



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
ACTING DIRECTOR

OFFICIAL
Policy Issuance: 21-04

Date: February 25, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Healthy Michigan Plan Navigator (HMPN) for Fiscal Year (FY) 2021

Programs Affected: Healthy Michigan Plan

References: Public Act 208 of 2018
Michigan Senate Enrolled Bill 897
Public Act 50 of 2019
Public Act 208 of 2018 and the special terms and conditions of the Section 1115 Demonstration Waiver Amendment, approved 12/21/2018
Employment Services Manual issued March 2018
Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) Healthy Michigan Plan (HMP) Program Plan Policy 19-36 and 19-37
Michigan Department of Health and Human Services (MDHHS) Policy #1926-HMP

Background: The intent of the HMPN program is to assist MDHSS Medicaid beneficiaries that receive Healthy Michigan program assistance. The program intends to help them navigate services of the Michigan Works! Service Centers for employment and training related services to reduce their dependency on Medicaid.

Policy: WD has allocated \$1,000,000 in FY 2021 General Fund/General Purpose (GF/GP) funds to support HMPN within the Michigan Works! system.

The intent of this program is to assist HMP participants who are between the ages of 19 and 62 address barriers to employment and prepare those participants to be placed into a job. The navigator will direct HMP participants to employment and training related services to help participants secure and maintain training and employment. The navigator will educate participants on available services. The navigator will cultivate relationships with Community HMP partners to provide direction and guidance to support HMP participants navigate the system.

Navigators may be new hires or incumbent staff who possess the expertise to accomplish the mission envisioned by this project **and** who have the training, education, or experience necessary for successful performance.

Each MWA shall provide day-to-day supervision of the navigators. The navigators shall function as dedicated facilitators, problem solvers, and relationship builders in support of HMP participants.

The navigators will be responsible for the following deliverables:

- Provide informational materials on the HMP.
- Engagement with other HMP community partners.
- Assist with completion and submission of MDHHS forms.
- Provide access to the MDHHS HMP help line.

Navigators will direct HMP participants with the following:

- **Employment** – HMP participants who work for another individual or organization in exchange for money are considered to be employed.
- **Self-Employment** – Examples include earnings from a pension or retirement plan, rental income, or other types of income.
- **Education Directly Related to Employment** – Participating in an educational program directly related to employment. HMP participants can participate in person or online and may also report study hours. Examples include:
 - Preparing for and taking a High School Equivalency test.
 - Attending a basic skills program (e.g. English as a Second Language, computer skills, reading and writing skills).
 - Taking classes with the goal of getting a degree or certificate. The classes can be taken at a university, college, community college or other post-secondary school.
- **Job Training** – This activity includes receiving training for the participant's job from the participant's employer. Job training can also include participating in job skills training, job training through a workforce program, training to become self-employed, or a job training program at a community college.

- **Tribal Employment Program** – If the HMP participant is a member of a federally recognized Tribe, the participant can report hours spent in an employment program that has been authorized by the Tribe.
- **Vocational Training** – Training for a specific type of job or trade. Examples include:
 - Participating in an apprenticeship program.
 - Vocational training shorter than six months.
 - A full-time practicum, clinicals, or similar program.
 - Vocational training can also include time spent in a classroom, laboratory, studying, or other related activities.
- **Unpaid Workforce Engagement** – Includes working for a company or organization who is not the participant's employer and developing experience or skills for a future job.
- **Participation in Substance Use Disorder (SUD) Treatment** – Includes SUD treatment that is mandated by a court or prescribed by a licensed medical professional. Examples include:
 - Participating in counseling, support group meetings or other recovery support programs.
 - Residential or inpatient treatment programs.
 - Intensive outpatient programs.
 - Medication assisted treatment programs.
- **Community Service** – Includes volunteering or providing community service. A participant must volunteer or serve with a non-profit 501(c) (3) or 501(c) (4) organization. Examples include volunteering with a faith-based organization, homeless shelter, soup kitchen, animal shelter or food bank. HMP participants can only report this activity for three months per calendar year.
- **Job Search Related to Employment** – This activity is related to looking or applying for jobs. Searching for jobs include searching for a job through a workforce program, completing a job skills assessment or job readiness workshop, preparing or submitting resumes or email applications to apply for job openings, interviewing for jobs, or traveling to job interviews or job fairs.

