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STATE OF MICHIGAN  
DEPARTMENT OF CAREER DEVELOPMENT  
LANSING

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**OFFICIAL**

E-mailed to MWAs 04/16/02 (mh)

**Michigan Department of Career Development (MDCD)**

**Office of Workforce Development (OWD)**

**Policy Issuance (PI): 02-15**

**Index: II E 2, II F 2, II G 2**

**Date:** April 16, 2002

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

**Subject:** Revising Levels of Performance

**Programs Affected:** Workforce Investment Act (WIA) Adult, Youth, and Dislocated Worker Activities

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL), Employment and Training Administration Training and Employment Guidance Letter (TEGL) 11-01, issued February 12, 2002

**Background:** States are required to achieve negotiated levels of performance for Adult, Dislocated Worker, and Youth Programs, as well as customer satisfaction measures under WIA. Since state performance is the sum of local area performance, MWAs must achieve their performance levels for the state to meet its performance levels. If the state determines that its required performance levels were set too high, the state may request a reduction based on guidelines established in TEGL 11-01. This PI provides the same guidelines to local areas.

- Each local area seeking a revision must develop and submit a written request to the MDCD by June 1, 2002. This will allow time for the state to combine all requests and negotiate with USDOL.

- The request must articulate an unanticipated circumstance. Each local area must describe the nature of the problem or mitigating circumstance, including a description of when the unanticipated circumstance occurred and its duration or expected duration.
- The unanticipated circumstance must impact one or more factors. Evidence of an actual change is required. The performance measure(s) affected by the request must be identified.
- The stated variations from expected outcomes must be linked to the stated significant changes in factors. Sufficient and appropriate documentation to explain and justify the proposed revision is required. Local areas should include the following:
  - o A description of the approach used to determine revised levels of performance,
  - o A description of the data sources used to demonstrate change in the factors, and
  - o The computations for the revised performance level(s) included in the request.

**Policy:** In order to renegotiate local WIA levels of performance, MWA officials must submit a written request with supporting documentation consistent with TEGL 11-01.

**Action:** MWA officials should distribute this PI to all staff who need this information to implement the performance accountability policies under the WIA.

Written requests to revise local WIA performance levels for Program Year 2002 should be mailed no later than June 1, 2002, to the following address:

Michigan Department of Career Development  
 Office of Workforce Development  
 201 N. Washington Square  
 Victor Office Center, 5<sup>th</sup> Floor  
 Lansing, Michigan 48913

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

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

**Expiration**

**Date:** Continuing

**(SIGNED)**

Vicki Enright, Director  
Office of Workforce Development

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