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E-mailed: 05/16/14 (pv)

Workforce Development Agency (WDA)
Policy Issuance (PI): 13-32

Date: May 16, 2014

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency
SIGNED

Subject: Program Year (PY) 2014 Employment Service (ES) Plan Instructions

Programs Affected: Wagner-Peyser ES

Rescissions: None

References: Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act (WIA) of 1998

5 CFR, Section 900.603, revised January 1, 2009

(20 CFR 662.300), WIA Section 121(c)(2)

BWP PI 07-29, issued December 17, 2007

WDA PI 11-11 - ES Manual, issued October 21, 2011

WDA PI 11-34, Change 3, issued March 28, 2013

Background: The federal Wagner-Peyser Act of 1933 provided for the establishment of a nationwide labor exchange system, known as the Employment Service (ES). The Act was amended by the WIA of 1998 to make the ES part of the one-stop service delivery system. ES focuses on a variety of employment-related



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labor exchange services including job search assistance, assessment, job referral, and placement of job seekers; re-employment services to unemployment insurance claimants; and recruitment services for employers.

Policy:

Each MWA must submit an ES plan consisting of a Plan Narrative, Budget Information Summary (BIS) and Plan/Approval Modification Request for the period of July 1, 2014 through June 30, 2015, as a condition of receiving Wagner-Peyser ES funds for PY 2014.

The PY 2014 Wagner-Peyser Planning Allocations are indicated in Attachment F.

This policy will remain in effect for subsequent Program Years until it is rescinded by the WDA. Both the Grant name and the Project Name of the PY 2014 Wagner-Peyser allocation Grant Action Notices (GANs) will be identified as “AY14 Wagner-Peyser 7(a).”

PY 2014 Wagner-Peyser GANs will have a grant period of July 1, 2014 through June 30, 2016, even though PY 2014 is the period of July 1, 2014 through June 30, 2015. The following stipulations apply:

- MWAs are allowed to carry-in and allocate for use an unlimited amount of PY 2013 Wagner-Peyser funds into PY 2014 effective March 28, 2013
- PY 2013 Wagner-Peyser funds that were not expended in PY 2013 will not be recaptured and redistributed.
- A MWA’s PY 2013 Wagner-Peyser funds that remain available for use in PY 2014 must be accessed through the original PY 2013 Grant and Project Names listed above.

PY 2014 Wagner-Peyser fourth quarter expenditure reports are due in the Management of Awards to Recipients System (MARS) by close of business July 20, 2015.

Merit-Based Wagner-Peyser ES Providers

All MWA Wagner-Peyser ES providers:

Must competitively select and contract with one or more merit-staffed public organizations to provide Wagner-Peyser ES, affording due process and appeal rights. Standards for a merit system of personnel may be found at federal regular 5 CFR 900.603, available at:

http://edocket.access.gpo.gov/cfr_2009/janqtr/5cfr900.603.htm.

- Must be a unit of the State of Michigan, a local unit of government, special purpose unit of government, school district, intermediate school district, public community college or public university. MWAs shall not use a competitive selection process that excludes or penalizes bids or proposals submitted by, or contracts with, the WDA for employment services.
- Must hold their merit-staffed Wagner-Peyser ES providers responsible to the standards for a merit system of personnel described in 5 CFR 900.603.
- Must maintain on file a certification from each ES provider confirming that the provider will deliver employment services in conformance with the merit staffing standards described in 5 CFR 900.603. This documentation must be made available to the Michigan Strategic Fund-Workforce Development Agency and/or the federal Office of Personnel Management, if requested.
- May self-deliver the Wagner-Peyser ES program, if approved to do so by the WDA through the processes and procedures detailed in WDA PI 11-13.

Performance Measures

The following Performance Measures will be tracked in the One-Stop Management Information System (OSMIS) for Wagner-Peyser ES programs: Entered Employment, Retained Employment and Average Earnings.

These three measures are defined as follows:

- **Entered Employment**

Of those who are not employed at the date of participation:

The number of adult participants who are employed in the first quarter after the exit quarter, divided by the number of adult participants who exit during the quarter equal the Entered Employment.

This measure provides an assessment of program impact on increasing employment for those who were unemployed. Individuals who are employed at the date of participation are excluded from this measure. Individuals who, although employed at the date of participation, have either received a notice of termination of employment, have been issued a notice from their employer that the facility or enterprise will close, or who are currently on active military duty and have been provided with a date of separation from military service, are considered not employed and are included in the measure.

