

## WORKFORCE DEVELOPMENT BOARD

### EXECUTIVE COMMITTEE MEETING AGENDA

**WEDNESDAY, FEBRUARY 23, 2022 from 9:00 – 10:00 A.M.**

**In-Person Meeting – MASKS Required**

At Michigan Works! Southwest Service Center  
1601 S. Burdick Street, Kalamazoo, MI 49007

Note: Members must attend in-person to participate in voting.

Public Access is available at:

<https://us02web.zoom.us/j/87128193444?pwd=M1I2ZlIldnIrUWt6Q0tESXdTdnIHdz09>

**Meeting ID:** 871 2819 3444    **Passcode:** 743122    **Or Dial Toll Free:**  
833 548 0276 US Toll-free    833 548 0282 US Toll-free  
877 853 5257 US Toll-free    888 475 4499 US Toll-free

- I. CALL TO ORDER / INTRODUCTIONS** Frank Tecumseh, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Kathy Olsen
- III. APPROVAL OF MINUTES** (*Vote Required*)
  - A. WDB Executive Committee December 16, 2021 Meeting Minutes (*Exhibit A*)
- IV. NEW BUSINESS**
  - A. WDB Plans (*Vote Required*) Amy Meyers
    - 1. CY2022 Michigan Works! System Plan (*Exhibit B1*)
  - B. WDB Policies (*Vote Required*) Kathy Olsen
    - 1. WDB Policy 05 Rev 07 Supportive Services & Needs Related Payments (*Exhibit C*)
  - C. CEAC Appointment (*Vote Required*) (*Exhibit D*) Kathy Olsen
  - D. WDB Appointment (*Vote Required*) (*Exhibit E*) Kathy Olsen
- V. OLD BUSINESS**
- VI. CITIZENS' TIME**
- VII. MEMBERS' TIME**
- VIII. UPCOMING MEETINGS**
  - A. **Executive Committee** – Thurs, March 17, 2022, from 9:00-10:30 am
  - B. **Full Workforce Development Board** – Thurs, May 19, 2022, from 9:00-10:30 am
  - C. **Monitoring & Evaluation Committee** – Tues, March 22, 2022, from 3:30-5:00 pm (Note Time)
  - D. **Career Educational Advisory Council (CEAC)** – Mon, March 21, 2022, from 1:00-3:00 pm
  - E. **Disability Awareness Resource Team (DART) Committee** – Tues, April 12, 2022, from 2:00-4:00 pm
- IX. ADJOURNMENT** Frank Tecumseh, Chair

**Workforce Development Board  
 Executive Committee Meeting Minutes  
 December 16, 2021**

**CALL TO ORDER:** Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:00 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners. Mike Quinn, from Kalamazoo County Board of Commissioners joined the meeting after introductions were made.

**WDB Executive Committee Members Present:**

Dan Dunn (PS)*	Randall Hazelbaker (PS)*	Frank Tecumseh (PS)*
Lisa Godfrey (PS)*	Kris Jenkins (Educ)*	* Exec Committee

**WDB Executive Committee Members Absent**

Dave Maurer (PS)	Jackie Murray (PS)
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**Other WDB Members Present:**

Eva Bautista (CBO) - attended a portion of the meeting	Brian O'Donnell (Labor) Jose Orozco (CBO)	Mike Quinn (PS) - attended a portion of the meeting
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**Michigan Works! / Upjohn Institute Staff Present:**

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

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

Paige Daniels (YOU/KRESA)	Sam Dougherty (WDI)	Sarah Mansberger (YOU/KRESA)
Dawn DeLuca (YOU/KRESA)	Blaine Farr, (WDI)	

**Guests Present:**

Emma Frick for Rep. Julie Rogers	Rep. Christine Morse Rep. Julie Rogers	Don Reid (Reporter)
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**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 Lisa Godfrey and supported by Jose Orozco to approve the WDB Quarterly Board meeting minutes of November 18, 2021.

**ROLL CALL VOTE:**

**AYES:** Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco

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

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## CITIZENS' TIME

None.

## COMMITTEE REPORTS

**Career Educational Advisory Council (CEAC)** – Kris Jenkins reported the Career Educational Advisory Council (CEAC) met earlier this month. She provided an update on the status of the Comprehensive Local Needs Assessment (CLNA), the MiSTEM initiative, and a few partner highlights.

