

# WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

**THURSDAY, OCTOBER 21, 2021 from 9:00 – 10:30 A.M.**  
**VIRTUAL MEETING via ZOOM**

<https://us02web.zoom.us/j/84718198730?pwd=L3J0bmZkSjY0YjRYOWhSVkpCWXB0dz09>

Meeting ID: 847 1819 8730 Passcode: 019484

One tap mobile

+13126266799,,84718198730#,,,,\*019484# US (Chicago)  
+19292056099,,84718198730#,,,,\*019484# US (New York)

Dial by your location

877 853 5257 US Toll-free                      888 475 4499 US Toll-free  
833 548 0276 US Toll-free                      833 548 0282 US Toll-free  
Meeting ID: 847 1819 8730 Passcode: 019484

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|---|-----------------------|
| <b>I. CALL TO ORDER / INTRODUCTIONS</b>   | Frank Tecumseh, Chair |
| <b>II. ANNOUNCEMENTS</b>  | Frank Tecumseh, Chair |
| <b>III. TRANSPARENCY &amp; INTEGRITY OF WDB DECISIONS</b>                                   | Kathy Olsen           |
| <b>IV. ELECTION OF CHAIR &amp; VICE-CHAIR</b>   | Lisa Godfrey          |
| <b>V. APPROVAL OF MINUTES</b> ( <i>Vote Required</i> )                                      |                       |
| A. WDB September 16, 2021 Full Board Quarterly Meeting Minutes ( <i>Exhibit A</i> )         |                       |
| <b>VI. CITIZENS' TIME</b>   |                       |
| <b>VII. COMMITTEE REPORTS</b>   |                       |
| A. CEAC Committee   | Kris Jenkins          |
| <b>VIII. NEW BUSINESS</b> ( <i>Vote Required</i> )  |                       |
| A. WDB Plans ( <i>Exhibit B</i> )   | Amy Meyers            |
| 1. FY22 Food Assistance Employment & Training (FAE&T) Plan                                  |                       |
| B. WDB Policies ( <i>Exhibit C1</i> )   | Kathy Olsen           |
| 1. WDB Policy 5 Rev 06 Supportive Services and Needs Related Payments ( <i>Exhibit C2</i> ) |                       |
| 2. WDB Policy 31 Rev 03 Records Management ( <i>Exhibit C3</i> )                            |                       |
| C. CEAC Appointments and Roster ( <i>Exhibit D</i> )  | Kathy Olsen           |
| D. WDB 2022 Schedule ( <i>Exhibit E1</i> ) & CEAC 2022 Schedule ( <i>Exhibit E2</i> )       | Kathy Olsen           |

**IX. STAFF REPORTS**

- A. Business Services Activities
- B. Labor Market Update (LMI) (*Exhibit F*) & Operations Update
- C. Director's Report (*Exhibit G*)

Ashley Iovieno  
Jakki Bungart-Bibb  
Ben Damerow

**X. OLD BUSINESS**

**XI. CITIZENS' TIME**

**XII. MEMBERS' TIME**

**XIII. UPCOMING MEETINGS**

**NOTE: All Dates & Locations are to be confirmed. Confirmation will be based on COVID-19 restrictions at the time of the meeting. Meetings may take place in-person, using an electronic format, a combination of in-person & virtual, or they may be cancelled.**

- A. **Full Workforce Development Board** – Thursday, November 18, 2021 from 9:00-10:30 a.m.
- B. **Executive Committee** – Thursday, December 16, 2021 from 9:00-10:30 a.m.
- C. **Monitoring & Evaluation Committee** – Tuesday, October 26, 2021 from 8:00-9:30 a.m.
- D. **Disability Awareness Resource Team (DART) Committee** – Tuesday, November 16, 2021 from 2:00-4:00 p.m.
- E. **Career Educational Advisory Council (CEAC)** – Monday, December 6, 2021 from 1:00-3:00 p.m.

**XIV. ADJOURNMENT**

Chair

**Workforce Development Board  
 Meeting Minutes  
 September 16, 2021**

**CALL TO ORDER:** Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:01 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, Jared Hoffmaster was participating from St. Joseph County Board of Commissioners, and Mike Quinn was participating from Kalamazoo County Board of Commissioners.

**WDB Members Present:**

Dr. Adrien Bennings (Educ)	Jared Hoffmaster (PS)	Frank Tecumseh (PS)*
Cathy Knapp, alternate for Jill Bland (Econ Dev)	Kris Jenkins (Educ)*	Elizabeth VanDusen (PS)
Dan Dunn (PS)*	Jackie Murray (PS)	Ken Willcutt (Labor)
John Fiore (MRS)	Jose Orozco (CBO)	* Exec Committee
Randall Hazelbaker (PS)*	Mike Quinn (PS)	
	Windy Rea (Job Corps)	

**WDB Members Absent**

Richard Anderson (Labor)	Lisa Johansen (DOC)	David Sutherland (PS)
Trevor Bidelman (Labor)	Derek King (PS)	Angila Wilson (PS)
Karen Doubleday (DHHS)	Dave Maurer (PS)*	Mike Wilson (Veterans)
Jessica Eyster (PS)	Brian O'Donnell/	* Exec Committee
Lisa Godfrey (PS)*	Chantel Paxton (PS)	

**Michigan Works! / Upjohn Institute Staff Present:**

Jakki Bungart- Bibb	Aseel Hussein	Amy Meyers
Ben Damerow	Ashley Iovieno	Kathy Olsen

**Michigan Works! Services / Program Staff Present:**

Dawn DeLuca (YOU/KRESA)	Amanda Sutherland (YOU/KRESA)
Sam Dougherty (WDI)	Mark Waurio (PATH/WEUI)

**Guests Present:**

Senator John Bizon	Rep. Julie Rogers	Alyssa Stewart (UWBCKR)
Rep. Beth Griffin	Chris Sargent (UWBCKR)	

**TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

Kathy Olsen asked members present if there were any items on the agenda requiring a vote for which a conflict of interest or a potential conflict of interest exists; and if so, the conflict should be declared at this time. There were none.

**APPROVAL OF MINUTES (Exhibit A)**

**Motion made by Ken Willcutt and supported by Jared Hoffmaster to approve the WDB Executive Committee meeting minutes of August 19, 2021.**

## ROLL CALL VOTE:

**AYES:** Dr. Adrien Bennings, Dan Dunn, John Fiore, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Cathy Knapp, Jose Orozco, Mike Quinn, Windy Rea, Elizabeth Van Dussen, Ken Willcutt.

**NAYS:** None. **ABSTENTIONS:** None. **MOTION CARRIED.**

## CITIZENS' TIME

None.

## COMMITTEE REPORTS

**Disability Awareness Resource Team (DART)** – John Fiore reported the DART Committee met on September 14, 2021. Members provided agency updates at the meeting. He highlighted the update from Hank Bostic from Disability Network Southwest Michigan regarding a 21-day challenge focused on disability justice that will be taking place during the month of October. The Challenge is co-sponsored by the United Way of the Battle Creek and Kalamazoo Region (UWBCKR) and Disability Network. Individuals can [register to participate](#). Each weekday during the Challenge, participants will receive an email prompt on a specific topic related to disability justice that will include a brief introduction to a topic, followed by links to relevant videos, audio clips or articles. The time commitment is expected to be 10-15 minutes per day exploring the content in the areas of the disability justice movement and ableism. The DART Committee also discussed the Desktop Training modules already developed as well as a new module currently under development that will be focused on assistance and accommodations to help customers affected by long-term COVID-related health issues. Mr. Fiore also announced the DART co-chair, Joel Cooper, will be retiring at the end of September 2021. He also reported that the transportation millage will be on the Kalamazoo ballot in November. The millage outcome has the potential to impact transportation for individuals with disabilities within the County of Kalamazoo.

## NEW BUSINESS

### WDB Policies

#### WDB Policy 20 Rev 03 – Incentive Payments (Exhibit B)

Kathy Olsen reported WDB Policy 20, Revision 03 pertaining to Incentive Payments was updated. In the Background section, the word ‘character’ was removed, and language was inserted to acknowledge the uniqueness of individuals served. The CFR references were updated in the References section and language to align with Training and Employment Guidance Letter 21-16 was added under the Policy section to clarify assessment tools for pre- and post-tests.

