

# WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

**Thursday, March 20, 2025 from 9:00-10:30 a.m.**

## In-Person Meeting

Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017

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

### Public Access is available at:

<https://us02web.zoom.us/j/87619675828?pwd=NQ0gP5quZkheqiczFn0kTlhVEEFEiS.1>

Meeting ID: 876 1967 5828 Passcode: 918737

Or Dial US Toll Free

• 833-548-0276 • 833-548-0282 • 877 853-5257 • 888-475-4499

- I. **CALL TO ORDER / INTRODUCTIONS** Jackie Murray, Chair
- II. **TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Kathy Olsen
- III. **PUBLIC TIME**
- IV. **MINUTES** (*Vote Required*)
  - A. February 20, 2025 WDB Quarterly Board Meeting Minutes (*Exhibit A*)
- V. **COMMITTEE REPORTS**
  - A. Career Educational Advisory Committee (CEAC) Kris Jenkins
- VI. **NEW BUSINESS**
  - A. WDB Plans (*Vote Required*) Amanda Rosenberg
    - 1. AY24 WIOA Statewide Activities Funding for the Young Professionals 2025 Initiative (March 1, 2025 – Feb 28, 2026) (*Exhibit B*)
  - B. WDB Policies (*Vote Required*) Kathy Olsen
    - Policy 13, R08 Individual Training Account System (*Exhibit C1-C3*)
  - C. WDB CEAC – Approval of Chair/Vice Chair (*Vote Required*) Kathy Olsen
- VII. **STAFF REPORTS**
  - A. Business Services Update, Dashboard (*Exhibit D*) and Lightcast Data Analytics (*Exhibit E*) Ashley Iovieno
  - B. Operations Update & Dashboard (*Exhibit F*) Amy Meyers
  - C. Director Updates Jakki Bungart-Bibb

**VIII. OLD BUSINESS**

**IX. PUBLIC TIME**

**X. MEMBERS' TIME**

**XI. UPCOMING MEETINGS**

- A. Full Workforce Development Board – Thursday, May 15, 2025 (9:00-10:30 am)  
At Community Health Building. Conference Room, 570 Marshall Road, Coldwater, MI 49036
- B. Executive Committee – Thursday, April 17, 2025 (9:00-10:30 am)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- C. Career Educational Advisory Council (CEAC) – Monday, March 17 and May 12, 2025  
(1:00-3:00 pm) At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- D. Disability Awareness Resource Team (DART) – Tuesday, April 8, 2025 (2:00-4:00 pm)  
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- E. Monitoring & Evaluation Committee –Thursday, April 24, 2025 (3:30-5:00 pm) **Note Time**  
KRESA South Street Campus, 422 E. South Street, Kalamazoo, MI 49007

**XII. ADJOURNMENT**

Jackie Murray, Chair

**Workforce Development Board  
 Quarterly Board Meeting Minutes  
 February 20, 2025**

**CALL TO ORDER:** Workforce Development Board Vice Chair, Brian O’Donnell, called the meeting to order at 9:02 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

**INTRODUCTIONS:** Individuals attending in-person and virtually introduced themselves.

**WDB Members Present:**

Morris Appleby (Labor) <sup>∇</sup>	Al Ives (PS)	Dr. Paul Watson (Educ), and
Kathi Cain-Babbitt (Labor)	Kris Jenkins (Educ)*	Bobby Beauchamp (KCC) <sup>∇</sup>
Jill Bland (Econ Dev)	David Maurer (PS)*	
John Fiore (MRS)	Brian O’Donnell (PS)*	* Exec Committee
Randall Hazelbaker (PS)* <sup>∇</sup>	Windy Rea (Job Corps) <sup>∇</sup>	<sup>∇</sup> Attended virtually
Jeff Heppler (PS)	Dave Pawloski (Labor) <sup>∇</sup>	
Jared Hoffmaster (PS) <sup>∇</sup>	Frank Tecumseh (PS)*	

**WDB Members Absent**

Jessica Eyster (PS)	Jackie Murray (PS)*	Liz Van Dussen (PS)
Lisa Johansen (DOC)	Sabrina Radenovic (PS)	Ken Willcutt (Labor)
Derek King (PS)	Charles Rose, alt for	
Karla Meeks (PS)	Jose Orozco (CBO)	

**Center for Workforce Innovation and Solutions / Michigan Works! Southwest Staff Present:**

Jakki Bungart-Bibb (MWSW)	Amy Meyers (MWSW)	Mac Scully (MWSW)
Ben Damerow (CWIS) <sup>∇</sup>	Kathy Olsen (MWSW)	Mark Waurio (MWSW)
Tamara Angle (MWSW)	Amanda Rosenberg (MWSW)	
Ashley Iovieno (MWSW)	Shelby Springett (MWSW)	

**Guests Present**

Paige Daniels (KRESA)	Mike Horrigan (Upjohn)	Kristine Stevens (GOCC)
Logan Foreman <sup>∇</sup> , for Rep. Julie Rogers	Don Reid (Media) <sup>∇</sup>	

**RECOGNITIONS**

**MW! Southwest Shining Star Awards**

**December** – Tamara Angle was recognized as the December Shining Star. Amy Meyers reported that Tamara works in the Talent Solutions department at the MW! Service Center in Kalamazoo. Tamara’s nominator stated that Tamara is a hard worker who does whatever it takes to assist her team and complete the tasks put in front of her. She is known for finding ways to improve processes, for paying close attention to detail, and for being a team player. Her readiness to assist when her co-workers need help, alongside her willingness to learn, makes her a great asset to the Michigan Works! Southwest team. Ms. Meyers added that Tamara is a shining example of the MWSW staff who exemplify exceptional customer service.

**November 2024 and January 2025** – Sebastian Rodriquez, the November Shining Star, and Kelli Adams, the January Shining Star were unable to attend today’s meeting and following today’s meeting, staff will connect with them to present their awards.

---

## TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked members present if there were any items on the agenda 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.

## PUBLIC TIME

No comments.

## APPROVAL OF MINUTES (*Exhibit A*)

**Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the January 16, 2025 WDB Executive Committee meeting minutes. Motion carried.**

## COMMITTEE REPORTS

***Monitoring and Evaluation Committee*** – Brian O'Donnell reported the Monitoring and Evaluation Committee met on January 23, 2025 to review the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs and services. The Committee interviewed one participant, who had enrolled in Certified Nurse Assistant (CNA) training in Comstock. The training included 3 weeks in the classroom and one week of clinicals, as well as links for online studying. The participant found Michigan Works! Southwest staff to be knowledgeable and easy to work with using text, emails, and in-person meetings at the Kalamazoo MW! Service Center, as well as working around her responsibilities to care for her special needs daughter. Sarah Pohl provided an overview of the staff monitoring and reported that 53 files were selected for review. Issues regarding equal opportunity and grievance and complaint documentation identified in last year's report appeared to have been satisfactorily addressed. During the staff monitoring, five participants were also interviewed, many of whom had engaged in training and learned about the program through referrals from employment services staff. The participants interviewed described MW! Southwest program staff as welcoming and knowledgeable and stated that staff were easy to get hold of and provided supportive services and referrals when needed. It was also noted that a significant percentage of participants completed a program survey which provided essential feedback. The results revealed that high percentage of participants were satisfied with their overall experience with many ratings of MWSW career coaches as helpful and responsive. Sarah Pohl also reviewed program data at the monitoring committee meeting. Based on eligible files reviewed, Data Validation resulted in a 100% pass rate. There were no corrective actions; one administrative recommendation and two continuous improvement recommendations were made.

