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STATE OF MICHIGAN  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
LANSING

STANLEY "SKIP" PRUSS  
DIRECTOR

**OFFICIAL**

E-mailed to MWAs on 08/12/09 (be)

**Bureau of Workforce Transformation (BWT)**

**Policy Issuance (PI): 09-11**

**Date:** August 12, 2009

**To:** Michigan Works! Agency (MWA) Directors

**From:** Liza Estlund Olson, Director, Bureau of Workforce Transformation  
**(SIGNED)**

**Subject:** Workforce Investment Act (WIA) – American Recovery and Reinvestment Act (ARRA-Recovery) Funding (CFDA 17.258, 17.259 and 17.260) to support the Michigan Registered Apprenticeship Pilot (MRAP), time period August 1, 2009 through June 30, 2011

**Programs Affected:** WIA Programs Administered by MWAs

**Rescissions:** None

**References:** American Recovery and Reinvestment Act (ARRA)  
  
Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs (BWP) PI 02-19, issued May 23, 2002  
  
Michigan Department of Energy, Labor & Economic Growth (DELEG)/Fiscal Reporting PI 08-01, issued March 19, 2008

**Background:** Enabling workers to acquire the skills necessary to succeed in today's 21st Century knowledge economy is central to Michigan's strategy for economic transformation and is the foundation for the Governor's No Worker Left Behind (NWLB) initiative. The NWLB initiative aligns all federal workforce dollars used for worker training, including instructional

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

BUREAU OF WORKFORCE TRANSFORMATION  
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costs, books, materials, and fees, into a united workforce development strategy.

MRAP supports the state's efforts to promote training that will lead to career employment in occupations that meet current and emerging industry needs. It is a component of our comprehensive strategy to expand Registered Apprenticeships (RAs). It will help to ensure that Michigan's employers will have access to skilled workers that will allow them to survive and grow in an increasingly competitive global economy.

MRAP will provide funding to employers or Joint Apprenticeship Training Committees (JATCs) who sponsor new apprentices registered with the U.S. Department of Labor-Office of Apprenticeship (USDOL-OA). **A participating employer or JATC must be registered as a sponsor by the USDOL-OA. An employer or JATC will hereby be referred to as a "sponsor" throughout this policy issuance.** The MWA will work in partnership with a sponsor, to make available WIA-ARRA-recovery funds to off-set some of the cost of wages or "technical related instruction" provided to apprentices. The maximum amount of wage subsidy or technical related instruction reimbursement to a sponsor, per apprentice, is \$1,000. A sponsor receives reimbursements in two parts. One-half of the amount (\$500) will be provided when USDOL-OA certifies the start of the apprenticeship. The second payment (\$500) will be provided after the apprentice has completed six-months of training.

**Policy:**

A sponsor looking to enroll or seeking assistance in identifying candidates for the RA program are required to have the candidate register at an MWA in a WIA program. From either the BWT or MWAs Web site, a sponsor will download and complete the **MRAP-Eligibility/Reimbursement Form** for each candidate referred to an MWA office. Download the MRAP-Eligibility/Reimbursement Form from the BWT's Web site at [http://www.michigan.gov/mdcd/0,1607,7-122-1683\\_49816-146623--00.html](http://www.michigan.gov/mdcd/0,1607,7-122-1683_49816-146623--00.html) or from the MWAs' Web site, under Useful Links at [www.michiganworks.org](http://www.michiganworks.org). The MWA will complete an eligibility/reimbursement form for candidates they refer to an apprenticeship program. Candidates must meet the associated WIA eligibility requirements for a sponsor to take advantage of the MRAP reimbursement. A sponsor must maintain a file that includes all applicable entries of the MRAP-Eligibility/Reimbursement Form.

If a candidate is WIA eligible, the MWA will e-mail the approved MRAP-Eligibility/Reimbursement Form to the USDOL-OA Representative, Mr. Dave Jackson, at [jackson.dave@dol.gov](mailto:jackson.dave@dol.gov). USDOL-OA shall verify and approve the validity of the apprentices by generating a *USDOL-OA Apprenticeship Certification*. The USDOL-OA representative shall forward both the apprenticeship certification and MRAP-Eligibility/Reimbursement Form via e-mail to the MWA, sponsor,

and the state's RA Coordinator, Ms. Michele Walker at [WalkerM8@michigan.gov](mailto:WalkerM8@michigan.gov).

The BWT shall forward the approved MRAP–Eligibility/Reimbursement Form to the DELEG/Federal Financial Section (FFS). Funds will be available within three State of Michigan (SOM) working business days after receipt of the form. The DELEG/FFS will make a non-Grant Action Notice (GAN) entry to load funds into the Management of Award Recipient System (MARS) for the MWA to access reimbursement funds. The FFS will send an e-mail notification to the identified MWA representative that funds are available to be drawn.

The MWA will process all cash requests through the MARS, per the MARS User Manual. The MWA must have on file applicable participant documentation to support each cash draw. The GAN system process and documentation will not be utilized for the MRAP.

The MWA should prepare and submit financial expenditure reports (quarterly and closeouts) through the MARS system.