- **Retained Employment**

Of those who are employed in the first quarter after the exit quarter:

The number of adult participants who are employed in both the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter equal the Retained Employment.

By defining a positive outcome as employment in the first, second, and third quarters after the quarter of exit, this measure approximates retention for at least six months following program participation. Individuals who are not employed in the first quarter after the exit quarter are excluded from this measure. A positive outcome on the retention measure does not necessarily indicate continuous employment with the same employer.

- **Average Earnings**

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second and third quarters after the exit quarter, divided by the number of adult participants who exit during the quarter.

MWAs are expected to use the levels below as performance goals for their ES programs for PY 2014:

Entered Employment:	53 percent
Retained Employment:	79 percent
Average Earnings:	\$13,200 for the six-month period measured

The latest Performance Measure results are for PY 2013. Attachment G provides performance data by MWA.

Plan Instructions

The ES Plan required of each MWA will consist of the following:

Section I. Plan Narrative – describes the services and/or activities to be provided during PY 2014. Attachment A provides general instructions for completing the narrative portion of the ES Plan.

Section II. Budget Information Summary (BIS) – identifies the PY 2014 allocation and how the funds will be spent for the plan period. Attachment B provides the general instructions for completing the ES BIS. Attachment C contains the BIS form.

Section III. Plan Approval/Modification Request – bears the signature of the chief elected official(s) or the designated signatory; and the signature of the Workforce Development Board chairperson or the designated signatory. Attachment D contains the ES Plan Approval Modification Request form general instructions. Attachment E contains the Approval Modification Request form.

Cash Requests/Financial Reporting

The MWA will process all cash requests through MARS in accordance with the MARS Manual. The MWA must have appropriate documentation on file to support each cash draw.

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA 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. Submit reports to the MARS system at www.michigan.deleg-mars.org. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

Action: MWA officials shall prepare and submit all components of the ES Plan to the WDA within 30 days of the date of this policy issuance. The Plan Narrative and BIS must be submitted electronically to the Welfare Reform/Wagner-Peyser state coordinator and to VanceP1@michigan.gov. One hard copy of the Plan Approval/Modification Request, with original signatures, must be submitted to:

Mr. Brian Marcotte, Manager
Welfare Reform and Wagner-Peyser Section
Workforce Development Agency
State of Michigan
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Quarterly financial expenditure reports are to be submitted following the guidelines described in the preceding section.

Inquiries: Questions regarding this policy should be directed to the MWA's Welfare Reform/Wagner-Peyser state coordinators at (517) 373-6234.

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: June 30, 2015

GC:BE:pv
Attachments

EMPLOYMENT SERVICES (ES) PLAN NARRATIVE**General Instructions**1. Michigan Works! Agency (MWA) Contact Person:

Identify an MWA contact person; including address, phone number, and e-mail address for purposes of communication regarding the ES Plan.

2. Provision of Labor Exchange Services:

- a. Describe how Wagner-Peyser funded services will be provided at no cost to employers and job seekers.
- b. Explain how Labor Exchange services will be provided using the three tiers of services: self-services, facilitated services, and staff assisted services (formally known as mediated services). In what manner are core and intensive services delivered? List how many staff will be available at each site to provide services.
- c. How will the MWA handle an abundant of UIA claimants utilizing the ES center at one time?

3. UI Work Test:

Describe how the UI Work Test will be administered. The description must include an explanation of how the ES registration of UI claimants will be conducted, and how reporting claimant non-compliance with the “Available and Seeking Work” requirement will be managed.

4. Memorandum of Understanding (MOU) between the One Stop Operator and Employment Services Provider(s):

The One Stop partners collaborate to create a seamless system of service delivery that will enhance access to the programs services and improve long-term employment outcomes for individuals receiving assistance.

The MOU is an agreement developed and executed between the Local Board, with the agreement of the chief elected official, and the One-Stop partners relating to the operation of the One-Stop delivery system in the local area (20 CFR 662.300). The MOU must contain the provisions required by WIA Section 121(c)(2). These provisions cover services to be provided through the One-Stop Delivery system; the funding of the services and operating costs of the system; and methods for referring individuals between the One-Stop operators and partners. Please reference BWP Policy Issuance: 07-29, issued December 17, 2007.

Please provide a copy of the MOU signature page or indicate that discussions are in progress and MOUs will be completed by the end of the calendar year 2014.