**Motion made by Kris Jenkins and supported by Dr. Adrien Bennings to approve the changes to the WDB Policy 20 Rev 03 – Incentive Payments.**

## ROLL CALL VOTE:

**AYES:** Dr. Adrien Bennings, Dan Dunn, John Fiore, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Cathy Knapp, Jackie Murray, Jose Orozco, Mike Quinn, Windy Rea, Elizabeth Van Dussen, Ken Willcutt.

**NAYS:** None. **ABSTENTIONS:** None. **MOTION CARRIED.**

## STAFF REPORTS

### Shining Star Awards and Employer of the Year (Exhibit C)

Ben Damerow reported on the Michigan Works! Association’s annual Shining Star Award. A summary of the nominees from Michigan Works! Southwest, along with their photos, was included in the Agenda packet (Exhibit C). Staci Pierce, a Career Navigator for Employment Services, was nominated for her excellent customer service. On many occasions, Staci helped individuals navigate the system so well that customers would call her back just to share their good news and positive outcomes. Another nominee, Chad Timmerman, Resource and Internship Coordinator for the PATH and FAE&T programs, was nominated for his positive attitude and willingness to jump in wherever needed. The third nominee and recipient of the Shining Star Award representing Michigan Works! Southwest was Blaine Farr, Career Coach and Coordinator for Adult and Dislocated Worker Services. Mr. Damerow reported that Mr. Farr was acknowledged yesterday at the Michigan Works! Association’s annual

conference. One of Mr. Farr's highlights was the number of Unemployment Insurance customer contacts he made during 2020 while still providing excellent service to his adult and dislocated worker customers. Mr. Damerow expressed appreciation for everything these three individuals did over the past year to provide excellent customer service.

Mr. Damerow also announced that Bronson Healthcare was awarded the Michigan Works! Association's Employer of the Year Award at this year's conference. This was a very competitive award with eleven nominees. He reported Bronson is a great employer model in terms of how they engage with the workforce system. This includes their commitment to membership in the Employer Resource Network® (ERN®), a recipient of a Going PRO Talent Fund grant for training new and incumbent workers, establishing new apprenticeships, and participating in MiCareerQuest® Southwest since its implementation in the Michigan Works! Southwest area.

Frank Tecumseh requested that Mr. Damerow pass along the Board's appreciation to the Shining Star Award nominees and noted that the hard work they do certainly does not go unnoticed and their accomplishments are extremely impressive.

### **Business Services Activities**

Ashley Iovieno announced the addition of Kabrena Clark to the Michigan Works! Southwest Business Services Team. Ms. Clark replaced Paula Kizer who has accepted a Talent Development Specialist position at the Upjohn Institute. She then reported on business services operations that included updates pertaining to the Going PRO Talent Fund (GPTF), Job Fairs, and Manufacturing Day.

**Going PRO Talent Fund (GPTF)** – Ms. Iovieno reported that since the last Board meeting, several information sessions and numerous conversations have occurred with employers and partners to help inform and educate them on the guidelines for the Going PRO Talent Fund for Fiscal Year 2022. Staff are waiting for official notice from the State as to the budget amount that will be approved. The application period for employers opens on September 20, 2021 and closes at 5:00 p.m. on October 15, 2021. Anyone interested in learning more about this grant should contact Ms. Iovieno or a member of the Business Services Team.

**Job Fairs** – Ms. Iovieno reported the Business Services Team has been busy over the summer months recruiting employers for job fairs and assisting them with filling job openings. There have been several events where staff have partnered with area community organizations as well as events hosted by Michigan Works! Southwest. Most recently, staff participated in the *City of Portage Career Exploration Showcase* event that was used to help connect and educate job seekers on careers within the city of Portage. An event called *Recipe for Success* is scheduled for later today at the Battle Creek Michigan Works! Service Center. The event is being held outside under a tent and will be similar to one held in May at the Kalamazoo Service Center. Fifteen (15) employers will be participating in-person, along with five area partners, as well as nine additional employers that are not able to attend in-person but will be included on the menu of job openings. In response to an inquiry pertaining to the shortage of school bus drivers, Ms. Iovieno reported that Michigan Works! staff have been working with the schools during the past few months to help them recruit for these positions through Employer of the Day events and targeted Job Fairs.

**Manufacturing Day** – Staff have been working with area partners to plan safe and engaging events for Manufacturing Day so that students can get exposure to the field of manufacturing. Plans in the Battle Creek area are being led by Heather Ignash from the Business Services Team and includes career panels showcasing industry professionals. Staff are also working with other area partners across the four-county Michigan Works! Southwest area to plan other engaging events for students.

### **Labor Market Information (Exhibit D) and Operations Update**

**Michigan's Labor Market News** – Jakki Bungart-Bibb reported the [September edition of Labor Market News](#) features an article on the impact of COVID-19 on Michigan's labor market. It reviews key trends since the start of the pandemic and how the effects have been felt disproportionately across demographic groups. The Data Spotlight and Infographic of the Month both review responses to the Current Population Survey supplemental

questions that ask how the pandemic has affected an individual's ability to work. This edition covers the relevant rankings including over-the-year changes in online job postings for Michigan's Prosperity Regions, as well as a state-to-state ranking of how labor force participation has changed since February 2020. The publication reports the national unemployment rate at 5.4%, the Michigan unemployment rate at 4.8%, and a range from 4.85 to 6.6% for the four counties in the Michigan Works! Southwest area. Following the meeting, the link to the Labor Market News was emailed to members and guests.

**Job Demand Dashboard** - Ms. Bibb reported the [Job Demand Dashboard for Region 8](#) continues to show a large number of online job postings. The Southwest region increased 3.2% from last month; and increased 81.5% compared to this time last year. This ranks the Southwest region 2nd in the State for percentage change over the last year. The top occupations showing up on the list are Registered Nurses, retail sales workers, and frontline supervisors of retail sales workers. Customer service reps and janitors moved up on the list rounding out the top 5 and passing truck drivers on the demand list.

Ms. Bibb also reported on an additional labor market information resource, [Regional Economic Trends](#) which is a publication available on the [Upjohn Institute website](#). This is a monthly report designed to deliver up-to-date information on local economic conditions. Each issue summarizes the latest county-level data on employment, job growth and job postings in an easy-to-read format.

Following the meeting, the link to the Job Demand Dashboard for Region 8 and the link to the Upjohn Institute publications were emailed to members and guests.

**Burning Glass Analytics and Real Time Jobs Data (Exhibit D)** - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit D*) that identified top detailed occupations, skills greatest in demand, and employers with the most job openings in Prosperity Region 8, Michigan Works! Southwest, and each of the four counties in the MW! Southwest Area for the period July 1 through August 31, 2021 was included in the agenda packet notice.

**Operations Update** – Ms. Bibb provided a recap of the Register for Work update that was provided at last month's Executive Committee meeting. She reported that in Michigan, registering for work at a Michigan Works! Service Center has historically been a required component of the unemployment process. This requirement was waived during the pandemic. Since then, there have been conversations about changing the requirement and even permanently removing the requirement. In July, the Governor signed Senate Bill 501 to strengthen Michigan Manufacturing. This bill included the register for work requirement as part of the unemployment process. The Michigan Works! directors, the Michigan Department of Labor and Economic Opportunity (MI-LEO), and the Unemployment Insurance Agency (UIA) have been meeting regularly and are working together to confirm the process flow and to set a date for implementation of that requirement. Currently, staff are waiting for the implementation date to be announced.

Also, at last month's meeting, Ms. Bibb reported on an expungement event scheduled to be held on August 20, 2021. The City of Kalamazoo, Kalamazoo Defender, the Attorney General's office, and Michigan Works! Southwest partnered to hold the event at Bronson Park in Kalamazoo. The expungement clinic was a huge success resulting in 113 individuals receiving hearing dates. Kalamazoo will continue to hold bi-weekly clinics offering the same services on a smaller scale. In response to an inquiry from one of the Board members, Ms. Bibb reported quite a few lawyers participated in the Kalamazoo event. Michigan Works! Southwest staff are in conversations regarding scheduling similar events in the other counties within the Michigan Works! Southwest area. She extended appreciation to the Michigan Works! Southwest staff for their work on this event. She also reported staff from the Attorney General's office and from LEO reached out to Michigan Works! Southwest after the event to ask if Michigan Works! staff would be interested in providing technical assistance to other areas in planning for similar events across the State. She noted it is always a great honor to receive acknowledgement from State partners.