*CLNA* - All State approved CTE programs participate in a CLNA, at a minimum of every 2 years. The CLNA is due to the State on February 3, 2022. As data is evaluated, some of the trends that are showing up are: CTE students are doing really well in regard to high school graduation rates (97%); female students are outperforming male students; students with special needs and economically disadvantaged are not doing as well as their peers; there is employment growth in health, business, construction, architecture, and manufacturing; there are waiting lists for CTE classes in health, auto mechanics, and construction; and the teacher shortage is critical. She also noted that top performing CTE programs in the country are built around a strong work-based learning component; thus, partnerships with business and industry are critical.

*MiSTEM* – MiSTEM is the State's Science Technology, Engineering and Math initiative. There is a MiSTEM regional group that meets regularly. It was reported that there will be a grant process to leverage \$2.7 million across the State that will be announced in January or February 2022. The State STEM advisory council is focused on three action areas: math, science/engineering, and computer science.

*CEAC Partner Updates* – Kalamazoo RESA received gift of land and \$100 million to build a CTE campus. St. Joseph County ISD signed their first two apprenticeships, an electrician and a medical assistant; and they are working on a hybrid version of a Teacher Aide apprenticeship training program. Jenkins noted that this is great movement in the work of apprenticeships and an example of the vital partnership between business and schools. Kellogg Community College is partnering with Kalamazoo Valley Community College to expand the iACT training programs; the iACT acronym stands for Innovative, Accelerated, Credentialed Training. KCC is also expanding the iACT programs at their satellite locations in Albion, Hastings, and Coldwater. Training programs under iACT include Advanced Manufacturing Assembly, Nursing Assistant, and Phlebotomy training. Additional adult education funding was distributed to all 14 providers in the MW! Southwest service area. The staffing shortages are a challenge for adult education providers. Businesses in attendance at the CEAC meeting reported they all need workers. DENSO announced they recently added ten (10) new apprentices and is planning to invest in three new apprenticeship programs. Lastly, Michigan Works! Business Services provided updates on the State Apprenticeship Grant and the Going PRO Talent Fund. The updates provided at the CEAC meeting were similar to what is provided at WDB meetings.

In response to an inquiry regarding the Adult Education providers and outcome data in the Michigan Works! Southwest service area, Kris Jenkins reported Calhoun ISD is the Region 8 fiduciary. She suggested contacting the Adult Education representative, Jerry Johnson at CISD, for further information regarding providers, data, and reports.

## NEW BUSINESS

### WDB Plans

#### **FY22 Barrier Removal Employment Success (BRES) Plan (Exhibit B)**

Amy Meyers reported the plan summary for the Barrier Removal Employment Success plan was included in the agenda packet (Exhibit B). Michigan Works! Southwest received an allocation of just over \$251,000 to support the employment and reemployment of at-risk individuals and the removal of barriers to employment. This funding may be used to serve at risk populations including, but not limited to, individuals served thru the Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, the Employer Resource Network® (ERN®), and Michigan Reconnect, as well as, serving the Asset Limited Income Constrained Employed (ALICE) population. Other funding guidelines outlined on the plan document include the ability to support activities that are not eligible or feasible under another funding

source. Funding allowability also includes a comprehensive list of support service options which were listed on the plan document.

**Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the FY22 Barrier Removal Employment Success (BRES) Plan.**

**ROLL CALL VOTE**

**AYES: Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco**

**NAYS: None. ABSTENTIONS: Mike Quinn (was not present during discussion) MOTION CARRIED.**

**MWA / LEO Lease Agreement (Exhibits C1-C3)**

Michigan Works! Southwest previously had annual leases with the State; however, this is the first time the lease has been required to come before the WDB. She reported that in an effort to establish a more effective process to secure space for State of Michigan staff at Michigan Works! local offices, across the State, it has been decided to transition from one-year rental agreements to five-year lease agreements with each Michigan Works! Agency (MWA) covering all of its one-stops/service centers. The five-year lease agreement sent out prior to today's meeting includes: the location of each one-stop/service center which are identified on the plan summary; the square footage which is referenced as up to 1,000 square feet per location; and the rate is established at \$100 annually per location. Leases do not reference Infrastructure Funding Agreements (IFAs); however, costs associated with having State staff in local offices that are in addition to the \$100 per location annual rent payment, will be recovered through the IFA. The IFAs are brought before this board annually. The five-year initial term for the Lease Agreement begins on July 1, 2021 and ends on June 30, 2026.

