

Michigan Works! West Central Adult Programs Workforce Investment Act (WIA) & Welfare Reform (JET)

Introduction

For Michigan Works! West Central the Adult programs include several funding sources and a variety of activities. The funding source and programs are as follows:

- 1) **Workforce Investment Act (Adult and Dislocated Workers)**
 - ◄ Core Services
 - ◄ Intensive Services
 - ◄ Training Services
- 2) **Welfare Reform Programs (Public Assistance Recipients)**
 - ◄ Jobs, Education and Training (JET)
 - ◄ Food Assistance Employment & Training Program
- 3) Additional Activities may be added by Michigan Works! West Central or Workforce Development Agency – State of Michigan (WDA-SOM)

Workforce Investment Act (Adult and Dislocated Workers)

Eligibility and Selection

WIA Adult participants are persons who are in need of training, may legally work in the US, and are selected. There is a priority for WIA Adult participants. Priorities include persons who are public assistance recipients, low income, or who have not attained economic self-sufficiency. Self-sufficiency is defined as approximately 200% of poverty level based on family size.

WIA Dislocated Workers are persons who meet one of the following five criteria:

1. has been terminated or laid off, or has received a notice of termination or layoff from employment **AND**
 - ◄ is eligible for or has exhausted entitlement to unemployment compensation **OR**
 - ◄ has been employed for a duration sufficient to demonstrate to the appropriate entity at a Service Center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; **AND**
 - ◄ is unlikely to return to a previous industry or occupation.

2. has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
3. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days, **OR**
 - ◄ for eligibility other than Training Services, i.e. Intensive Services or Supportive Services is employed at a facility at which the employer has made a general announcement that such a facility will close.
4. was self-employed (including employment as a farmer, rancher or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
5. is a displaced homemaker.

Services

◄ Core Services

Core Services are available to the general public, and most do not require registration with the Adult Service Provider. Non-registered Core Services are intensively coordinated with the Employment Services.

Participants must have received at least one Core Service prior to receiving Intensive Services.

◄ Intensive Services

Intensive Services may be provided for Adults and Dislocated Workers who:

- are unemployed and are unable to obtain employment through Core Services **OR**
- have been determined by the Service Provider to be in need of more Intensive Services in order to obtain employment **OR**
- who are employed, but determined by the Service Provider to be in need of such Intensive Services in order to obtain or retain employment that allows for economic self-sufficiency.

Intensive Services may include the following:

- Comprehensive and specialized assessments of the occupational skill levels and service needs of Adults and Dislocated Workers.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
- Group (employment) counseling

- Individual (employment) counseling and career planning
- Case management for participants seeking Training Services under WIA
- Short-term pre-vocational services, including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training
- Out-of-area job search assistance (limited)
- Literacy activities related to basic workforce readiness
- Relocation assistance (limited)
- Internships and work experience based on an assessment or Individual Service Strategy (ISS)

Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, and with learning objectives. Work Experience will be paid. A Work Experience workplace may be in the private for profit sector, the non-profit sector, or the public sector (WIA Regulation citation – 663.200 (b)). Work Experience is an allowable activity.

◀ **Training Services**

Eligibility

Training Services may be available to individuals who meet eligibility requirements, and priorities for selection.

After an interview, evaluation, assessment, and initial case management have been provided, the Service Provider may determine a participant's need of Training Services if the participant has the skills and qualifications necessary to successfully complete the selected training program.

The participant, with the assistance of a case manager, must select a program of Training Services that is directly linked to employment opportunities in the local area or an adjacent labor market.

WIA funding may not replace funding from other sources to pay the costs of training.

Adult customers or participants are age 18 or older.

How is Training Provided?

Individual Training Accounts (ITA)

An ITA may be established on behalf of a participant and used to purchase Training Services from eligible training providers they select in consultation with a case manager. ITAs may be limited by the Workforce Development Board (WDB) in terms of the dollar amount and duration and by the

needs identified in the ISS. ITAs may be used to purchase training from eligible training providers in demand occupations on the state approved list on the Career Education Consumer Report (CECR) website. www.mycareereducation.org

ITAs are used for Adult and Dislocated Worker participants.

On-the-Job Training (OJT)

OJT may be used for Adult and Dislocated Worker participants. Participants are hired and trained by an employer. The employer may be reimbursed up to a maximum of 50% of the wages paid the participant to offset training costs.

OJT Agreements must list the skills to be learned, and last an appropriate length of time given the assessment of the participant and the skills to be learned.

Training Services are the same as for “Adult” and “Dislocated Worker” participants.

JET (Welfare Reform)

- ◀ JET is the primary federal program to provide training, job placement and follow-up to public assistance recipients. Cash recipients are mandatory referrals (unless they are exempt by the Department of Human Services).

JET services must be available for the entire duration of the contract.

Participants are required to participate up to 40 hours per week, as assigned by DHS.

Supportive Services are available and a part of the program.

Paid Work Activities

- Unsubsidized Employment
- Subsidized Private and Public Sector Employment where 100% of a participant’s wages can be reimbursed for a training time,
- On-the-Job Training (OJT)

Job Search and Job Readiness Assistance

- Seeking or obtaining employment
- Preparation to seek or obtain employment
- Life skills training
- Workshops in job readiness
- Job search

Unpaid Work Activities

- Work Experience Program
- Community Service Program

Educational Activities

- Vocational Educational Training, may include vocational occupational training, condensed vocational training and internships, practicums and clinicals
- Job Skills Directly Related to Employment
- Education Directly Related to Employment
- Satisfactory attendance at Secondary School or working to obtain a Certificate of General Educational Development Equivalence

Some training times for particular activities are limited. Supportive Services usually have cap amounts.

The goal of JET is for every non-exempt public assistance recipient to have earnings to attain economic independence and meet work participation requirements while in the process of attaining independence.

Close coordination with DHS is required for this program.

Food Assistance Employment & Training Program

This program provides limited employment and training services to Able Bodied Adults Without Dependents. Participation is voluntary.

Activities include Job Search and Job Readiness, Workfare, Unsubsidized Employment and Educational/Training programs. Funding is limited to \$2,000 per participant. Fixed supportive services may be paid for participation and retention.

GED Preparation and Testing

For Mecosta and Osceola Counties, the Adult program also provides General Educational Development (GED) preparation and testing on a regularly scheduled basis. (Michigan Works! West Central is an official GED testing site and holds the license.)