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## Director's Report (*Exhibit E*)

Ben Damerow acknowledged Representative Rogers and her staff for their assistance with the expungement fair activities and noted that their assistance was critical in helping to get the word out. He then reported on the Director's Report that was emailed to members prior to the meeting.

**Federal Updates** – Mr. Damerow reported there are two major items currently being negotiated:

- In August, the Senate passed a \$1.2 trillion infrastructure package with a bipartisan vote. The package would provide an additional \$580 billion for roads, bridges, airports, ports, broadband, electric vehicle charging, and water projects over the next 5 years. Governor Whitmer and MDOT estimate this legislation would bring an additional \$7.26 billion to Michigan for traditional infrastructure projects. There is very little direct workforce development funding in the legislation. What is included is dedicated funding through the Department of Energy related to clean energy apprenticeships/home energy auditors and several connected transportation workforce studies are mentioned throughout the bill.
- The House recently passed the \$3.5 trillion budget resolution, previously passed by the Senate, which sets out instructions to the various congressional committees for how they can spend money on programs within their jurisdiction for the budget reconciliation package. The House Education and Labor Committee and the Senate Health, Education, Labor, and Pensions (HELP) Committee have primary jurisdiction over WIOA and connected workforce development programs. The American Jobs and Families Plan is included in the \$3.5 trillion budget resolution and proposes a \$100 billion investment in workforce development over the next 10 years. Senate Stabenow joined 12 of her Senate Democrat colleagues in support of this workforce investment in a letter to Senate leadership. House Speaker Pelosi, in order to pass the budget resolution, agreed to a September 27th deadline to pass the bipartisan infrastructure package passed by the Senate.

**PATH Reengagement** – Due to COVID-19, the State of Michigan allowed flexibility with participation in the PATH program over the past year and a half. On September 1, 2021, full participation in PATH became mandatory again. Individuals receiving cash assistance are required to participate up to 40 hours a week in work search activities. The Department of Health and Human Services (DHHS), the Department of Labor and Economic Opportunity, and Michigan Works! continue to meet on a regular basis to analyze barriers that are limiting individuals from reemployment opportunities and participating in the program. Mr. Damerow highlighted staff member, Sarah Pohl, and her efforts in participating on a Statewide subcommittee working on the PATH program. He has received some positive feedback about the work she has been doing and the recommendations that she has been providing pertaining to the PATH program.

**Other** - Mr. Damerow provided additional updates that were not included in the written report. It was announced yesterday that the State of Michigan came to a resolution on the budget and at this time specific funding amounts for programmatic line items is unknown. This morning, prior to today's meeting, Mr. Damerow reported he received a preview of the Governor's presentation to be given at the Mackinac Policy Conference next week. In summarizing, he reported there are five buckets of funding recommendations for the American Rescue Plan funds. They are focused on addressing needs of small businesses, housing, childcare, broadband and Michigan's workforce. The recommendations include a \$100 million increase for the Going PRO Talent Fund over the next three years; \$215 million for the Reconnect Program; and an additional \$50 million for supporting the creation of new apprenticeships. He asked the legislators in attendance if they had any additional information that they could provide.

Representative Rogers reported she has not yet been briefed on the budget line items, and that many legislators will not be going to the Mackinac Conference because they were informed that they will be in session and will likely be voting on the budget. She also announced that she was recently appointed as one of the co-chairs of the Arts and Culture Legislative Caucus and if anyone has arts related items please make her aware of them. She will work to showcase art in the communities and promote funding for the arts as well as the economic impact that arts have on the communities.

Representative Griffin reported that she too has not yet been briefed on the budget line items. As chair of the House Workforce, Trades and Talent Committee, she is watching very closely, along with Appropriations Chair Albert, the movement and discussions pertaining to the workforce and the different buckets that these funds are included in. She reported that it is good that there have not been any discussions regarding making cuts in those areas. Although the federal government still has work to do, in the Michigan House, legislators see workforce development as very important. She encouraged Michigan Works! to continue helping members of the community get reengaged in the workforce and expressed appreciation for the important work that Michigan Works! does. She encouraged individuals to contact her with questions and for convenience she put her cell number in the meeting chat. She also shared one of many positive stories her office had regarding the work of Michigan Works!. Her office staff was assisting an individual over numerous phone calls to straighten out his Unemployment. The assistance that Michigan Works! provided to her and her staff in navigating the UI system was extremely helpful, and it is because of this collaboration that she and her staff, as well as the customer, were able to help others navigate the UI system.

## PROGRAM

Ben Damerow introduced Chris Sargent, the CEO of United Way of the Battle Creek and Kalamazoo Region (UWBCKR), and Alyssa Stewart, the Vice President of Impact and Engagement for United Way. He noted the United Way is a great community partner and that he serves on several different boards and committees with both Chris and Alyssa. One big project where they have worked together is the Career.Life.Expo. and now Michigan Works! Southwest is partnering with United Way to help spread the information about the ALICE data.

Chris Sargent acknowledged and recognized the Upjohn Institute and Michigan Works! Southwest as a direct partner for the ALICE Report, both in using it and in helping create localized data. He reported the ALICE data used in this presentation is the third iteration of data that has been gathered over the last six years. The ALICE report continues to be a resource for the community to understand what is really going on in families that are experiencing poverty and even families that are above the poverty limits but are still struggling. He reported there are dozens of non-profit partners that work every day to help reverse these trends and to impact the lives of children and families who are struggling to make ends meet every week and month. He explained that ALICE is an acronym that stands for Asset Limited, Income Constrained, Employed. The presentation included conservative household survival budgets and what it means for working families to be above or below the ALICE threshold. The presentation included survival budgets for various family sizes in the Kalamazoo area and a [link to other county information](#). He then provided an overview of how the ALICE measures show three critical trends at the State level: (1) the cost of living is increasing for ALICE households; (2) worker vulnerability is growing while wages stagnate in ALICE jobs; and (3) the number of ALICE household is on the rise. The data presented also showed systemic inequities, i.e., a breakdown of groups more likely to be ALICE.

Alyssa Stewart shared 2019 point-in-time data that included populations, median household income, the unemployment rate, the percentage of ALICE households, and the percentage of household in poverty for Branch, Calhoun, Kalamazoo, and St. Joseph Counties. An example of subcounty breakouts of data, as well as a demographic breakdown, for Kalamazoo County was also shared along with a [link to breakout and demographic info for the other counties](#). Information pertaining to the cost of living comparing the ALICE essentials index to the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI) was also included in the presentation. Ms. Stewart then discussed the changing landscape of work and provided data showing an increase in hourly paid jobs as compared to salary jobs. She encouraged attendees to learn and reflect on the ALICE data by connecting to the online data center at [www.unitedforalice.org/michigan](http://www.unitedforalice.org/michigan) and to consider how they may be able to influence policies and practices so that they are inclusive of ALICE households. Attendees can also support ALICE individuals by supporting local, state, and federal policies that improve access to affordable housing, childcare, transportation, health care, and programs that support wage growth and improve income opportunities.

In response to a question as to when 2020 data will be available, Ms. Stewart reported they are working with Rutgers regarding an interim report because COVID has had a significant impact on households, especially in the

areas of affordable housing and childcare, and it is important to understand what that impact is. The next full report will be conducted in March of 2022, with data and reports available in 2023.

Ms. Stewart reminded Board members information from these reports can be utilized to support opportunities to have community conversations and build understanding. For example, when speaking with employers, it will be important to utilize the data to show employers how to create sustainable wage jobs and benefits and at the same time discuss how partnerships with non-profits and the public sector can support their employees.

The PowerPoint presentation was sent to Board members and guests following the meeting.

### **OLD BUSINESS**

None.

### **CITIZENS' TIME**

No comments.

### **MEMBERS' TIME**

No comments.

### **UPCOMING MEETINGS**

Frank Tecumseh reminded members of upcoming meetings and noted that they may take place virtually, in-person or a hybrid of both, depending on the COVID-19 situation at the time. Ben Damerow reported an update from MIOSHA is expected soon.

- The next meeting of the full WDB is scheduled for Thursday, November 18, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, October 21, 2021 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 20, 2021 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 26, 2021 from 8:00 – 9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, November 16, 2021 from 2:00-4:00 p.m.