**Motion made by Randall Hazelbaker and supported by Jose Orozco to approve the MWA / LEO five-year Lease Agreement between Michigan Works! Southwest and the Michigan Department of Labor and Economic Opportunity that begins on July 1, 2021 and ends on June 30, 2026.**

**ROLL CALL VOTE**

**AYES: Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco**

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

**Michigan Works! Association Board of Directors**

**Motion made by Lisa Godfrey and supported by Brian O'Donnell to appoint Jakki Bungart Bibb, replacing Ben Damerow as the representative from Michigan Works! Southwest Administration and renewing Dan Dunn as the representative from the MW! Southwest Workforce Development Board to the Michigan Works! Association Board.**

**ROLL CALL VOTE**

**AYES: Dan Dunn (to approve the appointment of Jakki Bungart-Bibb), Lisa Godfrey (to approve both appointments), Kris Jenkins (to approve both appointments), Randall Hazelbaker (to approve both appointments), Brian O'Donnell (to approve both appointments), Jose Orozco (to approve both appointments).**

**NAYS: None. ABSTENTIONS: Dan Dunn (abstained from approving his appointment). MOTION CARRIED.**

**WDB Meeting Structure for 2022**

Frank Tecumseh reported there has been some discussion as to what 2022 will look like regarding virtual vs. in-person meetings. Jakki Bungart-Bibb reported as of today, it does not appear that the current ruling that allows virtual meetings will continue. Therefore, as of January 2022, voting will have to occur in-person and staff are planning to move forward with in-person meetings. Kathy Olsen reported staff are still exploring the option of having hybrid meetings so that others could attend virtually; however, if there is a hybrid option, individuals participating virtually could only observe and listen; they would not be able to comment or vote. Julie Rogers reported the State legislators

have recessed for 2021 and although a lot of legislation to address the Open Meetings was introduced, nothing had moved forward. Current bills introduced are good for the term and would not have to be reintroduced. Legislators return on January 15, 2022 and Representative Rogers reported she did not have any indication which, if any, would be taken up once the legislators reconvene. Kathy Olsen reported plans are to hold the January Executive Committee meeting at the Upjohn Institute and masks will be required. Staff are exploring securing a larger venue for the quarterly full board meetings. Updates will be provided to Board members as the information becomes known.

## **STAFF REPORTS**

### **Business Services Activities**

Ashley Iovieno reported on business services operations that included updates pertaining to the State Apprenticeship Expansion (SAE) Grant and the Going PRO Talent Fund (GPTF).

***State Apprenticeship Expansion (SAE) Grant*** – Ms. Iovieno reported partners involved in the State Apprenticeship Expansion (SAE) grant have been busy pulling together their teams, employers, and students to launch new programs that meet students and employer expectations. In partnership with the Urban Institute, an educational session for the grant partners was recently held to dive deeper into all the elements of an apprenticeship program as many of the partners are exploring what it would take for them hold the standards to their own programs. A quarterly Regional Implementation Consortium (RIC) meeting with education, grant, and employer partners was also held. Most of the meeting was spent creating a space for employers to discuss what their needs are for creating new youth apprenticeships programs. Staff is excited to announce that one of the partners involved in this grant, St. Joseph County ISD, has successfully registered a Medical Assistant and an Electrician apprenticeship with the USDOL. Also, although not part of the SAE grant, St. Joseph County ISD is also in the process of registering a Teacher's Aide apprenticeship program. Staff are excited to see this work continue over the next two years.

***Going PRO Talent Fund (GPTF)*** – Ms. Iovieno reported Business Services staff are anxiously awaiting to hear the announcement of grant awards for the Going PRO Talent Fund FY22. Based on conversations with State staff, an announcement is expected within the week. Once an announcement is made, Michigan Works! Agencies will have 90 minutes to contact employers before it is publicly announced on the State website and other media outlets. The State shared with Michigan Works! staff that a record number of applications, approximately 1,500, were received. This is about 400 more applications than last year and 120 more than in 2019. Staff do not know the total amount being requested; however, it is expected that it will exceed the amount available. As soon as allowed, MW! Southwest staff will share the list of grant recipients.

