

**MICHIGAN JOBS COMMISSION/OFFICE OF WORKFORCE DEVELOPMENT
POLICY ISSUANCES - 1997**

LETTER NUMBER	SUBJECT	DATE OF ISSUANCE	EXPIRATION DATE	INDEX TOPIC	RECINDS	RECINDED BY
97-01	To establish a new policy issuance system for all programs administered by the Office of Workforce Development/	03/06/97	Continuing	I		97-42
97-02	No Wrong Door Common Data Elements, Forms, and Definitions	03/14/97	Continuing	IV		97-42
97-02, Change 1	Transmits revised policy regarding the common data elements, forms, and definitions for the NWD system.	08/07/97	Continuing	IV		97-42
97-03	Transfers the PMIG to new policy issuance format and transmits revisions to Chapter II including Appendix A, and Chapter IX	03/29/97	Continuing	III	93-01	03-06
97-03, Change 1	Transmits changes to PMIG, Chapter II, Appendix B: revised poverty income guidelines.	04/17/97	Continuing	III		03-06
97-03, Change2	Transmits changes to PMIG, Chapter II, Appendix B: revised poverty income guidelines	05/14/97	Continuing	III		03-06
97-03, Change 3	Transmits updated poverty income guidelines.	04/08/98	Continuing	III		03-06
97-03, Change 4	Transmits revisions to the JTPA Participant Management Information Guide (PMIG).	05/21/98	Continuing	III		03-06

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97-03, Change 5	Transmits revisions requested by the MDOE 8% program and adds additional eligibility information for JTPA Title III.	11/19/98	Continuing	III		03-06
97-03, Change 6	Poverty Guidelines	04/01/99	Continuing	III		03-06
97-03, Change 7	Participant reporting for JTPA Title IIB and NAFTA/TA	05/10/99	Continuing	III		03-06
97-03, Change 8	Updates the Lower Living Standard Income Level	05/20/99	Continuing	III		03-06
97-03, Change 9	Transmits participant reporting revisions for JTPA Title IIB.	06/29/99	Continuing	III		03-06
97-03, Change 10	Poverty Guidelines	02/23/00	Continuing	III		03-06
97-03, Change 11	Reporting requirements for the WIA performance measures	03/30/00	Continuing	III		03-06
97-03, Change 12	Lower Living Standard Income Level (LLSIL) Revisions.	05/31/00	Continuing	III		03-06
97-04	Officially recognizes prior year carry-in to PY 96 JTPA IIA program	04/04/97	06/30/98	IV		
97-05	Plan instructions and guidelines for Work First On the Job (OJT) Training plan covering 10/1/96 through 9/30/97.	04/9/97	9/30/97	IV	Policy Memo 97-01	
97-06	Transmits Appropriation Year (AY) 1995 JTPA Title IIC final carry-in.	04/14/97	Continuing	IV		

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97-06, Change 1	Transmits AY Title IIC final carry-in to Program Year 1997.	10/31/97	06/30/98	IV		
97-07	No Wrong Door – revised allocations and instructions to prepare a modification for the period 1/15/97 through 1/31/97; also requires acknowledge of the opening of NWD centers on a quarterly basis.	04/15/97	12/31/97	IV	MJTPA Instruction Letter 96-08	98-51
97-07, Change 1	No Wrong Door – revised allocations and instructions to prepare a modification for the period 1/15/97 through 1/13/97, also requires acknowledge of the opening of NWD centers on a quarterly basis	06/17/97	12/31/97	IV		
97-07, Change 2	No Wrong Door – revised allocations and instructions to prepare a modification for the period 1/15/97 through 1/13/97, also requires acknowledge of the opening of NWD centers on a quarterly basis.	03/05/98	Continuing	II		
97-07, Change 3	No Wrong Door (NWD) Implementation Grant	03/09/98	02/03/98	IV		
97-08	Transmits Program Year (PY) 1996 JTPA Title IIA/IIC 5% Incentive Awards based on cumulative year-end performance data for PY 95	04/16/97	06/30/98	IV		
97-09 & subsequent Change 1	Issues a revised joint orientation script	08/05/97	Continuing	I	Work First Policy Memo 96-11	98-43
97-10	Fiscal Year 1997 single and two-parent participation requirements and allowable work activities defined.	04/22/97	Continuing	I	Work First Policy Memo 97-02 & 97-03	97-22
97-11	Instructions for the modification of JTPA Title III plan for PY 96. Incorporates PY 95 excess carry-in; additional PY 96 40% funds; and PY 95 carry-in	04/29/97	6/30/98	IV		