### **ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 10:13 a.m.

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Kathy Olsen

Date

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Frank Tecumseh

Date

**FY2022 Food Assistance Employment and Training Program**

**PI: 21-24**

For fiscal year 2022, October 1, 2021 – September 30, 2022, \$130,082 has been allocated to Michigan Works! Southwest, by the Department of Labor and Economic Opportunity (LEO), for the Food Assistance Employment and Training (FAE&T) program. This is an increase from the \$103,534 allocation in FY2021. Allocations are based on the number of Food Assistance Program (FAP) cases by county.

Background

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs), receiving Food Assistance, between the ages of 18 and 49, without minor dependents on their Food Assistance Program (FAP) case.

The FAE&T funds may only be used to provide employment and training activities and supportive services to individuals referred to Michigan Works! by the Michigan Department of Health and Human Services (MDHHS).

Program Operations Funds

In addition to program delivery costs, program operations funds may be used for actual educational costs if no other source of financial assistance is available to the participant.

Supportive Services

Supportive service funds may be used for expenses incurred to assist participants overcome barriers that prevent them from engaging in employment and training activities.

Job retention supportive services are also available and designed to assist participants in maintaining employment.

Funding Summary

Funding Source and Cost Categories	Funding Levels
<b>FY2022 Allocation</b>	<b>\$130,082</b>
Program	\$110,128
Supportive Services	\$7,718
Administration	\$12,236

Source: PI: 21-24; 10/1/2020

Technical Information

<b>Program Title/Number</b>	FY22 Food Assistance Employment and Training (FAE&T) Program Plan Instructions PI: 21-24
<b>Funding Source</b>	US Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Grant and State GFGP
<b>Funding Level</b>	\$130,082
<b>Duration</b>	FY2022 (October 1, 2021 – September 30, 2022)
<b>Reference</b>	Department of Labor and Economic Opportunity PI: 21-24; 10/1/2020
<b>CFDA Number</b>	10.561

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Workforce Development Board Policy Revision Summary  
October 21, 2021

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**WDB Policy 05 Rev 06 – Supportive Services and Needs Related Payments**

- Under References - Updated references.
- Under Policy
  - Section A.6.a. - Added clause stating that Supportive Services as they relate to Special Initiatives must follow guidelines established by funding source and/or State policy.
  - Changed ‘funding source guidelines’ to ‘fund source guidelines and/or State policy’ throughout the policy.
- Updated Attachment A
  - Under OTHER Column - Added Food Assistance Employment & Training (FAE&T), Learn, Earn and Provide (LEAP), Barrier Removal Employment Success (BRES) and Other.
  - Changed the clause stating that the WIOA limitation may not be combined with other funding to exceed the local limitation to “The local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed.”
  - Changed ‘funding source guidelines’ to ‘fund source guidelines and/or State policy’.
  - Clarified that ‘written’ approval is required for exceptions to local limitations.

**WDB Policy 31 Rev 03 – Records Management and Destruction**

- Under References - Updated the State policy references.
- Under Policy
  - Section I.E.2. – Added language to further clarify the management of records that contain disability-related information. This includes digital format that must be password protected and hard copy format that must be stored in a separate file.
  - Section III.A.1. – Added language to comply with new State policy to include record retention requirements for all records included in data validation which is a three-year time period following the Data Validation (DV) of participant data.

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

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## Supportive Services (SS) and Needs Related Payments (NRPs)

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### BACKGROUND

Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance that may be used to support eligible participants so they can participate in training.

Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

### SCOPE

All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board.

### REFERENCES

Workforce Innovation and Opportunity Act (WIOA) of 2014 and subsequent changes

State of Michigan Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021 and subsequent changes

State of Michigan Trade Adjustment Assistance Manual, May 10, 2019 and subsequent changes

State of Michigan Partnership. Accountability. Training. Hope. (PATH) Manual, December 15, 2020 and subsequent changes

State of Michigan Policy Issuance 20-35 and subsequent changes, Plan Instructions for Fiscal Year (FY) 2021 Partnership. Accountability. Training. Hope. (PATH) Employment-Related Supportive Services

State of Michigan Business Resource Network (BRN) Program Manual, August 28, 2020 and subsequent revisions.

State of Michigan Policy Issuance 21-01, and subsequent changes Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs

State of Michigan Policy Issuance 20-07 and subsequent changes, The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2020 through 2023

State of Michigan Policy Issuance 20-34c2 and subsequent changes, Fiscal Year (FY) 2021 Temporary Assistance for Needy Families (TANF) Refugee Program Extension

State of Michigan WIOA Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan WIOA Youth Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan Trade Adjustment Act Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan Welfare Reform Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan Community Ventures / Business Resource Network Electronic Participant Management Information (E P-MIG) Guide and subsequent changes

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act

## POLICY

### A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the fund source and/or State policy guidance and negotiated with each subrecipient/service provider. The role of supportive services as a program component shall be described in each program's plan for service delivery.
2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for supportive services only when other resources are not available.
  - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.
  - b. This attempt shall be documented in case notes along with the reason why it wasn't used.
4. For all funding sources, the program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop Management Information System (OSMIS) Individual Service Strategy (ISS), case notes, and participant file.

5. Based on federal, state and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
  - a. The written procedures shall include
    1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
    2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
  - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MW!SW Administrative Unit annually within 30 calendars days of the signing of the subaward agreement.
  - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
6. Local supportive service limitations and restrictions shall be established by the MW!SW Administrative Unit within federal and state policy guidelines and fund source and/or State policy requirements.
  - a. Supportive Services as they relate to Special Initiatives must follow guidelines established by funding source and/or State policy.
  - b. See Attachment A for a detailed description of local supportive service guidelines by fund source and/or State policy.
7. Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
8. On a case-by-case basis, and based on documented need, the MWSW Administrative Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation.
9. Regardless of the funding source, all supportive services shall be documented in the Supportive Services section of the OSMIS and a case note entered to describe the need and distribution of the assistance.
10. Within fund source guidelines and/or State policy, the Michigan Works! Southwest Administrative Unit may authorize other supportive services in the event services are not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services. Subrecipients/service providers shall submit individual requests in writing, to the Michigan Works! Southwest Administrative Unit.
11. Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.

12. Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

**B. Needs Related Payments (NRPs)**

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
3. The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
  - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
  - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income. Frontline staff are responsible for making the adjustment based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.
  - c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be in the participant's file.
4. The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
5. NRPs may not extend beyond the participant's training services.
6. Subrecipients/service providers shall establish a written procedure and payment system within the guidelines of the funding source.
7. Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
8. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.
9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
10. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
11. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

**INITIAL EFFECTIVE DATE** 9/8/2005

**APPROVED**

<b>Initial Policy:</b>	Workforce Development Board	9/8/2005
<b>Revision 01:</b>	WDB Executive Committee	7/7/2011
<b>Revision 02:</b>	WDB Executive Committee	6/5/2014
<b>Revision 02</b>	WDB	10/15/2014 <i>(All WDB polices accepted to apply to all four counties)</i>
<b>Revision 03</b>	WDB Executive Committee	6/17/2015
<b>Revision 04</b>	WDB Executive Committee	8/9/2019
<b>Revision 05</b>	WDB	2/18/2021
<b>Revision 06</b>	WDB Executive Committee	10/xx/2021

**EXPIRATION** Ongoing

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
Reference(s)	LEO-WD PATH Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD Policy per Funding Source
<b>Summary of Supportive Service Coverage</b>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in career and/or training services.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in career and/ or training services.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in one or more of the 14 required activity elements.</p>	<p>Supportive services for individuals participating under a National Emergency Grant (NEG) administered by the Michigan Works! Agency will be available within the USDOL and/or LEO conditions established in the specific NEG.</p> <p>When allowable and unless stated otherwise for a specific NEG, supportive services will use the same guidelines as the WIOA Dislocated Worker program.</p> <p>The availability or unique conditions for supportive services for a specific NEG will be communicated in writing to the applicable subrecipient/service provider(s) and funding arranged through the contracting process.</p>	<p>Supportive services may be allowable if the service is in alignment with fund source requirements as identified in state policy.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Business Resource Network (BRN)</b> – Supportive services may be offered to participants facing hardships that directly prohibit their success toward long-term employment and self-sufficiency.</li> <li>• <b>Integrated Education and Training (IET)</b> – Up to 20% of the funds allocated via State of MI IET policy may be used for allowable supportive services costs for individuals participating in an IET program.</li> </ul>

