



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 21-22**

**Date:** August 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

**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.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • www.michigan.gov/workforce • 517-335-5858

**Policy:** WD has identified \$3,680,600 in Fiscal Year (FY) 2021 State General Fund/General Purpose funds and \$999,900 in FY 2021 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. A new BRES program will be added to the OSMIS to collect registration, support services, and outcome data on BRES participants. All BRES participants must be entered in the OSMIS to capture all reporting requirements. The program will be accessible through the OSMIS “Front Page,” or by the tab “Go To” tab by selecting “BRES.”

OSMIS sections for the BRES program will include:

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

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 will be required to report the beginning and end dates of the 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](mailto: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](mailto: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](mailto: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](http://www.michigan.gov/workforce)

**Expiration  
Date:**

June 30, 2022

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. "21-22" has been pre-printed.
4. Plan Period: Identify the time period covered by the plan. "July 1, 2021 – June 30, 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).

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:

21-22

4. Plan Period:

7/1/2021 thru 6/30/2022

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:

**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. "21-22" 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. "7-1-21 through 06-30-22" 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. "21-22" 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. "7-1-21 through 06-30-22" 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 2021 Allocations  
Barrier Removal Employment Success**

<b>Michigan Works! Agency</b>	<b>State Contingency Penalty &amp; Interest Allocation</b>	<b>State General Fund/General Purpose Allocation</b>	<b>Total</b>
Berrien/Cass/Van Buren	\$28,293	\$104,146	\$132,439
Capital Area	\$46,698	\$171,895	\$218,593
Detroit Employment Solutions Corporation	\$129,660	\$477,267	\$606,927
GST Michigan Works!	\$72,670	\$267,497	\$340,167
Great Lakes Bay	\$52,153	\$191,973	\$244,126
Macomb-St. Clair	\$99,771	\$367,255	\$467,026
Northeast	\$16,311	\$60,042	\$76,353
Northwest	\$30,957	\$113,953	\$144,910
Oakland	\$101,752	\$374,545	\$476,297
Region 7B	\$18,660	\$68,687	\$87,347
Southeast Michigan Consortium	\$72,448	\$266,679	\$339,127
SEMCA	\$100,245	\$369,000	\$469,245
Southwest	\$50,487	\$185,840	\$236,327
UPWARD Talent Council	\$35,932	\$132,265	\$168,197
West Central	\$20,642	\$75,982	\$96,624
West Michigan Works!	\$123,221	\$453,574	\$576,795
<b>Total</b>	<b>\$999,900</b>	<b>\$3,680,600</b>	<b>\$4,680,500</b>

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