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DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
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E-mailed: 03/22/10 (kf)

Bureau of Workforce Transformation (BWT)
Policy Issuance (PI): 08-21, Change 1

Date: March 22, 2010

To: Michigan Works! Agency (MWA) Directors

From: Liza Estlund Olson, Director, Bureau of Workforce Transformation
SIGNED

Subject: Jobs, Education, and Training (JET) Program Temporary Assistance for Needy Families (TANF) Participation Data Verification Process

Programs Affected: JET

References: Reauthorization of the TANF Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265

Rescissions: None

Background: The Department of Human Services (DHS) Office of Quality Assurance, Data Collecting and Reporting unit conducts data verifications of JET participant files/records to measure the TANF Work Participation Rate. Through a Stratified Simple Random Sampling process, the DHS will identify and select JET cases for review.

This policy change updates the Data Verification Checklist MWAs must complete and submit for selected participants. The Job Search/Job Readiness (JS/JR) start date and the consecutive weeks of JS/JR are no longer required to be reported and the total hours of JS/JR reported shall be for the preceding 12-month period.

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

BUREAU OF WORKFORCE TRANSFORMATION
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Policy:

Each month, the BWT will contact the MWAs via electronic mail identifying the participant case files selected for review. The MWAs are required to submit selected participant case files to the BWT. MWAs will be granted five working days to mail hard copies of requested case files to the BWT. Selected case files will be identified by MWA, county or district, participant identification number, and participant name. Submitted participant files must contain all documentation, case notes, and any other relevant materials, etc., verifying actual hours of participation for all activities within the review month. Documentation requirements for verification of participation in work-related activities are outlined in the Case Management PI 06-34 and its changes.

The attached Data Verification Checklist must be completed for each participant file selected for review. The Data Verification Checklist identifies the MWA, participant, review month, and appropriate case documentation submitted. The checklist also contains a weekly activity log for each participant. The weekly log must be completed using the appropriate One-Stop Management Information System (OSMIS) activity codes, actual hours of participation in allowable activities, and the dates clients participated in assigned activities.

For all participants engaged in JS/JR activities (Activity Code 13 on the OSMIS), on the checklist please indicate the activity's number of hours during the review month, and the total number of hours in the preceding 12-month period.

Action:

MWAs shall take the appropriate actions necessary to implement the directives of this policy issuance. MWA officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

MWAs shall submit the case files requested every month to:

Mr. Brian Marcotte, Manager
Welfare Reform Section
Bureau of Workforce Transformation
Michigan Department of Energy, Labor & Economic Growth
Victor Office Center, Fifth Floor
201 North Washington Square
Lansing, Michigan 48913

Inquiries:

Questions regarding this policy issuance should be directed to Ms. Lisa MacLeod at (517) 241-5906.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date:

Continuing

LEO:LM:kf
Attachment

TANF Jobs, Education, and Training Program Participation Data Verification Checklist

MWA Name: _____ Review Month: [Month] [Year] (Begin Date – End Date)

Participant Name and ID Number: _____

The following MIS Screens are Included:

Activities Support Documentation:

___ Actual Hours

___ No Show/Not Active

___ Activities Screen

___ Job Search Log

___ Case Notes

___ Attendance Sheet

___ Participant History

___ Supervision Documentation

___ Employment Verification

Hours of JS/JR in [Month]: _____

___ Check Stubs

Total Hours of JS/JR since [Month] [Year]: _____

___ Self-Employment Records

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------|
| Dates | MIS Code Actual Hours | MIS Code Actual Hours | MIS Code Actual Hours | MIS Code Actual Hours | MIS Code Actual Hours | MIS Code Actual Hours | MIS Code Actual Hours | Weekly Actual Hours |
| Week 1 xx/xx/xx- xx/xx/xx | | | | | | | | |
| Week 2 xx/xx/xx- xx/xx/xx | | | | | | | | |
| Week 3 xx/xx/xx- xx/xx/xx | | | | | | | | |
| Week 4 xx/xx/xx- xx/xx/xx | | | | | | | | |
| Week 5 xx/xx/xx- xx/xx/xx | | | | | | | | |

Comments