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97-11, Change 1	EDWAAA plan modification instructions to incorporate PY 96 excess carry-in by formula and final carry-in from PY 97 to PY 97.	11/6/97	6/30/98	IV		
97-11, Change 2	Instructions for modification of JTPA Title III Plan to incorporate PY 95 excess carry-in deobligation for Berrien/Cass/VanBuren; and incorporate revised PY 95 excess carry-in deobligation for state grants category.	01/08/98	6/30/98	IV		
97-11, Change 3	Instructions for modification of JTPA Title III Plan to incorporate revised PY 97 Title III for Berrien/Cass/VanBuren, and incorporate revised PY 97 Title III total allocation.	01/08/98	06/30/98	IV		
97-11, Change 4	Instructions for modification of JTPA Title III plan to incorporate 96 final carry-in and 97 total funds available for Berrien/Cass/VanBuren, and incorporate revised statewide PY 97 final carry-in and total funds available.	02/04/98	06/30/98	IV		
97-11, Change 5	Instructions for modification of JTPA Title III plan (7/1/97-6/30/98) to incorporate PY 97 limitations on expenditures.	02/04/98	06/30/98	IV		
97-11, Change 6	Instructions for modification of JTPA Title III plan to incorporate additional PY 97 40% funds.	02/13/98	06/30/98	IV		
97-11, Change 7	Instructions for modification of the Title III plan to incorporate revisions in distribution of PY 97 50%, 10%, & 40% Governor's Reserve funds.	04/13/98	06/30/98	IV		
97-11, Change 8	Instructions for modification of Title III plan to incorporate additional PY 97 federal reallocated funds from other states and 40% Governor's reserve funds distributed by formula.	05/15/98	06/30/98	IV		
97-12	Liability guidelines, also known as risk management, for work-based learning activities.	05/15/97	Continuing	I		

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LETTER NUMBER	SUBJECT	DATE OF ISSUANCE	EXPIRATION DATE	INDEX TOPIC	RECINDS	RECINDED BY
97-13	Transmits additional Older Worker funds for PY 96	05/15/97	06/30/97	IV		
97-14	Instructions for modification of Title III plan covering PY 97 to incorporate revised 40% funding for selected MWAs.	05/19/97	06/30/98	IV	MJTPA Instruction Letter 95-06 Change 10, and 95-06 Change 9	
97-15 & Subsequent Change 1	Transmits MJC policy regarding Workforce Development Boards and clarifies requirements for a quorum when expanded STW board meets, and clarifies requirements for WDB staff delivery of client services waivers.	05/19/97	Continuing	IV	MJTPA Instruction Letter 84-15	98-47
97-16	Transmits instructions for the modification of IIA 5% Older Worker plan for PY 97 to incorporate revised Title IIA 5% Older Worker funding.	05/28/97	06/30/98	IV	JTPA Instruction Letter 95-11 Change 1	
97-16, Change 1	Transmits instructions for the modification of IIA 5% Older Worker plan for PY 97 to incorporate revised funding.	11/06/97	06/30/98	IV		
97-17	Work First plan instructions incorporating carry-out dollars into FY 97 Work First job training plan.	06/06/97	09/30/97	IV		
97-17, Change 1	Transmits the allowable administration limitations on 1996 incentive grant carry-out funds into FY 97.	08/06/97	09/30/97	IV		
97-18	Transmits MJC policy regarding acknowledgement of MJC as the grantor of all funds from JTPA and other sources.	06/05/97	Continuing	I	MJTPA Instruction Letter 94-11.	
97-19	Transmits instructions for the preparation and submittal of the School-to Work plan covering the period of October 1, 1997 through September 30, 1998	06/05/97	09/30/98	IV		