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

***Michigan's Labor Market News*** – Jakki Bungart-Bibb reported the [December edition](#) of Michigan's Labor Market News features an article on Michigan's Career Explorer tool (p. 16), an Infographic of the Month that displays Career Explorer's inputs and uses (p. 15), and a Partner Perspective from Michigan Works! Southwest (p. 26) describing how this tool was designed, rolled out, and received at Michigan Works! Southwest by service provider staff. The Career Explorer Tool was part of the Data for the American Dream project and was piloted in the MW! Southwest service area. Ms. Bibb noted that she is very excited to see this tool highlighted in a statewide publication and as always, very grateful and proud of the Michigan Works! Southwest team. She reported that Amy Meyers led this project on the administrative side and worked countless hours with State staff. The frontline support for this project was key to its success and much appreciation goes out to all involved in making it happen. She further reported that the unemployment rate for Michigan was reported to be 6.1%, the national rate was reported to be 4.6%, and the unemployment rate for the four counties in the MW! Southwest area ranges from 4.2% to 6.0%.

***Job Demand Dashboard*** - Ms. Bibb reported [Job Demand Dashboard for Region 8](#) shows that the top occupations showing up on the list remain the same as previous months - Registered Nurses, retail sales workers, and frontline supervisors of retail sales workers.

Following the meeting, the links to the December edition of Michigan's Labor Market News, and the Job Demand Dashboard for Region 8 were sent to members.



***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 October 1 through November 30, 2021 was included in the agenda packet notice. It was noted that the link sent prior to the meeting had an error and the corrected link would be sent to members following the meeting.

***Operations Update*** – Ms. Bibb provided an update on Service Center operations. She reported the next Expungement Fair is scheduled for February 23, 2022 from 10:00 a.m. to 3:00 p.m. in Calhoun County at the Kellogg Arena. This event is being led by Michigan Works! Southwest, specifically the special initiatives team and the Neighborhood Hubs team. Some of the key partners assisting with the event are Community Action, Goodwill Industries, Legal Services of Southcentral Michigan, and Calhoun County Public Defender. Staff are looking forward to another successful event and encouraged Board members to stop by if they get a chance. She also reported there are no major updates for the service centers, they continue to be open to the public. Staff have been mandated to wear masks since going back to in person; however, given the current COVID surge and the variants, staff chose to take extra precaution and a mask mandate was recently implemented for customers. The number of customers visiting the centers is still well below pre-pandemic levels. In November, there were a little over 1,400 new unemployment claims in the MW! Southwest service area with 309 registered for work. The Leadership and Operations teams are focusing not only on meeting the needs of customers, both job seekers and employers, but also as to how to best support staff and each other. There is a lot going on in the world and here locally, safety is a growing concern. All of the things weighing heavily on our customers also affect our staff, some directly and some indirectly. Second-hand trauma is real and as staff focus on ways to increase safety precautions, they are also focusing on how to take care of each other so that we can continue taking care of the customers. There are never words strong enough to express the gratitude for our service providers and staff and all those working on the front lines.

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

Jakki Bungart-Bibb reported on highlights of the Director's Report (Exhibit E) that was emailed to members prior to the meeting.

***Michigan Works! Association 2022 Legislative Priorities*** – Ms. Bibb reported the Michigan Works! Association, as the professional organization representing the Michigan Works! network, advocates for workforce development issues throughout its system. They do this in a variety of ways, one is state level advocacy through one-on-one meetings with Michigan Works! leaders and lawmakers. Another is the Association's annual legislative day that gives Michigan Works! leaders the opportunity to hear from legislators on current topics as well as talk with them about issues happening in local communities. Each year the Association does a thorough review, through its Legislative Committee, of current and upcoming State issues that impact workforce development and they use the results of their review to establish the priorities. The directors report sent out prior to the meeting (Exhibit E) gives a snapshot of the priorities. For individuals interested in more details regarding action items for each priority, [a link to the full report](#) was included on the exhibit. Priorities include

- Going PRO Talent Fund – supporting the \$100 million in the Mi New Economy plan with a baseline of \$50 million for 2022.
- Youth Work Experience - supporting an \$80 million dollar investment for work experience, career coaching and wrap-around services for youth.
- Supplemental Workforce funding – advocating for \$30 million dollars to support barrier removal employment success funding. This funding is less restrictive and gives Michigan Works! leaders the ability to allocate to several programs depending on local need.
- 60 by 30 – advocating for Michigan Works! to be a step in the application process so that employment connection begins day one prior to starting training.

- Adult Education Services – advocating for funding to support additional resources that will tie adult education services to jobs through a regional collaboration between workforce development, K-12, adult education, and post-secondary.