Program staff also met with the committee and provided highlights of the Adult and Dislocated Worker programs and services. They shared information pertaining to grants and labor market information used to support participant training and highlighted information specific to CDL training for truck driving. Staff reported that when selecting a training provider, the need for an accommodation, such as one to address a significant language barrier, is considered. Supportive services for CDL training may include items such as work boots, a wireless headset, and a reflective vest. Program staff are planning to hold a CDL hiring event with multiple employers, on April 17, 2025 at the Kalamazoo Service Center and multiple staff will be on hand at the event to assist with resume development. The next Monitoring Committee meeting is scheduled for April 24, 2025 from 3:30 to 5:00 p.m.

***Disability Awareness Resource Team (DART)*** – John Fiore reported the DART Committee met on February 13, 2025. A survey was recently sent to members seeking their input for planning future meetings. The DART Committee is also hoping to expand the committee to include more business engagement. Ripple Effects, an autism learning center, gave a presentation at the DART meeting. Members learned that Ripple Effects has multiple locations in the MWSW service area, and that they provide a broad range of services and support for the autism community and families. He noted that individuals with autism often have behavioral challenges in social situations, and specialized staff work with autistic individuals on

behavior modification and change. Ripple Effects also provides parent and caregiver training to help parents learn how to interact and work with their children around their behaviors and help them grow to be successful within the community. Ripple Effects also has an Inclusion Center in Portage that has recreation and meeting space, open to anyone. The presenter also shared information about Registered Apprenticeship Programming for Registered Behavioral Technicians (RBT). They are currently accepting applications. Following the presentation, DART Committee members provided agency updates. He reported a [Disability Policy Seminar](#) sponsored by Arc Community Advocates is scheduled for April 7-9, 2025 in Washington D.C. and the [18<sup>th</sup> Inclusion Conference](#) also sponsored by the Arc Community Advocates, is scheduled to be held on Friday, March 14, 2025 at the Delta Hotel and Conference Center in Kalamazoo. Emerging issues were also discussed at the meeting and in summarizing, Mr. Fiore reported that there are a lot of changes, many of which are impacting, or could impact, services to individuals with disabilities. He encouraged members to take notice and advocate as they see fit. The next DART meeting is scheduled for April 8, 2025.

## **NEW BUSINESS**

### **Plans** (*Exhibit B*)

Amanda Rosenberg requested Board consideration and approval of one workforce development plan, *Going PRO Talent Fund Program Administration FY2025, Cycle 1, January 1, 2025 – September 30, 2026*. Details of the plan were described in Exhibit B, which was included in the agenda packet.

**Motion made by Kathi Cain-Babbitt and supported by Al Ives to approve the Going PRO Talent Fund Program Administration FY2025, Cycle 1, January 1, 2025 – September 30, 2026 Plan. Motion carried.**

### **Workforce Development Board Policies** (*Exhibits C1 Amended and C2-C3*)

**WDB Policy 24, Revision 09 Grievance and Complaint Handling** - Kathy Olsen requested Board consideration and approval of WDB Policy 24, Revision 09 Grievance and Complaint Handling. She reported changes made included updating references, adding sections for Definitions, Action, and Inquiries, as well as minor edits to the following sections:

- Section I.A. - added 'Office of External Enforcement' to the mailing address and added directions for faxing a discrimination complaint.
- Section IX.C. – updated text to align with State policy.

**Motion by John Fiore and supported by Dr. Paul Watson to approve WDB Policy 24, Revision 09 Grievance and Complaint Handling. Motion carried.**

## **PROGRAM**

### **Recent Trends and a Vision for the Future – Focus on MW! Southwest Service Area**

Mike Horrigan, President, Upjohn Institute, provided a PowerPoint presentation highlighting recent trends and a vision for the future with a focus on the four county Southwest Michigan service area. In summarizing, he noted that the data shows that the regional economy is fairly robust, long-term demographic changes will be dramatic, resulting in fundamental changes in the labor market, and there will be significant increases in the use of automation and AI. Following the meeting, a link to the presentation was sent to attendees.

## **STAFF REPORTS**

### **Business Solutions Update and Dashboard** (*Exhibits D & E*)

Ashley Iovieno provided a Business Solutions update that included information regarding the number of employers served, the Going PRO Talent Fund (GPTF), unemployment rates, job demand, CTE Month, the Sturgis Career Opportunities Expo, and the planned Pactiv Evergreen closure.



---

**Employers Served** – Ms. Iovieno reported updated numbers for employers served and services provided through January 2025, as reported on top left corner of the Business Solutions Dashboard included in the agenda packet. (Exhibit D).

**Going PRO Talent Fund** – The Going PRO Talent Fund numbers on the Dashboard are reflective of the FY2025 Cycle 1 application period. The numbers on the Dashboard were updated to include two additional employers that cleared tax obligations and were awarded GPTF grants. The total amount awarded to the MWSW area is just under \$2 million. The State intends to release application information for Employer-Led Collaboratives near the end of March and the Cycle 2 application period is expected to open in either April or May.

**Unemployment Rates** - The unemployment rate for the four counties in the Michigan Works! Southwest service area ranged from 4.6% to 5.8%, with Branch County at 4.7%, Calhoun County at 5.8%, Kalamazoo County at 4.6%, and St. Joseph County at 5%. She reminded members of a recent spike that was as high as 6% due to some temporary layoffs. The Michigan unemployment rate was reported to be 5%, with the national rate at 4.1%.

**Job Demand** - The link to the most recent Lightcast reports (*Exhibit E*) was included in the agenda packet email sent out prior to the meeting and they are also posted on the MWSW website. Ms. Iovieno reported that the same positions remain in demand as during the last several months, with registered nurses, medical assistants, and fast food and counter workers all rounding out the top. The employers' postings match this data as well. The report also shows 473 unique job postings in the MWSW area, which is slightly lower than last month's report.

**Career and Technical Education (CTE) Month** – Ms. Iovieno reported that February is Career and Technical Education (CTE) Month and to celebrate MWSW staff have reached out to CTE partners to highlight some of their current activities. A snapshot of the activities in each of the four counties in the MWSW area appears on the last page of the Dashboard. MWSW Business Solutions staff also have plans to continue to highlight these programs through the Employer Newsletter as well as on social media.

**Sturgis Career Opportunities Expo** – Ms. Iovieno reported the Sturgis Career Opportunities Expo will take place on March 12, 2025 from 9:00 a.m. to 4:00 p.m. at Sturgis High School. This event is a partnership with the Sturgis Area Chamber of Commerce and Sturgis High School, and it includes student career exploration in the morning and a hiring fair component later in the day for employers. Michigan Works! Southwest is sponsoring this event and Business Solutions Coordinator, Lynn Page, is serving on the planning committee.

**Pactiv Evergreen Closing** - Pactiv Evergreen, located on Miller Road in Kalamazoo, is planning to close this location, affecting approximately 153 individuals. The layoffs are expected to begin April 11, 2025 and should be completed on or before June 13, 2025. MWSW staff were able to contact the company prior to the WARN notice being filed, which allowed staff to set up several activities and supports to assist. Next week, MWSW staff are scheduled to meet with employees working all three shifts for worker orientations. Plans are to conduct four sessions and then assess if additional sessions will need to be held in March. Two mini jobs fairs are also planned. One will take place on March 5, 2025 from 1:00 to 4:00 p.m. and the second is scheduled for March 26, 2025 from 9:00 a.m. to 12:00 p.m. Each job fair will host five area employers onsite that will showcase similar positions at their companies.

### **Operations Update and Dashboard (*Exhibit F*)**

Amy Meyers reported the Operations Dashboard was included in the agenda packet (Exhibit F) and that she will defer her verbal report to next month's meeting.

