



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

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DIRECTOR

IV-D MEMORANDUM 2022-013

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: August 30, 2022

SUBJECT: Michigan Works! Programs and Services Available to Assist
Non-Custodial Parents (NCPs)

UPDATE(S):

Manual

Form(s)

ACTION DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

Michigan Works! agencies have been contracted by the Michigan Department of Labor and Economic Opportunity (LEO) to provide employment assistance and supportive services to Michigan residents who are unemployed or underemployed.

This IV-D Memorandum discusses the services that Michigan Works! provides. It describes training, education and programs offered through Michigan Works! as well as other state programs that help people obtain employment. OCS encourages IV-D offices to read this IV-D Memorandum and:

- Identify and contact their regional or local Michigan Works! office;¹ and
- Consult with the appropriate Michigan Works! office to determine ways it can help NCPs who are behind in payments to obtain work and begin paying child support.

¹ [Exhibit 2022-013E1](#) shows which Michigan Works! office provides services in each county in Michigan. Contact information for each Michigan Works! regional office and its associated service centers can be found on [The Michigan Works! Network — Michigan Works! Association](#) website.

DISCUSSION:

A. Overview

Michigan Works! can directly access hundreds of different programs, services and benefits for job seekers and employers. They regularly support job fairs, skills training workshops, and economic development events.

Job seekers who qualify to receive Michigan Works! services will be connected to a career coach who will assist them in reaching their education, training and employment goals. In addition to education and employment services, Michigan Works! supplies services to remove barriers to employment such as:

- Obtaining a photo ID;
- Obtaining a Social Security card;
- Transportation;
- Child care;
- Criminal records; and
- Resume writing.

The level of service, funding, and program availability will vary by Michigan Works! office. Local IV-D offices can contact the appropriate regional office to determine the services that are available.² IV-D staff may then wish to support or encourage NCPs to contact Michigan Works! to pursue some of these beneficial services.³

B. Michigan Works! Programs and Services

1. Learn, Earn, and Provide (LEAP)

The LEAP program helps NCPs find a job with a fair wage and addresses barriers to employment such as affordable housing. This is a limited pilot project in which the federal Office of Child Support Enforcement has approved federal IV-D funding for certain employment supportive services not traditionally funded by Title IV-D. Additionally, there are fewer impediments to sharing information between the Title IV-D agency and Michigan Works!.

The LEAP Pilot is currently active in Branch, Calhoun, Kalamazoo, Muskegon, and St. Joseph counties. Branch, Calhoun, Kalamazoo, and St. Joseph counties

² OCS acknowledges that some IV-D offices may already have a successful partnership or relationship with regional Michigan Works! offices.

³ Sharing information about NCPs with Michigan Works! staff is governed by [Section 1.10, "Confidentiality/Security," of the Michigan IV-D Child Support Manual](#). If IV-D staff wish to contact Michigan Works! on the NCP's behalf and/or ask Michigan Works! to initiate contact with the NCP, they need to first obtain and document verbal or written permission from the NCP. If IV-D staff wish to encourage the NCP to initiate contact on his/her own, no limitation exists since staff would not be sharing the information. If the office requests assistance with information-sharing protocols, they may contact the Child Support Help Desk for assistance.

have partnered with Michigan Works! Southwest. Muskegon has partnered with Michigan Works! West.

Participants in LEAP have reported employment, an increase in job readiness, and becoming more financially stable.

2. Clean Slate

Criminal history frequently creates a barrier to obtaining employment. The Clean Slate program expands eligibility to petition for expungement and creates a new process that will automatically seal certain non-violent conviction records.⁴ It applies if a person has remained conviction-free for seven years for misdemeanors and 10 years for felonies.⁵

The following link is to a press release that LEO issued last year. It announces program funding that is available to all 16 Michigan Works! agencies to assist citizens in taking advantage of the new law: [LEO - \\$4 million investment in Clean Slate Pilot program launched to assist returning citizens with setting aside a conviction \(michigan.gov\)](#). The program is available at Michigan Works! through March 31, 2023.

Through the LEAP program, Michigan Works! has determined that approximately 74 percent of the NCPs referred to them from the local IV-D offices have a criminal history. The Clean Slate program has been used successfully in several LEAP cases. Eligible parents taking advantage of the Michigan Works! Clean Slate Program are in a better position to become gainfully employed and provide financial support of their family.

