (or 12 credits per year). If a college defines half time as fewer than six (6) credits, the student may still qualify.
  - *Pell-eligible program:* a program eligible for scholarship funding under 20 USC Section 1070(a).
- Complete the current-year Free Application for Federal Student Aid (FAFSA).
- Enroll and begin classes in the winter, spring, summer, or fall semester of 2021.

To maintain a Futures award, students must:

- Continue to be a resident of Michigan.
- Maintain continuous enrollment as at least a half-time student in a Pell-eligible program at a community college leading to an associate degree or industry-recognized certificate or credential, unless an exception is granted.

- *Continuous enrollment:* Enrollment in at least two semesters or the equivalent in terms of quarters, during each 12-month period for a number of consecutive years. The two or more semesters, terms, or quarters of enrollment within a 12-month period need not be consecutive.
- Maintain a 2.0 grade point average in courses taken by the individual as a Futures scholarship student. This means that grades earned prior to receiving the scholarship are not factored into the required calculation.
  - Students who do not maintain a 2.0 grade point average will be ineligible for further Futures for Frontliners funding.
- Complete the FAFSA annually.

Applicants who have previously earned a certificate or are currently enrolled in an associate degree program but have not yet earned an associate or bachelor's degree are eligible for a Futures scholarship if all other eligibility criteria are met. These individuals may apply and receive Futures funding for the remainder of an associate degree or industry-recognized training credential.

A student is eligible for a Futures scholarship until the occurrence of either of the following, whichever occurs first:

- Four years have passed since the first payment has been received by Treasury; or
- The student has earned an associate degree.

Eligibility for Futures will be determined by the Michigan Department of Treasury (Treasury). Treasury's Customer Care Center will be providing support to Futures applicants and can be reached on a dedicated phone number of 517-636-7000, or by email: [MiStudentAid@michigan.gov](mailto:MiStudentAid@michigan.gov).

The application period for Futures is September 10, 2020 through December 31, 2020, unless otherwise modified. Futures applications and additional information may be found [here](#).

Pathway 2: Futures for Frontliners-High School Completion (Futures-HSC)  
 Futures-HSC expands eligibility to allow individuals without a high school diploma or equivalency to attain a high school diploma or equivalency and an industry-recognized credential or associates degree. Adult education services may be offered prior to enrollment in post-secondary education or training, or the individual may be dually enrolled and working on their high school diploma or equivalency while enrolled in an in-demand training program or at a community college.

Futures-HSC applicants must meet all the following criteria:

- Be a Michigan resident.

- Have worked in Michigan in an essential industry as defined by [EO 2020-21](#) or [EO 2020-70](#) at least half-time for 11 of the 13 weeks between April 1 – June 30, 2020.
  - *Half time* is defined as an average of 20 hours per week.
- Have been required by their job to work outside the home\* at least some of the time\*\* between April 1, 2020 and June 30, 2020.
- Not have a high school diploma or equivalent.
- Complete a Futures scholarship application by 11:59 p.m. on December 31, 2020, unless otherwise extended.
- Not be currently enrolled in high school (K-12).
- Be at least 18 years of age.

\*With the exception of home-based childcare, as long as all other requirements are met.

\*\**Some of the time* is not defined as every day, but as regularly or on a substantial basis. There is no minimum percentage or number of hours. This factor will be employer verified.

To receive a Futures-HSC award, applicants must:

- Be accepted to the Futures-HSC program.
- Be enrolled in a state-approved adult education program in Michigan (i.e., state or federally funded program).
- Begin adult education classes in 2021.
- Enroll at least half-time in a training program that is leading to an industry-recognized certificate or an associate degree.
  - *Half-time enrollment* for Futures-HSC is enrollment in at least six (6) credit hours in an academic semester or the equivalent number of hours in a term or quarter, as determined by the WD's Adult Education Section.

Futures-HSC post-secondary education or training options include:

- A state-approved integrated education and training program offered by the adult education program that leads to an industry-recognized certificate or credential;
- A training opportunity available on [Michigan Training Connect \(MiTC\)](#)\*; or
- A training or associate degree program at any accredited Michigan public community college.
  - Prior to enrollment at a community college, the student must complete the FAFSA.