Funding

Funding to support this pilot project will be FY 21 GF/GP funds and must be spent by September 30, 2021. No more than ten percent of the funds allocated shall be used for administrative costs. Each MWA must employ at least one navigator at their American Job Center (AJC). However, the expectation is that staff will be expected to cover as many AJC and satellite offices as possible by having staff allocate some of their time to the HMPN.

Action:

The MWA is required to process all cash requests through the [Management of Awards to Recipients System \(MARS\)](#) in accordance with this policy and

the MARS procedures (see MARS Manual). The MWA must retain appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services but not paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy must be reported to WD on a quarterly basis. All quarterly financial expenditure reports are due to WD no later than the 20th calendar day after the end of the calendar quarter. A final close-out report is also required and is due to WD 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, reports are due on the last business day prior to the due date. Submit reports in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Michael LaCharite at 517-335-6051.

The MWAs must submit a plan narrative outlining the numbers of navigators hired or already on staff and their locations as well as a summary of the duties and responsibilities. The name and contact information for the person at the MWA responsible for overseeing this pilot should also be included in the summary.

The MWA officials shall prepare and submit a Plan Narrative, a signed Plan Approval Request form, and a Budget Information Summary form. Templates are attached, and documents must be submitted within 30 days of the official date of this policy to LEO-TSDIV@michigan.gov.

Inquiries:

Questions regarding this policy should be directed to Ms. Yvette Harris by telephone at 517-930-7316 or by email at HarrisY@michigan.gov.

This policy is available for downloading from the WD's website.

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Whitney Wasser by telephone at 517-582-1214 or by email at wasserw@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/WDA.

**Expiration
Date:**

September 30, 2021

JB:YH:ww
Attachment

**Health Michigan Plan Navigator (HMPN) Program
Approval Request Form Instructions**

1. Michigan Works! Agency: Name and Number.
2. Plan Title(s): "FY 21 Healthy Michigan Plan Navigator Program" has been pre-printed.
3. Policy Issuance Number: 21-04
4. Plan Period: Identify the time period covered by the plan "10/1/2020 – 9/30/21" has been pre-printed.

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:

2. Plan Title(s):

FY 21 Healthy Michigan Plan Navigator Program

3. Policy Issuance Number:

21-04

4. Plan Period:

10/1/20 thru 9/30/21

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:

**Healthy Michigan Plan Navigator
Budget Information Summary (BIS) Instructions
Fiscal Year (FY) 2020 General Fund/General Purpose (GF/GP)**

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. 19-37 has been pre-entered.

Grant Name: FY 21 GF/GP has been pre-entered.

Project Name: HMPN has been pre-entered.

Plan Period: 10/1/20 through 09/30/21 has been pre-entered.

Catalog of Federal Domestic Assistance (CFDA) Number: N/A

Section II - Total Funds Available

Allocation: The total amount of funds being awarded via this policy.

Section III - Current FY Planned Expenditures by Cost Category

Administration: Enter the amount of the allocation planned for administration. The MWAs may not expend more than ten (10) percent of the total award on administration.

Program: Enter the amount of the allocation planned for program costs.

**Fiscal Year 2021
Healthy Michigan Plan Navigator Allocations**

Michigan Works! Agencies	Total Allocation
	(\$)
Berrien/Cass/Van Buren	38,493
Capital Area	45,378
DESC	120,495
GST Michigan Works!	71,980
Great Lakes Bay	51,253
Macomb/St. Clair	80,787
Northeast	41,376
Northwest	39,491
Oakland County	83,527
Region 7B	39,425
SE Michigan Consortium	64,257
SEMCA	78,795
Southwest	48,493
UPWARD Talent Council	63,533
West Central	40,320
West Michigan Works!	92,397
Statewide Totals	1,000,000

Allocations based on estimated number of HMP participants per MWA and service access points.

1/20/21