The exception to the fiscal reporting criteria detailed in BWP PI 02-19 is that expenditures are to be reported on a cash basis.

After successful completion of six-months of training and to initiate the second reimbursement payment, a sponsor must resubmit the MRAP–Eligibility/Reimbursement Form, filling in the portion titled Sponsor Six-Month Verification by sending the document to the MWA. The MWA shall electronically submit to the RA Coordinator, Ms. Michele Walker, the approved MRAP–Eligibility/Reimbursement Form, which will be forwarded to the DELEG/FFS. Funds will be available within three SOM working business days after receipt of the form. The DELEG/FFS will make the second non-GAN entry to load funds into the MARS for the MWA to access reimbursement funds. The FFS will send an e-mail notification to the identified MWA representative that funds are available to be drawn.

**Action:**

WIA–ARRA-Recovery funds require normal participant registration in the One-Stop Management Information System in the appropriate WIA program. On the WIA Registration Page, register participants by adhering to the following tracking steps:

- Under Recovery Act Information
  - Select “Yes” for Recovery Funds Participant,
- Under Special Initiative Indicators
  - Select Michigan Registered Apprenticeship Pilot Participant drop-down box,

- Select “First Payment” or “Second Payment” (Error message will display if “Yes” has not been selected for Recovery Funds Participant).

**Inquiries:**

Questions regarding this policy issuance should be directed to the RA Coordinator, Ms. Michele Walker, BWT, at (517) 241-7337. Questions regarding registering a sponsor or an apprentice should be directed to the USDOL-OA at (517) 377-1746.

This policy issuance is available from the Internet system. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. For more information contact Ms. Barbara Elkins at (517) 241-2430.

**Expiration**

**Date:**

The WIA–ARRA-Recovery funds expire June 30, 2011. BWT will not accept the MRAP–Eligibility/Reimbursement Form after December 31, 2010.

LEO:JH:mw  
Attachments

## DELEG/Bureau of Workforce Transformation

### Michigan Registered Apprenticeship Program (MRAP) Eligibility/Reimbursement Form

<b>CANDIDATE SECTION</b>	
Date:	
Apprentice Name and Address:	Telephone Number and E-mail Address:
Social Security Number:	
Trade:	Training Start Date/End Date:
<b>SPONSOR SECTION</b>	
Name and Address:	Telephone Number:
Representative Name:	E-mail Address:
Representative Signature:	<b>Sponsor Six-Month Verification:</b>
<b>MICHIGAN WORKS! AGENCY (MWA)SECTION</b>	
MWA Name and Address:	Representative Name:
Telephone Number:	E-mail Address:
WIA Eligible (Y/N):	
<b>1<sup>st</sup> Reimbursement:</b>	\$ <input style="width: 100px;" type="text"/> <b>Date:</b> <input style="width: 100px;" type="text"/>
<b>2<sup>nd</sup> Reimbursement:</b>	\$ <input style="width: 100px;" type="text"/> <b>Date:</b> <input style="width: 100px;" type="text"/>
<b>STATE OF MICHIGAN SECTION</b>	
<b>1<sup>st</sup> Reimbursement BWT Approval:</b>	<b>2<sup>nd</sup> Reimbursement BWT Approval:</b>
<b>DELEG/FEDERAL FINANCE SECTION</b>	
<b>1<sup>st</sup> Reimbursement - MARS Entry Date:</b>	<b>2<sup>nd</sup> Reimbursement - MARS Entry Date:</b>

U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP  
APPRENTICESHIP CERTIFICATION

{Recipient Name}  
{R-Address 1}  
{R-Address 2}  
{R-City, State Zip}

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of  
Program Number  
{Program Sponsor}:

{Program Sponsor}  
{Program Sponsor Address}  
{City, State Zip}

APPRENTICE ID	SSN	APPRENTICE NAME	TRADE	DATE REGISTERED	DATE APPRENTICESHIP BEGAN	DATE CANCELLED (If applicable)	DATE COMPLETED (If applicable)
MI09N000000	*****1803	{Appr. Name}	{Occupation}	MM/DD/YYYY	MM/DD/YYYY		

CERTIFIED BY:

DATE ISSUED:

\_\_\_\_\_  
DAVE JACKSON (MI007)  
Apprenticeship Representative

07/17/2009

\*\*\*\*\*VOID 90 DAYS FROM ISSUE DATE\*\*\*\*\*

**USDOL - Office of Apprenticeship  
Staff County Assignments**

**Carmell F. Anderson**

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Alcona, Alger, Alpena, Baraga, Cheboygan, Chippewa, Crawford  
Delta, Dickinson, Gogebic, Houghton  
Huron, Iron, Kalkaska, Keweenaw, Lapeer  
Luce, Mackinac, Marquette, Mecosta, Menominee, Montmorency  
Ontonagon, Oscoda, Otsego, Presque Isle, Sanilac  
Saint Clare, Schoolcraft

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Grand Traverse, Kalamazoo, Kalkaska, Kent, Lake, Leelanau, Mason, Mecosta, Manistee,  
Missaukee, Muskegon, Newaygo, Oceana, Osceola, Ottawa, Saint Joseph, Van Buren, Wexford