

WORKFORCE DEVELOPMENT BOARD

AGENDA

THURSDAY, FEBRUARY 18, 2021 from 9:00 – 10:30 A.M.

Please join this Zoom meeting from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/86061336684?pwd=Wm9OR3kxQjMyVlh3L2gyejNwWm5SUT09>

Meeting ID: 860 6133 6684 Passcode: 334139

You can also dial in using your phone

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 January 21, 2021, Meeting Minutes (*Exhibit A*)
- IV. **CITIZENS' TIME**
- V. **COMMITTEE REPORTS** No Reports
- VI. **NEW BUSINESS**
 - A. WDB Policies (*Vote Required*) Kathy Olsen
 - 1. WDB Policy 5, Rev 05 – Supportive Services and Needs Related Payments (*Exhibits B1-B3*)
- VII. **STAFF REPORTS**
 - A. Business Services Activities Ashley Iovieno
 - B. Labor Market Update (LMI) (*Exhibit C*) Jakki Bungart-Bibb
 - C. MW! Southwest Operational Update Jakki Bungart-Bibb
 - D. Director's Report (*Exhibit D*) Ben Damerow
- VIII. **PROGRAM – Economic Development Update**
Audrey Tappenden, Coldwater Area Economic Development
Shabaka Gibson, Battle Creek Unlimited
Heather Smith Baker, Southwest Michigan First
- IX. **OLD BUSINESS**
- X. **CITIZENS' TIME**
- XI. **MEMBERS' TIME**

XII. UPCOMING MEETINGS

NOTE: All Dates & Locations are to be confirmed. Confirmation will be based on COVID-19 restrictions. Meetings may take place using an electronic format or they may be cancelled.

- A. **Executive Committee** – Thursday, March 18, 2021 from 9:00-10:30 a.m.
Virtual Meeting. Note: WDB 2021 Executive Committee meetings will be held on the 3rd Thur. during the months that the full Board does not meet.
- B. **Full Workforce Development Board** – Thursday, May 20, 2021 from 9:00-10:30 a.m.
May be virtual. Note: WDB 2021 quarterly Board meetings will be held on the 3rd Thur. of Feb, May, Sept & Nov
- C. **Career Educational Advisory Council (CEAC)** – Monday, March 22, 2021 from 1:00-3:00 p.m. **Virtual Meeting**
- D. **Monitoring & Evaluation Committee** – Tuesday, March 23, 2021 from 3:30-5:00 p.m.
Virtual meeting.
- E. **DART Committee** – Tuesday, April 13, 2021 from 2:00-4:00 p.m.
Virtual Meeting

XIII. ADJOURNMENT

Chair

**Workforce Development Board Executive Committee
Meeting Minutes
January 21, 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. County Commissioner Michael Quinn was participating from Kalamazoo County, Randall Hazelbaker was participating from Branch County, and Jared Hoffmaster was participating from St. Joseph County.

WDB Executive Committee Members Present:

Morris Applebey (Labor) Randall Hazelbaker (PS) Frank Tecumseh (PS)
Dan Dunn (PS) Randy Sowles, alternate
Lisa Godfrey (PS) For Kris Jenkins (Educ)

WDB Executive Committee Members Absent

Dave Maurer (PS)

Oher WDB Members Present

Jared Hoffmaster Mike Quinn (PS)

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

Dawn DeLuca (YOU/KRESA) Paige Farrell (YOU/KRESA) Jennifer Klempnow (PATH/WEUI)
Sam Dougherty (WDI) Amy Holman (PATH/WEUI) Amanda Sutherland (YOU/KRESA)

Guests Present:

Paul Aivars Jeffery Dickerson, office of Don Reid (Daily Reporter)
Senator John Bizon Rep Jim Haadsma

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)

Kathy Olsen reported the description of the minutes that appears on the agenda should read that they are Executive Committee meeting minutes.

Motion made by Lisa Godfrey and supported by Morris Applebey to approve the WDB Executive Committee meeting minutes of December 11, 2020.

ROLL CALL VOTE:

AYES: Morris Applebey, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Mike Quinn, Randy Sowles. NAYS: None. ABSENTIONS: Jared Hoffmaster. MOTION CARRIED.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS.

No reports.

NEW BUSINESS

WDB Plans

Amy Meyers requested board consideration and approval of two workforce development plans.