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LETTER NUMBER	SUBJECT	DATE OF ISSUANCE	EXPIRATION DATE	INDEX TOPIC	RECINDS	RECINDED BY
97-19, Change 1	Transmits final FY 97 STW carry-in to FY 98.	04/13/98	09/30/98	IV		
97-19, Change 2	Transmits changes in the administration of Michigan's STW grant generated by the transition for USDOE to USDOL.	04/15/98	Continuing	IV		
97-19, Change 3	To transmit final FY 1997 STW carry-in to FY 1998.	05/18/98	09/30/98	IV		
97-20	Transmits updated instructions for Work First participant reporting.	06/06/97	Continuing	III	Work First Policy Memorandum 95-01	97-52
97-20, Change 1	Work First Management Information System participant reporting.	07/18/97	Continuing	III		97-52
97-21	Transmits policy for the Michigan Civilian Conservation Corps Program.	06/16/97	Continuing	I	Work First Policy Memorandum 96-06, and 96-09 Changes 1 and 2	97-39
97-22 and Changes 1 through 5	Issues revised Work First policy regarding work participation requirements for the second member of a two-parent family.	06/16/97	Continuing	I	Work First Policy Memorandum 97-02, 97-03, and 97-10	98-59
97-22, Change 6	Transmits changes to policy related to PET and revisions to the chart, which depicts allowable work activities under Work First.	08/10/98	Continuing	I	98-22	99-01
97-22, Change 7	Transmits MJC policy regarding institutions providing Post-Employment Training and Enhanced Technical Vocational Training.	09/17/98	Continuing	I	98-05	

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LETTER NUMBER	SUBJECT	DATE OF ISSUANCE	EXPIRATION DATE	INDEX TOPIC	RECINDS	RECINDED BY
97-23	Workers' Compensation coverage for participants placed into Work First unpaid work activities.	06/20/97	Continuing	I		
97-23, Change 1	Workers' Compensation Coverage	01/02/01	Continuing	I		
97-24 & Change 1	Work First Transitional Support Services	06/26/97	Continuing	I		99-40
97-25	Transmits final year carry-in to the AY 97 JTPA Title IIB Program.	07/02/97	09/30/97	IV		
97-25, Change 1	Transmits revised prior year carry-in to the PY 97 Title IIB Program	08/07/97	09/30/97	IV		
97-26	Provides revised policy regarding sanctions for failure to meet JTPA performance standards.	07/03/97	Continuing	I	MJTPA Instruction Letter 90-06	99-44
97-27	Transmits instructions for the preparation of the Comprehensive Workforce Development Plan for July 1, 1998 through June 30, 1999.	07/10/97	06/30/99	IV	JTPA Instruction Letter 91-6	98-31
97-27, Change 1	Comprehensive Workforce Development Plan (CWDP) for time period July 1, 1998 through June 30, 1999	09/04/97	06/30/99	IV		
97-27, Change 2	Comprehensive Workforce Development Plan (CWDP) for time period July 1, 1998 through June 30, 1999	10/28/97	06/30/99	IV		
97-28	Transmits MJC policy regarding the State Police Cadet Training Program	07/10/97	Continuing	IV		
97-28, Change 1	State Police Cadet Training Program: issues revised benefits section (Attachment I), and revised cadet program assignments (Attachment II)	08/26/97	Continuing	IV		

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LETTER NUMBER	SUBJECT	DATE OF ISSUANCE	EXPIRATION DATE	INDEX TOPIC	RECINDS	RECINDED BY
97-29	Transmits documents necessary to establish and <i>Agreement to Share Information</i> between MWAs, service providers, and MESA to allow NWD partners access to MESA's Michigan Applicant and Job Information Connection ((MAJIC).	07/16/97	Continuing	I		
97-30	Transmits MJC Work First carry-out policy for FY 1997 into FY 98 (10/01/97 through 09/30/98)	07/17/97	09/30/98	IV		
97-31	Instructions for the preparation and submittal of documentation for the PY 97 EDWAAA Emergency Basic Readjustment Grant Program 07/01/97 through 6/30/98.	07/23/97	06/30/98	IV		
97-32	Transmits policy regarding a change in the method of bonus payments for the Michigan Department of Corrections /MJC Parolee and Inmate Services Program plan for FY 97 (10/01/96-09/30/97)	07/28/97	09/30/97	IV	MJTPA Instruction Letter 96-05	
97-33	MWA allocations and instructions for the preparation of an application for Wagner-Peyser funds; 07/01/97 through 06/30/98.	08/14/97	06/30/98	IV		
97-34	MJC policy regarding Work First grievance and complaint procedures to resolve violations of displacement.	08/14/97	Continuing	I		99-09
97-35 & Subsequent Change 1	Transmits MJC policy regarding Workforce Development Board recertification for 1998.	08/07/97	Continuing	IV		98-47
97-36	Work First Job Training Plan Instructions for FY 1998.	08/22/97	09/30/98	IV		
97-36, Change 1	Plan instructions for preparation and submittal of revised plans to provide services to Work First participants residing within a Project Zero service delivery area.	12/12/97	09/30/98	IV		98-04