---

## Director's Report

### State Updates

**Michigan's Earned Sick Time Act (ESTA)** - Jakki Bungart-Bibb reported the Michigan's Earned Sick Time Act (ESTA) is set to take effect on February 21, 2025, following a Michigan Supreme Court ruling; however, negotiations are still in process to make changes before it takes effect. The Governor has called upon leadership of both the House and the Senate to reach bipartisan agreement and if they do not, she is calling for legislature to pass a short-term extension through July 1, 2025 to allow more time for negotiations. The link to follow detailed bill information in real time is <https://www.legislature.mi.gov/Bills/Bill?ObjectName=2025-SB-0015>. The link will be sent to members following the meeting.

**Executive Budget** - On February 5, 2025, Governor Whitmer released the 2026 executive budget recommendations. Highlights related to workforce development include:

- Approximately \$55 million for the Going PRO Talent Fund, which is the same level as previous fiscal years;
- \$19,000,000 for expanding access to Registered Apprenticeships; and
- \$7,500,000 for Barrier Removal Employment Success (BRES).

Overall, this budget positions the workforce system to continue making significant, positive impacts in communities across the state. She noted that the release of the recommended budget begins the negotiation process with the legislature and the relevant appropriations subcommittees.

**Michigan Works! Association's Legislative Priorities** – The MW! Association finalized their legislative priorities and a [link to the document](#) was previously sent to members and will be resent in the meeting follow-up email after today's meeting. The priorities include:

- \$20 million increase for GPTF - Each year the demand outpaces available funding and MW! continues to advocate to increase this fund.
- \$10 million increase for the Michigan Skills Fund - This fund provides support for short-term training and credentialing in high demand fields. The current funding is \$1 million statewide which equates to about \$54,000 for the MW! Southwest service area.
- \$19 million for Registered Apprenticeship Expansion.
- \$7.5 million for Barrier Removal Employment Supports.

**Michigan Works! Association's Advocacy Day** - Increasing investment in workforce development is essential for economic growth and MW! staff will continue to meet with lawmakers to advocate for these investments. The 2025 Advocacy Day is scheduled for March 19 in Lansing and Ms. Bibb reported that she, along with the MWSW Board Chair and Vice Chair, will be attending. She noted that this is a key opportunity to engage with state legislators, discuss MW! priorities, share success stories, and showcase the impact of the Michigan Works! statewide system.

### Federal Updates

**Executive Orders** – There has been a flurry of Executive Orders, many that could affect workforce development funding, programs, and the overall workforce system. MWSW staff are closely monitoring and communicating with state and federal contacts for detailed guidance for any Executive Order that could affect the workforce system.

**Budget Deadline** – The federal government is currently funded until March 14, 2025 by a continuing resolution, which temporarily extends funding levels from the previous year. Absent a final agreement, Congress will need to enact another continuing resolution to avoid a government shutdown.

**WIOA Reauthorization** - There was a bipartisan bill put forward last year with the intent for it to be included in the continuing resolution; however, it was not included. Currently, there are a couple of key representatives in Congress leading efforts to reintroduce the bipartisan WIOA reauthorization from last year.

**WIOA Impact Report** – Ms. Bibb shared positive highlights from an article demonstrating the value of WIOA. The article referred to a WIOA Impact Report from 2023. The numbers were compelling and showed that WIOA delivers significant economic value for individuals, communities, and the economy. Highlights included:

- 2.17 million people completed WIOA programs with staff assisted services in 2023.
- Of those who exited the programs, close to 70% found employment,
- The total estimated annual earnings for program participants who found employment was \$61.6 billion dollars. That figure compares to a \$3.8 billion cost allocation.
- In calculating the return on investment, for every \$1 dollar invested in WIOA, there was over \$15 dollars in wages earned. This calculation does not factor in the time value of money, it does include costs associated with participants who did not find employment.

She noted that while the ROI based on wages alone is impressive, WIOA’s impact goes beyond individual paychecks. Workforce programs create ripple effects that strengthen communities. Based on the data in the referenced report, it is clear that WIOA is an investment that pays off. It helps individuals find meaningful work, reduces the burden on social programs, and generates billions of dollars in wages—money that supports families, businesses, and communities. Links to the article, infographic and additional information will be sent to members following the meeting.

- [LINK to article](#): Demonstrating the Value of WIOA: A Strong Return on Investment.
- [LINK to Infographic](#)
- [LINK to More Information](#) about the source of this data and the metrics used.

In closing her report, Ms. Bibb thanked members for their engagement on the Workforce Development Board and for their continued support of the public workforce system.

## OLD BUSINESS

None.

## PUBLIC TIME

None.

## MEMBERS’ TIME

Kris Jenkins reported there is a large immigrant population in Branch County who need assistance learning the English language. The Adult Education program in Branch County has become predominantly English as a Second Language (ESL); however, the need for General Educational Development (GED) programming still exists. Local education partners are working towards building a system to increase capacity and Kellogg Community College (KCC) is now offering lifelong learning classes. The first class began earlier this week with approximately eight participants. For this semester, the class is free as the result of a grant from the Branch County Community Foundation. She further reported that Clemens, a large employer of immigrants in Branch County, is now offering classes onsite. This is a positive movement as the county is starting to build numerous ways for individuals to receive services and increase capacity.

## UPCOMING MEETINGS

Brian O’Donnell referred members to the list of upcoming WDB meetings that were listed on the agenda.



- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, May 15, 2025 from 9:00-10:30 a.m.
- The next Executive Committee meeting is Thursday, March 20, 2025 from 9:00-10:30 a.m.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 17, 2025 from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, April 8, 2025 from 2:00-4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.
- The next Monitoring and Evaluation Committee is Thursday, April 24, 2025 from 3:30-5:00 p.m. Kathy Olsen noted that the location for this meeting that appears on the agenda should be corrected. It will be held at the Career Connect Campus on South Street in Kalamazoo.

## ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:27 a.m.

\_\_\_\_\_  
Kathy Olsen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian O'Donnell

\_\_\_\_\_  
Date

## APPROVED

These minutes were approved on \_\_\_\_\_

---

**Appropriation Year (AY) 24 Workforce Innovation and Opportunity Act (WIOA)  
Statewide Activities (SWA) Funding  
for the Young Professionals (YP) 2025 Initiative  
PI: 25-11**

---

Michigan Works! Southwest has received an allocation of \$197,718 for the time period of March 1, 2025 through February 28, 2026 to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing under-represented young adults, ages 14 to 24, to the world of work while providing participants and their families with income. Services and opportunities, available through the Young Professionals Initiative, will place young adults on the path to gain the skills necessary to achieve lifelong economic self-sufficiency.

**Eligibility**

All individuals served with this funding must be eligible for the WIOA Youth, Adult, or Dislocated Worker program, and they must be between the ages of 14 and 24 years old. Co-enrollment in the WIOA Youth program is not required.

**Allowable Activities and Expenses**

Although not an exhaustive list, examples of allowable expenditures with Young Professional Initiative funding include:

- Wages/stipends paid for participation in a work experience.
- Stipends paid for participation in career exploration or career preparedness activities.
- Participant work experience and/or related activities orientation sessions.
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience.
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience.
- Staff time spent evaluating the work experience.
- Participant work experience and/or related activities orientation sessions.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to the work experience.

- Incentive payments directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth.
- Employability skills/job readiness training to prepare youth for a work experience.
- Supportive services.
- Volunteer and/or community service.

