

WORKFORCE DEVELOPMENT BOARD QUARTERLY MEETING AMENDED AGENDA

Thursday, November 21, 2024 from 9:00-10:30 a.m.

In-Person Meeting

KCC Regional Manufacturing Technology Center (RMTCC)
405 Hill Brady Rd, Battle Creek MI 49037

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

Public Access is available at:

<https://us02web.zoom.us/j/82657156604?pwd=VHU3cG9wMUdqTEJRZ3MwZGZodTRhZz09>

Meeting ID: 826 5715 6604 Passcode: 690144

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. WDB ELECTIONS OF CHAIR & VICE CHAIR
- III. RECOGNITIONS Jakki Bungart-Bibb/Amy Meyers
 - A. Local Shining Stars – August, September, October
- IV. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- V. PUBLIC TIME
- VI. MINUTES (Vote Required)
 - A. September 19, 2024 WDB Quarterly Meeting Minutes ([Exhibit A](#))
- VII. COMMITTEE REPORTS
 - A. Monitoring Committee David Maurer
 - B. Disability Awareness Resource Team John Fiore
- VIII. NEW BUSINESS Amanda Rosenberg
 - A. Plans (Vote Required)
 - 1. Partners for Reentry Opportunities in Workforce Development (PROWD) MI Citizen Reentry Initiative (MiCRI) Expansion ([Exhibit B1](#))
 - 2. Barrier Removal Employment Success (BRES) ([Exhibit B2](#))
 - 3. FY2025 Food Assistance Employment & Training (FAE&T) ([Exhibit B3](#))
 - 4. FY2025 Food Assistance Employment & Training FAE&T Plus ([Exhibit B4](#))
 - 5. FY2025 Food Assistance Employment & Training Plus Expansion Plan ([Exhibit B5](#))

- B. Workforce Development Board Policies (WDB) Kathy Olsen
 - 1. WDB Policy 17 R06 WIOA Eligibility (*Exhibit C1–C3*)
- C. Workforce Development Board 2025 Meeting Calendar (*Exhibit D*) Kathy Olsen
- D. Request for Proposal (RFP) Announcement Amanda Rosenberg

IX. PROGRAM – Apprenticeships: Where are we now and where are we going?
Michiko D. Alvarenga, M.S., Apprenticeship & Training Representative, Region 5
United States Department of Labor (US DOL)

X. STAFF REPORTS

- A. Business Services Update, Dashboard (*Exhibit E*) and Lightcast Data Analytics (*Exhibit F*) Ashley Iovieno
- B. Operations Update & Dashboard (*Exhibit G*) Amy Meyers
- C. Directors Report (*Exhibit H*) Jakki Bungart-Bibb

XI. OLD BUSINESS

XII. PUBLIC TIME

XIII. MEMBERS' TIME

XIV. UPCOMING MEETINGS

- A. WDB Annual Meeting – Tuesday, December 3, 2024 (5:00-7:00 pm)
At the Event Center, FireKeepers Casino, 11177 Michigan Avenue E, Battle Creek, MI 49014
- B. Full Workforce Development Board – Thursday, February 20, 2025 (9:00-10:30 am)
At the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007
- C. Career Educational Advisory Council (CEAC) – Monday, December 2, 2024 (1:00-3:00 pm)
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- D. Executive Committee – Thursday, December 19, 2024 (9:00-10:30 am)
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- E. Monitoring & Evaluation Committee – Thursday, January 23, 2025 (8:00-9:30 am)
MW! Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017
- F. Disability Awareness Resource Team (DART) – Thursday, February 13, 2025 (2:00-4:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

XV. ADJOURNMENT

Jackie Murray, Chair

**Workforce Development Board
 Quarterly Board Meeting Minutes
 September 19, 2024**

CALL TO ORDER: Workforce Development Board Chair, Jackie Murray, called the meeting to order at 9:00 a.m. at the Three Rivers Chamber of Commerce Business Center, 1116 N. Main Street, Three Rivers, Michigan.

INTRODUCTIONS: Individuals attending in-person introduced themselves and Shelby Springett introduced individuals attending virtually.

WDB Members Present:

Kathi Cain-Babbitt (Labor)	Jackie Murray (PS)*	Liz Van Dussen (PS) [∨]
Randall Hazelbaker (PS)*	Brian O'Donnell (PS)*	Dr. Paul Watson (Educ)
Jared Hoffmaster (PS)	Jose Orozco (CBO) [∨]	* Exec Committee
Al Ives (PS)	Dave Pawloski (Labor)	[∨] Attended virtually
Kris Jenkins (Educ)*	Frank Tecumseh (PS)*	

WDB Members Absent

Morris Appleby (Labor)	Rebecca Hill (MRS), alternate for John Fiore	Karla Meeks (PS)
Jill Bland (Eon Dev)	Lisa Johansen (DOC)	Sabrina Radenovic (PS)
Jessica Eyster (PS)	Derek King (PS)	Windy Rea (Job Corps)
Jeff Heppler (PS)	David Maurer (PS)*	Ken Willcutt (Labor)

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

Jackie Bigelow [∨]	Jacob Eagen (Upjohn) [∨]	Kathy Olsen (MWSW)
Cherise Buchanan [∨]	Ashley Iovieno (MWSW)	Amanda Rosenberg (MWSW)
Jakki Bungart-Bibb (MWSW)	Amy Meyers (MWSW)	Shelby Springett (MWSW)

Guests Present

Jim Berry (SJCISD)	John LoPorto (MI-LEO)	Emma Robbins (WDI)
Susan Corbin (MI-LEO)	Deb Lyzenga (MI-LEO)	Kristine Stevens (GOCC)
Paige Daniels (KRESA)	Tommy Moton (KRESA)	Amanda Sutherland (KRESA)
Blaine Farr (WDI)	Dr. Bryan Newton (GOCC)	

STATE & LOCAL PLAN DISCUSSION

Susan Corbin, Director of Michigan's Department of Labor and Economic Opportunity presented information on the Michigan Statewide Workforce Plan and the alignment of the MW! Southwest local plan with the State Plan. The presentation covered the State Plan goals which included (1) helping Michiganders earn a skills certificate or degree; (2) increasing access to opportunities that grow the middle class; and (3) supporting business and entrepreneurial growth through talent solutions; as well as the strategies to achieve the goals. Discussion occurred following the presentation and in conclusion, it was noted that the MW! Southwest local plan reflects alignment with the State Plan.

RECOGNITIONS

MW! Annual Conference - Jakki Bungart-Bibb reported the Michigan Works! Annual Conference was held last week in Traverse City and there were over 800 attendees. She thanked Amy Meyers for speaking on a panel as an expert in the field and noted that it is always an honor to be viewed as experts and to participate in that capacity. She also thanked Shelby Springett for volunteering at the conference, Kathy Olsen for providing support to the Board members in attendance, and to both for coordinating a reception for MW! Southwest attendees.

There are several awards presented at the conference to acknowledge workforce development champions, employers, and workforce boards. This year, MW! Southwest received multiple recognitions.

Annual Shining Star - Business Solutions Coordinator Lynn Page received this year's Annual statewide Shining Star Award. Lynn was acknowledged for her willingness to take on new projects, to hit the ground running and for her overall excellent customer service.

Volunteer of the Year - John Kerr from Denso received the Volunteer of the Year Award for his service to two Michigan Works! areas, working closely with both Michigan Works! Southwest and Oakland County Michigan Works! John is a workforce champion and an advocate for Michigan Works!

Employer of the Year - Duncan Aviation received the Employer of the Year Award. Duncan was acknowledged for being a champion employer, for going above and beyond for their employees and the community, and diving into addressing challenges affecting the workforce. Duncan leads by example and participates in many local initiatives including the Employer Resource Network®, the Going PRO Talent Fund, on-the-job trainings, and apprenticeships, as well as working very closely with Pulse to address the childcare crisis.

Board of Excellence – The MW! Southwest Workforce Development Board received the Board of Excellence Award acknowledging the Board's active engagement, focus on continuous improvement, and innovative approach to workforce development solutions. Ms. Bibb expressed that she is proud and excited about the award and thanked members for their engagement, leadership, and support. She thanked Board members who attended the conference and accepted the award on behalf of the Board. She also recognized the MW! Southwest admin team, who work extremely hard to ensure that Board members have what they need to be successful. She gave a special shout out to Kathy Olsen for her multiple years of dedicated service to the Board and recognized Kathy's 31-year anniversary at Upjohn.

