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OFFICIAL

E-mailed: 12/22/14 (rwg)

Workforce Development Agency (WDA)
Policy Issuance (PI): 14-16

Date: December 22, 2014

To: Area Community Service Employment and Training Council (ACSET)
Great Lakes Bay Michigan Works! (Great Lakes Bay)
Michigan Works! Southwest (Southwest)
Northwest Michigan Council of Governments (Northwest)
Southeast Michigan Community Alliance (SEMCA)

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

Subject: Reemployment and Eligibility Assessment (REA) Pilot Program

Programs Affected: Fiscal Year (FY) 2015 REA Pilot Program

Rescissions: None

References: Unemployment Insurance Program Letter No. 10-14, issued April 7, 2014
Unemployment Insurance Program Letter No. 13-14, Change 1, issued
July 11, 2014
Michigan Employment Security Act
Wagner-Peyser (WP) Act of 1933, as amended by the Workforce
Investment Act (WIA) of 1998

Background: On April 7, 2014, Unemployment Insurance (UI) Program Letter No.10-14 invited State Workforce Agencies to submit proposals to be considered for funding in support of an REA pilot program. The Department of Licensing and Regulatory Affairs (LARA), Unemployment Insurance Agency (UIA) submitted a proposal, developed by both the UIA and WDA, to the United States Department of Labor (USDOL) on August 27, 2014 to operate a REA Pilot Program.



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The State of Michigan was identified to receive funding in the amount of \$1,128,731.80, of which \$763,527 will be utilized by five Michigan Works! Agencies (MWAs) to provide pilot REA activities to UI Claimants. The five MWAs identified by the WDA for participation in this pilot during FY 2015 are: Great Lakes Bay, ACSET, Southwest, Northwest, and SEMCA. The goal of this program is to return claimants to the workforce sooner than the current average of 14 weeks. Each of the participating MWAs will provide 1,800 REA activities between the dates of January 8, 2015 and September 30, 2015.

Policy:

REAs and reemployment services will not be scheduled to occur after September 30, 2015.

REAs are a set of activities, which must be provided by WP merit based staff, and consist of the following:

- **Orientation to MWA Services (First REA Only)**
- **UI Eligibility Assessment**
The claimant is asked a set of questions to evaluate their continued UI benefit eligibility. Answering “Yes” to any of these questions indicates an eligibility issue and must be reported to UIA in the Michigan Integrated Data Automated System (MiDAS) system within 48 hours. Delivery of this component must occur in a one-on-one setting (see Attachment B)
- **Verification of the Monthly Record of Work Search (Form #1583)**
- **An active profile on Pure Michigan Talent Connect (PMTTC)**
- **Development or update of an Individual Service Strategy (ISS)**
Creation or updates to an ISS must be completed in a one-on-one setting
- **Provision of Specific Labor Market Information (LMI)**
- **Referral to a Reemployment Service or Training**

REA activities may not be rescheduled. If a claimant fails to schedule, appear, or complete their REA by the designated time, the MWA must report the event in the One Stop Management Information System (OSMIS). The UIA will determine whether the claimant had good cause for failing to contact, appear or complete the REA.

REA activity one must be scheduled to occur within 21 days of the “Letter Sent Date.”

Time allotted for completion of each REA will not exceed two hours. This two-hour time period includes staff preparation, service delivery and required data entry into OSMIS.

A claimant will not be scheduled for more than three REA activities within their unemployment benefit year.

In all circumstances, UIA will determine whether or not a claimant has good cause for not attending a REA. It is not the MWAs responsibility to determine whether or not a person has obtained employment or has good cause for not attending a scheduled event.

At the completion of each REA activity, a referral to a reemployment service and or training must occur. A claimant will benefit from a reemployment service or referral to training as long as they remain unemployed.

Process and Procedures

The UIA will generate a letter (1919L) to each claimant that appears on a weekly list of REA participants. The letter will inform the claimant to call one of the MWA Service Center locations to schedule their first REA appointment within 14 days of receiving the letter.

Every week, the UIA will generate a list of approximately 25 claimants per MWA that will be accessible on OSMIS. The record will include the name, address, and date of birth for each of the claimants on the list. MWAs do not need to access the list until the claimant calls to schedule their REA.

A claimant has 14 days from the UIA 1919L “Letter Sent Date” to contact the MWA to schedule their first REA. If the claimant does not contact the

MWA or the claimant contacts the MWA after 14 calendar days of the “Letter Sent Date,” OSMIS will not create a REA 1 activity and will automatically send the claimant’s information back to UIA with a result code of “No Contact.” No MWA action is needed.

When a UI claimant contacts the MWA to schedule their first REA, the MWA staff must determine the status of the customer’s OSMIS registration. Choose which of the following apply to your customer and take the action indicated.