### Technical Information

Program Title/Number	Young Professionals 2025 Initiative; PI: 25-11
Funding Level	\$197,718
Funding Source	AY24 WIOA Statewide Activities
Period of Performance	March 1, 2025 – February 29, 2026
Source Reference	State of Michigan, LEO, Policy Issuance: 25-11
CFDA Number	17.258; 17.259; 17.278



*An equal opportunity employer / program supported by the State of Michigan. 1-800-285-WORK (9675).  
Auxiliary aids and services are available upon request. Dial 711 for National Relay Center or TTY.  
Supported in part with State and/or federal funds.*

---

Workforce Development Board Policy Revision Summary  
March 20, 2025

---

**WDB Policy 13 Rev 08 – Individual Training Account (ITA) System**

In addition to the minor edits made throughout the policy, changes were made to align with State policy and the ITA manual. Those changes are as follows:

- References were updated.
- Added sections for Purpose, Definitions, Action, and Inquiries.
- Text outlining the purpose was moved from the Policy section to the Purpose section.
- Section VI. - Additional criteria for initial and continued eligibility of training providers were added.



## Workforce Development Board

## WDB Policy 13 R08

**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.

### Individual Training Account (ITA) System

**EFFECTIVE DATE** 03-xx-2025

**BACKGROUND** The primary goals of training services are the development of a qualified workforce to meet the needs of local employers and to enable individuals to acquire skills that will assist them to obtain self-sustaining employment in a locally determined, in-demand occupation of their choice.

Key elements in the decision for training enrollment are participant freedom of choice, assuring that the type of training is linked to a career/employment goal of the individual and that the training results in an industry recognized credential. Allowable types of training, the amount of funding available for training, the length of time allowed for training and other aspects of the activity will vary by funding source.

To ensure quality and accountability of training providers, the Workforce Innovation and Opportunity Act (WIOA) regulations require the use of training providers who have been vetted against a set of eligibility criteria. In Michigan, the Eligible Training Providers List (ETPL) is posted on the Michigan Training Connect (MiTC) website [www.mitalent.org/mitc](http://www.mitalent.org/mitc) WIOA participants interested in training will be directed to the ETPL on the MiTC website as part of the decision-making process. Preference may also be given to providers on the ETPL for training funded by other sources.

**PURPOSE** In the Michigan Works! Southwest (MWSW) area, training is purchased through an Individual Training Account (ITA) voucher system that is administered using locally developed policies and procedures that incorporate the requirements of federal and state policies.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board except as noted otherwise.

**REFERENCES** Workforce Innovation and Opportunity Act (WIOA) of 2014

The Trade Adjustment Act, all versions (TAA of 2002, TGAAA of 2009, TAAEA of 2011 and TAARA of 2015) and subsequent changes



Michigan Department of Labor and Economic Opportunity Workforce Development and its successors, Training Connect (MiTC) Policy Manual, September 3, 2024 and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development and its successors, Trade Adjustment Assistance (TAA) Comprehensive Manual, updated May 10, 2019 and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development and its successors, Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021 and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development and its successors, Partnership.Accountability.Training. Hope.(PATH) Manual, updated November 2, 2023 and subsequent changes

Workforce Development Board (WDB) Policy 19 R04 and subsequent revisions, “Participant Attendance and Satisfactory Progress in Training”

Workforce Development Board (WDB) Policy 17 R06 and subsequent revisions: “WIOA Program Eligibility”

Training and Employment Guidance Letter (TEGL) 08-19 WIOA Title I Training Provider Eligibility and State List of Eligible Training Providers (ETP) and Programs

Training and Employment Guidance Letter (TEGL) 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules

Training and Employment Guidance Letter (TEGL) 21-22 Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs

## DEFINITIONS

**ETPL** – Eligible Training Provider List – A public list of training providers that meet the criteria of the Workforce Innovation and Opportunity Act (WIOA) in Michigan that includes the programs approved for ITA funding.

**ITA** – Individual Training Account - The ITA is a training account established on behalf of a participant. WIOA title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager.

**MiTC** – Michigan Talent Connect – The State of Michigan’s official eligible training provider list for individuals qualifying for an Individual Training Account under the Workforce Innovation and Opportunity Act.

## POLICY

### I. Funding for Individual Training Account (ITA) Vouchers

- A. As part of the program design described in Request for Proposal (RFP) responses and the budget development process, each subrecipient/service provider that utilizes ITAs must set aside a portion of their allocation to fund training activities using ITA Vouchers. This level of funding will be negotiated annually with the Michigan Works! Southwest (MWSW) Administration Unit as part of the subrecipient/service provider agreement renewal process.
- B. The level of funding set aside for ITA Vouchers must consider both the demand for training, the total amount of the annual program allocation, and policy requirements.
- C. All ITA Vouchers issued through MWSW will be processed through the MWSW Administrative/Finance Office including payment for training and the related expenses.

### II. Use of ITA Vouchers

- A. ITA Vouchers will be issued only for skill enrichment or skill training in an area that directly leads to the attainment of an occupationally recognized credential in an in-demand and/or emerging industry or occupation in the MWSW labor market area and whose completion time is within the allowable length of the ITA voucher. Decisions on length of training to be funded must take into consideration the availability of current and future funding and preference must be given to short-term training (less than 9 months) where an industry recognized credential is awarded at the end of the MWSW funded training period.
- B. ITA vouchers may be used to fund training for WIOA Youth registered as Out-of-School and ages 18-24. Training decisions for this population must meet all other requirements of this policy and the accompanying procedures. The vouchers must be processed using local ITA procedures.
- C. The Michigan Works! Southwest Agency will develop ITA System Procedures to ensure consistent application of federal, state, and local policies for training research, planning, decision making, and fund obligations.
  1. Unless otherwise allowable by funding source or policy, subrecipients/service providers must only approve funding for those programs or courses of study for which vendors have successfully completed the process to be listed on the ETPL, which is posted on the Michigan Training Connect (MiTC) website, including maintenance of annual updates.
  2. Being listed on the ETPL as available in the Michigan Works! Southwest area does not necessarily constitute approval of a training program for use by local subrecipients/service providers. The stipulations of this policy and other local policies and priorities must be considered before approving and funding training through the ITA system.
- D. On a case-by-case basis, ITAs may be issued for participants who previously received

training or need to repeat a component of training. These decisions must be reviewed with the MWSW Administration Unit and documented in the participant's program file.

- E. With the exception of the Trade Act (TAA) and subsequent versions of the Act (See Section III of this policy), the value of any ITA shall not exceed \$5,500 per year for two years, for a total of \$11,000 per person.
  - 1. Waivers above this limit may be granted by the MWSW Administration Unit after a case-by-case evaluation to determine if:
    - a. No other comparable training is available in the area, or
    - b. Without a waiver, the participant would be required to finance the outstanding cost of training from personal resources, including loans, or
    - c. Other extenuating circumstances exist that require the ITA Voucher to be extended (e.g., tuition and/or fee increases occurred during the term of the original ITA voucher, etc.)
  - 2. Waiver requests must be submitted in writing to the MWSW Administration Unit prior to the start of training. The waiver decision will be communicated in writing and must be received prior to the start of the training.
- F. Allowable costs to be covered by an ITA Voucher include:
  - 1. Tuition,
  - 2. Fees required by the training provider,
  - 3. Books, materials, and supplies required for a specific class or program,
  - 4. Auxiliary supplies not required by the training institution but necessary for the class (e.g., calculators, binders, paper, etc.) up to a maximum of \$25 per semester/term, and
  - 5. Academic support services.
- G. Eligibility for, and receipt of financial aid or grants for training costs, does not prohibit a program participant from receiving ITA assistance for training costs.
  - 1. Program participants, except for those using the TAA training benefit, will be required to complete the Free Application for Federal Student Aid (FAFSA) process to determine their eligibility for other sources of financial assistance for training.
  - 2. In situations where the financial aid or grant may only be used for direct training costs, the Michigan Works! Southwest ITA may fund the portion of training not otherwise covered within the allowable training expenses noted in this policy.
  - 3. Financial aid or grants must be applied first to pay for the direct training costs unless specified otherwise.
- H. ITA vouchers must include a start date and an estimated end date consistent with the start and end date for the training period as given by the training institution.
  - 1. An extension to an ITA Voucher may be requested in writing by the subrecipient/service provider to the MWSW Administration Unit.
  - 2. Extensions may be authorized following a case-by-case review of the circumstances. A written decision from the MWSW Administration Unit

