



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

ROGER CURTIS
DIRECTOR

TALENT INVESTMENT AGENCY
WANDA M. STOKES
DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-23

Date: July 11, 2018

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Division Administrator **SIGNED**
Division of Targeted Services
Workforce Development Agency

Subject: Appropriation Year (AY) 2017 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Program Year (PY) 2018 (July 1, 2018 through June 30, 2019) High Concentrations of WIOA Eligible Youth

Programs Affected: WIOA Youth Programs Administered by MWAs

References: The WIOA of 2014, Public Law 113-128

The WIOA Final Regulations as published in the Federal Register on August 19, 2016

U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 16-17, issued May 21, 2018

The WIOA Manual, issued January 29, 2018

PI 18-22, issued July 5, 2018

PI 15-12, issued July 16, 2015

Rescissions: None

Background: The WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and job seekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive, and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

TED is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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- 1) The needs of business and workers drive workforce solutions.
- 2) One-Stop Centers provide excellent customer service to workers, job seekers, and employers, and focus on continuous improvement.
- 3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

The WIOA Section 129(b)(1) requires states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that specifically benefit youth.

Policy:

In accordance with the WIOA Section 129(b)(1)(F), the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) is allocating WIOA Statewide Activities funding to provide additional assistance to local areas that have a high concentration of WIOA eligible youth. The local areas selected to receive funding were chosen based upon an evaluation of 2011 - 2015 census data regarding the percentage of eligible youth as compared to the total population of youth in each local service delivery area. A statewide average was then determined, and any local area that exceeded the statewide average of eligible youth was selected to receive funding.

Fiscal reporting for the funds awarded in this policy shall be independent from the WIOA Youth formula funding allocated for PY 2018 in PI 18-22. Carry-forward of these funds from PY 2018 into PY 2019 will not be permitted. **Unexpended funds as of June 30, 2019, will be recaptured by the WDA.** Administrative funding is limited to a maximum of **10 percent** of the allocations detailed in this policy.

Per waiver authority granted by the USDOL, local areas must ensure that a minimum of **50 percent** of the **AY 17 WIOA Statewide Activities funds** awarded in this policy are used to provide workforce investment activities to **Out-of-School Youth (OSY)**. This waiver is in effect as of January 2, 2018, and remains valid until the State Unified Plan expires on June 30, 2020. Compliance with this requirement is based upon a local area's adjusted award. **Local areas that fail to achieve the minimum OSY expenditure requirement are subject to disallowed costs.**

When a youth is enrolled as an In-School or OSY, they maintain that designation throughout their participation, regardless of any change in enrollment status in education.

The 20 percent Work Experience minimum expenditure requirement does not apply to the WIOA Statewide Activities funding awarded in this policy issuance.

The funds awarded in this policy are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth to carry out the following:

- A. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
- B. Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in the WIOA Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, non-traditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.
- C. Provide:
 - 1. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
 - 2. Preparation for postsecondary educational and training opportunities.
 - 3. Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under Section 1111 of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6311]) and occupational education that lead to the attainment of recognized postsecondary credentials.
 - 4. Preparation for unsubsidized employment opportunities, in appropriate cases.
 - 5. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Further, local WIOA Youth programs must include each of the fourteen program elements listed in the WIOA Section 129(c)(2) as options available to youth participants.

Data Entry

When entering a youth into the One-Stop Management Information System using these funds, please select the "Youth Statewide (15%)" option. If regular Youth formula funds are also being used, the "Youth (Local)" option should also be selected.

Profit

Please refer to Procurement Policy, PI 15-12, issued July 16, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

Fiscal Information

The local area will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

The USDOL Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures are charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

In general, total accrued expenditures are costs incurred for goods and services received, regardless of whether the payment has been made.

All reporting of fiscal expenditures for the funds provided in this policy issuance 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. Local areas must submit reports in the [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Ms. Marilyn Carey at 517-373-7243.

Action:

Local areas receiving an allocation as a result of this policy are required to submit the following within 30 days from the issue date of this policy:

1. A signed Approval Request form (Attachment A), with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s). Hard copies may be mailed to:

Michigan Talent Investment Agency
Youth Services Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

2. A Budget Information Summary (BIS) (Attachment B). The BIS should be submitted to the Targeted Services Division via email at TED-TSDIV@michigan.gov. Please copy your assigned state coordinators on the email submission as well.
3. A plan narrative detailing the services to be provided, in accordance with the WIOA Youth program design and service delivery requirements, and a description of how the planned programming relates to, and supports, the local area's strategic plan.

Inquiries:

Questions regarding this policy should be directed to your Youth Services State Coordinator.

This policy is available on the [agency's website](#). Please contact Ms. Whitney Wasser at 517-241-1018 or via email at WasserW@michigan.gov if you require assistance.

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Wasser for details.

Expiration**Date:**

June 30, 2019

CA:CM:ww

Approval Request Form Instructions

1. *Michigan Works! Agency (MWA)*: Enter the name and the assigned number of the MWA.
2. *Plan Title(s)*: The appropriate title for the plan has been prefilled.
3. *Policy Issuance Number*: The Policy Issuance number that the Approval Request form covers has been prefilled.
4. *Plan Period*: The program period covered by this plan has been prefilled.

The required signatories are designated in accordance with the Workforce Development Agency Policy Issuance 18-17, issued May 17, 2018. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): PY 2018 High Concentrations of WIOA Eligible Youth
3. Policy Issuance Number: 18-23
4. Plan Period: July 1, 2018 through June 30, 2019

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:	

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
High Concentrations of WIOA Eligible Youth**

Section I - Identification Information

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

Policy Issuance: The Policy Issuance number applicable to the BIS has been prefilled.

Grant Name: The name of the grant associated with the funding being awarded has been prefilled.

Project Name: The name of the project associated with the funding being awarded has been prefilled.

Plan Period: The start and end dates of the plan period, 07/01/18 to 06/30/19, have been prefilled.

Section II - Total Funds Available

July (Base) Allocation: Enter the amount of the July allocation.

Total Appropriation Year Funding: The total allocation. The Excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for local administration. Not more than **ten** percent of the total allocation may be used for administration.

In-School Youth: Enter the amount of the allocation planned for In-School Youth.

Out-of-School Youth: Enter the amount of the allocation planned for Out-of-School Youth. At least 50% of the adjusted award* must be used to provide services to Out-of-School Youth.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

Youth Adjusted Award: The Excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

Section IV - Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

* The Excel spreadsheet will automatically calculate the adjusted award based upon the total allocation minus funds reserved for the costs of administration.

**High Concentrations of WIOA Eligible Youth
Program Year 2017 Allocations**

Michigan Works! Agency	Allocation
Berrien/Cass/Van Buren	\$0
Capital Area	\$9,514
Detroit Employment Solutions Corporation	\$18,689
GST Michigan Works!	\$0
Great Lakes Bay	\$9,186
Macomb/St. Clair	\$0
Northeast	\$0
Northwest	\$0
Oakland County	\$0
Region 7B	\$1,897
SE Michigan Consortium	\$0
SEMCA	\$0
Southwest	\$7,724
UPWARD Talent Council	\$0
West Central	\$2,990
West Michigan Works!	\$0
Total	\$50,000