<p><b>Summary of Supportive Service Coverage (continued)</b></p>						<ul style="list-style-type: none"> <li>• <b>Food Assistance Employment &amp; Training (FAE&amp;T)</b> - FAE&amp;T funds may only be used to provide E&amp;T activities and supportive services to individuals referred to the MWAs by the MDHHS.</li> <li>• <b>Learn, Earn and Provide (LEAP)</b> - occupational skills training and employment opportunities to help build skills and competencies to obtain employment to improve the participant's ability to make child support payments.</li> <li>• <b>Barrier Removal Employment Success (BRES)</b> – The services provided locally with the funding allocated in the BRES Policy Issuance should complement and comply with local policy regarding the provision of supportive services and any associated limitations. BRES funding may not be used to circumvent local supportive service policies or limitations.</li> </ul>
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	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
						<ul style="list-style-type: none"> <li>• <b>OTHER</b> – Additional special programs not specified above.</li> </ul>
<b>Automobile Purchase</b>	<p><b>Allowable</b>                      Per state policy, lifetime limit of one auto purchase per individual</p> <ul style="list-style-type: none"> <li>▪ \$4,000 lifetime limit</li> <li>▪ A vehicle inspection, related to the auto purchase, by a licensed mechanic is required. Payment may be authorized for the inspection in addition to the \$4,000 automobile purchase authorization.</li> <li>▪ Must determine public transportation is not reasonably available (such as considering the location and hours of the employment, child care, or long commute.)</li> <li>▪ The client can afford any payments, insurance, and other expenses associated with owning the vehicle.</li> <li>▪ The client has a valid Michigan’s driver’s license.</li> <li>▪ Must verify that the client does not own an unusable vehicle. (Section D)</li> <li>▪ The vehicle must be registered to an eligible group member and insured, at a minimum, for personal liability and property damage.</li> <li>▪</li> </ul>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>See State policy for program funding source</b>

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Automobile Repair</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per state policy, limit of \$900 per participant in any 12-month period</li> <li>Automobile being repaired must be registered and insured in the name of any adult included in the PATH participant's FIP Cash Grant</li> <li>Repair for a vehicle that has been purchased within the last 60 calendar days is not allowable.</li> <li>Payment for licensed mechanic inspection is in addition to the \$900 limit.</li> <li>Repair of a vehicle to make it road worthy (tires, maintenance)</li> <li>An estimate is required</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Automobile being repaired must be titled to participant or an individual in participant's family unit (family defined by WIOA guidelines)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed.</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Automobile Other (Insurance, plates, registration, etc.)</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State policy, auto insurance payment is allowed per lifetime maximum up to \$2,000.</li> <li>Length of start-up or minimum payment may not exceed insurance coverage up to 90 days at one time.</li> <li>If the client requires high-risk vehicle insurance that is higher than \$300 per month, the amount allowed <b>locally</b> is limited to one month.</li> <li>May not be used to pay fines or penalties, such as those associated with a driver's license reinstatement.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Transportation Allowance</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State and local policy, use of private vehicle shall be reimbursed at the federal rate per mile based on actual miles traveled</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> <li>Up to and until 180-day employment retention</li> <li>Post 180-day retention transportation assistance may be provided only to individuals enrolled in education or training activity</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Clothing Allowance</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per state policy/manual, \$500 limit per participant, per 12-month period</li> <li>Limited to interview clothing and specific clothing needed for employment (i.e. uniforms, footwear, etc.)</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Relocation Expense</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State policy/manual \$1,500 limit per participant, per move for verified employment at a location outside the commuting distance from their home.</li> <li>State and <b>local</b> policies shall be followed to process the payment.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	<p>See State policy for program funding source</p>
<b>Transitional Supportive Services</b>	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Employment related medical/dental expenses not covered under Medicaid, other health insurance.</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Includes physical exams, dental care, immunizations and tests required as an employment or training condition and not available through other sources.</li> <li>May be allowable as training related cost</li> <li>\$300 <b>local</b> limit.</li> <li>A variance to the <b>local</b> limit requires a written request and approval</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>One-time, non-continuing, work related expense (i.e. professional tools, professional licensing fees, exam/fee, business start-up expenses, etc.)</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>\$500 <b>local</b> limit to enable individuals to participate in activities or seek, obtain, and retain employment, when not available from other sources.</li> <li>A variance to the <b>local</b> limit requires a written request and approval</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Child Care</b>	<p><b>Not Allowable</b> Funded through DHHS</p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>GED Exams</b>	<p><b>Allowable</b></p>	<p><b>Allowable as a program activity cost.</b></p>	<p><b>Allowable as a program activity cost.</b></p>	<p><b>Allowable as a program activity cost.</b> Costs for reasonable accommodations needed for testing are also allowable.</p>	<p><b>Allowable as a program activity cost.</b></p>	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Physical exams and immunizations required for entrance into training programs</b>	<b>Allowable</b> <ul style="list-style-type: none"> <li>May be allowable as a training related cost. See PATH Manual/Policy</li> </ul>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p>This <b>local</b> limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Related Expenses for occupational training (i.e. books, calculators, tools, etc.)</b>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Allowable as a training related expense.</li> </ul>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	See State policy for program funding source
<b>Other</b>						See State policy for program funding source

Michigan Works! Southwest Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services; and if the service is allowed and in alignment with fund source and/or State policy requirements as identified in State policy.

Subrecipients/service provider shall submit individual requests to Michigan Works! Southwest Administrative Unit.

\* Monetary maximums on supportive services apply to an individual's total participation time in the PATH program.  
 # State approval is needed for all State policy exceptions, **Local** written approval is required for exceptions to **local** limitations.

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

## Supportive Services (SS) and Needs Related Payments (NRPs)

### BACKGROUND

Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance that may be used to support eligible participants so they can participate in training.

Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

### SCOPE

All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board.

### REFERENCES

Workforce Innovation and Opportunity Act (WIOA) of 2014 and subsequent changes

~~Workforce Development Agency, State of Michigan Workforce Innovation and Opportunity Act (WIOA) Manual, [January 29, 2018](#) & [March 11, 2021](#) and subsequent changes~~

~~Workforce Development Agency, State of Michigan Trade Adjustment Assistance Manual, May 10, 2019 and subsequent changes~~

~~Workforce Development Agency, State of Michigan Partnership. Accountability. Training. Hope. (PATH) Manual, [November 17, 2014](#) & [December 15, 2020](#) and subsequent changes~~

~~Workforce Development Agency, State of Michigan Policy Issuance [19-0220-35](#) and subsequent changes, [Plan Instructions for Fiscal Year \(FY\) 2021 Partnership.Accountability. Training.Hope. \(PATH\) Employment-Related Supportive Services](#) [Plan Instructions for Local Agreements between MWAs and DHS Local Offices to provide Funding for FY 2019 PATH Employment Related Supportive Services](#)~~

~~Workforce Development Agency, State of Michigan Community Ventures (CV) Manual, [July 1, 2018](#), and subsequent changes~~

~~State of Michigan Business Resource Network (BRN) Program Manual, [August 28, 2020](#) and subsequent revisions.~~

~~Workforce Development Agency, State of Michigan Policy Issuance 18-45 WIOA Statewide Activity to Support Integrated Education and Training (IET) Programs 21-01, and subsequent changes Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs~~

~~Workforce Development Agency, State of Michigan Policy Issuance 16-02e01-20-07 and subsequent changes, The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2020 through 2023 WIOA 4-Year Regional and Local Plans for PY 2016-2019~~

~~Workforce Development Agency, State of Michigan Policy Issuance 18-42 FY (Fiscal Year) 2019 TANF Refugee Program 20-34c2 and subsequent changes, Fiscal Year (FY) 2021 Temporary Assistance for Needy Families (TANF) Refugee Program Extension~~

~~Workforce Development Agency, State of Michigan WIOA Electronic Participant Management Information Guide (E P-MIG) and subsequent changes~~

~~Workforce Development Agency, State of Michigan WIOA Youth Electronic Participant Management Information Guide (E P-MIG) and subsequent changes~~

~~Workforce Development Agency, State of Michigan Trade Adjustment Act Electronic Participant Management Information Guide (E P-MIG) and subsequent changes~~

~~Workforce Development Agency, State of Michigan Welfare Reform Electronic Participant Management Information Guide (E P-MIG) and subsequent changes~~

~~Workforce Development Agency, State of Michigan Community Ventures / Business Resource Network Electronic Participant Management Information (E P-MIG) Guide and subsequent changes~~

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act

## POLICY

### A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the funding source and/or State policy guidance and negotiated with each subrecipient/service provider. The role of supportive services as a program component shall be described in each program's plan for service delivery.
2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for supportive services only when other resources are not available.
  - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.