- must be received prior to any commitment to extend a voucher.
3. An Individual Training Account Voucher or ITA Letter of Authorization (used for Trade Act training) must be prepared separately for each term, semester, or period when new classes are recommended to begin. (This includes mid-term courses that may be initiated after the development of the class schedule for the full-term).
  4. Renewal or modification of an ITA voucher for a subsequent training period must be based on successful completion of each prior training period. Successful completion is defined in WDB Policy 19 and subsequent revisions: Participant Attendance and Satisfactory Progress in Training.
- I. Internet-based learning may be considered for ITA Vouchers if the program/course of study meets the following conditions:
    1. The training is listed on the ETPL, as an eligible ITA training program, and
    2. The final credential awarded must be equivalent in content and standard of achievement to the same program completed in person.
  - J. ITA Vouchers may be used for classroom training required under apprenticeship agreements if the employer does not provide financial support for such training either through direct payment to the training institution or through an employee education reimbursement process.

### III. Trade Act ITA Policy Exceptions

- A. Under the Trade Adjustment Assistance (TAA) Act, all versions (TAA of 2002, TGAAA of 2009, TAAEA of 2011 and TAARA of 2015), participants are not limited to programs listed on the ETPL posted on the MiTC website when seeking approval for a training program or course of study.
  1. As part of the training approval process, participants must document that the training is linked to an in-demand career.
  2. Priority must be given to the use of training programs listed on the ETPL posted on the MiTC website.
- B. When considering the use of a training provider not listed on the ETPL posted on the MiTC website, the following selection criteria must be used:
  1. The education and training provider must be licensed and/or certified by the appropriate state agency.
  2. The “credibility” of the training provider or training program must be validated using the following criteria:
    - a. Confirmation that the training program has an established curriculum, and
    - b. The training provider has a history of training which leads to employment and can document successful training related placements, and
    - c. The training provider has credentialed instructors, and
    - d. The training provider awards a recognized credential or certification for successful completion of the course of study.

- C. The length of enrollment in training, including any allowable pre-requisite or remedial training, supported by funding from any version of TAA must not exceed the number of weeks of training allowable for the version of the Act under which the individual was certified.
- D. Training at a facility outside of the local commuting area may be approved only if comparable training is not available within the commuting area.
  - 1. Individuals can attend training outside of the State of Michigan under the aforementioned circumstance, or if the individual resides closer to the out-of-state training provider and the training is within the commuting area.
  - 2. In either circumstance described above, in order to be approved, the training facility must be licensed by the state in which it is located.

**IV. Partnership.Accountability.Training.Hope. (PATH) ITA Policy Exceptions**

- A. All training identified for PATH participants must follow the ITA policies and procedures with the exception of Condensed Vocational Training or short-term Vocational/Occupational Training that is in-demand, but not otherwise provided through an eligible provider/program listed on the ETPL posted on the MiTC website.
- B. Participants are not limited to programs listed on the ETPL posted on the MiTC website when seeking approval for a training program or course of study. Providers/programs not listed on the ETPL, which is posted on the MiTC website, must meet the following criteria:
  - 1. Be in full compliance with Michigan licensing and certification requirements, and
  - 2. Be approved by the Michigan Works! Southwest agency's Administration Unit and entered into the OSMIS as a training provider prior to initiating a training voucher: and
  - 3. The training provider must have a history of providing training which leads to employment and can document successful training related placements.

**V. In-Demand Employment**

- A. Details regarding local in-demand employment are outlined in the WDB Policy 17 and subsequent revisions: WIOA Program Eligibility, Section VI.A.2.

**VI. Criteria for Approval of Training Providers Under Initial and Continued Eligibility**

- A. **Initial Eligibility** - The following factors will be reviewed for the initial approval of a training provider:
  - 1. Description of each program of training services to be offered.
  - 2. Proof of proprietary school licensure.
  - 3. Whether or not the training provider is in partnership with a business.
  - 4. Other information to demonstrate high-quality training services, including whether the training leads to a recognized postsecondary credential.
  - 5. Information that addresses the alignment of the training with in-demand industry sectors and occupations.
  - 6. With the exception of new training programs, information addressing a factor related to the indicators off WIOA performance.



- B. **Continued Eligibility** – The following factors will be reviewed for the continued eligibility of a training provider:
1. Verifiable program-specific WIOA performance information.
  2. Information identifying the recognized postsecondary credentials received by all training participants.
  3. Program cost information for WIOA participants.
  4. Program completion rate for WIOA participants.
  5. Access to training services throughout the state using technology, including rural areas.
  6. Information reported to state agencies on federal and state training programs other than programs within WIOA Title I-B.
  7. State licensure status.
  8. The degree to which training programs relate to in-demand industry sectors and occupations within the state.
  9. The ability to offer industry-recognized certificates and/or credentials.
  10. The ability of providers to offer programs that lead to postsecondary credentials.
  11. The quality of the training program, including a program leading to a recognized postsecondary credential.
  12. The ability of the providers to provide training services that are physically and programmatically accessible to individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
  13. The timeliness and accuracy of performance reports.
- C. State minimum WIOA performance levels shall be used when determining eligibility of a training provider.
- D. MWSW may, at its discretion, request additional information from the training provider prior to the MWA approval, such as the name of, the quality, and quantity of employers involved in partnership with the training provider, and/or additional information on the training provider's alignment with in-demand industry sectors or occupations, etc.
- E. MWSW may include other factors to ensure quality and value, as appropriate, including and/or not limited to:
1. The accountability of providers,
  2. Confirmation that the training participants are given an informed choice among providers.
  3. A requirement of additional criteria and information from local providers as criteria to become or remain eligible in the MWSW area,
  4. The ability of a provider to partner with employers and to provide job placement services,
  5. The drop-out rate of the training provider,
  6. Student loan default rate of the provider.

- F. Programs that do not meet local performance standards can be approved or disapproved at the discretion of the MWA.
  - 1. The training provider may provide supplemental information that demonstrates that local economic conditions render the earnings and credentials expectations unrealistic and/or that the program serves many hard-to-serve students to be taken into consideration when determining the eligibility of the training institution.
  - 2. The training provider may lack a documented track record, such as:
    - a. Programs with cohorts lasting more than one year that can experience years in which no one graduates, and no one drops out for which credential attainment cannot be calculated.
    - b. All program graduates transfer to continuing education in a related field where there may be zero graduates available for employment and therefore, wages are undefined.

**VII. Appeals Process**

- A. The training provider has the right to appeal their removal from the MiTC within 30 working days from the date of the revocation, following the [LEO-WD Grievance and Complaint Policy](#) in effect at the time of training provider's removal from the MiTC.
- B. When a **program** is denied by the State during the initial application review, the system generated notification will include the LEO-WD or MWA-entered reason for denial and include the appeal process language.
- C. State level appeals can be addressed to the Talent Information Systems (TIS) supervisor and sent to [LEO-MiTC@Michigan.gov](mailto:LEO-MiTC@Michigan.gov) for review. A final determination at the state level stands and is not afforded an additional appeal.

