



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

**OFFICIAL
Policy Issuance (PI): 21-35**

Date: December 3, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Barrier Removal Employment Success (BRES)

Programs Affected: Barrier Removal Employment Success

Rescissions: None

References: PI 20-32, Clean Slate Pilot Program, issued December 3, 2020, and subsequent changes

PI 20-23 Change 1, Business Resource Network Policy, issued January 13, 2021, and subsequent changes

PI 21-04, Healthy Michigan Plan Navigator, issued February 25, 2021

PI 19-36, Healthy Michigan Plan Program, issued December 19, 2019 and subsequent changes

PI 21-22 Barrier Removal Employment Success (BRES)

Background: The Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) is providing funding to support the employment and reemployment of at-risk individuals and the removal of barriers to employment. Examples of populations BRES will serve include, but are not limited to: Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, Business Resource Network (BRN) Program, the Michigan Reconnect scholarship program, and the Asset Limited Income Constrained Employed (ALICE) population. To provide additional financial support for the operation of these initiatives and to serve the at-risk populations, WD has established the BRES program.

Policy:

WD has identified \$3,000,000 in Fiscal Year (FY) 2022 State General Fund/General Purpose funds and \$4,000,000 in FY 2022 State Contingency Penalty and Interest funds under the BRES program to support the initiatives described and any program serving individuals who are members of the ALICE population.

The CSP program assists Returning Citizens in expunging eligible convictions from their criminal record to aid them in their pursuit of full-time, self-sufficient employment.

The BRN program delivers wrap-around services necessary to assist eligible employees in retaining long-term, meaningful employment. The BRNs are locally driven, private-public consortia whose purpose is to improve the employer's workforce retention through employee support and training.

Michigan Reconnect is a scholarship program that pays to attend an in-district community college and offers a large tuition discount if individuals attend an out-of-district community college. The scholarship can be utilized to complete an associate degree or a skill certificate program.

The ALICE population are individuals working, yet still struggling to make ends meet or are one crisis away from poverty.

The funding allocated in this PI should be utilized to support activities that are not eligible or feasible under another funding source or if there is insufficient funding to support those activities.

In addition, the funding allocated in this PI may be utilized to provide employer supports to encourage participation in BRNs. Employer supports may include subsidizing BRN membership fees.

Educational Scholarships are specifically prohibited for support in this PI.

The services provided locally with the funding allocated in this PI should complement and comply with local policy regarding the provision of supportive services and any associated limitations. BRES funding may not be used to circumvent local supportive service policies or limitations.

Costs related to program staffing are allowed.

Administration will be limited to 5 percent of each of the funding allocations.

Eligibility:

Participants are required to be at least 16 years of age with no maximum age limit. There are no income restriction levels or employment requirements for participation in this program. Participants will not be subject to Common Measures performance.

**Cash Requests
Fiscal
Reporting:**

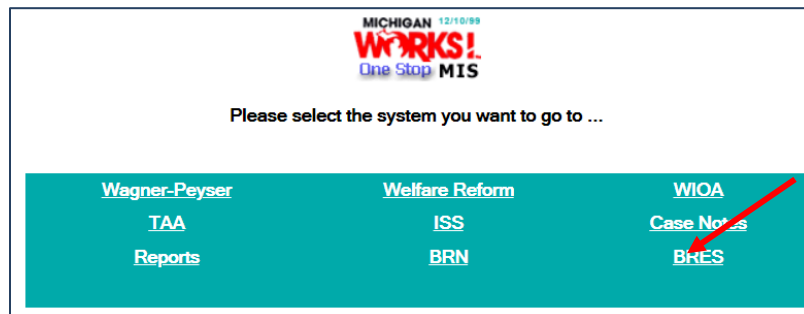
The MWA is required to process all cash requests through the [Management of Awards to Recipients System \(MARS\)](#) in accordance with this policy and the MARS procedures (see MARS Manual). The MWA must retain appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services but not paid during the reporting period.

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

WD will monitor and track expenditures throughout the grant cycle and redistribute funds when necessary.

Data Entry:

The One-Stop Management Information System (OSMIS) is the official data collection system for the BRES program. All BRES participants must be entered in the OSMIS to capture all reporting requirements. The program is accessible through the OSMIS “Front Page,” or by the “Go To” tab by selecting “BRES.”