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97-36, Change 2	Revised Work First Allocations for 9 MWAs for FY 98.	03/26/98	09/30/98	IV		
97-36, Change 3	Work First Plan Modification to Incorporate the Provision of Services to Non-Custodial Parents (NCPs).	05/26/98	09/30/98	IV		
97-37	Work First FY 97 Performance Standards	09/05/97	Continuing	V	Work First Policy Memorandum 95-06	98-30
97-38	Transmits procedures for developing modifications to local job training plans.	09/15/97	Continuing	IV	MJTPA 94-02	
97-39	Michigan Civilian Conservation Corps (MCCC) program policy.	09/15/97	Continuing	I	97-21	
97-40	Instructions for the preparation and submittal of Michigan Department of Corrections & MJC Parolee and Inmate Services Program, 10/1/97-09/30/98.	09/15/97	09/30/98	IV		98-40
97-41	Transmits Displaced Homemaker Program FY 98 allocations and instructions for the submittal of plans covering 10/1/97 through 9/30/98.	10/01/97	09/30/98	IV		98-33
97-42	Work First OJT FY 97 close out policy.	10/01/97	09/30/97	II	97-01, Changes 1 & 2	
97-43	School-to-Work Program reporting requirements.	10/05/97	Continuing	V	School-to-Work Instruction Letter 96-03 & Change 1	
97-44	Transmits MJC policy regarding the use of ACMS.	10/22/97	Continuing	I		

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97-45	Transmits PY 97 JTPA Titles IIA, IIC, and III performance standards worksheets.	10/28/97	06/30/98	IV		
97-46	Work First supportive services.	11/05/97	Continuing	I		99-40
97-46, Change 1	Work First Supportive Services	01/13/98	Continuing	I		
97-46, Change 2	Work First Supportive Services	03/13/98	Continuing	I		
97-46, Change 3	Work First Supportive Services	02/11/99	Continuing	I		
97-47	Transmits instructions for submittal of supplemental funding requests to provide additional targeted services to students with disabilities under STW – Request for Proposals.	11/12/97	09/30/98	I		
97-48	Transmits regulations pertaining to record retention.	11/14/97	Continuing	I	JTPA Instruction Letter 90-11	
97-48, Change 1	Transmits regulations pertaining to record retention.	06/12/98	Continuing	I	JTPA Instruction Letter 90-11	
97-49 and Change 1	Work First fiscal reporting and financial management instructions.	11/14/97	Continuing	II	95-13	99-04
97-50	PY 97 IIA/IIC 5% Incentive Grant awards based on cumulative year-end performance data for PY 96.	11/24/97	06/30/98	IV		
97-51	Transmits new requirements regarding school governing board approval for public schools to receive and spend School-to-Work funds.	11/26/97	Continuing	I		

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97-52	Work First Management Information System Participant Reporting	12/08/97	Continuing	III	97-20	98-26
97-52, Change 1	Work First Management Information System Participant Reporting	01/15/98	Continuing	III		
97-52, Change 2	Work First Management Information System Participant Reporting	03/25/98	Continuing	III		
97-53	Final prior year carry-in to the PY 96 Title IIA Program	12/09/97	06/30/98	IV		98-08
97-54	Work First Joint Orientation, revised policy.	12/16/97	Continuing	IV	96-08	99-28
97-55	Audits	01/05/98	Continuing	II	JTPA Instruction Letter 86-11 & 94-05	
97-55, Change 1	Audits: provides final revisions to OMB Circular A-133 and clarifies the time requirement for submission of audit reports.	03/24/98	Continuing	II		