**ACTION**

All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

**INQUIRIES**

Questions regarding this policy should be directed to the Michigan Works! Southwest Administration Unit by telephone at 269-349-1533 or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE**

**DATE** 7/1/2005

**APPROVED**

<b>Initial Policy</b>	WDB Executive Committee	8/4/2005
<b>Revision 01</b>	WDB Executive Committee	8/1/2007
<b>Revision 02</b>	WDB Executive Committee	1/7/2010
<b>Revision 03</b>	WDB Executive Committee	4/5/2012
<b>Revision 03</b>	WDB Executive Committee	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
<b>Revision 04</b>	WDB Executive Committee	6/17/2015
<b>Revision 05</b>	WDB Executive Committee	4/10/2020
<b>Revision 06</b>	WDB Executive Committee	7/15/2021
<b>Revision 07</b>	WDB Executive Committee	6/17/2022
<b>Revision 08</b>	WDB Executive Committee	3/xx/2025

**EXPIRATION**

Ongoing



## Workforce Development Board

WDB Policy 13 ~~R07R08~~

**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.

## Individual Training Account (ITA) System

**EFFECTIVE DATE** 03-xx-2025

**BACKGROUND** The primary goals of training services are the development of a qualified workforce to meet the needs of local employers and to enable individuals to acquire skills that will assist them to obtain self-sustaining employment in a locally determined, in-demand occupation of their choice.

Key elements in the decision for training enrollment are participant freedom of choice, assuring that the type of training is linked to a career/employment goal of the individual and that the training results in an industry recognized credential. Allowable types of training, the amount of funding available for training, the length of time allowed for training and other aspects of the activity will vary by funding source.

To ensure quality and accountability of training providers, the Workforce Innovation and Opportunity Act (WIOA) regulations require the use of training providers who have been vetted against a set of eligibility criteria. In Michigan, the Eligible Training Providers List (ETPL) is posted on the Michigan Training Connect (MiTC) website [www.mitalent.org/mitc](http://www.mitalent.org/mitc) WIOA participants interested in training will be directed to the ETPL on the MiTC website as part of the decision-making process. Preference may also be given to providers on the ETPL for training funded by other sources.

**PURPOSE** In the Michigan Works! Southwest (MWSW) area, training is purchased through an Individual Training Account (ITA) voucher system that is administered using locally developed policies and procedures that incorporate the requirements of federal and state policies.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board except as noted otherwise.

**REFERENCES** Workforce Innovation and Opportunity Act (WIOA) of 2014

The Trade Adjustment Act, all versions (TAA of 2002, TGAAA of 2009, TAAEA of 2011 and TAARA of 2015) and subsequent changes

Michigan ~~Department of Labor and Economic Opportunity~~ ~~Workforce~~ ~~Development~~ ~~and its successors, department's~~ Training Connect (MiTC) Policy Manual, ~~June 2021~~ [September 3, 2024](#) and subsequent changes

Michigan ~~Department of Labor and Economic Opportunity~~ ~~Workforce~~ ~~Development~~ ~~and its successors, department's~~ Trade Adjustment Assistance (TAA) Comprehensive Manual, updated May 10, 2019 and subsequent changes

Michigan ~~Department of Labor and Economic Opportunity~~ ~~Workforce~~ ~~Development~~ ~~and its successors, department's~~ Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021 and subsequent changes

Michigan ~~Department of Labor and Economic Opportunity~~ ~~Workforce~~ ~~Development~~ ~~and its successors, department's~~ Partnership.Accountability.Training. Hope.(PATH) Manual, updated ~~May 19, 2022~~ [November 2, 2023](#) and subsequent changes

Workforce Development Board (WDB) Policy 19 [R04](#) and subsequent revisions, "Participant Attendance and Satisfactory Progress in Training"

Workforce Development Board (WDB) Policy 17 [R06](#) and subsequent revisions: "WIOA Program Eligibility"

Training and Employment Guidance Letter (TEGL) 08-19 WIOA [Title I Training Provider Eligibility and State List of Eligible Training Providers \(ETP\) and Programs](#)

[Training and Employment Guidance Letter \(TEGL\) 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules](#)

[Training and Employment Guidance Letter \(TEGL\) 21-22 Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs](#)

## **DEFINITIONS**

**ETPL** – Eligible Training Provider List – A public list of training providers that meet the criteria of the Workforce Innovation and Opportunity Act (WIOA) in Michigan that includes the programs approved for ITA funding.

**ITA** – Individual Training Account - The ITA is a training account established on behalf of a participant. WIOA title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager.

**MiTC** – Michigan Talent Connect – [The State of Michigan's official eligible training provider list for individuals qualifying for an Individual Training Account under the Workforce Innovation and Opportunity Act.](#)



## POLICY

### I. Funding for Individual Training Account (ITA) Vouchers

- A. As part of the program design described in Request for Proposal (RFP) responses and the budget development process, each subrecipient/service provider that utilizes ITAs must set aside a portion of their allocation to fund training activities using ITA Vouchers. This level of funding will be negotiated annually with the Michigan Works! Southwest (MWSW) ~~Administrative-Administration Unit staff~~ as part of the subrecipient/service provider [agreement](#) renewal process.
- B. The level of funding set aside for ITA Vouchers must consider both the demand for ~~ITAs training, and~~ the total amount of the annual program allocation, [and policy requirements](#).
- C. All ITA Vouchers issued through MWSW will be processed through the MWSW Administrative/Finance Office including payment for training and the related expenses.

### II. Use of ITA Vouchers

- A. ITA Vouchers will be issued only for skill enrichment or skill training in an area that directly leads to the attainment of an occupationally recognized credential in an in-demand and/or emerging industry or occupation in the MWSW labor market area and whose completion time is within the allowable length of the ITA voucher. Decisions on length of training to be funded must take into consideration the availability of current and future funding and preference must be given to short-term training (less than 9 months) where an industry recognized credential is awarded at the end of the MWSW funded training period.
- B. ITA vouchers may be used to fund training for WIOA Youth registered as Out-of-School and ages 18-24. Training decisions for this population must meet all other requirements of this policy and the accompanying procedures. The vouchers must be processed using local ITA procedures.
- C. The Michigan Works! Southwest Agency will develop ITA System Procedures to [assure ensure](#) consistent application of federal, state, and local policies for training research, planning, decision making, and fund obligations.
  1. Unless otherwise allowable by funding source or policy, subrecipients/service providers must only approve funding for those programs or courses of study for which vendors have successfully completed the process to be listed on the ETPL, which is posted on the Michigan Training Connect (MiTC) website, including maintenance of annual updates.
  2. Being listed on the ETPL as available in the Michigan Works! Southwest area does not necessarily constitute approval of a training program for use by local subrecipients/service providers. The stipulations of this policy and other local policies and priorities must be considered before approving and funding training through the ITA system.
- D. On a case-by-case basis, ITAs may be issued for participants who ~~had~~ previously

received training or need to repeat a component of training. These decisions must be reviewed with the MWSW ~~administrative-Administration Unit entity~~ and documented in the participant's program file.