\*A MiTC program may only be selected after receiving career navigation assistance from a local MWA. MWAs are strongly encouraged to guide training program selection based on cost effectiveness, past performance metrics, and other standards set forth by the local MWA when customarily determining the quality of a program. Considerations may include a program's length of time on MiTC and/or recent increases in tuition costs. Documentation of the selection process may vary (ex: Labor Market Information activity selection, case notes, individualized form) and should be agreed upon by the MWA and Adult Education provider.

To maintain a Futures-HSC award, students must:

- Continue to be a resident of Michigan.
- Regularly attend the adult education and training program and satisfy local attendance requirements. This requirement will be monitored by the Adult Education provider partner.
- While enrolled in a training program or at a community college, an individual must:
  - Maintain continuous enrollment as at least a half-time student in a Pell-eligible program at an eligible institution leading to an associate degree or industry-recognized certificate or credential, unless an exception is granted.
    - *Continuous enrollment:* Enrollment in at least two semesters or the equivalent in terms or quarters, as determined by the WD's Adult Education Section, during each 12-month period for a number of consecutive years. The two or more semesters, terms, or quarters of enrollment within a 12-month period need not be consecutive.
- Maintain a 2.0 grade point average in courses taken by the individual as a Futures-HSC scholarship student or make satisfactory progress and remain in good standing as defined by the training provider.
  - Students who do not maintain a 2.0 grade point average will be ineligible for further Futures for Frontliners funding.
- Complete the FAFSA annually.

Applicants who are currently enrolled in adult education may apply and receive Futures-HSC funding for the remainder of their adult education and completion of an associate degree or industry-recognized training credential.

A student is eligible for a Michigan Futures-HSC scholarship until the occurrence of either of the following:

- Four years have passed since the student became a Michigan Futures-HSC grant student; or
- The student has completed the training program or earned an associate degree.

Eligibility for Futures-HSC will be determined by the WD's Adult Education Section. Please contact [LEO-AdultEd@michigan.gov](mailto:LEO-AdultEd@michigan.gov) with questions regarding the application.

The application period for Futures-HSC is September 10, 2020 through December 31, 2020, unless otherwise modified. Futures-HSC applications and additional information may be found [here](#).

#### Role of MWA Partners

The MWAs are well-positioned to play a supporting role for this program in the following ways:

1. Informing visitors to the One-Stop Service Centers of the availability of the program during the sign-up period and encouraging potentially eligible individuals to apply.
2. Providing career navigation assistance as needed to program participants to guide informed decisions regarding the training options they pursue.
3. Guiding individuals to facilitate enrollment in a program that is in-demand as supported by the local workforce board and regional employers. In-demand industries and occupations are identified in local and regional plans and policy. In-demand training opportunities enable individuals to enter one or more of these industries and occupations.
4. Assessing individuals for workforce development program eligibility and suitability, when appropriate.
5. Potentially assisting with payment of training providers for Futures-HSC participants if the local Adult Education provider is unable to perform this function. If this is necessary, a contractual agreement between the Adult Education provider and MWA shall prescribe the process of funding flowing through the Adult Education provider to the MWA. It is the expectation that the Adult Education provider will be the entity to invoice WD.
  - Payments will be made directly to community colleges by Treasury for Futures (Path 1) participants.
6. Providing supportive services as needed and as appropriate for WIOA-eligible and enrolled individuals to ensure they have the support necessary to persist to graduation.
7. Providing or referring individuals to community services, as appropriate.
8. Providing targeted outreach to employers to champion this effort.
9. Assistance with connection to employment after training completion.

MWAs are encouraged to utilize and share the [Futures for Frontliners Champions Toolkit](#).

### Leveraging Funding and Services

As training costs are covered by CARES Act funding, additional services to ensure success may be provided with state and federal funding sources administered by WD, as allowable by individual program. Examples include, but are not limited to:

- WIOA Adult, WIOA Dislocated Worker, and Wagner-Peyser funding may be used to provide basic and individualized career services for eligible and enrolled individuals.
- WIOA Youth funding may be used to provide tutoring, study skills, financial literacy, and the provision of labor market information.
- Business Resource Network funding may support case management and supportive services for eligible employees.
- Partnership.Accountability.Training.Hope. and Food Assistance Employment and Training funding may be used to provide case management, work readiness, supportive services, and connection to community resources for eligible individuals.

