



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 19-36**

**Date:** December 19, 2019

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

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

**Subject:** Fiscal Year (FY) 2020 Healthy Michigan Plan (HMP) Program Plan Instructions

**Programs Affected:** Healthy Michigan Plan

**References:** Michigan Senate Enrolled Bill 897  
Public Act 50 of 2019  
Public Act 208 of 2018 and the special terms and conditions of the Section III5 Demonstration Waiver Amendment, approved 12/21/2018  
Employment Services Manual issued March 2018  
Department of Labor and Economic Opportunity (LEO) Healthy Michigan Plan Navigator Policy  
Michigan Department of Health and Human Services (MDHHS) Policy #1926-HMP

**Background:** The Michigan Department of Health and Human Services (MDHHS) will implement new work requirements beginning January 1, 2020 for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) health care coverage. HMP beneficiaries who are at least 19 but younger than 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP participants will be required to work or do other activities, like job search, for at least 80 hours each month.

HMP participants are required to complete and report 80 hours each month of any combination of work or other qualifying activities.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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HMP participants who are enrolled on or after January 1, 2020, have until the end of the current month to report hours for the previous month.

**Policy:**      **Work and Other Qualifying Activities**

HMP participants are required to complete and report 80 hours each month of any combination of work or other qualifying activities listed below:

- **Employment** – HMP participants who work for another individual or organization in exchange for money are considered to be employed.
- **Self-Employment** – This activity is defined as making money equal to earning the state minimum wage for 80 hours per month. 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 (1) preparing for and taking a High School Equivalency test; (2) attending a basic skills program (e.g. English as a Second Language, computer skills, reading and writing skills, or (3) 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; or 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, or 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 includes searching for a job through a workforce program, completing a job skills assessment or job readiness workshop, preparing or submitting resumes or e-mail applications to apply for job openings, interviewing for jobs, or traveling to job interviews or job fairs.

While the HMP participants have several options for meeting their work requirement, the MWAs will serve the HMP participants consistent with Wagner-Peyser services that focuses on a variety of employment-related services including:

- Assistance for job seekers in finding employment
- Assessments
- Job referrals
- Facilitate the match between job seekers and employers
- Placement for job seekers

### **Plan Instructions**

The Michigan Works! System Plan stipulations apply to the HMP program.

The MWA staff shall develop plans to address HMP activities for the period of January 1, 2020 through September 30, 2020.

The HMP plan shall consist of the following:

Plan Approval/Request – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board (WDB) chairperson.

Plan Narrative – which describes the services and planned activities to be provided during FY 2020.

Budget Information Summary (BIS) – which includes BIS' for State General Fund/General Purpose (GF/GP) funds. Grant Action Notices will be released for funding.

### **Allocations**

Allocations are based on the number of estimated HMP participants in the MWA targeted area. MWAs should build capacity to serve additional customers with this allocation due to the HMP work requirement. MWAs will not necessarily know, nor will they need to identify who is an HMP participant. MDHHS will determine who will be required to work. MDHHS has identified those eligible by county. Attachment A is a chart detailing each MWA's initial funding.

### **Service Flow Process**

Michigan's HMP program is an expansion of the current labor exchange system bringing together job seekers and employers, providing labor market information and career development assistance to the general public.

MWAs should also consider enrolling HMP participants in appropriate programs (i.e., Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance (TAA), and Employment Service (ES)) that they may be eligible for. HMP participants must meet all eligibility criteria for those programs and must follow all performance and merit requirements.

### **Program Planning and Coordination**

During local plan development, partners will have flexibility in customizing innovative education, training opportunities, and work participation activities that will best serve the participants in each region.

### **Profit**

Please refer to the Procurement PI 19-30, issued October 25, 2019, or any policy replacing PI 19-30, for further information regarding profit and corresponding limitations.

### **Reporting:**

HMP participants in the One Stop Management Information System (OSMIS) will be identified through a data match process with MDHHS. On a monthly basis, MDHHS will provide the Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) with a list of HMP participants who have a work requirement. LEO-WD will match that list to OSMIS registrants to identify those who are HMP and will use those matched participants for reporting.

It has not yet been determined if a special HMP indicator will also be created in OSMIS. Further information will be provided in the future if such an indicator is added to OSMIS.