- E. With the exception of the Trade Act (TAA) and subsequent versions of the Act (See Section III of this policy), the value of any ITA shall not exceed \$5,500 per year for two years, for a total of \$11,000 per person.
1. Waivers above this limit may be granted by the MWSW ~~administration-Administration Unit~~ after a case-by-case evaluation to determine if:
    - a. No other comparable training is available in the area, or
    - b. Without a waiver, the participant would be required to finance the outstanding cost of training from personal resources, including loans, or
    - c. Other extenuating circumstances exist that require the ITA Voucher to be extended (e.g., tuition and/or fee increases occurred during the term of the original ITA voucher, etc.)
  2. Waiver requests must be submitted in writing to the MWSW ~~a~~Administration Unit prior to the start of training. The waiver decision will be communicated in writing and must be received prior to the start of the training.
- F. Allowable costs to be covered by an ITA Voucher include:
1. Tuition,
  2. Fees required by the training provider,
  3. Books, materials, and supplies required for a specific class or program,
  4. Auxiliary supplies not required by the training institution but necessary for the class (e.g., calculators, binders, paper, etc.) up to a maximum of \$25 per semester/term, and
  5. Academic support services.
- G. Eligibility for, and receipt of financial aid or grants for training costs, does not prohibit a program participant from receiving ITA assistance for training costs.
1. Program participants, except for those using the TAA training benefit, will be required to complete the Free Application for Federal Student Aid (FAFSA) process to determine their eligibility for other sources of financial assistance for training.
  2. In situations where the financial aid or grant may only be used for direct training costs, the Michigan Works! Southwest ITA may fund the portion of training not otherwise covered within the allowable training expenses noted in this policy.
  3. Financial aid or grants must be applied first to pay for the direct training costs unless specified otherwise.
- H. ITA vouchers must include a start date and an estimated end date consistent with the start and end date for the training period as given by the training institution.
1. An extension to an ITA Voucher may be requested in writing by the subrecipient/service provider to the MWSW ~~a~~Administration Unit.
  2. Extensions may be authorized following a case-by-case review of the

- circumstances. A written decision from the MWSW ~~a~~Administration Unit must be received prior to any commitment to extend a voucher.
3. An Individual Training Account Voucher or ITA Letter of Authorization (used for Trade Act training) must be prepared separately for each term, semester, or period when new classes are recommended to begin. (This includes mid-term courses that may be initiated subsequent to after the development of the class schedule for the full-term).
  4. Renewal or modification of an ITA voucher/~~modification~~ for a subsequent training period must be based on successful completion of each prior training period. Successful completion is defined in WDB Policy 19 and subsequent revisions: Participant Attendance and Satisfactory Progress in Training.
- I. Internet-based learning may be considered for ITA Vouchers if the program/course of study meets the following conditions:
    1. The training is listed on the ETPL, as an eligible ITA training program, and
    2. The final credential awarded must be equivalent in content and standard of achievement to the same program completed ~~on campus or at an institutional training location in person.~~
  - J. ITA Vouchers may be used for classroom training required under apprenticeship agreements if the employer does not provide financial support for such training either through direct payment to the training institution or through an employee education reimbursement process.

### III. Trade Act ITA Policy Exceptions

- A. Under the Trade Adjustment Assistance (TAA) Act, all versions (TAA of 2002, TGAAA of 2009, TAAEA of 2011 and TAARA of 2015), participants are not limited to programs listed on the ETPL posted on the MiTC website when seeking approval for a training program or course of study.
  1. As part of the training approval process, participants must document that the training is linked to an in-demand career.
  2. Priority must be given to the use of training programs listed on the ETPL posted on the MiTC website.
- B. When considering the use of a training provider not listed on the ETPL posted on the MiTC website, the following selection criteria must be used:
  1. The education and training provider must be licensed and/or certified by the appropriate state agency.
  2. The “credibility” of the training provider or training program must be validated using the following criteria:
    - a. Confirmation that the training program has an established curriculum, and
    - b. The training provider has a history of training which leads to employment and can document successful training related placements, and
    - c. The training provider has credentialed instructors, and

- d. The training provider awards a recognized credential or certification for successful completion of the course of study.
- C. The length of enrollment in training, including any allowable pre-requisite or remedial training, supported by funding from any version of TAA must not exceed the number of weeks of training allowable for the version of the Act under which the individual was certified.
- D. Training at a facility outside of the local commuting area may be approved only if comparable training is not available within the commuting area.
  1. Individuals can attend training outside of the State of Michigan under the aforementioned circumstance, or if the individual resides closer to the out-of-state training provider and the training is within the commuting area.
  2. In either circumstance described above, in order to be approved, the training facility must be licensed by the state in which it is located.

#### IV. Partnership.Accountability.Training.Hope. (PATH) ITA Policy Exceptions

- A. All training identified for PATH participants must follow the ITA policies and procedures with the exception of Condensed Vocational Training or short-term Vocational/Occupational Training that is in-demand, but not otherwise provided through an eligible provider/program listed on the ETPL posted on the MiTC website.
- B. Participants are not limited to programs listed on the ETPL posted on the MiTC website when seeking approval for a training program or course of study. Providers/programs not listed on the ETPL, which is posted on the MiTC website, must meet the following criteria:
  1. Be in full compliance with Michigan licensing and certification requirements, and
  2. Be approved by the Michigan Works! Southwest agency's ~~a~~Administration Unit and entered into the OSMIS as a training provider prior to initiating a training voucher: and
  3. The training provider must have a history of providing training which leads to employment and can document successful training related placements.

#### V. In-Demand Employment

- A. Details regarding local in-demand employment are outlined in the WDB Policy 17 and subsequent revisions: WIOA Program Eligibility, Section VI.A.2.

#### VI. Criteria for Approval of Schools-Training Providers Under Initial and Continued Eligibility

- A. **Initial Eligibility** - The following factors will be reviewed for the initial approval of a training provider:
  1. Description of each program of training services to be offered.
  2. Proof of proprietary school licensure.
  - ~~1-3.~~ Whether or not the training provider is in partnership with a business.
  - ~~2-4.~~ Other information to demonstrate high-quality training services, including whether ~~or not~~ the training leads to a recognized postsecondary credential.

- ~~5.~~ Information that addresses the alignment of the training with in-demand industry sectors and occupations, ~~to the extent possible.~~
  - ~~3-6.~~ With the exception of new training programs, information addressing a factor related to the indicators of WIOA performance.
- B. **Continued Eligibility** – The following factors will be reviewed for the continued eligibility of a training provider:
- ~~1.~~ Verifiable program-specific WIOA performance information.
  - ~~2.~~ Information identifying the recognized postsecondary credentials received by all training participants.
  - ~~3.~~ Program cost information for WIOA participants.
  - ~~4.~~ Program completion rate for WIOA participants.
  - ~~1-5.~~ Access to training services throughout the state using technology, including - and rural areas through the use of technology.
  - ~~2-6.~~ Information reported to state agencies on federal and state training programs other than programs within WIOA Title I-B.
  - ~~7.~~ State licensure status.
  - ~~3-8.~~ The degree to which training programs relate to in-demand industry sectors and occupations within the state.
  - ~~4-9.~~ The provider's ability to offer industry-recognized certificates and/or credentials.
  - ~~5-10.~~ The ability of providers to offer programs that lead to postsecondary credentials.
  - ~~6-11.~~ The quality of the training program, including a program leading to a recognized postsecondary credential.
  - ~~7-12.~~ The ability of the providers to provide training services that are physically and programmatically accessible for to individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
  - ~~8-13.~~ The timeliness and accuracy of performance reports.
- C. State minimum WIOA performance levels shall be used when determining eligibility of a training provider.
- D. MWSW~~7~~ may~~2~~ at its discretion, request additional information from the ~~school~~ training provider prior to the MWA approval, such as the name of, the quality, and quantity of employers involved in partnership with the training ~~institution~~ provider, and/or additional information on the ~~school's~~ training provider's alignment with in-demand industry sectors~~7~~, or occupations, etc.
- E. MWSW may include other factors to ensure quality and value, as appropriate, including and/or not limited to:
- ~~1.~~ The accountability of providers,
  - ~~2.~~ Confirmation that the training participants are given an informed choice among providers.
  - ~~2-3.~~ A requirement of additional criteria and information from local providers as criteria to become or remain eligible in the MWSW area,
  - ~~3-4.~~ The ability of a provider to partner with employers and to provide job

- placement services,
- ~~4-5.~~ The drop-out rate of the training provider,
- ~~5-6.~~ Student loan default rate of the provider.