If an individual is enrolled in both the Futures for Frontliners program and WIOA, the partnership will entail the tuition payment provided by the Futures for Frontliners program, while wrap-around, case management, supportive, and follow-up services are provided by the local MWA.

A listing of adult education providers by county may be found by using the map located [here](#).

Michigan's 28 [community colleges](#) are a primary partner in this effort as well and will ensure students have a clear point of contact at the college to contact for assistance. The admissions and advising offices have tools to assist in decision making and program selection. Additional partner resources include the [Customer Care Center at Treasury](#), the [Advising Hotline at Michigan College Access Network](#), and the [Detroit Reconnect](#) program to make sure students have support to complete the application process. These partners are encouraged to connect students to Michigan Works! if the student is seeking more comprehensive career planning services.

WD strongly encourages partnering with Michigan Rehabilitation Services (MRS) to provide inclusive, accommodating experiences for individuals with disabilities. MRS partners may be found by using the [MRS Office Locator Map](#), and may be able to provide assistive technology and support for individuals with disabilities. Further, [Bureau of Services for Blind Persons \(BSBP\) contacts](#) are located throughout the state and are equipped to provide assistive technology and support for individuals who are visually impaired.

### Additional Futures for Frontliners Information

- Frequently Asked Questions documents have been added to the Futures for Frontliners website for the [Futures](#) and [Futures-HSC](#) pathways.

- Futures for Frontliners tuition payments are limited to in-district rates. If an out-of-district community college or training program is selected, the student or a partner organization may pay the difference between in-district and out-of-district rates.
- There is no cap on the number of credits a student may earn while participating.
- There is no per student cap on the amount of funding dedicated to a student's training.
- A student is not limited to one credential. For example, if an individual earns an in-demand skills certificate, they may also go on to earn an associate degree if within four years of the first tuition payment. Credentials earned must be on the same career pathway.
- Students are limited to one associate degree.
- It is allowable for a student to change programs while participating.
- A student who participates in the Futures scholarship program may transfer from one eligible institution to another eligible institution without loss of the scholarship so long as the student continues to meet all eligibility requirements for the scholarship.
- There is not an income limitation for Futures or Futures-HSC participation.
- For Futures (Path 1) students, certificate programs are limited to those that are Pell-eligible and offered through a community college. For Futures-HSC (Path 2) students, allowable certificate programs are those provided through a community college, training provider listed on MiTC, or state-approved integrated education and training program offered by the adult education program.
- A student who takes a leave of absence from an eligible institution due to a medical or family hardship may apply for a hardship exception that allows a break from classes while personal challenges are managed without losing their scholarship, subject to the respective department's approval. More information may be found in the FAQ section of the Futures for Frontliners website.
- The technical training component of an apprenticeship may be allowable under Futures-HSC if the training provider is found on MiTC. The On-the-Job Training component would need to be funded by an alternate source.
- LEO will publish an annual report about the Futures for Frontliners program on its website for each year students are enrolled in the program. This report will include the Futures and Futures-HSC pathways.
- The primary source of acceptable source documentation for verification of Futures or Futures-HSC participation includes the email confirmation received upon scholarship qualification. If the individual

is unable to produce their confirmation email, self-attestation is allowable as well.

**Action:** Local policy and procedures shall be updated, as appropriate.

An indicator has been added to the One-Stop Management Information System under the Special tab to track individuals who are simultaneously supported by programs administered by the local MWAs. MWAs must use the indicator for recording and reporting purposes when assisting individuals during Futures and Futures-HSC program participation. Career navigation and guidance services and activities shall be recorded, as appropriate.

**Inquiries:** Questions regarding this policy should be emailed to [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov).

This policy is available for downloading from the [WD's website](#).

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach by email at [HengesbachP@michigan.gov](mailto:HengesbachP@michigan.gov) for details.

WD is funded by state and federal funds. More details are available on the Legal Disclaimer page at [www.michigan.gov/workforce](http://www.michigan.gov/workforce).

**Expiration**

**Date:** December 31, 2025

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