MW! Southwest Shining Star Awards

May – Tommy Moton was recognized as the May Shining Star. Tommy's nominator noted his commitment to high quality performance in every area of his work and that he has an incredible ability to connect and build relationships with youth. Tommy is honest, authentic, and consistent, and able to balance being a reliable adult mentor who inspires young adults to be at their best while being an understanding confidant who can be trusted to actively listen to the concerns of the youth he serves. In addition to his ability to connect with and empower youth, Tommy is known for his aversion to procrastination as his efficient and proactive habits are ever present and his reliability as a teammate is unmatched. He has also displayed a great willingness to mentor new staff in the Battle Creek Service Center and to provide support at the front desk whenever assistance is needed.

June – Cherise Buchanan was recognized as the June Shining Star. Cherise's nomination described her as a leader who is always willing to go out of the way to assist participants and staff, including helping three of her team members successfully transition into new positions, demonstrating that she is incredibly encouraging and supportive of her staff's endeavors. Cherise has also taken on additional responsibilities and has stepped up to give direction and assist with finding solutions and resources for customers. Among her accomplishments is the structuring and implementation of the Connect Battle Creek website. Cherise is

a problem solver and wisely taps into the resources and strengths of her team members to create a more efficient work environment. She is deeply devoted to assisting individuals in the Battle Creek community and is always ready and willing to go above and beyond to extend a helping hand to those in need.

July – Emma Robbins was recognized as the July Shining Star. Her nominator noted that Emma brings core expertise to the Adult and Dislocated Worker team at Michigan Works! Southwest, and that she is an inspiration for her coworkers. Emma continually demonstrates patience, sincerity, and dedication to her teammates and to customers, and has an excellent eye for detail. She is also known to be an active listener and was described as a role model who brings positivity to all situations.

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 De. Paul Watson and supported by Jared Hoffmaster to approve the August 15, 2024 WDB Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

Career Educational Advisory Council (CEAC) – Kris Jenkins reported that the Career Educational Advisory Council (CEAC) met on September 12, 2024. Highlights from members representing business included appreciation for the regional work to inform youth of career opportunities, especially in the trades. Members reinforced the importance of a CTE focus on clean energy and noted that as the need for building the infrastructure to support the future of clean energy increases, many jobs will be created in other sectors of skilled trades. It was also noted that there are grants for electric school buses through SEC 74 of the Clean School Bus Grant. Education updates included good enrollments for CTE in all four counties within the MW! Southwest service area; and the announcement of a grand opening for KRESA’s new CTE center that is scheduled for May 22, 2025. CEAC members also reported on the success of 611 funds that were used to support teacher certifications and other credentials. Many Teacher Assistants were also able to begin their education classes toward earning a teacher certification. The funds made an impact on these staff who otherwise would have struggled to pay for classes. It was also reported that funding is available for 107 special projects for the region to collaborate between Adult Education, CTE, and local industry to provide skill development. Upcoming events include the MiCareerQuest™ Southwest scheduled for October 22-23, 2024 at the Kalamazoo Expo Center, and the Branch County 9th grade Career Day on October 17, 2024. The State is seeking to fill the MiSTEM Coordinator position for Southwest Michigan that recently became vacant.

Disability Awareness Resource Team (DART) – Kathy Olsen reported the DART Committee met on September 17, 2024. Dr. Jeana Koerber, Executive Director of Autism Services, presented information about the Great Lakes Center for Autism Treatment and Research. Disability Network is seeking volunteers to help build ramps for individuals in need of having a ramp added to their home; one currently needs to be built in Sturgis. Many of the DART agencies have job openings. Members discussed the Certificate of Completion and that it is not recognized as a credential. It was reported that members of the Michigan Development Disability Council Policy Committee are advocating for a change, such as legislation that would create another diploma category. Members also discussed the need for assistance with the driver’s education written test and noted that the student in need can drive; however, struggles with the written test. It was noted that arrangements can be made for assistance with this. Another concern was the need for a State ID for students without a driver’s license. There is assistance to help cover the cost; however, the

barrier is getting to the Secretary of State office and for youth under 18, getting a parent or guardian to sign for them. They suggested having a mobile Secretary of State office at the schools, such as at open houses, where both students and parents could be reached. In addition to the MiCareerQuest™ already reported on, other upcoming events include a Take Charge of Your Health workshop offered by Disability Network at no charge, and the Disability Network's Breaking Barriers Breakfast on October 3, 2024 at 8:00 a.m. at the Kalamazoo Expo Center.

NEW BUSINESS

Plans (*Exhibits B1 and B2*)

Amanda Rosenberg requested Board consideration and approval of two workforce development plans included as Exhibits B1 and B2 in the agenda packets. The plans included the following: (1) **MI Regional Outreach, Awareness and Recognition (MiROAR) Plan** as described in *Exhibit B1*; and (2) **FY24 Going PRO Talent Fund Administration for Employer Led Collaboratives (ELCs) Plan** as described in *Exhibit B2*.

Motion made by Frank Tecumseh and supported by Kathi Cain-Babbitt to approve the MI Regional Outreach, Awareness and Recognition (MiROAR) Plan, and the FY24 Going PRO Talent Fund Administration for Employer Led Collaboratives (ELCs) Plan. Motion carried.

Infrastructure Funding Agreements (IFAs) (*Exhibits C1 and C2*)

Amanda Rosenberg reported Exhibit C1 includes information on the background and required content for Program Year 2024 Infrastructure Funding Agreements (IFA's) for the Michigan Works! Southwest area. Under WIOA, the development and execution of Memorandums of Understanding (MOUs) with One-Stop partners is required and, in accordance with the WIOA, the MOUs must include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded. This includes all non-personnel costs that are necessary for the general operation of the One-Stop center. Each MOU is on a three-year period and was approved last year; however, the IFAs must be updated annually. Item C2 in the agenda packet includes Attachments A, B and C to the IFAs. Attachment C describes the MW! Southwest partners who contribute as required by WIOA and the list has not changed since last year when the MOUs were approved. Attachment A outlines the Infrastructure costs of the One-Stop Centers in the MW! Southwest area. The financial contribution of each partner was determined by a methodology set forth by the State of Michigan as noted on Attachment B.

STAFF REPORTS

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

Ashley Iovieno provided a Business Solutions update that included MiROAR, employers served, unemployment rates, the Going PRO Talent Fund (GPTF), job demand, Michigan's recently released Hot 50 Job Outlook through 2032, MiCareerQuest™ Southwest, Branch County's Career Day, and MiReconnect.

MiROAR – Ms. Iovieno reported that the Michigan Regional Outreach, Awareness and Recognition (MiROAR) policy provides support and resources for MW! to host future local Race to Talent events, like the one held in December 2023 in Battle Creek. At that event, the efforts of four local employers who are leading the way in apprenticeships were highlighted. The employers shared best practices during a roundtable session and then each employer received a crystal award to acknowledge their hard work and dedication to apprenticeships. That event has been recognized as a best practice and was used to develop the MiROAR policy, along with the accompanying process guide which includes a photo of the Battle Creek event.

Employers Served - The second page of the dashboard (Exhibit D) highlights the number of employers served and services provided. This data reset in July, thus the data is reflective of July and August 2024.

Unemployment Rates - Unemployment rates for July 2024 were listed on page two of the Dashboard (*Exhibit D*). The Michigan Unemployment rate was reported to be 4.1%, with the national rate also at 4.1%. The four counties in the Michigan Works! Southwest service area ranged 4.4% to 5.5%, with St. Joseph County at 4.9%, Kalamazoo County at 4.5%, Branch County at 4.4%, and Calhoun County at 5.5%.

Going PRO Talent Fund – Staff have attended two informational Going PRO Talent Fund (GPTF) webinars with the State and have been conducting information sessions for employers. The application period for independent GPTF applications will start on October 1, 2024 and end on October 18, 2024.

Job Demand - The most recent Lightcast reports (*Exhibit E*) were included as a link in the agenda packet email sent out prior to the meeting. Ms. Iovieno noted 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. The report also shows 530 unique job postings, an increase of 49, in the MW! Southwest area.

Michigan's Hot 50 Job Outlook through 2032 - The Michigan's Hot 50 Job Outlook through 2032 was released this week. Some of the top job prospects are in Heavy and Tractor-Trailer Truck Drivers, Registered Nurses, Software Developers, General and Operations Managers, and Electricians.

Branch County Career Day - A Career Day in Branch County, which operates like a MiCareerQuest™ event, is scheduled for October 17, 2024.