*State Updates* – Ms. Bibb further reported that the WIOA Annual Report for program year 2020 is a statewide report that includes an assessment of performance outcomes for the adult, dislocated worker, and youth programs. This is a very comprehensive report and a [link to the full WIOA Annual Report](#) was provided in the exhibit. Charts within the report break down performance outcomes by program and by Michigan Works! agencies. Overall, MW! Southwest had great results in spite of the pandemic. Performance areas that were a little lower than desired were those that fell in the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2020, which would be expected, most likely due to company shutdowns and/or closures at that time.

*Federal Update* – Ms. Bibb reported Congress acted to raise the national debt limit to avert a de-fault ahead of a critical deadline. The Senate moved on Tuesday to pass the legislation, the House approved it on Wednesday and now it must be signed by the president. A second FY 2022 Continuing Resolution passed earlier this month averting a government shutdown. This CR covers funding through February 18, 2022.

## OLD BUSINESS

None.

## CITIZENS' TIME

None.

## MEMBERS' TIME

None.

## UPCOMING MEETINGS

Frank Tecumseh reminded members WDB meetings will resume to in-person in 2022. Upcoming meetings include:

- The next WDB Executive Committee meeting is scheduled for Thursday, January 20, 2022 from 9:00 – 10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.
- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, February 17, 2022 from 9:00 – 10:30 a.m. at a location to be determined.

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

- The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 25, 2022 from 8:00 – 9:30 a.m.
- The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 8, 2022 from 2:00-4:00 p.m.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 21, 2022 from 1:00-3:00 p.m.

## ADJOURNMENT

On behalf of the WDB, Chair, Frank Tecumseh expressed appreciation to the MW! staff for their hard work and dedication in serving customers during these most difficult times.

There being no other reports or business for the Board, the meeting was adjourned at 9:39 a.m.

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Kathy Olsen

Date

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Frank Tecumseh

Date

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**Michigan Works! System Plan (MWSP) Instructions for Calendar Year (CY) 2022,  
the Period of January 1, 2022 through December 31, 2022  
PI: 21-37**

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**Background**

The Michigan Works! System Plan is an instrument for the annual documentation and execution of employment, education and training programs, as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD).

Administrative procedures required as part of the Michigan Works! System Plan include:

**1. State and Federal Provisions**

- Acknowledgement/Adherence to Michigan Works! System Plan Assurances, Certifications, and Stipulations.
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements.
- Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion, and Lower Tier Covered Transactions.
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection form and certification.

**2. Michigan Works! Southwest Area Identification, Verification and Designation of:**

- Operating structure (Intergovernmental Transfers of Functional and Responsibilities, P.A. 8 of 1967).
- Grant Recipient (County of Kalamazoo, Kalamazoo County Board of Commissioners).
- Chief Elected Official (Chairperson, Kalamazoo County Board of Commissioners).
- Chairperson of the Michigan Works! Southwest Workforce Development Board (Frank Tecumseh).
- Administrative Entity (Michigan Works! Agency/W.E. Upjohn Institute for Employment Research).

**3. Designation and Certification of One-Stop Operator**

- Use of competitive-bidding process for selection of One-Stop Operator.
- Certify Kalamazoo-Regional Educational Service Agency (KRESA) as the One-Stop Operator for Branch, Calhoun, Kalamazoo and St. Joseph Counties.

**4. Workforce Development System Providers**

- Identification of service provider information for WIOA Title I Adult and Dislocated Worker, Wagner-Peyser Employment Services, Reemployment Services and Eligibility Assessment, Trade Adjustment Assistance, Partnership.Accountability.Training.Hope., and Food Assistance Employment & Training.

**Technical Information**

<b>Program Title/Number</b>	Michigan Works! System Plan (MWSP) Instructions for Calendar Year 2022; PI:21-37
<b>Funding Source</b>	N/A – Administrative Policy
<b>Funding Level</b>	N/A – Administrative Policy
<b>Duration</b>	January 1, 2022 through December 31, 2022
<b>Reference</b>	Michigan Department of Labor and Economic Opportunity-Workforce Development PI: 21-37 (December 28, 2021)
<b>CFDA Number</b>	N/A



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## Workforce Development Board Policy Revision Summary January 20, 2022

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### **WDB Policy 05 Rev 07 – Supportive Services and Needs Related Payments**

- Update References
  - The date of the PATH Manual was updated.
  - Policy 21-34 was added to the list of references.
- Updated Attachment A
  - To align with State Policy.
  - AEP/PATH Column – Changed Transitional Support Services from ‘not allowable’ to what is allowed per State Policy 21-34.