- b. This attempt shall be documented in case notes along with the reason why it wasn't used.
4. For all funding sources, the program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop Management Information System (OSMIS) Individual Service Strategy (ISS), case notes, and participant file.
5. Based on federal, state and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
  - a. The written procedures shall include
    1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
    2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
  - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MW!SW Administrative Unit annually within 30 calendar days of the signing of the subaward agreement.
  - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
6. Local supportive service limitations and restrictions shall be established by the MW!SW Administrative Unit within federal and state policy guidelines and funding source and/or State policy requirements.
  - a. Supportive Services as they relate to Special Initiatives must follow guidelines established by funding source and/or State policy.
  - ~~a-b.~~ See Attachment A for a detailed description of local supportive service guidelines by funding source and/or State policy.
7. Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
8. On a case-by-case basis, and based on documented need, the MWSW Administrative Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation.
9. Regardless of the funding source, all supportive services shall be documented in the Supportive Services section of the OSMIS and a case note entered to describe the need and distribution of the assistance.
10. Within funding source guidelines and/or State policy, the Michigan Works! Southwest Administrative Unit may authorize other supportive services in the event services are not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services. Subrecipients/service providers shall submit individual requests in writing, to the Michigan Works! Southwest Administrative Unit.

11. Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.——

12. Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

**B. Needs Related Payments (NRPs)**

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
3. The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
  - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
  - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income. Frontline staff are responsible for making the adjustment based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.
  - c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be in the participant's file.
4. The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
5. NRPs may not extend beyond the participant's training services.
6. Subrecipients/service providers shall establish a written procedure and payment system within the guidelines of the funding source.
7. Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
8. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.
9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
10. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
11. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

**INITIAL EFFECTIVE  
DATE**

9/8/2005

**APPROVED  
Initial Policy:**

Workforce Development Board 9/8/2005

Revision 01:	WDB Executive Committee	7/7/2011
Revision 02:	WDB Executive Committee	6/5/2014
Revision 02	WDB	10/15/2014 <i>(All WDB polices accepted to apply to all four counties)</i>
Revision 03	WDB Executive Committee	6/17/2015
Revision 04	WDB Executive Committee	8/9/2019
Revision 05	WDB	2/18/2021
<u>Revision 06</u>	<u>WDB Executive Committee</u>	<u>10/xx/2021</u>

EXPIRATION            Ongoing

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
Reference(s)	LEO-WD PATH Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD WIOA Manual WDB Policy 05 R05	LEO-WD Policy per Funding Source
<b>Summary of Supportive Service Coverage</b>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in career and/or training services.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in career and/ or training services.</p>	<p>The percent of program funds to be budgeted for supportive services shall be negotiated annually with the subrecipient/ service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds</p> <ul style="list-style-type: none"> <li>▪ <b>Locally</b>, the cumulative total of the following supportive services is limited to \$1,000/per participant/12-month period <ul style="list-style-type: none"> <li>▪ Automobile Repair</li> <li>▪ Automobile Other</li> <li>▪ Public and private transportation</li> <li>▪ Clothing Allowance</li> <li>▪ Employment related medical/ dental expenses</li> <li>▪ One-time work-related expenses</li> <li>▪ Physical exams/ immunizations</li> <li>▪ Other</li> </ul> </li> </ul> <p>Supportive services are limited to individuals who are eligible, registered and actively participating in one or more of the 14 required activity elements.</p>	<p>Supportive services for individuals participating under a National Emergency Grant (NEG) administered by the Michigan Works! Agency will be available within the USDOL and/or LEO conditions established in the specific NEG.</p> <p>When allowable and unless stated otherwise for a specific NEG, supportive services will use the same guidelines as the WIOA Dislocated Worker program.</p> <p>The availability or unique conditions for supportive services for a specific NEG will be communicated in writing to the applicable subrecipient/service provider(s) and funding arranged through the contracting process.</p>	<p>Supportive services may be allowable if the service is in alignment with fund source requirements as identified in state policy.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Business Resource Network (BRN)</b> – Supportive services may be offered to participants facing hardships that directly prohibit their success toward long-term employment and self-sufficiency.</li> <li>• <b>Integrated Education and Training (IET)</b> – Up to 20% of the funds allocated via State of MI IET policy may be used for allowable supportive services costs for individuals participating in an IET program.</li> </ul>

<p><u>Summary of Supportive Service Coverage (continued)</u></p>						<ul style="list-style-type: none"><li>• <u>Food Assistance Employment &amp; Training (FAE&amp;T) - FAE&amp;T funds may only be used to provide E&amp;T activities and supportive services to individuals referred to the MWAs by the MDHHS.</u></li><li>• <u>Learn, Earn and Provide (LEAP) - occupational skills training and employment opportunities to help build skills and competencies to obtain employment to improve the participant's ability to make child support payments.</u></li><li>• <u>Barrier Removal Employment Success (BRES) - The services provided locally with the funding allocated in the BRES Policy Issuance should complement and comply with local policy regarding the provision of supportive services and any associated limitations. BRES funding may not be used to circumvent local supportive service policies or limitations.</u></li></ul>
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	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
						<ul style="list-style-type: none"> <li>• <u>OTHER – Additional special programs not specified above.</u></li> </ul>
<b>Automobile Purchase</b>	<p><b>Allowable</b> Per state policy, lifetime limit of one auto purchase per individual</p> <ul style="list-style-type: none"> <li>▪ \$4,000 lifetime limit</li> <li>▪ A vehicle inspection, related to the auto purchase, by a licensed mechanic is required. Payment may be authorized for the inspection in addition to the \$4,000 automobile purchase authorization.</li> <li>▪ Must determine public transportation is not reasonably available (such as considering the location and hours of the employment, child care, or long commute.)</li> <li>▪ The client can afford any payments, insurance, and other expenses associated with owning the vehicle.</li> <li>▪ The client has a valid Michigan’s driver’s license.</li> <li>▪ Must verify that the client does not own an unusable vehicle. (Section D)</li> <li>▪ The vehicle must be registered to an eligible group member and insured, at a minimum, for personal liability and property damage.</li> </ul>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>See State policy for program funding source</b>

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Automobile Repair</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>▪ Per state policy, limit of \$900 per participant in any 12-month period</li> <li>▪ Automobile being repaired must be registered and insured in the name of any adult included in the PATH participant's FIP Cash Grant</li> <li>▪ Repair for a vehicle that has been purchased within the last 60 calendar days is not allowable.</li> <li>▪ Payment for licensed mechanic inspection is in addition to the \$900 limit.</li> <li>▪ Repair of a vehicle to make it road worthy (tires, maintenance)</li> <li>▪ An estimate is required</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>▪ Automobile being repaired must be titled to participant or an individual in participant's family unit (family defined by WIOA guidelines)</li> <li>▪ Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed.</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>▪ Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines)</li> <li>▪ Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>▪ Automobile being repaired must be titled to participant or individual in participant's family unit (family defined by WIOA guidelines)</li> <li>▪ Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>▪ See Dislocated Worker</li> </ul>	<p><b>See State policy for program funding source</b></p>