MiCareerQuest™ Southwest - The MiCareerQuest™ Southwest is scheduled for October 22 and 23, 2024 at the Kalamazoo Expo Center. Volunteers are still needed, and anyone interested should contact Ashley Iovieno and she will connect the volunteers to the staff in charge of sign-ups. Michigan Works! Southwest will have a booth at the event to display Virtual Reality (VR) headsets where students can choose from a variety of occupations and then be teleported to real life scenarios for 3 to 8 minute VR sessions. This year's event will also feature a Community Night on October 22. The Community Night is open to the public and is an opportunity for individuals to experience hands-on activities with local employers. She encouraged attendees to attend and to share the invitation.

MiReconnect – MW! Southwest is informing employers about recent changes to the Michigan Reconnect program. This program is a last dollar scholarship that pays for students to attend an in-district community college, tuition-free. The program has been successful, and the changes include an expansion to the age eligibility until December 31, 2024. Individuals between the ages of 21 and 24 are eligible to apply. Staff have partnered with area community colleges and consortiums to share this information and are encouraging individuals to contact their local community college for further details.

Operations Update and Dashboard (*Exhibit F*)

Attendees were directed to the Dashboard in the agenda packet and no verbal report was given due to time constraints.

Director's Report (*Exhibit G*)

Jakki Bungart-Bibb reported that on July 24, 2024, the US Department of Energy selected 20 projects across 16 states to receive up to \$371 million dollars to accelerate interstate transmission projects and support community infrastructure projects along new and upgraded transmission lines. MW! Southwest worked with Michigan's Department of Labor and Economic Opportunity to submit a project proposal, and the project was awarded \$35.7 million dollars. This project will invest in workforce development initiatives to build a skilled workforce to support transmission construction and clean energy investments in Branch and Calhoun Counties, two of the counties affected by the HELIX-HIPLE transmission line. Other community partners are listed within the grant including the Community Action Agency. MW! Southwest is excited to be the core workforce development provider for this project and looks forward to the opportunities it brings.

A planning meeting is scheduled and additional information about the project, including implementation and launch, will be provided as it becomes known.

OLD BUSINESS

None.

PUBLIC TIME

No comments.

MEMBERS' TIME

Dave Pawloski reported on staffing changes at the Kalamazoo Road Commission that includes retirements and a newly appointed Managing Director.

UPCOMING MEETINGS

Jackie Murray referred members to the list of upcoming WDB meetings that were listed on the agenda.

- The next Full Workforce Development Board meeting is Thursday, November 21, 2024 from 9:00-10:30 a.m. at a location in Calhoun County, Michigan.
- The next Executive Committee meeting is Thursday, October 17, 2024 from 9:00-10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, December 2, 2024 from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, November 12, 2024 from 2:00-4:00 p.m.
- The next Monitoring and Evaluation Committee is Thursday, October 24, 2024 from 8:00-9:30 a.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:31 a.m.

Kathy Olsen

Date

Jackie Murray

Date

APPROVED

These minutes were approved on _____

Partners for Reentry Opportunities in Workforce Development (PROWD)

Michigan Citizen Reentry Initiative (MiCRI) Expansion

PI: 24-30

Michigan Works! Southwest has been awarded \$170,220 to support the Partners for Reentry Opportunities in Workforce Development (PROWD) Michigan Citizen Reentry Initiative (MiCRI) Expansion, a grant initiative of the United States Department of Labor (USDOL) and the Department of Justice, to provide job training and skills development services to incarcerated individuals placed in minimum and low-security federal correctional institutions. The PROWD program is a separate grant and funding source from the MiCRI program (funded by the Joint First Step Act). The PROWD program intends to expand on the methodology of the MiCRI program to establish a statewide network of support for Justice-Involved Citizens to provide Stage 1, 2, and 3 pre-employment training services accessible at Residential Reentry Centers (RRCs) and to individuals in home confinement throughout the state.

The PROWD program will operate over a 37-month period of performance, including up to six months for planning and start-up, and a minimum 12 months of follow-up. The period of performance is September 1, 2024, to September 30, 2027.

Eligible Participants

The PROWD program is a voluntary program and will be open to enroll federally incarcerated individuals within the Residential Reentry Center's (RRC) and in home confinement that did not receive MiCRI Stage 1 services at the Milan Federal Correctional Institute (FCI). Individuals who have transferred from an out-of-state FCI, RRC, or home confinement that did not receive services under a Joint First Step Act program are also eligible to be enrolled under the PROWD program.

Program Design

Stage 1 of the PROWD program involves MWA staff working with participants incarcerated within the Residential Reentry Centers and home confinement. Stage 2 will be comprised of pre-employment and pre-apprenticeship services, including skills and credential development. Stage 3 will consist of providing individualized career services through case management to program participants which will enable them to overcome the most significant barriers to their successful reentry into the community and workforce. Stage 3 is intended to provide continual case management for the participants who have entered back into their communities and are still in need of support. Reentry services will continue for as long as needed. The PROWD Program is designed to allow individuals to return for employment and training services at any time to leverage Workforce Innovation and Opportunity Act (WIOA) or other eligible programs and ensure their success in obtaining suitable employment.

Technical Information

Program Title/Number

Partners for Reentry opportunities in Workforce Development (PROWD) Michigan Citizen Reentry initiative (MiCRI) Expansion: PI 24-30

Funding Source

2023 Reentry Employment Opportunities (REO) Federal grant funding

Funding Level

\$170,220

Duration

September 1, 2024 – September 30, 2027

CFDA Number

17.270

FY2024 Barrier Removal Employment Success (BRES)

PI: 24-31

Background

The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) is providing funding to support the employment and reemployment of at-risk individuals and the removal of barriers to employment, through the development of the Barrier Removal Employment Success (BRES) program.

Michigan Works! Southwest has been allocated \$227,781 in funding for BRES to serve at-risk populations including, but not limited to, individuals served thru the Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, Business Resource Network (BRN) Program, the Michigan Reconnect scholarship program, and the Asset Limited Income Constrained Employed (ALICE) population.

Eligibility

Participants are required to be at least 16 years of age with no maximum age limit. There are no income restriction levels or employment requirements for participation in this program.

Funding

The funding allocated for BRES is to be utilized to support activities that are not eligible or feasible under another funding source or if there is insufficient funding to support those activities.

Support services many include, but are not limited to:

- Auto Insurance.
- Auto Purchase.
- Drug Tests.
- Fees (union dues, test fees, licensing, bonding, and background checks).
- Housing/Rental.
- Fingerprinting.
- Private Vehicle Mileage Reimbursement.
- Legal Services (expungement of criminal record).
- Personal Grooming Supplies/Services.
- Rent/Utility Expense Assistance.
- Training Materials, Textbooks, Tools, and Supplies.
- Work Tools and Equipment.
- Clothing
- Birth Certificate.
- Tests/Permits.
- Driver’s License.
- Auto Repair.
- Pre-Employment Exam and Screening.
- Family Support Services.
- Child Care.
- Family Care.
- Other.

Technical Information

Program Title/Number	Barrier Removal Employment Success
Funding Source	FY2024 State Penalty & Interest Funding
Funding Level	\$227,781
Duration	September 1, 2024 – September 30, 2025
Reference	State of Michigan PI: 24-31; 10/17/2024
CFDA Number	N/A



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 Relay Center or TTY. Supported in part with state and/or federal funds.

FY2025 Food Assistance Employment and Training Program

PI: 24-33

For fiscal year 2025, October 1, 2024 – September 30, 2025, \$114,984 has been allocated to Michigan Works! Southwest, by the Department of Labor and Economic Opportunity (LEO), for the Food Assistance Employment and Training (FAE&T) program. This is an increase from the \$112,630 allocation in FY2024. Allocations are based on the number of Food Assistance Program (FAP) cases by county. Michigan Works! Southwest will receive separate allocations for program delivery and supportive services.

Background

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs), receiving Food Assistance, between the ages of 18 and 52, without minor dependents on their Food Assistance Program (FAP) case. The FAE&T Program is also available to single adults aged 18 through 59 years old and adult members of a FAP household with minor children.

The FAE&T funds may only be used to provide employment and training activities and supportive services to individuals referred to Michigan Works! by the Michigan Department of Health and Human Services (MDHHS). MWA’s must create an outreach plan to attract and engage participants.

