



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

**OFFICIAL
Policy Issuance (PI): 20-25**

Date: September 29, 2020

To: Michigan Works! Agency (MWA) Directors

From: Krista Johnson, Division Administrator **SIGNED**
Talent Development Division
Workforce Development

Subject: Unemployment Insurance Funding for Reclassified Claims Assistance Expenditures

Programs Affected: Workforce Innovation and Opportunity Act (WIOA) Title I and III Programs

References: The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

The WIOA Final Rule 20 Code of Federal Regulations (CFR) Part 681, et al.

The Wagner-Peyser Act of 1933, as amended by the WIOA of 2014

Unemployment Insurance Program Letter 14-20, issued April 2, 2020

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

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

Rescissions: None

Background: The Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-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. The 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.

WD in collaboration with the Unemployment Insurance Agency (UIA) has identified \$6,000,000 of Unemployment Insurance funding to support the reclassification of expenditures previously charged to the WIOA Adult, WIOA Dislocated Worker (DW), TANF, and Wagner-Peyser Funding streams, as appropriate.

Policy:

The funding awarded in this policy will assist MWA partners that offered claims processing assistance to the UIA during the peak months of the Coronavirus pandemic. This funding opportunity allows MWAs to reclassify costs previously allocated to WIOA Adult, WIOA DW, TANF, and Wagner-Peyser, as appropriate. MWAs must be able to document any expenditures reported with the funding awarded in this policy. Supporting source documentation is imperative, as all reclassified expenditures are subject to audit.

All claims processing assistance charged to TANF must be reclassified to the Unemployment Insurance funding or to WIOA Adult, WIOA DW, or to Wagner-Peyser as this type of activity is generally not allowable under the Partnership.Accountability.Training.Hope (PATH) program.

For expenditures beyond those able to be reclassified and supported with the funding awarded in this policy, WIOA Adult, WIOA DW, and Wagner-Peyser funding may be used to support the delivery of Basic Career Services including the provision of information and assistance regarding filing claims for unemployment compensation, by which the One-Stop must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. "Meaningful assistance" means:

- One-Stop staff may assist in claims by acceptance of information from claimants. Only Unemployment Insurance (UI) state government employees may, in person at One-Stop centers or remotely, answer questions, provide advice, or make decisions that could affect claimants' UI eligibility.
- If an individual in a One-Stop center is referred to a telephone for UI claims assistance, it must be a phone line dedicated to serving One-Stop customers in a timely manner. Individuals must not be simply referred to a general information/dial-in line with the state UI Agency contact center where the individual is placed into a queue along with all other claimants in the state. If the assistance is provided remotely using technology, it must be a technology that enables trained staff to provide the assistance. Examples of technology that enables remote assistance include live Web chat applications, video conference applications, or other similar technology.

Please note, per 20 CFR 681.320 and 681.710, it is not allowable to support UI claims filing assistance with WIOA Youth funding unless the individual is determined eligible and enrolled in the WIOA Youth program. If an individual was enrolled in the WIOA Youth funding, and received

claims filing assistance, those expenditures may be reclassified, as appropriate.

Funds allocated in this policy are available for reclassification or expenditure through September 30, 2020. Unexpended funding as of September 30, 2020, will be recaptured by the WD. Administrative funding is limited to a maximum of five (5) percent of the allocations detailed in this policy.

Fiscal Information

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

The U.S. Department of Labor Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts. In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

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

Action: All MWAs shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to WD within 30 days from the issue date of this policy. Electronic signatures are allowable. The requested Approval Request Form and BIS (Attachment B) should be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov.

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

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 telephone at 517-241-3678 or by email at 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.

Expiration

Date:

September 30, 2020

KJ:KJ:ph
Attachments

Budget Information Summary (BIS) Instructions
Fiscal Year (FY) 2020 Unemployment Insurance (UI) Claims Assistance

Section I - Identification Information

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

Policy Issuance: Enter the policy number applicable to the BIS. "20-25" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "FY20 Unemployment Insurance" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "UI Claims Assistance" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "03-15-2020 through 09-30-2020" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number(s) associated with this grant. The number "17.225" has been pre-printed.

Section II - Total Funds Available

Allocation: The total amount of funding being awarded.

Section III - Planned Expenditures by Cost Category

Program: Enter the amount of the grant to be used for program costs.

Administration: Enter the amount of the grant to be used for local administration. Not more than **five** percent of the total allocation may be used for administration.

Section IV - Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

**Approval Request Form Instructions
Fiscal Year (FY) XX UI Claims Assistance**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and number of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. *"FY20 UI Claims Assistance"* has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. *"20-25"* has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. *"03-15-2020 through 09-30-2020"* has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 19-38, issued December 30, 2019. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): FY20 UI Claims Assistance
3. Policy Issuance Number: 20-25
4. Plan Period: 03-15-2020 through 09-30-2020

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:	

**FY20 UI Claims Assistance
March 15, 2020 – September 30, 2020**

MWA	Allocation \$
Berrien/Cass/Van Buren	\$122,261
Capital Area	\$233,130
Detroit Employment Solutions Corporation	\$792,790
GST Michigan Works!	\$424,731
Great Lakes Bay	\$242,307
Macomb/St. Clair	\$722,435
Northeast	\$66,405
Northwest	\$168,093
Oakland	\$721,481
Region 7B	\$66,556
Southeast Michigan Consortium	\$408,606
SEMCA	\$842,271
Southwest	\$244,525
UPWARD Talent Council	\$114,897
West Central	\$85,223
West Michigan Works!	\$744,289
Total	\$6,000,000

Factors: COVID Claimants (100%) March 15, 2020 - July 31, 2020