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Automobile Other (Insurance, plates, registration, etc.)</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State policy, auto insurance payment is allowed per lifetime maximum up to \$2,000.</li> <li>Length of start-up or minimum payment may not exceed insurance coverage up to 90 days at one time.</li> <li>If the client requires high-risk vehicle insurance that is higher than \$300 per month, the amount allowed <b>locally</b> is limited to one month.</li> <li>May not be used to pay fines or penalties, such as those associated with a driver's license reinstatement.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Insurance payment shall be limited to the minimum start-up policy for uninsured participant or the minimum payment for policy continuation.</li> <li>Insurance shall not exceed a three-month payment within the cost limitation.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Transportation Allowance</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State and <b>local</b> policy, use of private vehicle shall be reimbursed at the federal rate per mile based on actual miles traveled</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> <li>Up to and until 180-day employment retention</li> <li>Post 180-day retention transportation assistance may be provided only to individuals enrolled in education or training activity</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate</li> <li>Public transportation shall be covered at the actual cost of the service (bus, taxi, etc.)</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Clothing Allowance</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per state policy/manual, \$500 limit per participant, per 12-month period</li> <li>Limited to interview clothing and specific clothing needed for employment (i.e. uniforms, footwear, etc.)</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation. This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</del></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation. This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</del></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Limited to interview clothing and specific clothing for employment (i.e. uniforms, footwear, etc.)</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> <li>Clothing required for training may be allowable as a training related cost.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation. This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</del></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	<p><b>See State policy for program funding source</b></p>

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Relocation Expense</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Per State policy/manual \$1,500 limit per participant, per move for verified employment at a location outside the commuting distance from their home.</li> <li>State and <b>local</b> policies shall be followed to process the payment.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Prior MWA approval is required. Must have verified that suitable employment has been obtained or a valid offer has been received for suitable employment in the relocation area</li> <li>Expenses for actual cost of rental truck, trailer or commercial carrier may be covered.</li> <li>Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate.</li> <li>Relocation expense is limited to one individual per household.</li> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	<p><b>See State policy for program funding source</b></p>
<b>Transitional Supportive Services</b>	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Employment related medical/dental expenses not covered under Medicaid, other health insurance.</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Includes physical exams, dental care, immunizations and tests required as an employment or training condition and not available through other sources.</li> <li>May be allowable as training related cost</li> <li>\$300 <b>local</b> limit.</li> <li>A variance to the <b>local</b> limit requires a written request and approval</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>One-time, non-continuing, work related expense (i.e. professional tools, professional licensing fees, exam/fee, business start-up expenses, etc.)</b>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>\$500 <b>local</b> limit to enable individuals to participate in activities or seek, obtain, and retain employment, when not available from other sources.</li> <li>A variance to the <b>local</b> limit requires a written request and approval</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del> <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Child Care</b>	Not Allowable Funded through DHHS	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>Childcare services must be provided in a licensed facility.</li> <li>Individual participants are limited to three weeks of childcare.</li> </ul>	<p><b>Allowable</b></p> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>GED Exams</b>	Allowable	Allowable as a program activity cost.	Allowable as a program activity cost.	Allowable as a program activity cost. Costs for reasonable accommodations needed for testing are also allowable.	Allowable as a program activity cost.	See State policy for program funding source

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Physical exams and immunizations required for entrance into training programs</b>	<b>Allowable</b> <ul style="list-style-type: none"> <li>May be allowable as a training related cost. See PATH Manual/Policy</li> </ul>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del>  <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del>  <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Not to exceed cumulative supportive services limitation of \$1,000/12 months.</li> </ul> <p><del>The limitation may not be combined with another funding source to exceed the local limitation.</del>  <u>This local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed</u></p>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Related Expenses for occupational training (i.e. books, calculators, tools, etc.)</b>	<b>Allowable</b> <ul style="list-style-type: none"> <li>Allowable as a training related expense.</li> </ul>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	<b>Allowable as a program activity cost.</b>	See State policy for program funding source
<b>Other</b>						See State policy for program funding source

Michigan Works! Southwest Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services; and if the service is allowed and in alignment with fund source and/or State policy requirements as identified in State policy.

Subrecipients/service provider shall submit individual requests to Michigan Works! Southwest Administrative Unit.

\* Monetary maximums on supportive services apply to an individual's total participation time in the PATH program.

# State approval is needed for all State policy exceptions, **Local written** approval is required for exceptions to **local** limitations.

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

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## Records Management and Destruction

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### BACKGROUND

Recipients of federal and state grants are required to maintain clear, accurate, and complete records that support the operation of the program for which funds were awarded. This includes financial and program records, supporting documents, statistical records and other records required to be held by regulation or grant agreement or those that could reasonably be considered as pertinent to regulation or the grant agreement.

### SCOPE

All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board.

### REFERENCES

Office of Management and Budget (OMB), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200, Chapter I and II (2 CFR 200.333 Record Retention Requirements)

Federal Register, Executive Order 13642, May 9, 2013, Making Open and Machine Readable the New Default for Government Information

Workforce Innovation and Opportunity Act (WIOA) of 2014

Social Security Number Privacy Act (Public Act 454 of 2004)

State of Michigan's workforce development department's Policy Issuance 19-30 and subsequent changes, Procurement

State of Michigan's workforce development department's Policy Issuance 12-30 and subsequent changes, Property Management

State of Michigan's workforce development department's Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021 and subsequent updates.

State of Michigan's workforce development department's Policy Issuance 18-09 and subsequent changes, Nondiscrimination and Equal Opportunity Requirements

State of Michigan's workforce development department's Policy Issuance 21-28 and subsequent changes, Workforce Innovation and Opportunity Act (WIOA) Data Validation for Title I Adult, Dislocated Worker, Youth, and Title III Wagner-Peyser Employment Services

## POLICY

### I. Record Management

- A. The Michigan Works! Southwest (MWSW) Agency's administrative entity shall be responsible for developing policies, procedures, and schedules for records management and destruction that comply with federal and state policies and regulations, and the requirements of other awarding agencies.
- B. The MWSW Agency's administrative entity shall be responsible for distributing records management policies, procedures, and schedules to subrecipients/service providers.
- C. All subrecipients/service providers must comply with the MWSW Agency's policies, procedures and schedules for records management and destruction.
- D. All contracts with subrecipients/service providers that include federal and/or state funding shall include record management requirements.
- E. All program records shall be stored in a manner that is consistent with the level of information contained in the records and in a manner that ensures the safety and security of participant information that is collected and stored in participant files.
  1. Confidentiality of personal information is the highest priority in both storage and access to records.
  2. Medical and disability-related information, including information collected on registration forms, must be maintained apart from any other information regarding an individual. Medical and disability-related information in a digital format must be kept in a secure location, whether as a password protected document within the electronic participant file or saved to a separate and secure location. Medical and disability information in a hard-copy format must be stored in a separate file and it is mandatory that a different color file is used for medical and disability information to make it easily identifiable. The file may be stored within the larger participant file and removed as necessary.
- F. All records, active and archival, shall be managed and stored in a manner that preserves their integrity and admissibility as evidence in any audit, litigation, or other proceedings.

### II. Access to Records

- A. Authorized federal and state representatives, awarding agencies, and the MWSW Agency's administrative entity shall have timely and unrestricted access to pertinent books, documents, papers, or other records for use in audits or examinations.
- B. The rights of access are not limited to the required retention period but lasts as long as the records are retained.

### III. Custody of Records

- A. Subrecipients/service providers must retain custody of the records required by regulation or policy and those used in program operations according to the retention schedule established by the MWSW Agency's administrative entity.
  1. Federal record retention requirements apply to Data Validation (DV). Therefore, documentation must be maintained for a minimum of three (3) years following each review for participants selected for local or state level reviews. Note: If this date is later than the previously required record retention date established prior to the DV, it shall take precedence.
- B. If a contract with a subrecipient/service provider is terminated, the subrecipient's/service provider's responsibility for maintenance and retention of records does not end.
- C. The MWSW Agency's administrative entity may request the transfer of records to their custody if it is determined that the records possess long-term value.

- D. All record transfers must be appropriately documented including signatures from both the transferring and receiving parties.

**IV. Record Destruction**

- A. Subrecipients/service providers must request permission in writing from the MWSW Agency's administrative entity to destroy participant program records.
- B. Records must not be destroyed prior to receiving written approval for destruction from the MWSW Agency's administrative entity.
- C. Where federal, state, or other funding agency approval is required for record destruction the MWSW Agency's administrative entity shall initiate all such requests.
- D. Written approval or denial for record destruction shall be provided to the requesting entity.
- E. An inventory of destroyed files must be maintained by the entity responsible for the records.
- F. All record destruction must be done in a manner that assures complete destruction of the records and maintains confidentiality of the record information during the destruction process.