Participants must be co-enrolled in BRES and the program the BRES funding is being utilized to support.

OSMIS sections for the BRES program include:

- Home Page.
- Participant Search.
- Customer Search Results.
- Participant History.
- Customer Profile.
- Registration.
- Support Services.
- Status.

The screenshot displays the OSMIS system interface for the 'Update Barrier Removal Employment Success Registration' form. The user is logged in as 'FLYNNNT (33 - MWA ADMIN)+'. The form is for participant 'FLYNNNT, BRES' with customer ID 'FLYBR0201'. The status is 'Exited' with a registration date of 07/01/2021 and an exit date of 09/13/2021. The exit reason is 'Received Support Services' and the case manager is 'FLYNN, CASE MANAGER'. The form includes sections for Contact Information (Last Name: FLYNNNT, First Name: BRES, Address: 123 MAIN, City: GRAND LEDGE, State: MI, Zip: 48837), Service Information (Registration on 07/01/2021 by TAMMY FLYNN at ACSET Admin Office), and a Status table.

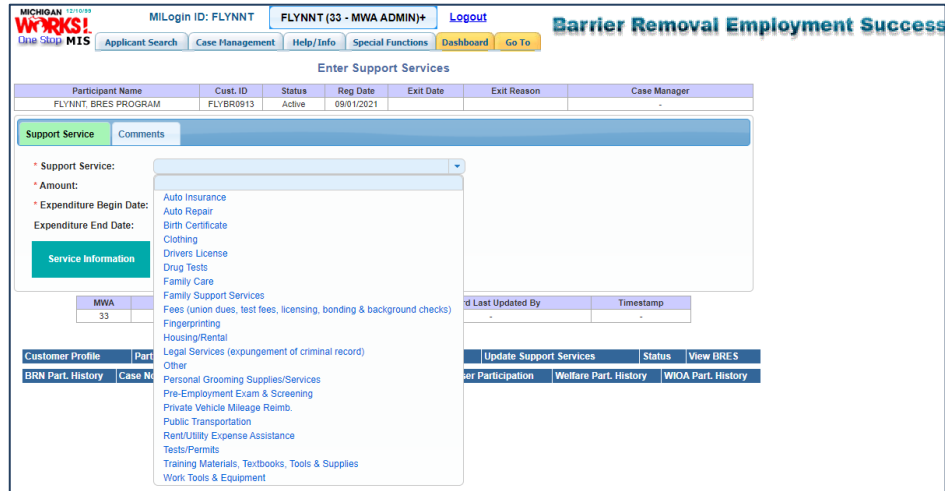
Participant Name	Cust. ID	Status	Reg Date	Exit Date	Exit Reason	Case Manager
FLYNNNT, BRES	FLYBR0201	Exited	07/01/2021	09/13/2021	Received Support Services	FLYNN, CASE MANAGER

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Exited	33	TAMMY FLYNN	09/08/2021 @ 11:58:33 AM	TAMMY FLYNN	09/13/2021 @ 10:15:08 AM

Included in the allowable Support Services:

- Public Transportation.
- Auto Insurance.
- Auto Purchase.
- Drug Tests.
- Fees (union dues, test fees, licensing, bonding, and background checks).
- Housing/Rental.
- Fingerprinting.
- Private Vehicle Mileage Reimbursement.
- Legal Services (expungement of criminal record).
- Personal Grooming Supplies/Services.
- Rent/Utility Expense Assistance.
- Training Materials, Textbooks, Tools, and Supplies.
- Work Tools and Equipment.
- Clothing.
- Birth Certificate.
- Tests/Permits.
- Driver's License.
- Auto Repair.
- Pre-Employment Exam and Screening.
- Family Support Services.
- Child Care.
- Family Care.

- Other.



MWAs are required to report the beginning and end dates of the support services being provided.

Action: The MWAs participating in this project must submit a plan narrative outlining the types of services and assistance planned to be offered.

The MWA officials shall prepare and submit a Plan Narrative, a signed Plan Approval Request form, and Budget Information Summary forms for both funding sources. Templates are attached, and documents must be submitted within 30 days of the official date of this policy to LEO-TSDIV@michigan.gov.