5. Profiling Requirement:

States are required by federal law to implement a system of profiling for all new regular unemployment insurance (UI) claimants. The MWA must schedule those claimants identified on the list with an asterisk (mandatory profiled claimants) to attend a reemployment services information session within 7-10 days. Include a description of how the profiling requirements will be administered.

6. Participation in a System for Clearing Labor between the States:

As a component of the National Labor Exchange System, MWAs must participate in a system for clearing labor between the states by accepting and processing interstate and intrastate job orders. Describe how the MWA will conduct such operations.

7. Services to Veterans:

Describe the process the MWA uses to refer veterans to Disabled Veterans Outreach Workers.

8. Veterans Priority:

Describe how priority of services for Veterans and eligible spouses will be applied in the delivery of Wagner-Peyser funded employment services.

9. Services Provided to Migrant and Seasonal Farm Workers (MSFWs):

Describe the services and/or staffing that the MWA will maintain to ensure that MSFWs will be provided with access to the same employment services, benefits, protections, counseling, testing, and job and training referral services received by the general population. Include a description of the referral process to Agricultural Employment Specialists or other appropriate MWA staff.

10. Additional Services:

Describe in detail any planned services or activities for which ES funds would be utilized that are different from, or in addition to, the services described in other areas of the narrative.

EMPLOYMENT SERVICES (ES) BUDGET INFORMATION SUMMARY
General Instructions

SECTION I – Identification Information

1. Michigan Works! Agency (MWA) Name: Enter the MWA name.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “13-32” has been preprinted.
5. Plan Period: Enter the plan period. “07-01-14 through 06-30-15” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY14 Wagner-Peyser 7(a)” has been preprinted.
7. Project Name: Enter the Project Name. “AY14 Wagner-Peyser 7(a)” has been preprinted.

SECTION II – Total Funds Available

1. Program Year (PY) 2014 Allocation: Enter amount of Wagner-Peyser 7(a) funds allocated for PY 2014. See Attachment F.

SECTION III – Planned Expenditures by Cost Category

1. Program Expenses (Direct Customer Services): Enter amount planned for program expenses. These are costs directly associated with providing program services to job seekers or employers. They include such items as salaries and benefits of the contracted employment services providers; rent and utilities attributed to the space used to deliver services; supplies, Internet connections, information technology, and equipment used to deliver direct services; and contractual expenses, such as equipment maintenance related to the delivery of direct services.
2. Administration Expenses: Enter amount planned for administration expenses. Administration expenses are defined as the costs necessary for the proper administration and coordination of Wagner-Peyser 7(a) ES. Wagner-Peyser ES provider administrative costs are not to be included. Instead, they are to be planned and reported as program expenses (direct customer services).

Only administration costs associated with the Wagner-Peyser 7(a) ES programs should be charged against the Wagner-Peyser 7(a) allocation. There will be no limitations imposed on administration expenses; however, MWAs that indicate administration expenses above 20 percent will be monitored.

Administration expenses include salaries, benefits, and all other indirect overhead costs not associated with providing program services to job seekers and employers, such as the preparation of program plans, budgets, and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations services related to accounting, litigation, audits, management of property, payroll, and personnel; costs of goods and services required for the administration of the program such as rental and purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space not used for providing program services to job seekers and employers; travel costs associated with official business; management information systems not related to the tracking and monitoring of ES requirements (e.g., for a personnel and payroll system for administrative staff); and preparing reports and other documents related to program requirements.

3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**EMPLOYMENT SERVICES – WAGNER-PEYSER 7(a)
BUDGET INFORMATION SUMMARY**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: Employment Services – Wagner-Peyser 7(a)	
4. Policy Issuance Number: 13-32	5. Plan Period: 07-01-14 through 06-30-15
6. Grant Name: AY14 Wagner-Peyser 7(a)	7. Project Name: AY14 Wagner-Peyser 7(a)

SECTION II – TOTAL FUNDS AVAILABLE

Funding Source: Employment Services – Wagner-Peyser 7(a)	Amount
1. Program Year (PY) 2014 Allocation	\$

SECTION III – PLANNED EXPENDITURES BY COST CATEGORY

Cost Categories	Amounts
1. Program Expenses (Direct Customer Services)	\$
2. Administration Expenses	\$
3. Total Planned Expenditures	\$

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EMPLOYMENT SERVICES (ES) PLAN APPROVAL/MODIFICATION REQUEST

General Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the title for the plan being submitted. “Employment Services – Wagner-Peyser 7(a)” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “13-32” has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “07-01-2014 - 06-30-2015” has been preprinted.
6. Grant Name: Enter the Grant Name. “AY14 Wagner-Peyser 7(a)” has been preprinted.
7. Project Name: Enter the Project Name. “AY14 Wagner-Peyser 7(a)” has been preprinted.