- F. Programs that do not meet local performance standards can be approved or disapproved at the discretion of the MWA.
  - 1. The [school training provider](#) may provide supplemental information that demonstrates that local economic conditions render the earnings and credentials expectations unrealistic and/or that the program serves many hard-to-serve students to be taken into consideration when determining the eligibility of the training institution.
  - 2. The [school training provider](#) may lack a documented track record, such as:
    - a. Programs with cohorts lasting more than one year that can experience years in which no one graduates, and no one drops out for which credential attainment cannot be calculated.
    - b. All program graduates transfer to continuing education in a related field where there may be zero graduates available for employment and therefore, wages are undefined.

## VII. Appeals Process

- A. The training provider has the right to appeal their removal from the MiTC within 30 working days from the date of the revocation, following the [LEO-WD Grievance and Complaint Policy](#) in effect at the time of training provider's removal from the MiTC.
- B. When a **program** is denied by the State during the initial application review, the system generated notification will include the [LEO-WD](#) or MWA-entered reason for denial and [include](#) the appeal process language.
- C. State level appeals can be addressed to the Talent Information Systems (TIS) supervisor and sent to [LEO-MiTC@Michigan.gov](mailto:LEO-MiTC@Michigan.gov) for review. A final determination at the state level stands and is not afforded an additional appeal.

### ACTION

All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

### INQUIRIES

Questions regarding this policy should be directed to the Michigan Works! Southwest Administration Unit by telephone at 269-349-1533 or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE**

**DATE** 7/1/2005

**APPROVED**

<b>Initial Policy</b>	WDB Executive Committee	8/4/2005
<b>Revision 01</b>	WDB Executive Committee	8/1/2007
<b>Revision 02</b>	WDB Executive Committee	1/7/2010
<b>Revision 03</b>	WDB Executive Committee	4/5/2012
<b>Revision 03</b>	WDB Executive Committee	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
<b>Revision 04</b>	WDB Executive Committee	6/17/2015
<b>Revision 05</b>	WDB Executive Committee	4/10/2020
<b>Revision 06</b>	WDB Executive Committee	7/15/2021
<b>Revision 07</b>	WDB Executive Committee	6/17/2022
<b>Revision 08</b>	WDB Executive Committee	3/xx/2025

**EXPIRATION** Ongoing



# Business Solutions Summary Dashboard

February 2025



## Business Solutions Services

Served 07/01/2024-2/28/2025

**296** Employers Served  
**1,759** Services Provided

## Employer Resource Network®

10/01/2024-2/28/2025

**831** Services Delivered  
**430** Unique employees served  
**23** Total Employers

## Going PRO Talent Fund FY2025 Cycle 1

\*One (1) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF funding.

<b>31*</b>	<b>\$1,946,196.97</b>	<b>1005</b>	<b>229</b>	<b>305</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

## Going PRO Talent Fund FY2024 Cycle 2

<b>15</b>	<b>\$682,111</b>	<b>300</b>	<b>117</b>	<b>78</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

## Going PRO Talent Fund FY2024 ELC

\*One (1) additional employer outside of Michigan Works! Southwest's four-county area was awarded GPTF funding.

<b>10*</b>	<b>\$216,365</b>	<b>150</b>	<b>0</b>	<b>6</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

# Service Summary Dashboard

February 2025



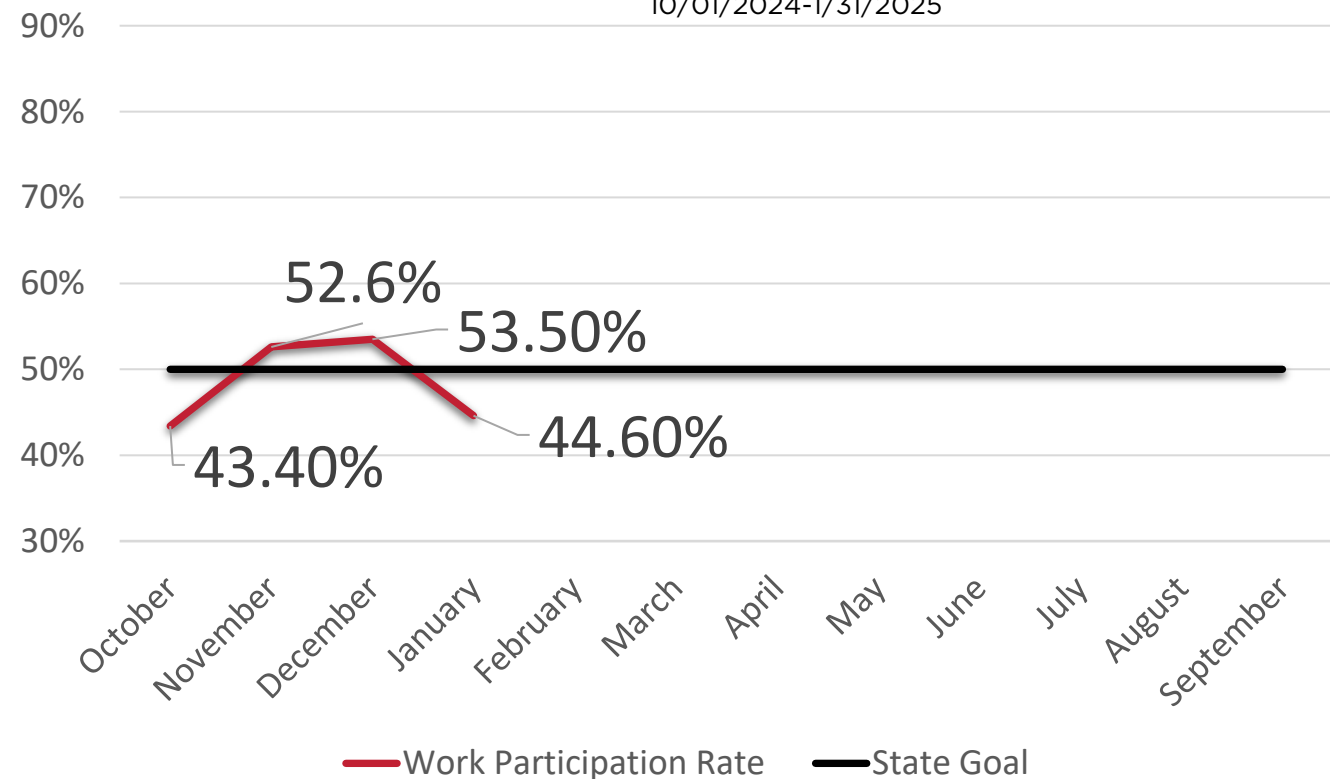
## Partnership. Accountability. Training. Hope.

Served 10/01/2024-2/28/2025

**553** Participants  
**39.2%** Employment Rate  
**\$15.03** Average Wage

**FY2025** Work Participation Rate **48.5%**

10/01/2024-1/31/2025



## Gain Employment. Maintain Support.

Served 10/01/2024-2/28/2025

**82** Participants  
**42.6%** Employment Rate  
**\$15.24** Average Wage

## WIOA & Wagner-Peyser Performance Summary

PY2024 Q3 (01/01/2025-03/31/2025); Data Pull 03/12/2025

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	93.1%	88.0%	93.1%	79.0%	70.9%	70%	73.8%
Employment 4th Quarter After Exit	84.0%	88.6%	85.0%	90.7%	79.0%	61.7%	67%	72.9%
Median Earnings 2nd Quarter After Exit	\$8,500	\$9,516	\$9,100	\$10,786	\$4,600	\$4,939	\$8,000	\$8,592
Credential Attainment Rate	83.5%	81.6%	83.0%	93.8%	64.7%	45.1%	N/A	N/A
Measurable Skill Gains	66.0%	48.4%	67.6%	39.5%	48.7%	62.8%	N/A	N/A