



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 21-09

Date: March 22, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Appropriation Year (AY) 2019 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Career Exploration and Experience Events (March 1, 2021 through March 31, 2022)

Programs Affected: WIOA Programs Funded through the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD)

References: WIOA of 2014, Public Law 113-128

WIOA Final Regulations as Published in the Federal Register on August 19, 2016

PI 18-14, Change 1 issued September 8, 2020

PI 21-02, issued January 5, 2021

Rescissions: None

Background: WD supports Talent Tours that introduce young adults, parents, and educators to available career paths in their region by offering a behind-the-scenes look into in-demand businesses and industries. Talent Tours provide real-time information regarding employer, education, and training requirements necessary to secure employment. Impacts include relationship building, establishing a talent pipeline, talent retention, and the opportunity to see real life application of coursework. The funding awarded in this policy will support similar career exploration and experience of multiple businesses and industries at a single, coordinated location instead of individual, on-site efforts at single institutions.

Due to ongoing safety concerns resulting from the COVID-19 pandemic, virtual events are an allowable use of funding awarded in this PI.

Policy:

To comply with this policy, the MWAs will organize and coordinate multiple business and industry representatives at a single location or virtual platform, similar to “MiCareer Quest™” style career exploration and experience events. Existing or currently planned career exploration and experience events that meet the same criteria may also be supported. The MWAs should ensure these career exploration and experience events include the following components:

1. Local in-demand businesses and industries are targeted. These industries will be identified regionally and locally.
2. An overview of the industry and key positions in-demand.
3. Hands-on activities, whenever possible, to provide practical knowledge of the positions available in the various industries.
4. Information pertaining to the educational requirements for key positions in-demand (certificate, apprenticeship, two- or four-year degree, etc.).
5. Highlight the key aspects of an “average day on the job.”
6. Potential should exist for job shadowing, internships, and/or other work experiences with participating employers after the conclusion of the event.

Event attendees should be introduced to Career Pathfinder for access to additional occupational information. The [Michigan Education and Career Pathfinder tool](#) provides information to students, their parents, and guidance staff to make informed choices about education and career options, as well as help with creation of educational development plans. This free tool uses current labor market information, longitudinal wage data, and other institutional data and metrics, allowing improved skills-matching to career paths and jobs.

Where possible, the MWAs should seek and encourage regional, collaborative leveraging of funding as additional support for this effort. The MWAs and their partner agencies should provide the following support in coordination with the event:

1. Facilitate relationship building between educational partners and businesses.
2. Define roles, skills, and training expectations via short presentations and hands-on experiences.
3. Arrange transportation, monitor student safety and behavior, and encourage engagement and open communication.
4. Provide information about the availability of corresponding education and training programs.

The MWAs are encouraged to identify and include additional partners as appropriate, including the WIOA Title IV and Jobs for Michigan's Graduates (JMG) contacts and participants.

- WD encourages partnership with Michigan Rehabilitation Services (MRS) to provide inclusive, accommodating experiences for individuals with disabilities. MRS partners may be found by using the [MRS Office Locator Map](#), and may be able to provide assistive technology and support for individuals with disabilities.
- [Bureau of Services for Blind Persons \(BSBP\) contacts](#) are located throughout the state and are equipped to provide assistive technology and support for individuals who are visually impaired.
- JMG aligns with WIOA's focus to remove barriers to success for young adults and the belief that discovering opportunities and touring potential employers provides participants the confidence to choose the best path for their future. JMG may be contacted [here](#).

A post-event report is required within 30 days after the completion of the event, but no later than 30 days from the expiration of the validity period of the awarded funding, March 31, 2022.