CY2021 Michigan Works! System Plan (*Exhibit B1*)

Amy Meyers reported the Michigan Works! System Plan is nonfinancial and is inclusive of a series of certifications, assurances, stipulations, and administrative procedures applicable for all programs funded through the Michigan Department of Labor and Economic Opportunity (LEO). This is an annual plan, in alignment with the calendar year, and the required administrative procedures are included on the plan summary document (*Exhibit B1*), including identification pertaining to board leadership, the one-stop operator, as well as all of the workforce development system service providers for Michigan Works! Southwest. There are no changes from last year's requirements.

AY2020 WIOA Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs (*Exhibit B2*)

Amy Meyers reported Michigan Works! SW was allocated \$22,273 to implement Integrated Education and Training (IET) programs in collaboration with Adult Education partners to serve individuals enrolled in adult education programming. This is the second time MW!SW has received this funding, with the first time being approximately two years ago. The IET program must include three required components: (1) adult education and literacy activities, (2) workforce preparation activities, and (3) occupational training. These three components must occur simultaneously which contrasts to the traditional model, in which individuals are directed to complete adult education services prior to enrolling in occupational training.

Motion made by Lisa Godfrey and supported by Morris Applebey to approve the CY2021 Michigan Works! System Plan and the AY2020 WIOA Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs Plan.

ROLL CALL VOTE:

AYES: Morris Applebey, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Mike Quinn, Randy Sowles. NAYS: None. ABSENTIONS: Jared Hoffmaster. MOTION CARRIED.

Request for Proposal (RFP) Update

Amy Meyers provided follow-up information pertaining to the Request for Proposal (RFP) reported on at last month's meeting. The RFP that was posted for marketing services in partnership with the Data for American Dream (D4AD) project with the State of Michigan was finalized. Multiple responses were received, and Piper and Gold Public Relations was the selected vendor.

STAFF REPORTS**Business Services Activities**

Ashley Iovieno reported on business services operations that included updates pertaining to the Apprenticeship Request for Proposal, the Employer Newsletter, and the Going Pro Talent Fund.

Apprenticeship Request for Proposal – Ms. Iovieno reported prior to the holidays, the State of Michigan released a Request for Proposal for an Apprenticeship Initiative. The RFP requires a Michigan Registered Apprenticeship Innovation Network (MiRAIN) that would provide guidance for a Michigan Youth Apprenticeship Readiness Network (MiYARN). The goal of this RFP is to expand apprenticeship opportunities with one of the focuses being on youth apprenticeship opportunities. The RFP has a large focus on the importance of regional partners within the process of building new programs and pipelines to fill those positions. Since the announcement, staff have been meeting with various partners across the four counties to collaborate on an application. This application will include partnerships with Career and Technical Education Directors, community colleges, local employers, amongst others. The current local vision is on creating more apprenticeship opportunities in the industries of manufacturing, healthcare, and IT. The deadline for submission is February 1, 2021. Ms. Iovieno extended thanks to Amy Meyers who has been the lead staff pulling together the response to be submitted from Michigan Works! Southwest, which is the lead organization applying for these grant funds.

Employer Newsletter – In an effort to share valuable information with area employers and partners, Ms. Iovieno also reported the Business Services team plans to launch a monthly newsletter that will include vital local labor market data, upcoming events, and featured stories. This newsletter will serve as an additional platform for the Business Services Team to connect with employers and share important information. If all goes as planned, the first edition will be sent out by the end of this month.

Going Pro Talent Fund (GPTF) – Ms. Iovieno further reported the public announcement for the Going Pro Talent Fund grant awards was released yesterday. The Business Services Team spent yesterday morning reaching out to area employers prior to the public release to personally notify them of the award announcement. In total, 43 of the 44 applications submitted from the Michigan Works! Southwest area received an award; the 44th application is still eligible, pending some tax obligations. The grants to employers in the Michigan Works! Southwest area total \$2.7 million dollars for training and upskilling new and existing employees. This will result in 2,013 employees receiving training over the next twelve (12) months. The 2,013 includes 193 individuals, either new or incumbent workers, who will be a part of an apprenticeship program. The total number also includes approximately 800 positions that these employers expect to fill over the next 12 months. This local award is part of the Statewide awards totaling approximately \$39 million grant dollars to over 850 companies throughout the State. She thanked the Business Services Team members for their work in supporting companies throughout this process and noted there were many hours and late nights spent assisting the employers to ensure the best applications possible; and that it is because of this hard work that these results were achieved. A copy of the media release will be sent to Board members following the meeting.