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## Workforce Development Board

## WDB Policy 5 R07

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**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, October 27, 2021 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 Policy Issuance 21-34 and subsequent changes, Fiscal Year (FY) 2022 Partnership.Accountability.Training.Hope. (PATH) Transitional Support Services

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**

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 policies 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
Revision 06	WDB Executive Committee	10/21/2021
Revision 07	WDB Executive Committee	1/xx/2022

**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>Locally, 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>Locally, 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>Locally, 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>

<b>Summary of Supportive Service Coverage (continued)</b>						<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>	<b>Allowable</b> Per state policy, lifetime limit of one auto purchase per individual <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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 <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>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 <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>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 <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>Clothing Allowance</b>	<b>Allowable</b> <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>	<b>Allowable</b> <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 <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>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 <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>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 <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



	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Relocation Expense</b>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Transitional Supportive Services</b>	<b>Allowed per State Policy 21-34.</b> TSS payments are allowed up to \$125 per month per participant during a 12-month period. See State policy and local process for additional details.	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	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>	<b>Allowable</b> <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>	<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>One-time, non-continuing, work related expense (i.e. professional tools, professional licensing fees, exam/fee, business start-up expenses, etc.)</b>	<b>Allowable</b> <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>	<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>Child Care</b>	<b>Not Allowable</b> Funded through DHHS	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>GED Exams</b>	<b>Allowable</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> Costs for reasonable accommodations needed for testing are also allowable.	<b>Allowable as a program activity cost.</b>	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.

## Workforce Development Board

WDB Policy 5 R0607

**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

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~~ October 27, 2021 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 Policy Issuance 21-34 and subsequent changes, Fiscal Year \(FY\) 2022 Partnership.Accountability.Training.Hope. \(PATH\) Transitional Support Services](#)

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**

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 (All WDB polices accepted to apply to all four counties)
Revision 03	WDB Executive Committee	6/17/2015
Revision 04	WDB Executive Committee	8/9/2019
Revision 05	WDB	2/18/2021
Revision 06	WDB Executive Committee	10/21/2021
Revision 07	WDB Executive Committee	1/xx/2022

**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>	<b>Allowable</b> Per state policy, lifetime limit of one auto purchase per individual <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source

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<b>Transportation Allowance</b>	<b>Allowable</b> <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>	<b>Allowable</b> <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 <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>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 <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>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 <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>Clothing Allowance</b>	<b>Allowable</b> <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>	<b>Allowable</b> <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 <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>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 <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>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 <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

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
<b>Relocation Expense</b>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>Transitional Supportive Services</b>	<del>Not Allowable</del> <u>Allowed per State Policy 21-34.</u> <u>TSS payments are allowed up to \$125 per month per participant during a 12-month period.</u> <u>See State policy and local process for additional details.</u>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	<b>Not Allowable</b>	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>	<b>Allowable</b> <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>	<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>One-time, non-continuing, work related expense (i.e. professional tools, professional licensing fees, exam/fee, business start-up expenses, etc.)</b>	<b>Allowable</b> <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>	<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>Child Care</b>	<b>Not Allowable</b> Funded through DHHS	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <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>	<b>Allowable</b> <ul style="list-style-type: none"> <li>See Dislocated Worker</li> </ul>	See State policy for program funding source
<b>GED Exams</b>	<b>Allowable</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> Costs for reasonable accommodations needed for testing are also allowable.	<b>Allowable as a program activity cost.</b>	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.

**DATE:** January 13, 2022  
**TO:** Workforce Development Board  
**FROM:** Kathy Olsen / Jakki Bungart-Bibb  
**SUBJECT:** Career Educational Advisory Council – Membership

We are requesting WDB consideration and approval of the following new appointment to the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

New Appointment

- Jeff Birkholz, Manager of North Technical Training for DENSO, replacing Laura McGuire, who has transitioned into a different position at DENSO, for a term that began July 1, 2021 and ends June 30, 2023.

**DATE:** February 10, 2022  
**TO:** Workforce Development Board  
**FROM:** Nominating Committee  
**SUBJECT:** Workforce Development Board – Membership

We are requesting WDB consideration and approval of the following change to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

- Appointment of Charles Rose, Capacity Building, Voces, replacing Evelia Bautista, as the alternate for Jose Orozco, for the balance of a term that began October 1, 2020 and which ends September 30, 2022.