



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
WANDA M. STOKES  
DIRECTOR

ROGER CURTIS  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 17-10**

**Date:** May 30, 2017

**To:** Michigan Works! Agency (MWA) Directors

**From:** Wanda M. Stokes, Director **SIGNED**  
Michigan Talent Investment Agency

**Subject:** Refugee Navigator Pilot Program

**Programs**

**Affected:** All Talent Investment Agency (TIA) programs administered by select MWAs

**References:** The Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

Refugee Settlement Program, Federal Register 45 Code of Federal Regulations, Part 400 and 401

**Background:** The recent influx of immigrants (refugees and persons granted asylum, or 'asylees') and other persons granted legal authorization to work in the United States from distressed locations outside of North America creates a unique workforce challenge as many of the impacted individuals cannot document their prior educational and employment history. In addition, these individuals may face significant language and cultural barriers and difficulties finding adequate housing and transportation. Providing additional support and access to resources to this population via the workforce system is critical to ensuring their successful transition into Michigan's workforce.

**Policy:** The TIA has identified \$340,000 in Appropriation Year (AY) 2016 WIOA Statewide Activities funds and \$200,000 in General Fund/General Purpose (GF/GP) funds, for total funding of \$540,000, to support the placement of four Refugee Navigators within Michigan Works! One-Stop Service Centers in Kent, Macomb, Oakland and Wayne counties on a pilot basis. These four counties were chosen as they are currently experiencing the largest influx of refugees. The intent of this pilot is to assist all work-authorized immigrants, with overcoming language barriers, lack of a documented educational and employment history, and other barriers to employment and their successful integration into Michigan's economy. A representative from the Michigan Office for New Americans (MONA) will serve as the Lead Navigator for this pilot project. The Lead Navigator will assist with the development of

TED is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
201 N. WASHINGTON SQUARE • LANSING, MICHIGAN 48913 • www.michigan.gov/tia • 517-335-5858

navigator job descriptions, as necessary, provide navigator training, facilitate meetings and evaluate the pilot's effectiveness.

Navigators shall operate with a degree of autonomy within the Michigan Works! One-Stop Service Centers within each of the four designated counties. They shall have specific training in dealing with the refugee population. Such training shall be provided by the Lead Navigator and other reliable sources. This position will facilitate access to the services and resources necessary to remove the aforementioned barriers faced by work-authorized immigrants while growing the number of refugees who use the One-Stop Service Centers.

Navigators may be new hires or incumbent staff who possess the expertise to accomplish the mission envisioned by this project **and** who have the training, education or experience necessary for successful performance. If an incumbent staff person is identified as the Navigator, and less than 100 percent of this staff person's time will be specifically tied to the Navigator duties, a Plan of Work must be submitted to the TIA for approval. The Plan of Work must describe how the Navigator's weekly time commitment will be distributed between the Pilot and the individual's other One-Stop Service Center duties. Once hired, all Navigators shall receive an "on-boarding" orientation and initial training, at a time, location and date to be determined, but not later than June 30, 2017. MONA's Lead Navigator will facilitate the onboarding orientation and training and will provide technical assistance and outreach to the Navigators throughout the life of this project.

Navigators shall be housed in the Michigan Works! One-Stop Service Centers listed below, or at other locations within the same county, subject to negotiation with, and approval by, the TIA. The host MWAs shall provide day-to-day supervision of the navigators. The navigators shall function as dedicated facilitators, problem solvers, systems change agents, and relationship builders in support of work-authorized immigrants when performing work funded by this project.

One-Stop Service Center Locations:

Kent County: 121 Franklin SE, Suite 120, Grand Rapids, MI 49507

Macomb County: 43630 Hayes, Suite 100, Clinton Township, MI 48038

Oakland County: 550 Stephenson Highway, Troy, MI 48083

Wayne County: 6451 Schaefer, Dearborn, MI 48126

Work-authorized immigrants referred for Navigator-facilitated career services will be pre-screened to ensure that they have legal authorization to work in the United States and that they possess documentation to support their status. The documentation used to establish legal work authorization shall include one or more of the following items:

- I-94 or I-94 W Form ('Arrival/Departure Record' or 'Nonimmigrant Visa Waiver Arrival/Departure Record')

- An 'Employment Authorization Document'
- I-551 ('Permanent Resident Card' or 'Green Card')
- A valid U.S. Passport
- Foreign passport that contains a temporary I-551 stamp or temporary printed notation on a machine-readable immigrant visa
- Employment Authorization Document that contains a photograph (Form I-766)
- A Social Security Card, unless the card includes one of the following restrictions:
  - 'NOT VALID FOR EMPLOYMENT'
  - 'VALID FOR WORK ONLY WITH INS AUTHORIZATION'
  - 'VALID FOR WORK ONLY WITH DHS AUTHORIZATION'
- Other employment authorization document issued by the U.S. Department of Homeland Security

It is not the intent of this program to serve undocumented immigrants or anyone who does not have legal authorization to work in the United States and no service may be provided to, nor any expense be incurred in serving any such person.

Navigators will provide work-authorized immigrants with referrals to services including, but not limited to:

- Language Acquisition/English as a Second-Language
- Housing
- Healthcare
- Childcare
- Transportation
- High School Diploma/Equivalency
- Public Assistance
- Training
- Employment
- Financial
- Legal
- Civil Rights
- Professional Licensure

Each navigator will be required to maintain a robust network of federal, state, local, philanthropic and faith-based organizations, and resources that will

provide services to work-authorized immigrants. The Lead Navigator will assist with this task.