Program Operations Funds

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

Supportive Services

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

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

Funding Summary

Funding Source and Cost Categories	Funding Levels
FY2025 Allocation	\$114,984
Program	\$106,507
Supportive Services	\$8,477
Administration	\$10,650

Source: PI: 24-33; 11/07/2024

Technical Information

Program Title/Number

FY25 Food Assistance Employment and Training (FAE&T) Program Plan Instructions PI: 24-33

Funding Source

US Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Grant and State GFGP

Funding Level

\$114,984

Duration

FY2025 (October 1, 2024 – September 30, 2025)

Reference

Department of Labor and Economic Opportunity PI: 24-33; 11/07/2024

CFDA Number

10.561

FY2025 Food Assistance Employment and Training (FAE&T) Plus Program

PI: 24-34

For fiscal year 2025, October 1, 2024 – September 30, 2025, \$12,500 has been allocated to Michigan Works! Southwest to operate as a Plus Intermediary for planning and implementation of an FAE&T Plus program and receive a fifty percent reimbursement.

Background

The FAE&T Plus program connects with third-party partners, known as Plus providers, that focus on employer demand while offering skills training and credentials required to obtain self-sustaining employment. The FAE&T and FAE&T Plus programs follow the same basic guidelines; however, there are differences.

The Role of an Intermediary

Michigan Works! agencies (MWAs) play a vital role in the FAE&T Plus program as Intermediaries. As an Intermediary, MWAs provide support to the MDHHS and LEO-WD by centralizing and performing the administrative functions to subcontract with a variety of Plus providers in their service delivery area.

The role of an intermediary requires a strong knowledge of FAE&T policy and how E&T funding works. It is also necessary to be able to effectively work with partners in the local workforce development system. Intermediary functions include the following:

- Identify suitable partners to become Plus providers.
- Subcontract with Plus providers.
- Onboard and train Plus providers.
- Facilitate reverse referrals.
- Review monthly invoices and process reimbursement payments.
- Monitor for programmatic and fiscal compliance.

Expansion

The FAE&T Plus program is scheduled to expand into the Michigan Works! Southwest area in Fiscal Year 2027.

Technical Information

Program Title/Number

FY25 Food Assistance Employment and Training (FAE&T) Plus Program Plan Instructions; PI: 24-34

Funding Source

US Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Grant and State GFGP

Funding Level

\$12,500

Duration

FY2025 (October 1, 2024 – September 30, 2025)

Reference

Department of Labor and Economic Opportunity PI: 24-34; 11/07/2024

CFDA Number

10.561

FY2025 Food Assistance Employment and Training (FAE&T) Plus Expansion

PI: 24-35

For Fiscal Year 2025, October 1, 2024 – September 30, 2025, \$25,000 has been allocated to Michigan Works! Southwest to expand operation as a Plus Intermediary for planning and implementation of an FAE&T Plus program and receive a fifty percent reimbursement.

Background

The FAE&T Plus program connects with third-party partners, known as Plus providers, that focus on employer demand while offering skills training and credentials required to obtain self-sustaining employment. The FAE&T and FAE&T Plus programs follow the same basic guidelines; however, there are differences.

The Role of an Intermediary

Michigan Works! agencies (MWAs) play a vital role in the FAE&T Plus program as Intermediaries. As an Intermediary, MWAs provide support to the MDHHS and LEO-WD by centralizing and performing the administrative functions to subcontract with a variety of Plus providers in their service delivery area.

The role of an intermediary requires a strong knowledge of FAE&T policy and how E&T funding works. It is also necessary to be able to effectively work with partners in the local workforce development system. Intermediary functions include the following:

- Identify suitable partners to become Plus providers.
- Subcontract with Plus providers.
- Onboard and train Plus providers.
- Facilitate reverse referrals.
- Review monthly invoices and process reimbursement payments.
- Monitor for programmatic and fiscal compliance.

Expansion

The FAE&T Plus Expansion helps Michigan Works! Southwest to support administrative functions necessary to expand the FAE&T Plus program and deliver intermediary services providing training and support for their Plus providers.

Technical Information

Program Title/Number	FY25 Food Assistance Employment and Training (FAE&T) Plus Expansion; PI: 24-35
Funding Source	State GFGP
Funding Level	\$25,000
Duration	FY2025 (October 1, 2024 – September 30, 2025)
Reference	Department of Labor and Economic Opportunity PI: 24-35; 11/20/2024
CFDA Number	N/A

Workforce Development Board Policy Revision Summary

November 21, 2024

WDB Policy 17 Rev 06 – WIOA Program Eligibility

The following changes were made to this WDB Policy

- Background was separated into two sections: Background and Purpose.
- Updated references.
- Changes were made to Section V – Eligibility Criteria Specific to WIOA Youth
 - Section B. - References to Section V.F. were added.
 - Section C. – References to Section V.E. and Section V.F. were added.
 - Section D.1. – Added additional barriers.
 - Section E. – Minor edits to text were made.
 - Section F – This section was added.



Workforce Development Board

WDB Policy 17 R06

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.

WIOA Program Eligibility

EFFECTIVE DATE 11-21-2024

BACKGROUND The Workforce Innovation and Opportunity Act (WIOA) of 2014 allows flexibility for local Workforce Development Boards to establish and/or define certain elements of program design, participant eligibility, and priority of service for the use of WIOA funds based on local conditions and within Federal and State regulations and policies.

Elements of WIOA program design and priority of service for WIOA funds are defined in WDB policies listed in the reference section below.

PURPOSE This policy describes those eligibility criteria that are common to all WIOA programs, those that are unique to each program, and defines the criteria that allow local flexibility.

SCOPE All workforce development programs, services, and activities under the auspices of the Michigan Works! Southwest Workforce Development Board that receives funding under Title I of the Workforce Innovation and Opportunity Act.

REFERENCES Workforce Innovation and Opportunity Act of 2014

The WIOA Final Rules and Regulations, 20 Code of Federal Regulations (CFR): 20 CFR 690.110

Michigan Department of Labor and Economic Opportunity Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021, and subsequent revisions

Michigan Department of Labor and Economic Opportunity WIOA Electronic Participant Management Information Guide (WIOA E P-MIG) and subsequent revisions

Michigan Department of Labor and Economic Opportunity WIOA Youth Electronic Participant Management Information Guide (WIOA Youth E P-MIG) and subsequent revisions

Michigan Department of Labor and Economic Opportunity Policy 24-05 Calendar Year 2023 Reemployment Services and Eligibility Assessment (RESEA) Program, and subsequent revisions

Training and Employment Guidance Letter (TEGL) 07-20 Effective Implementation of Priority of Service provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program

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

Training and Employment Guidance Letter (TEGL) 22-04, Change 1, Serving Military Service Members and Military Spouses under the WIA Dislocated Worker Formula Grant

WDB Policy 01 RO4 and subsequent revisions - Program Design for Workforce Innovation and Opportunity Act (WIOA) and Employment Services (ES)

WDB Policy 07 R04 and subsequent revisions - Workforce Innovation and Opportunity Act (WIOA) Priority of Service

WDB Policy 28 R03 and subsequent revisions - Priority of Services to Veterans

WDB Policy 32 R04 and subsequent revisions - Selective Service

DEFINITIONS

Basic Skills Deficiency - includes individuals who meet the following criteria:

Youth who have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test.

OR

A youth or adult who is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, or in the individual's family or in society. **Locally defined** this definition will include those who score below the 8th grade level on a generally accepted standardized test, individuals who have lost employment due to their inability to read, write, compute or speak English at a level required by the employer, or those who have been unable to pass pre-employment assessments due to their inability to read, write, compute or speak English at a level that met the employer's requirements.

Low Income - is a statutory definition and includes individuals whose personal and or family circumstances place them in one of the following categories:

- a. Receives, or is a member of a family that during the past six months, received assistance through the Supplemental Nutrition Assistance Program (food stamps), Temporary Assistance to Needy Families (TANF), Refugee Assistance, Supplemental Security Income (SSI), or state or local income based public assistance.
- b. Receives an income or is a member of a family whose total family income for the six-month period prior to application that, in relation to family size, does not exceed the higher of the poverty level (for the equivalent period of time) or 70% of the lower living standard income level (LLSIL). The Michigan Works! Southwest area will use the poverty level guidelines for Metropolitan Areas issued and updated annually by the U.S. Department of Health and Human Services. These updated guidelines will be included in the State of Michigan workforce development department's WIOA Electronic Participant Management Information Guide (E P-MIG).