- **The claimant has an active WP registration**
Match the claimant to an active WP registration creating a “REA 1.” After the REA 1 activity has been created, OSMIS will change the status of the claimant from “Pending” to “Resolved” on the REA Weekly File report; the REA may then be scheduled in OSMIS.
- **The claimant has an existing WP registration but it has been “Exited”**
Manually update the WP registration for the claimant. After the WP registration is updated, the MWA can go back to the “REA Weekly File” to find that claimant and schedule the REA. This changes the status of the claimant on the “REA Weekly File” from “Pending Resolution” to “Resolved.”
- **The Claimant has no existing WP registration**
In the rare case this occurs, the MWA may make a new registration over the phone, have the claimant come in, or wait until the scheduled appointment. After the claimant’s WP registration is active, the MWA can go back to the “REA Weekly File” to find the claimant’s name. The MWA can then continue to match the claimant to the active WP registration and enter the required information into OSMIS. This changes the status of the claimant on the “REA Weekly File” from “Pending Resolution” to “Resolved.”

After the OSMIS registration is verified, the REA scheduling information needs to be completed (date, time, MWA location) for the first REA. This section is only available for updates on the same day the appointment is created. Once this data has been submitted to UIA, these screens will no longer allow edits and will show “display only.”

When REAs one and two are completed the next REA should be scheduled within 14 days. Recording the appointment in OSMIS will generate a 1919L to the claimant.

Reporting Requirements

The OSMIS eligibility section consists of the REA activity elements identified earlier in this policy issuance. Each element offers a “Yes/No” indicator, which allows the MWA to document whether the claimant has completed each element.

The REA outcome section allows the MWA to document the overall completion status of the REA activity. A “Yes” in each of the component fields must appear for this completion status to occur. The three available values are:

- Completed
- Attended but failed to complete
- No Show

A date of completion is also required in this section.

The Reemployment Service outcome section allows the MWA to document the referral of the claimant to reemployment services or training. The three fields available in the referral to Reemployment Services section are:

- The scheduled date of the reemployment service
- The outcome of the service – completed, attended but failed to complete; or no show
- The outcome date of the reemployment service

If the reemployment service is WP-funded, report the service in the WP section in OSMIS.

The Training outcome section allows the MWA to document the referral of the claimant to training. The three fields available for this section are:

- The scheduled date of the training activity
- The outcome of the referral – completed, attended but failed to complete; or no show
- The outcome date of the referral to training

All reporting minus the outcome of the reemployment service or training referral must be entered in OSMIS within 24 hours of the service or outcome.

Allocations and Funding

Each MWA is scheduled to serve 1,800 claimants by September 30, 2015. Scheduled REAs will be funded at \$82.92. Built into this reimbursement amount is funding for the planning, preparation, provision of the REA activity and completion of the required reporting. Administrative costs have been built into the cost of the REA and will not be charged separately. All REAs are considered officially scheduled when the MWA enters the appointment in OSMIS.

Services that result from the referral to a reemployment service or training will not be reimbursed through this grant. These activities should be funded through other sources, such as Wagner-Peyser/Employment Service or the Workforce Investment Act (WIA).

Funding for this project will be dispersed through a grant allocation. The Grant Allocation Table is an Attachment to this Policy Issuance. Unexpended funding will be subject to de-obligation. The allocation amounts were calculated as follows:

\$41.46 per hour	
2 hours x \$41.46 =	\$82.92 per REA
1,800 REAs x \$82.92 =	\$149,256.00
\$3,449.00 for start-up costs =	\$ 3, 449.00
Total funding allocated to each MWA=	\$152,705.00

Action: The MWAs must plan their REA program flow according to the directives of this policy issuance, and be prepared to begin scheduling their first REA appointments after January 8, 2015. MWAs should provide a brief narrative on their program flow and contact information for the person responsible for overseeing the REA Pilot in their area. The narrative should be accompanied by a completed Budget Information Summary

(BIS) using the allocations listed in the attached table (A) and an Approval Modification Request form, with appropriate signatures. Templates are attached. Submit these items to Brian Marcotte, Welfare Reform and Wagner-Peyser Manager, by e-mail at marcotteb1@michigan.gov by Monday January 12, 2015.

Inquiries: Questions regarding this policy issuance should be directed to Brian Marcotte, Welfare Reform and Wagner-Peyser Manager, at (517) 241-2475.

Expiration Date: September 30, 2015

GC: BE: rwg

**UNEMPLOYMENT INSURANCE AGENCY-REEMPLOYMENT ELIGIBILITY
ASSESSMENT
BUDGET INFORMATION SUMMARY (BIS)
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. “Unemployment Insurance Agency-Reemployment Eligibility Assessment Grant” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “14-16” has been preprinted.
5. Plan Period: Enter the plan period. “01-01-15 through 09-30-15” has been preprinted.
6. Grant Name: Enter the Grant Name. “FY15 UIA-REA Grant” has been preprinted.
7. Project Name: Enter the Project Name. “FY15 UIA-REA Grant” has been preprinted.