Ms. Iovieno concluded her report by sharing two messages from area employers regarding the Going Pro Talent Fund grant awards. The first was from an employer in Branch County that had never applied prior to this year and was going through an audit at the time of the application. Shawn DeYoung, MW!SW Business Services Coordinator, was the lead staff for this application.

“Thank you! We are grateful that you worked with us as you did! Preparing for the external audit and trying to apply for a grant was very taxing at the time. We couldn’t have finished without your support!” – EnviroLite

The second quote was from a Calhoun County employer who is also a first-time awardee:

“Charlie Zigler and all the MI Works! team were extremely helpful in my preparation of the grant application. Their knowledge and expertise were extremely appreciated. Due to COVID our company lacks the necessary funding to help train existing and new employees. This grant will help tremendously. Thank you, MI Works and your team, especially Charlie Zigler for all your help!” – J&J Sheet Metal

Labor Market Information (Exhibit C)

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (Exhibit C) 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 November 1, 2020 through December 31, 2020 was included in the agenda packet notice.

Jakki Bungart-Bibb reported there were slight increases to unemployment rates in two of the four counties within the Michigan Works! Southwest service area. Branch County increased from 4.1% to 4.3% and St. Joseph County increased from 4.2% to 4.3%. The unemployment rate in Kalamazoo County remained the same at 4% and in Calhoun County it decreased from 5.3% to 5.2%. These are slight changes compared to what was reported last month. Moving forward, staff anticipates seeing an increase in unemployment rates as the new unemployment extensions are implemented. As mentioned last month, the rate decreases previously reported were not all from employment recovery, instead some individuals dropped off being counted in unemployment numbers due to exhausted benefits, not necessarily returning to work.

This month’s job demand report for Region 8 is very similar to the last month’s report. There was a decrease in online job postings since the last meeting; however, the top employers and top occupations remain the same with healthcare and retail sales at the top of the lists. She noted that just over 58% of those online postings require a high school diploma or vocational training, approximately 9% require an associate degree, approximately 28% require a bachelor’s, and just over 5% require a master’s degree.

Ms. Bibb also reported on labor market information publications and tools available on the State of Michigan website and that the links to this information will be emailed to members following the meeting. The information reported on includes:

- [Michigan’s Labor Market News](#) – A monthly publication that highlights employment and unemployment trends, provides a statewide overview of these trends, as well as a breakdown by prosperity region. This month, the featured article is employment trends in manufacturing and the industry focus is transportation equipment manufacturing.
- [LMI Wage Data Information](#) - New options have been added to the State’s LMI website that allows for viewing Statewide and regional wages by occupation and industry. The State is exploring an option to add viewing this data by county.
- [Apprenticeship Dashboard](#) – Includes information regarding apprenticeships in Michigan, such as statewide data and a breakdown down by prosperity regions.

Michigan Works! Southwest Operational Update

Jakki Bungart-Bibb also provided an update on Service Center operations. She reported Service Center staff continue to work from home and provide services virtually. The leadership team continues to meet weekly to monitor the situation. The next meeting will include a review of the safety plan and staff will also revisit plans for a safe reopen. With a decrease in COVID-19 cases statewide and the availability of a vaccine, staff want to be prepared for a safe return to office and be ready to move swiftly between phases as circumstances change. While the buildings have been closed, staff have taken the opportunity to make some changes which includes a few upgrades to facilities as well as putting some additional safety

measures in place. Although staff are looking forward to being open fully in person, they will continue to be overly cautious in order to keep employees and customers safe.

Ms. Bibb also provided an update on Equity Training for staff. As reported on at a previous meeting, the Michigan Works! operations leadership team completed a year-long equity training. The leadership team will continue to attend trainings over the next couple of months. These additional sessions will be an intermediate and advanced phase of the training and will focus on implementation of what was learned over the past year. Staff will also begin to plan and implement training for the rest of the staff in the Michigan Works! system. Each of the organizations within our core system, or what we commonly call our service providers, have each held their own equity trainings following requirements within their own organizations. The Equity training series being reported on today, is in addition to what those organizations are doing and helps to bring all the service providers together to commit to a unified approach to equitable practices.

Director's Report (Exhibit D)

Ben Damerow reported on the Director's Report that was emailed to members prior to the meeting.