- c. Qualifies as a homeless individual.
- d. Is a youth who receives or is eligible to receive free or reduced-price lunch through the federal school lunch act.
- e. Is a foster child on whose behalf state or local government payments are made.
- f. Is an individual with a disability whose own income meets the income requirements for a family size of one but who is a member of a family whose income does not meet such requirements.

Responsible Adult - is defined as a parent; a court or other legally appointed guardian; or other responsible adult that includes a relative with whom the youth lives, a representative of an agency or organization that provides support service to the youth and is aware of the youth's circumstances, or a representative of an agency or organization who is in a position to know the youth's circumstances (i.e., in the event a parent/guardian signature cannot be obtained) including, but not limited to, foster parents, probation officers, or a school official.

Self-Sufficiency for services where income is an eligibility criterion, **the locally-defined definition** for self-sufficiency is income, based on family size, of at least 150% of Metropolitan Area poverty guidelines. For services where dislocation from employment is an eligibility criterion, **the locally-defined definition** for self-sufficiency is defined as wages that are at least 80% of their wage at the time of dislocation.

Substantial/Mass Layoff - is any reduction in a workforce including those who have received a layoff notice, which is not the result of a plant closing and which result in an employment loss at a single site of employment during any 30-day period for:

- a. at least 33% of the employees; AND
- b. at least 50 employees; OR
- c. at least 500 employees.
- d. Employees regularly working less than 20 hours per week are excluded from the worker populations described in a. through c. above.

Suitability - the individual is able to honor commitments, demonstrates positive attendance and timeliness, is interested in personal growth, has a transportation plan, if needed has a childcare plan, is willing and able to work to address personal issues that may affect program participation/completion, is willing to develop a realistic plan of action for education/training and employment and is willing to be open minded to new ideas and concepts.

POLICY

I. Eligibility Requirements for All WIOA Funded Programs

- A. All individuals applying for individualized career and/or training services funded by WIOA must participate in an eligibility determination process and be willing and able to supply supporting documentation.
- B. Federal and state regulations and policies will be used to determine acceptable documentation to validate eligibility criteria.
 - 1. The Michigan workforce development department's WIOA Manual specifically outlines the criteria and acceptable documentation that will be used to determine eligibility.

- a. Section II of this policy further defines criteria common to the WIOA Adult, Youth, and Dislocated Worker eligibility.
 - b. Section III of this policy further defines WIOA Adult eligibility.
 - c. Section IV of this policy further defines WIOA Dislocated Worker eligibility.
 - d. Section V of this policy further defines WIOA Youth eligibility.
- C. All subrecipients / service providers contracted to administer WIOA funds will establish written policies and procedures for eligibility determination that include:
1. How the required forms of documentation are communicated to applicants.
 2. The requirement for a “responsible adult signature” on application and intake paperwork for minors applying for the WIOA Youth Program.
 3. An internal review procedure for the eligibility determination process.
- D. WIOA individualized career and training services for adults are targeted to individuals who are recipients of public assistance, low income and/or basic skills deficient. These services are typically provided to individuals who are unemployed; however, may also be provided to individuals who are employed but not self-sufficient (underemployed).
- E. In addition to meeting the Federal and State eligibility criteria and the local priority for WIOA activities and services, access to services is also based on factors, including:
1. Suitability for program services and activities,
 2. Has or is willing to establish career goals that are consistent with local occupational demand (also see Section VI.A.2. & 3. of this policy), and
 3. Local funding, service capacity, and resources are available to assist the individual to meet their employment goals.
- F. Individuals who do not meet the eligibility requirements for WIOA funded training and/or individualized career services will be notified in writing of their status and referred to career services open to the general public through the Michigan Works! system and other community agencies and services. This includes individuals who are unable to document their authorization to work in the U.S.
- G. Only those individuals who meet the required eligibility criteria will be served with WIOA funds. Services provided to non-eligible individuals may result in disallowed costs for the subrecipient authorizing the services.
- H. Once determined to be eligible and after completing the necessary intake process and paperwork, the individual is enrolled in the appropriate WIOA activity and becomes a WIOA participant. All documentation used to support eligibility determination must be retained on file.
- I. Eligibility determination and documentation will be reviewed by the Michigan Works! Southwest Administrative staff using a quarterly eligibility monitoring process and also as part of the annual program monitoring.
- J. The Michigan Works! Southwest Agency may adjust the eligibility requirements in response to the specific stipulations of special funding allocations such as National Emergency Grants.

II. Eligibility Criteria Common to the WIOA Adult, Youth, and Dislocated Worker Programs

- A. There are three (3) criteria that must be validated for applicants to all programs:
1. Authorization to work in the United States

2. Age/date of birth
 3. Selective Service registration, as applicable. Applicants, 26 years of age or older, who were required to register for Selective Service but failed to comply with this requirement may request a local determination of whether their failure to register was knowing and willful (see WDB Policy 32 R04 and subsequent revisions - Selective Service Registration).
- B. Once eligibility in these three areas has been validated, then the established criteria for the specific WIOA activities and services - Adult, Youth, or Dislocated Worker - must be validated.
- C. Across all titles, the WIOA focuses on serving individuals with barriers to employment, as defined in WIOA, and seeks to ensure access to quality services for these populations. Thus, a dislocated worker could receive priority of service if they also present one of the barriers to employment. Individuals with barriers to employment include individuals in one or more of the following categories:
1. Displaced homemakers
 2. Low-income individuals
 3. Indians, Alaska natives, and native Hawaiians
 4. Individuals with disabilities
 5. Older individuals (ages 55 and older)
 6. Ex-offenders
 7. Homeless individuals
 8. Youth who are in or have aged out of the foster care system
 9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
 10. Eligible migrant and seasonal farm workers
 11. Individuals with two years of exhausting lifetime eligibility under Temporary Assistance for Needy Families (TANF) (Part A of Title IV of the Social Security Act)
 12. Single parents (including single pregnant women)
 13. Long-term unemployed individuals
 14. Other groups as determined by the local area

III. Eligibility Criteria Specific to WIOA Adult Services (Also see the WIOA Manual – WIOA Adult Eligibility Flowchart and TEGL 07-20)

- A. Individuals applying for individualized career and/or training services using WIOA Adult funds must provide documentation to validate either their status as a recipient of public assistance, an individual defined as low income and/or based on standardized testing results be identified as basic skills deficient, or another barrier to employment listed under Section II.C. of this policy. Also see WDB Policy 07 R04 and subsequent revisions - WIOA Priority of Services.

IV. Eligibility Criteria Specific to WIOA Dislocated Worker Services (Also see the WIOA Manual – WIOA Dislocated Worker Eligibility Flowchart)

The applicant must be able to document that they meet one of the following five criteria (A through E):

- A. The individual has been terminated or laid off, or who has received a notice of termination or layoff from employment, **AND**

1. Is eligible for or has exhausted entitlement to unemployment compensation; **OR**
 2. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under state unemployment compensation law.
 - a. Attachment to the workforce is locally defined as continuous employment, averaging 20 hours per week or more, for a minimum of 180 days,
 3. **AND** is unlikely to return to a previous industry or occupation.
 - a. This criteria will be validated using local Labor Market Information (LMI) on the rate of job growth or decline for the specific industry or occupation, the lack of job offers for comparable positions in the last 60 days, the lack of availability of comparable positions on the Pure Michigan Talent Connect (PMTTC) system or other job posting sites or sources, or the individual is medically unable to return to their previous industry or occupation.
 - b. See Section VI.A.2. & 3. of this policy for additional information regarding labor market demand.
 - c. Other forms of validation for this criterion may be used but must be approved by Michigan Works! Southwest Administrative staff prior to enrolling the individual.
 - d. Veterans may be eligible as Dislocated Workers, with their military service acting as their job location because the unlikely to return to work criteria is automatic.
- B. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise;
- OR**
- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;
- OR**
- Is employed at a facility at which the employer has made a general announcement that such facility will close with no date given. Note: In this instance, only services available to the general public may be provided.
- NOTE:** When no date is given, only services other than Career Services, Training Services, and Supportive Services may be provided.
- C. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- D. Is a displaced homemaker;
1. A displaced homemaker is defined as an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income;

OR

2. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member
OR
 3. Is the spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law, a permanent change of station, or the service-connected death or disability of the member
AND
 4. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- E. The individual has been identified as eligible for the State's Worker Profiling and Reemployment Services and Eligibility Assessment (RESEA) Program