On a monthly basis, LEO-WD is required to report to the senate and house appropriations committees, the senate and house fiscal agencies and the state budget office the following information:

- (a) the number of recipients currently receiving employment supports and services
- (b) The total year-to-date number of recipients who have received employment supports and services
- (c) The number of recipients who secured employment in this state after receiving employment supports and services
- (d) The total year-to-date number of staff hired/assigned to provide supports and services

(e) A summary of employment supports, and services provided

The MWAs will be responsible for (d) above and shall provide the information by the 1<sup>st</sup> of each month utilizing Attachment B. If the 1<sup>st</sup> falls on a weekend, then the report is due the first business day after the 1<sup>st</sup>.

### **Use of General Fund/General Purpose (GF/GP) Funding**

The MWAs use of GF/GP funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2020 GF/GP funds into FY 2021.
- General administrative costs are limited to 10 percent of the GF/GP allocation for the fiscal year.
- GF/GP funds will be spent consistent with Wagner-Peyser services.

### **Action:**

#### **Fiscal Information**

The MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWAs must have on file appropriate documentation to support each cash draw.

Grantees are required to report all financial transactions on a full accrual basis. In general, accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to the LEO-WD on a quarterly basis. All quarterly financial expenditure reports are due no later than the 20<sup>th</sup> calendar day after the end of the calendar quarter. A final close-out report is due to the LEO-WD no later than 60 days after the end of the grant period. If the due date falls on a weekend or state government holiday, reports are due on the last business day prior to the due date and must be submitted in [MARS](#). If there are any questions regarding cash requests or submission of expenditure reports, please call Marilyn Carey at 517-241-6742.

#### **Plan Instructions**

The MWA officials shall prepare and submit a signed Approval Request form, a Narrative, and BIS forms within 30 days of the official date of this policy to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov) or by hardcopy to:

Michigan Department of Labor and Economic Opportunity  
Workforce Development  
Targeted Services Division  
Ms. Melissa Stebbins, Executive Secretary  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

The WD will not accept documents prior to the official date of the policy.

**Inquiries:**

Questions regarding this policy should be directed to Yvette Harris by phone at 517-930-7316 or by email at [harrys@michigan.gov](mailto:harrys@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. Melissa Stebbins by telephone at 517-241-9834 or by email at [StebbinsM@michigan.gov](mailto:StebbinsM@michigan.gov).

**Expiration**

**Date:**

September 30, 2020

JB:YH:ms  
Attachment

## Plan Approval Request Form Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the appropriate title of the plan being submitted. "FY 2020 Healthy Michigan Plan Program" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate policy issuance number. "19-36" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "1/1/20 through 09/30/20" has been pre-printed.

## Approval Request Form

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

2. Plan Title(s):

FY 2020 Healthy Michigan Plan Program

3. Policy Issuance Number:

19-36

4. Plan Period:

1/1/2020 through 09/30/20

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 (HMP) Program Plan Narrative**

A. Michigan Works! Agency (MWA) Identification Information

HMP Plan Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the HMP plan contents.

B. Description of HMP Services to be Provided

1. Services to be Provided:

- a. Describe the HMP component and how services will be delivered. Include a description of how an HMP participant will receive services when their come to an American Job Center or One Stop Satellite office.

**Healthy Michigan Plan (HMP) Program  
General Fund/General Purpose  
Budget Information Summary Instructions**

**Section I - Identification Information**

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

Policy Issuance: Enter the policy issuance number. "19-36" has been pre-printed.

Grant Name: Enter the grant name. "FY 20 GF/GP" has been pre-printed.

Project Name: Enter the project name. "HMP GF/GP" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "01/01/20 thru 09/30/2020" has been pre-printed.

Catalog of Federal Domestic Assistance: "N/A" has been pre-printed.

**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 2020  
HMP Allocations**

<b>Michigan Works! Agencies</b>	<b>Initial GF/GP Allocation (\$)</b>
	108,525
<b>Capital Area</b>	127,938
	339,724
<b>Great Lakes Bay</b>	144,502
	202,939
<b>Macomb/St. Clair</b>	227,770
	116,656
<b>Northwest</b>	111,342
	235,498
<b>Region 7B</b>	111,155
	181,168
<b>SEMCA</b>	222,155
	136,721
<b>UPWARD Talent Council</b>	179,125
	113,678
<b>West Michigan Works!</b>	260,504
	<b>2,819,400</b>

Allocation based on:

Estimated number of HMP participants in the counties the MWA serve

12/16/2019

**HEALTHY MICHIGAN PLAN  
Staff Information**

**Michigan Works! Agency:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**Number of Staff Hired/Assigned This Month:** \_\_\_\_\_

**Year-To-Date Number of Staff:** \_\_\_\_\_

**Total:** \_\_\_\_\_