MWAs should pursue in-kind contributions and additional financial support for this pilot from local partner agencies, foundations, advocacy groups, local employers, and voluntary attorneys.

Inquiries: Questions regarding this policy should be directed to Gary Clark by telephone at 517-930-4749 or by email at clarkg1@michigan.gov.

This policy is available for downloading from 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. Whitney Wasser by telephone at 517-582-1214 or by email at wasserw@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, 2023

JB:GC:ww
Attachments

Approval Request Form Instructions

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and assigned number of the MWA.
2. Plan Title(s): Enter the appropriate title(s) for the plan being submitted. “Barrier Removal Employment Success” has been pre-printed.
3. Policy Issuance (PI) Number: Enter the PI number that the Approval Request form pertains to. “21-35” has been pre-printed.
4. Plan Period: Identify the time period covered by the plan.
“October 1, 2021 – September 30, 2023” 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).

Note: Approval Request Forms are only required for initial grant allocations. Subsequent allocations for the same grant or de-obligations of funds will not require another signed form.

Approval Request Form

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

2. Plan Title(s):

Barrier Removal Employment Success

3. Policy Issuance Number:

21-35

4. Plan Period:

10/1/2021 thru 9/30/2023

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:

**State General Fund/General Purpose funds
Budget Information Summary (BIS) Instructions**

Section I - Identification Information

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

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS. "21-35" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "State General Fund/General Purpose funds" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "Barrier Removal Employment Success" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10-01-21 through 09-30-23" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: N/A.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the allocation.

Additional Allocation: Enter the amount of any additional allocation, if applicable.

Total Funds Available: This cell will automatically calculate the sum of Section II.

Section III - Planned Expenditures by Cost Categories

Administration: Enter the amount of funding for administration.

Program: Enter the amount for program activities.

Total Planned Costs: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations. The cell will automatically calculate.

The BIS may be found as an Excel attachment to this email.

**State Contingency Penalty and Interest funds
Budget Information Summary (BIS) Instructions**

Section I - Identification Information

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

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS. "21-35" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "State Contingency Penalty and Interest funds" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "Barrier Removal Employment Success" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "10-01-21 through 09-30-23" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: N/A.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the allocation.

Additional Allocation: Enter the amount of any additional allocation, if applicable.

Total Funds Available: This cell will automatically calculate the sum of Section II.

Section III - Planned Expenditures by Cost Categories

Administration: Enter the amount of funding for administration.

Program: Enter the amount for program activities.

Total Planned Expenditures: This cell will automatically calculate.

Section IV – Limitation Percentages

This section was developed to assist MWAs and state coordinators to review planned expenditures and to ensure they are in line with limitations. The cell will automatically calculate.

The BIS may be found as an Excel attachment to this email.

**Fiscal Year 2022 Allocations
Barrier Removal Employment Success**

Michigan Works! Agency	State Contingency Penalty & Interest Allocation	State General Fund/General Purpose Allocation	Total
Berrien/Cass/Van Buren	\$113,184	\$84,888	\$198,072
Capital Area	\$186,812	\$140,109	\$326,921
Detroit Employment Solutions Corporation	\$518,684	\$389,013	\$907,697
GST Michigan Works!	\$290,710	\$218,032	\$508,742
Great Lakes Bay	\$208,633	\$156,474	\$365,107
Macomb-St. Clair	\$399,125	\$299,344	\$698,469
Northeast	\$65,252	\$48,939	\$114,191
Northwest	\$123,842	\$92,881	\$216,723
Oakland	\$407,047	\$305,287	\$712,334
Region 7B	\$74,648	\$55,986	\$130,634
Southeast Michigan Consortium	\$289,821	\$217,366	\$507,187
SEMCA	\$401,021	\$300,766	\$701,787
Southwest	\$201,967	\$151,475	\$353,442
UPWARD Talent Council	\$143,743	\$107,807	\$251,550
West Central	\$82,576	\$61,932	\$144,508
West Michigan Works!	\$492,935	\$369,701	\$862,636
Total	\$4,000,000	\$3,000,000	\$7,000,000

The formula is based on Calendar Year 2019 Asset Limited, Income Constrained, Employed population poverty level and number of households.