Federal Updates - Congress recently passed a \$1.3 trillion omnibus Appropriations bill which funds the federal government through September 30, 2021. The bill included increases to several workforce-connected programs:

- \$2.85 billion for WIOA - a \$25.5 million increase,
- \$670 million for Wagner-Peyser – a \$3 million increase,
- \$1.33 billion for CTE grants – a \$52 million increase, and
- \$688 million for Adult Education – a \$31 million increase.

Additional federal updates included:

- The \$900 billion COVID-19 stimulus measure did not contain separate workforce component/funding.
- President Biden and congressional Democrats are prioritizing additional COVID-19 relief which could potentially include a workforce funding component.
- Democrats will assume control of a 50-50 Senate on Inauguration Day. Democrats will then become Chairman of Senate committees and control what comes to the Senate floor.
- It has been announced that Boston Mayor, Marty Walsh is the Secretary of Labor nominee. Walsh has a strong personal relationship with the President and should elevate the importance of DOL programs within the Administration.

Michigan Works! Association Updates - As previously reported, the Michigan Works! Association is in the process of restructuring the Board of Directors for 2021. Changes to the governance structure will allow for increased representation by key sectors, allow for new strategic partners, ensure geographic representation from all parts of the State, and include representatives from every Michigan Works! Agency. The current board has approved the new bylaws and they have one final meeting set for January 28, 2021. The new board will hold their first meeting February 25, 2021.

The Association's 2021 Impacts Awards ceremony is scheduled for March 31, 2021. With this being the first virtual occurrence of this event, additional time is needed to conduct interviews with award winners, employers, and lawmakers.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

UPCOMING MEETINGS

Frank Tecumseh reminded members of upcoming meetings and noted that they may take place virtually or in-person depending on the COVID -19 situation at the time.

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

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

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 26, 2021 from 8:00-9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 9, 2021 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 22, 2021 from 1:00-3:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:27 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

Workforce Development Board Policy Revision Summary February 18, 2021

WDB Policy 5 Rev 05 – Supportive Services (SS) and Needs Related Payments (NRP)

Policy

- Deleted one sentence under A.6. that conflicted with the order of precedence that appears at the beginning of all WDB policies.
- Added a clause under A.7. to clarify that local policy can be more restrictive than State and Federal policy.

Attachment A

- Updated all State references to LEO-WD.
- Under the column with the heading “PATH” – updated language to align with the recently updated PATH manual.
- Under the column with the heading “NEG” - changed the acronym NEG (National Emergency Grant) to DWG (Dislocated Worker Grant)
- Under the column with the heading “Other” - changed Community Ventures (CV) to Business Resource Network (BRN).
- Added two footnotes to align with the recently updated PATH manual.

Workforce Development Board

WDB Policy 5 R05

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

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

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

BACKGROUND

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

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

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

SCOPE

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

REFERENCES

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

Workforce Development Agency, State of Michigan Workforce Innovation and Opportunity Act (WIOA) Manual, January 29, 2018 and subsequent changes

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

Workforce Development Agency, State of Michigan Partnership. Accountability. Training. Hope. (PATH) Manual, November 17, 2014 and subsequent changes

Workforce Development Agency, State of Michigan Policy Issuance 19-02 and subsequent changes, Plan Instructions for Local Agreements between MWAs and DHS Local Offices to provide Funding for FY 2019 PATH Employment Related Supportive Services

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

Workforce Development Agency, State of Michigan Policy Issuance 18-45 WIOA Statewide Activity to Support Integrated Education and Training (IET) Programs

Workforce Development Agency, State of Michigan Policy Issuance 16-02c01 and subsequent changes, WIOA 4-Year Regional and Local Plans for PY 2016-2019

Workforce Development Agency Policy Issuance 18-42 FY (Fiscal Year) 2019 TANF Refugee Program

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

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

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

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

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

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

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

POLICY

- A. Supportive Services
1. Total funds available for supportive services shall be established within the requirements of the funding source and 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 requirements, are determined eligible, registered, and actively participating in a workforce development program.
 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 MWSW Administrative Unit annually within 30 calendar days of the signing of the subaward agreement.
 - c. The liability for equitable administration and documentation is the responsibility of the subrecipient/service provider.
6. Local supportive service limitations and restrictions shall be established by the MWSW Administrative Unit within federal and state policy guidelines and funding source requirements.

See Attachment A for a detailed description of local supportive service guidelines by funding source.