SECTION II – Total Funds Available

1. Program Year (PY) 2015 Allocation: Enter amount of UIA-REA Grant funds allocated for PY 2015.

SECTION III – Planned Expenditures by Cost Category

1. Program Expenses (Direct Customer Services): The MWAs will conduct up to 3 REAs for each individual claimant. The cost of each REA is \$82.92 with the REA session not exceeding 2 hours, which include all administrative services (planning, preparing, delivering and reporting). These costs are directly associated with providing the minimum core services to UIA claimants.
2. Program Start Up Expenses: Each MWA will be provided \$3449 for startup costs for planning and training staff.
3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**UNEMPLOYMENT INSURANCE AGENCY-REEEMPLOYMENT AND ELIGIBILITY ASSESSMENT
BUDGET INFORMATION SUMMARY (BIS)**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: UIA-REA Grant	
4. Policy Issuance Number: 14-16	5. Plan Period: 01-01-15 through 09-30-15
6. Grant Name: AY15 UIA-REA Grant	7. Project Name: AY15 UIA-REA Grant

SECTION II – TOTAL FUNDS AVAILABLE

Funding Source: UIA-REA Grant	Amount
1. Program Year (FY) 2015 Allocation	\$

SECTION III – PLANNED EXPENDITURES BY COST CATEGORY

Cost Categories	Amounts
1. Program Expenses (1,800 claimants x \$82.92/REA)	\$
2. Program Start Up Expenses	\$
3. Total Planned Expenditures	\$

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**UNEMPLOYMENT INSURANCE AGENCY – REEMPLOYMENT AND ELIGIBILITY
ASSESSMENT GRANT**

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. “Unemployment Insurance Agency-Reemployment and Eligibility Assessment” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “14-16” has been preprinted.
5. Plan Period: Identify the time period covered by the plan. “01-01-2015 - 09-30-2015” has been preprinted.
6. Grant Name: Enter the Grant Name. “FY15 Unemployment Insurance Agency-Reemployment and Eligibility Assessment” has been preprinted.
7. Project Name: Enter the Project Name. “Unemployment Insurance Agency-Reemployment and Eligibility Assessment” has been preprinted.

**Unemployment Insurance Agency – Reemployment and Eligibility Assessment Grant
Plan Approval/Modification Request**

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Plan Title: UIA-REA Grant			
4. Policy Issuance Number: 14-16		5. Plan Period: 01-01-15 through 09-30-15	
6. Grant Name: FY15 UIA-REA Grant		7. Project Name: FY15 UIA-REA Grant	

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)

The Workforce Development Agency, State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**Unemployment Insurance Agency – Reemployment and Eligibility Assessment Grant
FY 2015 Allocation Table**

Michigan Works! Agency	Program Allocations	Program Startup Costs	Total Allocation
Area Community Service Employment and Training Council (ACSET)	\$149,256	\$3,449	\$152,705
Great Lakes Bay Michigan Works!	\$149,256	\$3,450	\$152,706
Michigan Works! Southwest	\$149,256	\$3,449	\$152,705
Northwest Michigan Council of Governments	\$149,256	\$3,450	\$152,706
Southeast Michigan Community Alliance (SEMCA) Michigan Works!	\$149,256	\$3,449	\$152,705
Total			\$763,527

ELIGIBILITY REVIEW QUESTIONNAIRE CHECKLIST

Answering “Yes” to any of the following question indicates a possible eligibility issue. This eligibility issue must be immediately reported to UIA in MiDAS.

Question	YES	NO
1. Are you attending any school or training now which would conflict with your customary work hours or shifts?		
2. Is there any reason why you could not accept full-time work immediately, such as child care, family responsibilities, lack of reliable transportation, self-employment, etc.?		
3. Do you have any physical or medical condition such as an illness or an injury that may limit the work you can accept?		
4. Would you be unwilling to accept the wage that is usually paid in your area for the type of work you are qualified to do?		
5. Are there any reasons you would be unwilling to work full-time during the days, hours and shifts that are usual in the type of work you do?		
6. Is there any reason you would be unwilling to accept full-time work within your local area?		

All UI claimants must be able, available, seeking work and not refusing any offers of suitable work. This is applicable to all claimants unless they have an employer verified return to work date. This is referred to as a Job Attached Waiver (JAW).

Seasonal employment is not considered an exemption to the seeking work requirement. All claimants are expected to seek full-time suitable work while collecting UI benefits.

Any of the follow may indicate a potential eligibility issue:

- Ability
- Availability: child care, out-of-town, school, transportation, jail/incarceration, generic/other reason
- Not Unemployed – leave of absence, working full-time
- Failed to Accept Work
- Failed to Apply
- Refused to Work Interview
- Seeking Work
- Reporting