



Michigan Department of  
**Career Development**

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**Office of Workforce Development (OWD)**

**Policy Issuance: 99-53**

**Index: V**

**Date:** November 17, 1999

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

**Subject:** Workforce Investment Act (WIA), Required Local Activities -  
Registration and Self-Sufficiency

**Programs  
Affected:** WIA Title I - Adult and Dislocated Worker

**Purpose:** To transmit policy regarding registration for the WIA and income  
levels for self-sufficiency.

**References:** WIA Section 134.

**Rescissions:** None

**Background:** The WIA provides for three levels of services: (1) core services; (2)  
intensive services; and (3) training services. All persons will have  
access to core employment-related information and self-service  
tools, without restrictions. Core services that are not primarily  
informational and must be staff assisted, will require WIA  
registration. Intensive services and training also requires WIA  
registration. Eligibility for intensive services is restricted to adults  
and dislocated workers who are unemployed or employed and in  
need of intensive services in order to obtain or retain employment  
that allows for self-sufficiency.

**Policy:** Guidelines for registration of individuals for adult and dislocated worker activities are provided in Attachments A and B.

Guidelines for the definition of self-sufficiency are provided in Attachment C.

**Action:** MWA officials shall use this policy in developing local guidelines and procedures, as applicable.

**Inquiries:** Questions regarding this policy issuance should be directed to your WIA state coordinator.

**Expiration**

**Date:** Continuing



Vicki Enright, Director  
Office of Workforce Development

Attachments

VE:JW:kd

## Attachment A

The following core services are self-service and informational and do not require registration for WIA.

1. Determinations of whether the individuals are eligible to receive assistance under WIA Title I adult and dislocated worker employment and training services.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including (i) job vacancy listings by labor market area, (ii) information on job skills necessary to obtain those jobs, and (iii) information related to local occupations in demand and the earnings and skill requirements for such occupations.
6. Provision of performance information and program cost information on eligible providers of training services, provided by program, and eligible providers of youth employment and training activities, providers of adult education, providers of postsecondary vocational education activities and vocational education activities available to school dropouts, and providers of vocational rehabilitation program activities.
7. Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area.
8. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate.
9. Provision of information regarding filing claims for unemployment compensation.
10. Assistance in establishing eligibility for (i) welfare-to-work activities available in the local area and (ii) programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area.
11. Resource room usage.
12. "How to" group sessions (e.g., writing a resume).
13. Job referrals.
14. Internet browsing for job information and training searches.
15. Internet accounts (e.g., Career Kit, Personnel Kit).

16. Talent referrals.
17. Individual job development when accomplished through the use of self-service and informational activities.
18. Job clubs when accomplished through the use of self-service and informational activities.
19. Screened referrals when accomplished through the use of self-service and informational activities.

## Attachment B

The following core and intensive services require the registration of the individual for WIA.

### Core Services:

1. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.
2. Individual job development when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).
3. Job clubs when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).
4. Screened referrals when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).

### Intensive Services:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers including (i) diagnostic testing and use of other assessment tools and (ii) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
3. Group counseling.
4. Individual counseling and career planning.
5. Case management for participants seeking training services.
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

## Attachment C

Services beyond core services, such as intensive services and, if appropriate, training services, may be provided to adults and dislocated workers who are unemployed or who are employed and who need intensive services in order to obtain or retain employment that allows for self-sufficiency. Self-sufficiency will be defined by the local area. However, the state will define the minimum level for self-sufficiency as employment that pays at least the lower living standard income level for the most recent year (see Table below). Local areas are permitted to define self-sufficiency at a higher income level than the state minimum, as long as supporting documentation is provided.

Family Size	Lower Living Standard Income Level for 1999	
	Non-Metropolitan Areas	Metropolitan Areas
1	\$ 9,100	\$ 9,900
2	\$14,900	\$15,900
3	\$20,400	\$21,700
4	\$25,200	\$26,600
5	\$29,700	\$31,300
6	\$34,700	\$36,600

Metropolitan areas include the following Michigan Works! Agencies: ACSET, Berrien/Cass/Van Buren, Calhoun ISD, CAPC, City of Detroit, Kalamazoo-St. Joseph, Career Alliance, Lansing Tri-County, Livingston County, Macomb/St. Clair, Muskegon County, Oakland County, Ottawa County, Saginaw/Midland/Bay, South Central, SEMCA, Thumb Area, and Washtenaw County. Non-Metropolitan areas include: Eastern U.P., The Job Force, Northeast, Northwest, Region 7B, West Central, and Western U.P.