- 7. Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
- 8. On a case-by-case basis, and based on documented need, the MWSW Administrative Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation.
- 9. Regardless of the funding source, all supportive services shall be documented in the Supportive Services section of the OSMIS and a case note entered to describe the need and distribution of the assistance.
- 10. Within funding source guidelines, the Michigan Works! Southwest Administrative Unit may authorize other supportive services in the event services are not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services. Subrecipients/service providers shall submit individual requests in writing, to the Michigan Works! Southwest Administrative Unit.
- 11. Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

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

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

B. Needs Related Payments (NRPs)

- 1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.

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

INITIAL EFFECTIVE DATE 9/8/2005

APPROVED

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

EXPIRATION Ongoing

Reference(s)	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
	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
Summary of Supportive Service Coverage	<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"> ▪ 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"> ▪ Automobile Repair ▪ Automobile Other ▪ Public and private transportation ▪ Clothing Allowance ▪ Employment related medical/ dental expenses ▪ One-time work-related expenses ▪ Physical exams/ immunizations ▪ Other <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"> ▪ 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"> ▪ Automobile Repair ▪ Automobile Other ▪ Public and private transportation ▪ Clothing Allowance ▪ Employment related medical/ dental expenses ▪ One-time work-related expenses ▪ Physical exams/ immunizations ▪ Other <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"> ▪ 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"> ▪ Automobile Repair ▪ Automobile Other ▪ Public and private transportation ▪ Clothing Allowance ▪ Employment related medical/ dental expenses ▪ One-time work-related expenses ▪ Physical exams/ immunizations ▪ Other <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"> • Business Resource Network (BRN) – Supportive services may be offered to participants facing hardships that directly prohibit their success toward long-term employment and self-sufficiency. • Integrated Education and Training (IET) – 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.

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
Automobile Purchase	<p>Allowable Per state policy, lifetime limit of one auto purchase per individual</p> <ul style="list-style-type: none"> ▪ \$4,000 lifetime limit ▪ 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. ▪ Must determine public transportation is not reasonably available (such as considering the location and hours of the employment, child care, or long commute.) ▪ The client can afford any payments, insurance, and other expenses associated with owning the vehicle. ▪ The client has a valid Michigan’s driver’s license. ▪ Must verify that the client does not own an unusable vehicle. (Section D) ▪ The vehicle must be registered to an eligible group member and insured, at a minimum, for personal liability and property damage. 	Not Allowable	Not Allowable	Not Allowable	Not Allowable	See State policy for program funding source

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

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

	AEP/PATH * #	WIOA				OTHER
		Adult	Dislocated Worker	Youth	DWG	
Relocation Expense	<p>Allowable</p> <ul style="list-style-type: none"> Per State policy/manual \$1,500 limit per participant, per move for verified employment at a location outside the commuting distance from their home. State and local policies shall be followed to process the payment. 	<p>Allowable</p> <ul style="list-style-type: none"> 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 Expenses for actual cost of rental truck, trailer or commercial carrier may be covered. Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate. Relocation expense is limited to one individual per household. Not to exceed cumulative supportive services limitation of \$1,000/12 months. <p>The limitation may not be combined with another funding source to exceed the local limitation</p>	<p>Allowable</p> <ul style="list-style-type: none"> 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 Expenses for actual cost of rental truck, trailer or commercial carrier may be covered. Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate. Relocation expense is limited to one individual per household. Not to exceed cumulative supportive services limitation of \$1,000/12 months. <p>The limitation may not be combined with another funding source to exceed the local limitation</p>	<p>Allowable</p> <ul style="list-style-type: none"> 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 Expenses for actual cost of rental truck, trailer or commercial carrier may be covered. Mileage based on a standardized mileage calculation (i.e. MapQuest) at federal IRS reimbursement rate. Relocation expense is limited to one individual per household. Not to exceed cumulative supportive services limitation of \$1,000/12 months. <p>The limitation may not be combined with another funding source to exceed the local limitation</p>	<p>Allowable</p> <ul style="list-style-type: none"> See Dislocated Worker 	<p>See State policy for program funding source</p>
Transitional Supportive Services	<p>Not Allowable</p>	<p>Not Allowable</p>	<p>Not Allowable</p>	<p>Not Allowable</p>	<p>Not Allowable</p>	<p>See State policy for program funding source</p>

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

Michigan Works! Southwest
 Workforce Development Board
 Supportive Services and Needs Related Payments—Attachment A

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