Employment Services Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Plan Title: Employment Service – Wagner-Peyser 7(a)			
4. Policy Issuance Number: 13-32		5. Plan Period: 07-01-14 through 06-30-15	
6. Grant Name: AY14 Wagner-Peyser 7(a)		7. Project Name: AY14 Wagner-Peyser 7(a)	

The Chief Elected Official(s) (CEO[s]) and Workforce Development Board (WDB) hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

WDA 1001-01 (Revised 05-14)

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Wagner - Peyser Planning Allocations

Program Year 2014 (July 1, 2014 - June 30, 2015)

Michigan Works! Agency	CY 2013 Average		Planning Allocation (\$)
	Civilian Labor Force	Unemployment (#)	
ACSET	373,726	23,480	926,677
Berrien/Cass/Van Buren	132,882	11,415	380,265
Calhoun ISD	112,587	7,958	293,813
Capital Area	233,756	16,928	616,726
Genesee/Shiawassee	218,990	20,872	660,806
Central Area	110,069	9,228	311,216
DESC	342,755	58,754	1,466,326
Eastern U.P.	24,586	2,758	81,058
Kalamazoo-St. Joseph	153,484	10,850	400,562
The Job Force	86,418	7,262	244,625
Livingston County	89,350	6,923	243,225
Macomb/St. Clair	479,635	45,657	1,446,372
Muskegon/Oceana	98,712	8,875	289,036
Northeast	56,659	6,637	191,462
Northwest	145,668	13,978	441,131
Oakland County	595,075	48,450	1,658,744
Ottawa County	132,778	8,601	333,511
Region 7B	56,500	6,780	193,590
Great Lakes Bay	184,058	15,575	522,810
South Central	133,815	11,744	387,063
SEMCA	545,394	34,290	1,352,741
Thumb Works!	101,018	10,332	316,478
Washtenaw County	185,016	10,641	442,470
West Central	69,460	6,378	205,578
Western U.P.	35,650	3,785	113,991
Total	4,698,041	408,151	\$13,520,276

Allocation based on calendar year 2013 average civilian labor force (50%) and average unemployment (50%).

Wagner-Peyser Performance Results

Program Year 2012 (July 1, 2012 through June 30, 2013)

Michigan Works! Agency	Entered Employment Rate	Employment Retention Rate	Average Earnings in 6 Months
02 - Region 7B	41%	78%	\$11,455
03 - Calhoun ISD	46%	78%	\$12,086
04 - Great Lakes Bay	41%	78%	\$11,404
05 - Berrien/Cass/Van Buren	40%	76%	\$11,483
06 - The Job Force	46%	78%	\$11,803
07 - DESC	42%	76%	\$10,278
09 - Eastern U.P.	41%	74%	\$9,273
10 - Genesee/Shiawassee	40%	77%	\$13,609
11 - Central Area	44%	76%	\$13,402
13 - Thumb Works!	47%	79%	\$15,187
14 - Kalamazoo-St. Joseph	44%	78%	\$11,616
16 - West Central	45%	76%	\$11,592
17 - Capital Area	45%	77%	\$12,314
19 - Macomb/St. Clair	45%	79%	\$14,368
20 - Muskegon/Oceana	44%	75%	\$10,638
21 - Northeast	43%	77%	\$11,673
22 - Northwest	45%	80%	\$11,974
23 - Oakland County	45%	80%	\$16,280
26 - Western U.P.	42%	78%	\$13,326
29 - Livingston County	47%	80%	\$18,622
30 - Washtenaw County	45%	78%	\$13,896
31 - SEMCA	44%	80%	\$15,258
32 - Ottawa County	52%	80%	\$12,732
33 - ACSET	48%	79%	\$12,353
34 - South Central	43%	78%	\$12,519
Statewide	44%	78%	*
Goal	53%	79%	\$13,200

*The statewide performance measures in 2013 averaged 44% for Entered Employment, 78% for Employment Retention and \$13,150 for Average Earnings in 6 Months.