The navigators will be responsible for the following deliverables:

- Individualized referral services for work-authorized immigrants
- Active recruitment of non-referred work-authorized immigrants in the community
- Acquiring necessary translation/interpretation services for work-authorized immigrants
- Outreach/engagement with Refugee Service Agencies and other key community partners
- Engagement with MWA Business Services Teams for potential employment opportunities
- Maintaining a comprehensive, current catalog of work-authorized immigrants resources
- Serving as a resource for One-Stop staff on federal, state and local programs/laws that impact work-authorized immigrants
- Drive work-authorized immigrant traffic to One Stop Service centers. The intent of this policy is to facilitate a significant, measurable increase in work-authorized immigrant traffic accessing the Michigan Works! system.
- Reporting of participant services
- Participation in all relevant meetings

The MWAs involved in this pilot project will be required to submit a narrative report to the TIA on a quarterly basis outlining how the aforementioned deliverables are being met. In addition, the required quarterly narrative report should include the following outcome-based information:

- Number of work-authorized immigrants served via career services, by type, and
- Number of work-authorized immigrants receiving training services, by type.

Funds to support this pilot project will be distributed as outlined in the below table. No more than ten percent of the funds allocated for each navigator should be used for the costs of MWA administration of this pilot project. Remaining funds should be used as appropriate to hire the navigator and support the navigator's required functions.

The GF/GP funds allocated in this policy are available for expenditure through September 30, 2017. The AY 2016 WIOA Statewide Activities funds allocated in this policy are available for expenditure through June 30, 2018.

Unexpended GF/GP funding as of September 30, 2017, is subject to recapture by the TIA.

<b>Michigan Works! Agency</b>	<b>WIOA Funds</b>	<b>GF/GP Funds</b>	<b>Total Allocation</b>
<b>Macomb/St. Clair</b>	\$85,000	\$50,000	\$135,000
<b>Oakland</b>	\$85,000	\$50,000	\$135,000
<b>SEMCA</b>	\$85,000	\$50,000	\$135,000
<b>West Michigan</b>	\$85,000	\$50,000	\$135,000
<b>TOTAL</b>	<b>\$340,000</b>	<b>\$200,000</b>	<b>\$540,000</b>

**Action:**

The MWAs participating in this pilot project must submit a plan narrative outlining the types of career services planned to be offered, the types of training services anticipated to be offered, and the number of work-authorized immigrants the MWA estimates serving as a result of this pilot project. The name and contact information for the person at the MWA responsible for overseeing this pilot should be included in the plan narrative as well. If applicable, the plan narrative must also include a Plan of Work for those Navigators whose time is not 100 percent dedicated to the Pilot. The plan narrative should be submitted electronically to the Dislocated Services Section at [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov) within 30 days from the issue date of this policy. The MWAs must also submit an Approval Request form (Attachment B) with original signatures within 30 days from the issue date of this policy to:

Michigan Talent Investment Agency  
 Dislocated Services  
 Victor Office Center  
 201 North Washington Square, 5<sup>th</sup> Floor  
 Lansing, MI 48913

Further, the MWAs must submit completed Budget Information Summaries (BIS), one for each funding source, electronically to the TIA within 30 days of the issue date of this policy. The BIS should be submitted to [WDA-WR-WP@michigan.gov](mailto:WDA-WR-WP@michigan.gov) with a copy to Mr. Lloyd Conway at [ConwayL21@michigan.gov](mailto:ConwayL21@michigan.gov). The BIS templates are attached to this policy for MWA use. Attachment B is for the AY 2016 WIOA Statewide Activities funds, and Attachment C is for the GF/GP funds.

**Inquiries:**

Questions regarding this policy should be directed to Mr. Conway by telephone at 517-241-3248 or via email at [ConwayL21@michigan.gov](mailto:ConwayL21@michigan.gov). The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Vance for details.

**Expiration**

**Date:** June 30, 2018

WMS:LC:pv  
Attachments

**Refugee Navigator Pilot Program  
Approval Request Form Instructions**

1. Michigan Works! Agency (MWA): Name and Number.
2. Plan Title(s): Enter the title for the plan being submitted.
3. Policy Issuance Number: Enter the appropriate policy issuance number.
4. Plan Period: Identify the time period covered by the plan  
*"4/1/17 – 3/31/18" has been pre-printed.*

## Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s):
3. Policy Issuance Number:
4. Plan Period:

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:	

The Talent Investment Agency, 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.

**Refugee Navigator Pilot Project  
Budget Information Summaries (BIS) Instructions  
AY 2016 WIOA Statewide Activities Funds and GF/GP Funds**

**Section I - Identification Information**

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

Policy Issuance: Enter the Policy Issuance number applicable to the BIS.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number associated with this grant.

**Section II - Total Funds Available**

Allocation: The total amount of funds being awarded via this policy. *This amount (\$85,000 for the AY 2016 WIOA Statewide Activities funds and \$50,000 for GF/GP funds) has been pre-printed.*

**Section III - Current AY Planned Expenditures by Cost Category**

Administration: Enter the amount of the allocation planned for administration. The MWAs may not expend more than ten (10) percent of the total award on administration.

Program: Enter the amount of the allocation planned for program costs.