**INITIAL EFFECTIVE DATE** 12/10/2010

<b>APPROVED</b>		
<b>Initial Policy</b>	WDB Executive Committee	12/2/2010
<b>Initial Policy</b>	WDB Executive Committee	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
<b>Revision 01</b>	Workforce Development Board	5/20/2015
<b>Revision 02</b>	WDB Executive Committee	01/10/2020
<b>Revision 03</b>	WDB Executive Committee	10/xx/2021

**EXPIRATION** Ongoing

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## Records Management and Destruction

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All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board.

### REFERENCES

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  1. Confidentiality of personal information is the highest priority in both storage and access to records.
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- A.B. If a contract with a subrecipient/service provider is terminated, the subrecipient's/service provider's responsibility for maintenance and retention of records does not end.

- ~~B.C.~~ The MWSW Agency's administrative entity may request the transfer of records to their custody if it is determined that the records possess long-term value.
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<b>Revision 02</b>	WDB Executive Committee	01/10/2020—
<b>Revision 03</b>	WDB Executive Committee	10/xx/2021

**EXPIRATION** Ongoing

**MEMBERSHIP TERMS** (from the Bylaws, Section 2: Appointments, Section 2.5)

- Appointments to the CEAC shall be staggered.
- Initial Appointments were April 1, 2018 through June 30, 2020 and April 1, 2018 through June 30, 2021.
- Thereafter, all terms for appointments to the CEAC shall be for two-year terms so that they continue to be staggered.

**CHAIR:** Tim Staffen

**TERM:** Remainder of current term: July 1, 2020 through June 30, 2022

**Paul Aivars**, Director of Business Outreach and Services, Glen Oaks Community College

**Dr. Dennis Baskin**, Dean of Workforce Development, Kellogg Community College

**Dr. Deb Coates**, Dean of Instruction, Kalamazoo Valley Community College

**Mitch Fowler**, Assistant Superintendent for Curriculum, Instruction and Assessment, Battle Creek Public School

**LaToy Green**, Public School Parent

**Jerry Johnson**, Legislation & Education Policy / Adult Education, Calhoun Intermediate School District

**Dr. Tracy Labadie**, (Alternate for Dr. Deb Coates), Dean of Business, Industrial Trades and Public Services, Kalamazoo Valley Community College

**Andrea Rainer**, Education Specialist, Nottawaseppi Huron Band of the Potawatomi

**Windy Rea**, Career Transition Specialist, Alutiiq, a Wholly Owned Subsidiary of Afognak Native Corporation / Job Corps

**Tammy Schiller**, Student Services Academic Consultant, Calhoun Area Career Center, Calhoun Intermediate School District

**TERM:** Remainder of current term: July 1, 2021 through June 30, 2023

**James Brylowski**, President, Southwest Michigan Building Trades and Bus Rep, Bricklayers and Allied Craftworkers Local 2

**Cameron Buck**, Career Education Planning District (CEPD) Director, Kalamazoo RESA

**James Callahan**, (Alternate for Brylowski), Secretary/Treasurer, SW MI Building Trades and Bus Rep Sheetmetal Workers Local 7

**Thomas Cameron**, Career Technical Education Director, St. Joseph County Intermediate School District

**David Maurer**, CFO and President, Humphrey Products Company

**Laura McGuire**, North American Technical Training Manager, DENSO Manufacturing Michigan, Inc.

**Brian O'Donnell**, Business Manager, International Brotherhood of Electrical Workers Local 131

**Diane Owen-Rogers**, Southwest MiSTEM Regional Director

**James Sertic**, Owner, Sertic Consulting & Implementation

**Randy Sowles**, Branch County CTE Director, Branch Intermediate School District

**Tim Staffen**, Assistant Superintendent for Career & Technical Education, Calhoun Intermediate School District

**Eric Stewart**, (Alternate for Cameron Buck), Assistant Superintendent of Career & Talent Development, Kalamazoo RESA

**Fritz Tull**, (Alternate for O'Donnell), Business Development Manager, International Brotherhood of Electrical Workers Local 131

**Ken Willcutt**, Business Representative, Plumbers & Pipefitters & HVACR Local Union 357

October 14, 2021  
Approved by WDB on \_\_\_\_\_

**Workforce Development Board**

**DRAFT 2022 Meeting Schedule**

Michigan Works! Southwest

Branch, Calhoun, Kalamazoo & St. Joseph Counties

<b>EXECUTIVE COMMITTEE</b> 3rd Thursday from 9:00-10:30 am	<b>FULL WORKFORCE DEVELOPMENT BOARD</b> 3rd Thursday from 9:00-10:30 am
<b>Thursday, January 20, 2022</b> Virtual or In-person location TBD	
	<b>Thursday, February 17, 2022</b> Virtual or In-person location TBD
<b>Thursday, March 17, 2022</b> Virtual or In-person location TBD	
<b>Thursday, April 21, 2022</b> Virtual or In-person location TBD	
	<b>Thursday, May 19, 2022</b> Virtual or In-person location TBD
<b>Thursday, June 16, 2022</b> Virtual or In-person location TBD	
<b>Thursday, July 21, 2022</b> Virtual or In-person location TBD	
<b>Thursday, August 18, 2022</b> Virtual or In-person location TBD	
	<b>Thursday, September 15, 2022</b> Virtual or In-person location TBD
<b>Thursday, October 20, 2022</b> Virtual or In-person location TBD	
	<b>Thursday, November 17, 2022</b> Virtual or In-person location TBD
<b>Thursday, December 15, 2022</b> Virtual or In-person location TBD	

The 2022 WDB Meeting Calendar will be posted at:

<http://www.michiganworkssouthwest.org/about/board/>

Oct 21, 2021

## Career & Educational Advisory Council (CEAC)

### Draft 2022 Meeting Schedule

DAY	DATE	TIME	PLACE
Monday	March 21, 2022	1:00-3:00 p.m.	Virtual or In-Person TBD
Monday	May 16, 2022	1:00-3:00 p.m.	Virtual or In-Person TBD
Monday	September 19, 2022	1:00-3:00 p.m.	Virtual or In-Person TBD
Monday	December 5, 2022 (tentative – based on need to meet)	1:00-3:00 p.m.	Virtual or In-Person TBD

Additional meetings may need to be added if initiatives are presented that require the attention of the CEAC.

CEAC Agendas, Minutes and Schedules will be posted on the Michigan Works! Southwest website at: <http://www.michiganworkssouthwest.org/about/board/>

Approved by WDB xx-xx-2021

## **Directors Report**

October 21, 2021

### **Federal Updates**

Negotiations continue amongst congressional Democrats and the White House on a path forward for the Build Back Better Act, the budget reconciliation package which would implement President Biden's American Jobs and Families Plans.

- The initial topline spending figure of \$3.5 trillion was too high for both the House and Senate so the compromise has been to lower the price tag to between \$2-2.3 trillion.
- To do that, congressional leadership is likely to trim federal funding for programs by numbers but also length/years.
- Workforce development remains a key priority, but its funding could be reduced like many other programs.
- A group of House Democrats recently wrote to Congressional leadership to reiterate the strong support for the House Education and Labor approved portion of the Build Back Better Act which contained \$80+ billion for workforce development, job training and education programs.

As was the case in September, votes on both the bipartisan infrastructure package and budget reconciliation package are tied together.

- Funding for federal highway programs was extended to October 31<sup>st</sup> – without a deal by now, it is likely there will need to be another extension as negotiations continue.
- Neither package has the votes to pass on its own, tying their fates together.

Funding for the federal government was also extended until December 3<sup>rd</sup> which provides more time to negotiate annual spending bills; however, a deal on that is unlikely in early December and could push temporary funding into Q1 2022.

- Congress was able to extend the debt ceiling on a short-term basis, also until December 3<sup>rd</sup>. This again sets up another fiscal situation in early December as some members of Congress have vowed to not vote to increase the debt ceiling.

### **UIA Updates**

The state UIA work group has set a tentative date of November 1<sup>st</sup> for reimplementing the work registration requirement at Michigan Works!

- Prior to the first certification for a new, additional, or reopened claim for unemployment insurance benefits, a claimant must register for work virtually or in-person at a Michigan Works! Location within 10 days of filing a new, additional, or reopened claim.
- Work registration requires entering a profile on Pure Michigan Talent Connect (PMTTC) and verifying it with MW! Agency staff.
- Work registration with a MW! Agency can be completed virtually or in-person.
- If the claimant fails to register with a MW! Agency, he/she may be held ineligible for unemployment insurance benefits by the Michigan Unemployment Insurance Agency.