V. Eligibility Criteria Specific to WIOA Youth Services (Also see the WIOA Manual – WIOA Youth Eligibility Flowchart)

- A. Individuals served with WIOA Youth funds must be able to document their school status as either In-School or Out-of-School at the time of application as well as meeting the other eligibility documentation requirements for the category of their application.
- B. An Out-of-school youth (OSY) is defined as an individual who is:
1. Not attending any school (as defined by State law);
 2. Not younger than age 16 or older than age 24 at time of enrollment; and
 3. Has one or more of the following barriers to education and/or employment:
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. A recipient of a secondary school diploma or its recognized equivalent and is a low-income individual who is either basic skill deficient or an English language learner;
 - d. An offender, i.e. is subject to the juvenile or adult justice system;
 - e. A homeless individual, a homeless child or youth, or a runaway;
 - f. An individual in foster care or who has aged-out the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - g. An individual who is pregnant or parenting;
 - h. An individual with a disability; or
 - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.
(See Section V. F. of this policy for exceptions.)
- C. An In-school youth (ISY) is defined as an individual who is:
1. Attending school (as defined by State law), including secondary and post-secondary school;
 2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;

3. A low-income individual (See Section V. F. of this policy for exceptions);
AND
4. Has one or more of the following barriers to education and/or employment:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. A homeless individual, a homeless child or youth, or a runaway;
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or is in an out-of-home placement;
 - f. An individual who is pregnant or parenting;
 - g. An individual with a disability; or
 - h. An individual who requires additional assistance to complete an educational program or to secure and hold employment. (See Section V. E. of this policy for limitations.)
- D. An individual who requires additional assistance (“needs special assistance”) to complete an educational program or to secure and hold employment is **defined locally** as a youth who:
 1. faces one or more of the following barriers: referred to or being treated for a substance abuse problem, has frequent suspensions from school (5 or more times) or has been expelled from school, are deemed at risk of dropping out of school by a school official, poor academic performance (GPA < 1.5), repeated at least one secondary grade or is one year over age for their grade, behind in school credits, an emancipated youth, have court/agency referrals mandating school attendance, have experienced recent traumatic events, is a victim of abuse or lives in an abusive environment as documented by school official or other qualified professional, has never held a job, or lacks a significant work history (not held any one job more than 3 months and/or less than 1 year total work history), has been fired from a job within the 12 months prior to application.
 2. Intake staff will document the barrier(s) that identify the youth as “needs special assistance” based on information gathered during the intake process.
- E. Based on federally required limits, no more than 5% of ISY enrolled during a WIOA program year may have as a sole barrier “requires additional assistance to complete an educational program or to secure and hold employment.” Subrecipients /service providers shall be required to contact the MWSW Administration prior to enrolling any ISY who meets these criteria.
- F. No more than 5% (five percent) of covered individuals served by the WIOA Youth program may be individuals who do not meet the income criteria for eligible youth, as long as all other eligibility criteria are met. Because not all OSY are required to be low-income, the five percent low-income exception under the WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. Subrecipients / service providers shall be required to contact the MWSW Administration prior to enrolling any Youth who meets these criteria.

VI. Eligibility Criteria for WIOA Funded Training Services

- A. Prior to approving WIOA funded training services, program staff shall be required to document the following additional eligibility criteria:
1. Staff from a WIOA program or One-Stop partner has determined after an interview, evaluation or assessment and career planning that:
 - a. the individual is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or higher wages than those from previous employment; or
 - b. is in need of training services to obtain or retain employment leading to economic self-sufficiency or a higher wage than those from previous employment; and
 - c. Has the ability, qualifications, and willingness to participate successfully in training.
 2. The participant has selected a training program directly linked to **local in-demand** employment.
 - a. **Local criteria** to be used to determine an in-demand industry or occupation will be positive numerical change, rate of change and growth and replacement.
 - b. Labor market reports, not limited to the following, may be used to determine in-demand employment:
 - i. Labor market reports, publications and information generated by Michigan's Bureau of Labor Market Information and Strategic Initiatives
 - ii. Labor market reports, publications and information generated by Michigan Works! Southwest
 - iii. Labor market reports, publications and information generated by Burning Glass Analytics and Real Time Jobs Data
 - iv. Local job postings
 - c. Other - **Local in-demand** employment may also be determined by documentable employer demand. Documentation may include, but is not limited to, a letter from an employer, industry consortium meeting minutes, or advisory council meeting minutes, that indicate the demand.
 3. The participant is unable to obtain grant funds or other assistance to pay for the cost of the training.

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 by telephone at 269-349-1533 or by email at 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, or dial 711 for the Relay Center and TTY.

INITIAL EFFECTIVE

DATE 7/1/2007

APPROVED

Initial Policy:	WDB Executive Committee	6/7/2007
Revision 01	WDB Executive Committee	8/2/2007
Revision 02	WDB Executive Committee	10/6/2011
Revision 03	WDB Executive Committee	12/6/2012
Revision 03	WDB	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 04	WDB Executive Committee	8/20/2015
Revision 05	WDB Executive Committee	01/10/2020
Revision 06	WDB	xx/xx/2024

EXPIRATION Ongoing

Workforce Development Board

WDB Policy 17 ~~R05~~R06

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.

Workforce Innovation and Opportunity Act (WIOA) Program Eligibility

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) of 2014 allows flexibility for local Workforce Development Boards to establish and/or define certain elements of program design, participant eligibility, and priority of service for the use of WIOA funds based on local conditions and within Federal and state regulations and policies.

This policy describes those eligibility criteria that are common to all WIOA programs, those that are unique to each program, and defines the criteria that allow local flexibility.

Elements of WIOA program design and priority of service for WIOA funds are defined in WDB policies listed in the reference section below.

SCOPE

All workforce development programs, services and activities funded through the Workforce Innovation and Opportunity Act of 2014 and under the auspices of the Michigan Works! Southwest Workforce Development Board.

REFERENCES

Workforce Innovation and Opportunity Act of 2014

The WIOA Final Rules and Regulations, 20 Code of Federal Regulations (CFR): 20 CFR 690.110

Michigan [Department of Labor and Economic Opportunity workforce development department's](#) Workforce Innovation and Opportunity Act (WIOA) Manual, ~~November 8, 2019~~March 11, 2021, and subsequent [changes-revisions](#)

Michigan [Department of Labor and Economic Opportunity workforce development department's](#) WIOA Electronic Participant Management Information Guide (WIOA E P-MIG) [and subsequent changes-revisions](#)

Michigan [Department of Labor and Economic Opportunity workforce development department's](#) WIOA Youth Electronic Participant Management Information Guide (WIOA Youth E P-MIG) and subsequent [changes-revisions](#)

Michigan [Department of Labor and Economic Opportunity workforce development department's](#) Policy ~~19-1224-05~~ Calendar Year ~~2019-2023~~ Reemployment Services and Eligibility Assessment (RESEA) Program, and subsequent [updates-revisions](#)

[Training and Employment Guidance Letter \(TEGL\) 07-20 Effective Implementation of Priority of Service provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act \(WIOA\) Adult Program](#)

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 2. The requirement for a "responsible adult signature" on application and intake paperwork for minors applying for the WIOA Youth Program.
 3. An internal review procedure for the eligibility determination process.
 - D. WIOA individualized career and training services for adults are targeted to individuals who are recipients of public assistance, low income and/or basic skills deficient. These services are typically provided to individuals who are unemployed; however, may also be provided to individuals who are employed but not self-sufficient (underemployed).

