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E-mailed: 6/23/2015 (tk)

Workforce Development Agency (WDA)
Policy Issuance (PI) 14-02, Change 2

Date: June 23, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director (**SIGNED**)
Office of Talent Policy and Planning

Subject: Statewide Activities (SWA) Funding for Program Year (PY) 2014
(July 1, 2014 through June 30, 2015) Service Center Operations

Programs Affected: Michigan Works! Service Center (MWSC) Operations

Rescissions: None

References: The Workforce Investment Act (WIA) of 1998
The WIA Final Rule 20 Code of Federal Regulations Part 652 et al.
Michigan Department of Labor & Economic Growth (DLEG)/Bureau of
Workforce Programs PI 02-11, issued April 2, 2002, and subsequent changes

Background: The WDA PI 14-02, issued July 2, 2014, awarded the initial PY 2014 MWSC allocation of \$530,833 and advised MWAs that, “additional funding, in an indeterminate amount, may be provided to support service centers commensurate with the level of SWA funds available during the Program Year.” To this end, the WDA identified an additional \$1,500,000 in Appropriation Year (AY) 2014 WIA SWA funds to be used in support of MWSC operations for PY 2014, and awarded those funds in the WDA PI 14-02, Change 1. The allocation for each MWA was based on a formula derived from the relative size of the MWA area labor force; however, the number of customers served by the service center(s) and the number of service centers in the MWA area, full and satellite, were taken into account in the determination of the final award. Both prior PIs specified a carry-forward limitation of 15 percent for these funds. This policy change lifts that limitation and allows up to 100 percent carry-forward.



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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.

Per this policy change, MWAs may now carry-forward up to 100 percent of their PY 2014 MWSC funding into PY 2015.

Funding for local administration is *not authorized* for PY 2014 MWSC funding.

Unexpended funds as of June 30, 2016, will be recaptured by the WDA.

All other WIA program and fiscal requirements outlined in the WDA PI 14-02 and Change 1 remain in effect, unless modified, superseded, or rescinded by this policy issuance.

Action: MWA officials shall disseminate the information contained in this policy issuance to the appropriate individuals in the local service delivery area.

MWA officials must adhere to state procurement and administrative policies when expending statewide activity funding.

Cash Requests/Financial Reporting:

The MWA will process all cash requests through the MARS in accordance with the MARS Manual. The MWA must have on file appropriate documentation to support each cash draw.

All reporting of fiscal expenditures for the funds provided through this grant 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 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 20th. Submit reports to the MARS system at: <http://www.michigan.deleg-mars.org/>. If there are any questions, please call Mr. Kerry Trierweiler at (517) 241-1788.

Profit Limitations

Please refer to the WDASOM Procurement Policy, PI 12-29, issued March 5, 2013, or any policy replacing WDASOM PI 12-29, for further information regarding profit and corresponding limitations.

Inquiries: Questions regarding this policy issuance should be directed to your WIA state coordinator.

This policy issuance is available for downloading from the Internet system. Please contact Ms. Teresa Keyton at (517) 335-7418 for details.

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, 2016

SB:KJ:tk