The post-event report should include the following elements and information:

1. The location (or virtual platform used) and date of the event.
2. Names and product descriptions of the businesses and industries who participated in the event.
3. Description of the hands-on activities provided by the participating entities if on-site, and/or interactive activities if virtual.
4. Names and descriptions of the MWA partner agencies who participated in the event.
5. A description of how educational information and requirements were provided.
6. A description of how Career Pathfinder was presented and utilized.
7. Description and number of event attendees.
8. Outcomes and next steps.
9. Pictures and appropriate release forms.
10. Samples of outreach materials and/or websites used to promote the event.

Please note: Any promotional materials developed and published in support of this career exploration and experience event should identify the MWA and the WD as the event sponsors.

Action:

All MWAs shall prepare and submit a signed Approval Request Form (Attachment A) as well as a Budget Information Summary (BIS) to WD within 30 days from the issue date of this policy. Instructions for completing the Approval Request Form and BIS are attached. The Approval Request Form

and BIS (Attachment B) should be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov. Please copy your assigned Workforce Innovation Team State Coordinator.

End of event reports are due 30 days after the completion of the event, but no later than 30 days from the expiration of the validity period of the awarded funding, March 31, 2022. These reports must be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov. Please copy your assigned Workforce Innovation Team State Coordinator.

Inquiries: Questions regarding this policy should be directed to your Workforce Innovation Team 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 989-388-3272 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:**

March 31, 2022

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Attachments

Career Exploration and Experience Events Final Report Template

The location and date of the event:	
Names and product descriptions of the businesses, industries, and employers who participated in the event:	
Description of the hands-on activities provided by the participating entities if on-site, and/or interactive activities if virtual:	
Names and descriptions of the MWA partner agencies who participated in the event:	
A description of how educational information and requirements were provided:	
A description of how Career Pathfinder was presented and utilized:	
Description and number of event attendees:	
Outcomes and next steps:	
Pictures and appropriate release forms:	
Samples of outreach materials and/or websites used to promote the event:	

Please Note: This template is not mandatory. Should a report or other form of submission capture this information, it is allowable.

Approval Request Form Instructions

1. *Michigan Works! Agency (MWA)*: Enter the name of the MWA and the number assigned to the MWA.
2. *Plan Title(s)*: Enter the appropriate title(s) for the plan being submitted. “Career Exploration and Experience Events” has been pre-printed.
3. *Policy Issuance Number*: Enter the Policy Issuance number that the Approval Request form covers. “21-09” has been pre-printed.
4. *Plan Period*: Identify the program period covered by this plan. “March 1, 2021 – March 31, 2022” has been pre-printed.

The required signatories are designated in accordance with PI 21-02, issued January 5, 2021. 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:

Plan Title(s): Career Exploration and Experience Events

2. Policy Issuance Number: 21-09

3. Plan Period: March 1, 2021 – March 31, 2022

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:

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act
Michigan Works! Career Exploration and Experience Events**

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. "21-09" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 WIOA Statewide Activities" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "Career Exploration and Experience Events" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "03/01/2021– 03/31/2022" has been pre-printed.

Catalog of Federal Domestic Assistance Number (CFDA): Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" have been pre-printed.

Section II - Total Funds Available

Allocation: Enter the total amount of funding allocated.

Section III - Planned Expenditures by Cost Category

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

***Total Planned Costs:* The Excel spreadsheet will automatically calculate all the total planned costs entered for the grant.**

Michigan Works! Career Exploration and Experience Events Allocations
(March 1, 2021 – March 31, 2022)

Michigan Works! Agency	Allocation
Berrien/Cass/Van Buren	\$25,000
Capital Area	\$25,000
Detroit Employment Solutions Corporation	\$25,000
Great Lakes Bay	\$25,000
GST Michigan Works!	\$25,000
Macomb/St. Clair	\$25,000
Northeast	\$25,000
Northwest	\$25,000
Oakland County	\$25,000
Region 7B	\$25,000
Southeast Consortium	\$25,000
SEMCA	\$25,000
Southwest	\$25,000
UPWARD Talent Council	\$25,000
West Central	\$25,000
West Michigan Works!	\$25,000
Total	\$400,000