- E. In addition to meeting the Federal and State eligibility criteria and the local priority for WIOA activities and services, access to services is also based on factors, including:
 - 1. Suitability for program services and activities,
 - 2. Has or is willing to establish career goals that are consistent with local occupational demand (also see Section VI.A.2. & 3. of this policy), and
 - 3. Local funding, service capacity, and resources are available to assist the individual to meet their employment goals.
 - F. Individuals who do not meet the eligibility requirements for WIOA funded training and/or individualized career services will be notified in writing of their status and referred to career services open to the general public through the Michigan Works! system and other community agencies and services. This includes individuals who are unable to document their authorization to work in the U.S.
 - G. Only those individuals who meet the required eligibility criteria will be served with WIOA funds. Services provided to non-eligible individuals may result in disallowed costs for the subrecipient authorizing the services.
 - H. Once determined to be eligible and after completing the necessary intake process and paperwork, the individual is enrolled in the appropriate WIOA activity and becomes a WIOA participant. All documentation used to support eligibility determination must be retained on file.
 - I. Eligibility determination and documentation will be reviewed by the Michigan Works! Southwest Administrative staff using a quarterly eligibility monitoring process and also as part of the annual program monitoring.
 - J. The Michigan Works! Southwest Agency may adjust the eligibility requirements in response to the specific stipulations of special funding allocations such as National Emergency Grants.
- II. Eligibility Criteria Common to the WIOA Adult, Youth, and Dislocated Worker Programs
- A. There are three (3) criteria that must be validated for applicants to all programs:
 - 1. Authorization to work in the United States
 - 2. Age/date of birth
 - 3. Selective Service registration, as applicable. Applicants, 26 years of age or older, who were required to register for Selective Service but failed to comply with this requirement may request a local determination of whether their failure to register was knowing and willful (see WDB Policy 32 [R04](#) and subsequent revisions - Selective Service Registration).
 - B. Once eligibility in these three areas has been validated, then the established criteria for the specific WIOA activities and services - Adult, Youth, or Dislocated Worker - must be validated.
 - C. Across all titles, the WIOA focuses on serving individuals with barriers to employment, as defined in WIOA, and seeks to ensure access to quality services for these populations. Thus, a dislocated worker could receive priority of service if they also present one of the barriers to employment. Individuals with barriers to employment include individuals in one or more of the following categories:
 - 1. Displaced homemakers
 - 2. Low-income individuals
 - 3. Indians, Alaska natives, and native Hawaiians
 - 4. Individuals with disabilities
 - 5. Older individuals (ages 55 and older)
 - 6. Ex-offenders
 - 7. Homeless individuals
 - 8. Youth who are in or have aged out of the foster care system

9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
 10. Eligible migrant and seasonal farm workers
 11. Individuals with two years of exhausting lifetime eligibility under Temporary Assistance for Needy Families (TANF) (Part A of Title IV of the Social Security Act)
 12. Single parents (including single pregnant women)
 13. Long-term unemployed individuals
 14. Other groups as determined by the local area
- III. Eligibility Criteria Specific to WIOA Adult Services (Also see the WIOA Manual – WIOA Adult Eligibility Flowchart [and TEGL 07-20](#))
- A. Individuals applying for individualized career and/or training services using WIOA Adult funds must provide documentation to validate either their status as a recipient of public assistance, an individual defined as low income and/or based on standardized testing results be identified as basic skills deficient, or another barrier to employment listed under Section II.C. of this policy. Also see WDB Policy 07 [R04](#) and subsequent revisions - WIOA Priority of Services.
- IV. Eligibility Criteria Specific to WIOA Dislocated Worker Services (Also see the WIOA Manual – WIOA Dislocated Worker Eligibility Flowchart)
The applicant must be able to document that they meet one of the following five criteria (A through E):
- A. The individual has been terminated or laid off, or who has received a notice of termination or layoff from employment, **AND**
1. Is eligible for or has exhausted entitlement to unemployment compensation; **OR**
 2. Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under state unemployment compensation law.
 - a. Attachment to the workforce is locally defined as continuous employment, averaging 20 hours per week or more, for a minimum of 180 days,
 3. **AND** is unlikely to return to a previous industry or occupation.
 - a. This criteria will be validated using local Labor Market Information (LMI) on the rate of job growth or decline for the specific industry or occupation, the lack of job offers for comparable positions in the last 60 days, the lack of availability of comparable positions on the Pure Michigan Talent Connect (PMTTC) system or other job posting sites or sources, or the individual is medically unable to return to their previous industry or occupation.
 - b. See Section VI.A.2. & 3. of this policy for additional information regarding labor market demand.
 - c. Other forms of validation for this criterion may be used but must be approved by Michigan Works! Southwest Administrative staff prior to enrolling the individual.
 - d. Veterans may be eligible as Dislocated Workers, with their military service acting as their job location because the unlikely to return to work criteria is automatic.
- B. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure or any substantial layoff at a plant, facility, or enterprise;
OR

Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;

OR

Is employed at a facility at which the employer has made a general announcement that such facility will close with no date given. Note: In this instance, only services available to the general public may be provided.

NOTE: When no date is given, only services other than Career Services, Training Services, and Supportive Services may be provided.

- C. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
 - D. Is a displaced homemaker;
 - 1. A displaced homemaker is defined as an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income;

OR

 - 2. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member

OR

 - 3. Is the spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law, a permanent change of station, or the service-connected death or disability of the member

AND

 - 4. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
 - E. The individual has been identified as eligible for the State's Worker Profiling and Reemployment Services and Eligibility Assessment (RESEA) Program
- V. Eligibility Criteria Specific to WIOA Youth Services (Also see the WIOA Manual – WIOA Youth Eligibility Flowchart)
- A. Individuals served with WIOA Youth funds must be able to document their school status as either In-School or Out-of-School at the time of application as well as meeting the other eligibility documentation requirements for the category of their application.
 - B. An Out-of-school youth (OSY) is defined as an individual who is:
 - 1. Not attending any school (as defined by State law);
 - 2. Not younger than age 16 or older than age 24 at time of enrollment; and
 - 3. Has one or more of the following barriers to education and/or employment:
 - a. A school dropout;
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c. A recipient of a secondary school diploma or its recognized equivalent and is a low-income individual who is either basic skill deficient or an English language learner;
 - d. An offender, i.e. is subject to the juvenile or adult justice system;
 - e. A homeless individual, a homeless child or youth, or a runaway;
 - f. An individual in foster care or who has aged-out the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

- g. An individual who is pregnant or parenting;
 - h. An individual with a disability; or
 - i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.
[\(See section V. F. of this policy for exceptions\)](#)
- C. An In-school youth (ISY) is defined as an individual who is:
- 1. Attending school (as defined by State law), including secondary and post-secondary school;
 - 2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
 - 3. A low-income individual [\(See section V. F. of this policy for exceptions\)](#);
AND
 - 4. Has one or more of the following barriers to education and/or employment:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. A homeless individual, a homeless child or youth, or a runaway;
 - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or is in an out-of-home placement;
 - f. An individual who is pregnant or parenting;
 - g. An individual with a disability; or
 - h. An individual who requires additional assistance to complete an educational program or to secure and hold employment. [\(see section V. E. for limitations\)](#)
- D. An individual who requires additional assistance (“needs special assistance”) to complete an educational program or to secure and hold employment is **defined locally** as a youth who:
- 1. faces one or more of the following barriers: referred to or being treated for a substance abuse problem, has frequent suspensions from school (5 or more times) or has been expelled from school, [are deemed at risk of dropping out of school by a school official](#), poor academic performance (GPA < 1.5), repeated at least one secondary grade or is one year over age for their grade, behind in school credits, an emancipated youth, have court/agency referrals mandating school attendance, have experienced recent traumatic events, is a victim of abuse or lives in an abusive environment as documented by school official or other qualified professional, has never held a job, or lacks a significant work history (not held any one job more than 3 months and/or less than 1 year total work history), [has been fired from a job within the 12 months prior to application](#).
 - 2. Intake staff will document the barrier(s) that identify the youth as “needs special assistance” based on information gathered during the intake process.
- E. Based on federally required limits, no more than 5% of ISY enrolled during a WIOA program year may have as a sole barrier “requires additional assistance to complete an educational program or to secure and hold employment.” Subrecipients [/service providers](#) shall be required to contact the MWSW Administration ~~Monitor~~ prior to enrolling any ISY who meets these criteria.
- E.F. ~~No more than five (5)5%~~ (five percent) of covered individuals served by the WIOA Youth program may be individuals who do not meet the income criteria for eligible youth, as long as all other eligibility criteria are met. Because not all OSY are required to be low-income, the five percent low-income exception under the WIOA is calculated based on the five percent of youth enrolled in a given program year who would ordinarily be required to meet the low-income criteria. Subrecipients /

service providers shall be required to contact the MWSW Administration prior to enrolling any Youth who meets these criteria.

- VI. Eligibility Criteria for WIOA Funded Training Services
 - A. Prior to approving WIOA funded training services, program staff shall be required to document the following additional eligibility criteria:
 - 1. Staff from a WIOA program or One-Stop partner has determined after an interview, evaluation or assessment and career planning that:
 - a. the individual is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or higher wages than those from previous employment; or
 - b. is in need of training services to obtain or retain employment leading to economic self-sufficiency or a higher wage than those from previous employment; and
 - c. Has the ability, qualifications, and willingness to participate successfully in training.
 - 2. The participant has selected a training program directly linked to **local in-demand** employment.
 - a. **Local criteria** to be used to determine an in-demand industry or occupation will be positive numerical change, rate of change and growth and replacement.
 - b. Labor market reports, not limited to the following, may be used to determine in-demand employment:
 - i. Labor market reports, publications and information generated by Michigan’s Bureau of Labor Market Information and Strategic Initiatives
 - ii. Labor market reports, publications and information generated by Michigan Works! Southwest
 - iii. Labor market reports, publications and information generated by Burning Glass Analytics and Real Time Jobs Data
 - iv. Local job postings
 - c. Other - **Local in-demand** employment may also be determined by documentable employer demand. Documentation may include, but is not limited to, a letter from an employer, industry consortium meeting minutes, or advisory council meeting minutes, that indicate the demand.
 - 3. The participant is unable to obtain grant funds or other assistance to pay for the cost of the training.

INITIAL EFFECTIVE DATE 7/1/2007

APPROVED		
Initial Policy:	WDB Executive Committee	6/7/2007
Revision 01	WDB Executive Committee	8/2/2007
Revision 02	WDB Executive Committee	10/6/2011
Revision 03	WDB Executive Committee	12/6/2012
Revision 03	WDB	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 04	WDB Executive Committee	8/20/2015
Revision 05	WDB Executive Committee	01/10/2020
Revision 06	WDB	<u>xx/xx/2024</u>

EXPIRATION Ongoing

**Workforce Development Board
 2025 Meeting Schedule**

DRAFT

EXECUTIVE COMMITTEE 3rd Thursday	FULL WORKFORCE DEVELOPMENT BOARD 3rd Thursday
Thursday, January 16, 2025 from 9:00-10:30 am At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek MI 49017	
	Thursday, February 20, 2025 from 9:00-10:30 am At the Upjohn Institute 300 S. Westnedge Ave, Kalamazoo, MI 49007
Thursday, March 20, 2025 from 9:00-10:30 am At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek, MI 49017	
Thursday, April 17, 2025 from 9:00-10:30 am At the Upjohn Institute 300 S Westnedge Ave, Kalamazoo, MI 49007	
	Thursday, May 15, 2025 from 9:00-10:30 am at a Branch County location
Thursday, June 19, 2025 from 9:00-10:30 am At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek, MI 49017	
Thursday, July 17, 2025 from 9:00-10:30 am At the Upjohn Institute 300 S Westnedge Ave, Kalamazoo, MI 49007	
Thursday, August 21, 2025 from 9:00-10:30 am At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek, MI 49017	
	Thursday, September 18, 2025 from 9:00-10:30 am At a location in St. Joseph County
Thursday, October 16, 2025 from 9:00-10:30 am At the Upjohn Institute 300 S Westnedge Ave, Kalamazoo, MI 49007	
	Thursday, November 20, 2025 from 9:00-10:30 am At a Calhoun County location
Thursday, December 18, 2025 from 9:00-10:30 am At the Upjohn Institute 300 S Westnedge Ave, Kalamazoo, MI 49007	

The 2025 WDB Meeting Calendar will be posted at:

<https://www.michiganworkssouthwest.org/workforce-development-board>

Business Solutions Summary Dashboard

October 2024



Business Solutions Services

Served 07/01/2024-10/31/2024

212 Employers Served
1,017 Services Provided

State Apprenticeship Expansion

SAE 2023 Performance Targets
3/15/2024-9/30/2026

36 Total Participants who enter a RAP
12 Participants who receive a certification
9 Participant retaining employment
\$35,360 Median earnings – 2nd Quarter

Going PRO Talent Fund FY2024 Cycle 1

*Two (2) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF funding.

31*	\$2,121,381.03	1077	223	351
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

Going PRO Talent Fund FY2024 Cycle 2

15	\$682,111	300	117	78
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.

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

Service Summary Dashboard

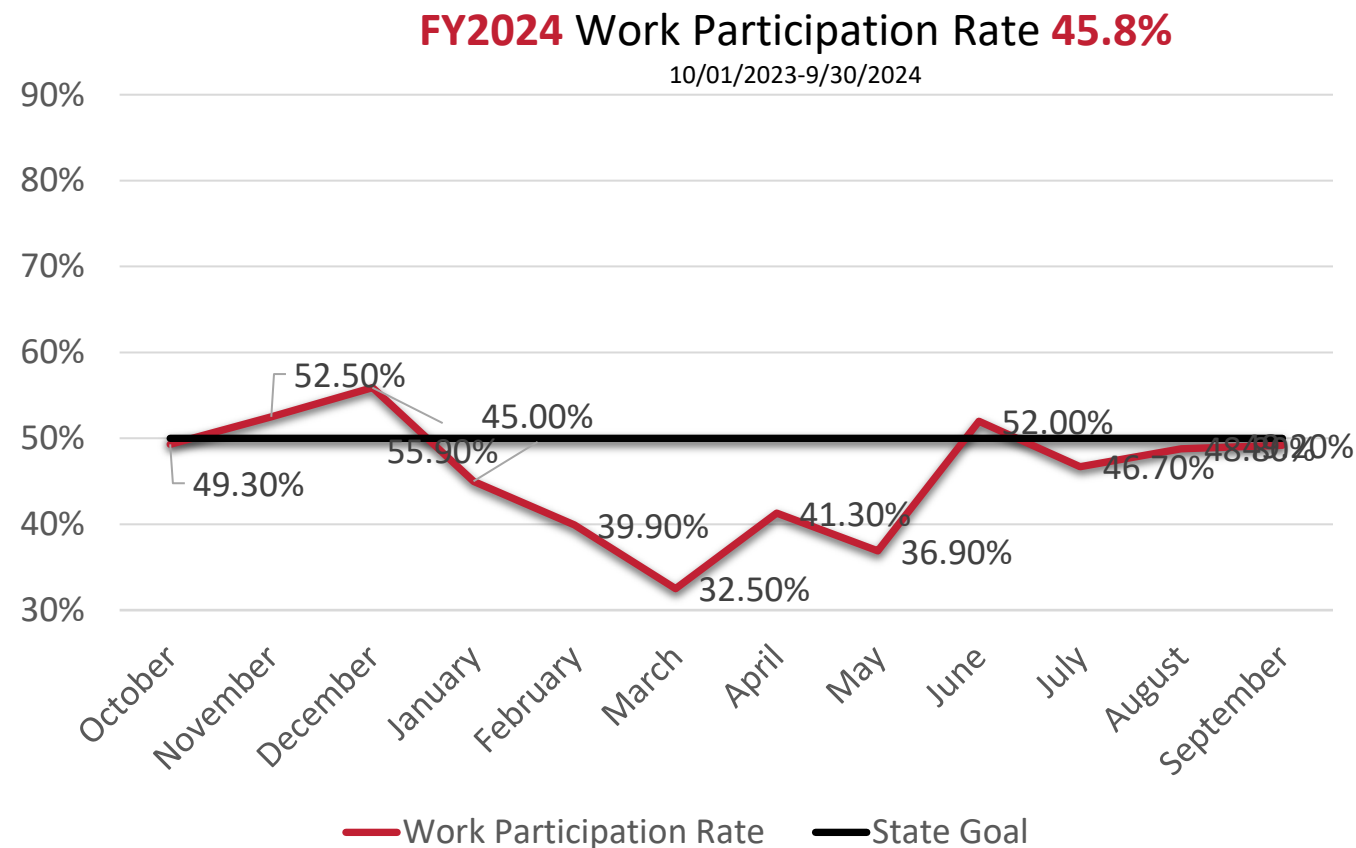
October 2024



Partnership. Accountability. Training. Hope.

Served 10/01/2024-10/31/2024

295 Participants
36.6% Employment Rate
\$15.37 Average Wage



Gain Employment. Maintain Support.

Served 10/01/2024-10/31/2024

69 Participants
36.2% Employment Rate
\$15.34 Average Wage

WIOA & Wagner-Peyser Performance Summary

PY2024 Q1 (7/01/2024-9/30/2024); Data Pull 11/13/2024

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	92.2%	88.0%	91.7%	79.0%	65.5%	70%	73.0%
Employment 4th Quarter After Exit	84.0%	84.4%	85.0%	92.3%	79.0%	61.2%	67%	72.1%
Median Earnings 2nd Quarter After Exit	\$8,500	\$9,698	\$9,100	\$10,571	\$4,600	\$4,939	\$8,000	\$8,373
Credential Attainment Rate	83.5%	77.8%	83.0%	100.0%	64.7%	43.2%	N/A	N/A
Measurable Skill Gains	66.0%	43.4%	67.6%	34.8%	48.7%	1.2%	N/A	N/A