3. Adult Education

Adult education services are available year-round and have daytime and evening hours. Participants aged 18 and over may start at any time and can learn for free at their own pace. Each person's needs are assessed and evaluated through testing to determine skill level and to develop an individualized plan with an educational, employment and digital literacy goal. Instructional topic areas include:

- High school diploma completion;
- High school equivalency test preparation (GED);
- English as a Second Language instruction;
- Skill remediation in the areas of reading, math and writing;
- Basic computer skills instruction/Windows and Microsoft Office software;
- Employability skills;

⁴ Michigan Compiled Law (MCL) 780.621 – MCL 780.624

⁵ Ref: [Michigan Clean Slate Legislation Overview](#) for more information about the Clean Slate program.

- Post-secondary (college) preparation; and
- Distance-learning options.

4. Tuition Assistance

Michigan Works! can provide financial assistance to people who are within the last two years of receiving their degree or certification in a high-demand career and are struggling financially to complete their education.

Michigan Works! Classroom Training programs are not entitlement programs; however, many people may qualify for assistance with training costs. All interested persons who meet the eligibility criteria will be given assessments to determine if they have the aptitude to succeed in their desired training program. Personal accountability and compliance with program parameters are also considered when determining whether an individual is enrolled.

5. Offender Success

The Offender Success Program is a statewide program partnership implemented by the Michigan Department of Corrections (DOC) and Michigan Works! that assists recently paroled offenders to transition back into society. The program offers the following services:

- Basic housing supplies;
- Job readiness, including resume building, soft skills enhancement, and mock interviews;
- Job placement, including guidance on appropriate and realistic job choices;
- Clothing, hygiene/food assistance, identification documents, mentoring, pro-social activities, and transportation vouchers; and
- Assessment, group and intervention services; trauma and individual counseling; and psychiatric evaluation.

6. Veteran Services

Veterans of the United States Armed Forces have additional benefits within the Michigan Works! system, including:

- 24-hour lead time on all job postings;
- Information about employers who specifically seek veterans as employees;
- One-on-one assistance in job searches; and
- Referrals to support service agencies and training programs.

7. Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs

Michigan Works! operates Adult and Dislocated Worker programs on a year-round basis. The WIOA Adult Program provides assistance to individuals transitioning from public assistance; the WIOA Dislocated Worker Program is directed to individuals who have been terminated or laid off as a result of the closure of a plant, facility or enterprise. Other criteria apply; IV-D staff can learn more by reviewing the information at the links further below. Some of the services provided under these programs are:

- Basic career services: program information and basic assessment general information, individual job development, advanced job club, advanced screened referrals, group activities, and job search;
- Individualized career services: comprehensive specialized assessment, individual employment planning, career facilitation, short-term pre-vocational skills, case management, literacy activities, out-of-area job search, relocation assistance, internship and work experience; and
- Training services: occupational skills training, on-the-job training, workplace training with related instruction, registered apprenticeship, incumbent worker training, pre-apprenticeship training, skill upgrading and retraining, entrepreneurial training, transitional jobs, adult education and literacy training provided in combination with any other training services.

Links to more information:

- [LEO – Workforce Innovation and Opportunity Act \(WIOA\) Dislocated Worker Program \(michigan.gov\)](#)
- [LEO – Workforce Innovation and Opportunity Act \(WIOA\) Adult Program \(michigan.gov\)](#)

8. Financial Fitness Workshops

Select Michigan Works! locations are launching a new series of financial wellness workshops to help job seekers address a variety of challenges and seize financial opportunities. Topics include, among others:

- Credit and debt management;
- Budgeting;
- Investing;
- Credit scores;
- Paying for higher education;
- Retirement planning;

- Homeownership; and
- Elderly care.

National, state and regional experts lead the workshops, which are open to anyone who is interested in better managing their money. IV-D staff can contact the regional Michigan Works! office for a full schedule of Financial Fitness workshops.

9. Senior Community Service Employment Program (SCSEP)

SCSEP is a community service and work-based training program for subsidized, service-based training for low-income persons aged 55 or older who are unemployed and have limited employment prospects.

SCSEP participants are placed at non-profit host agencies. The worker must commit to training 19 hours per week, earning the State of Michigan minimum wage, and participating in job search activities.

10. Food Assistance Employment & Training (FAE&T) Program

The FAE&T Program, maintained by Michigan Works!, offers volunteer-based employment and training activities that will improve participants' ability to obtain and retain regular employment and increase self-sufficiency – thus eliminating the need for food assistance.⁶ Participation in the program is one way a Food Assistance Program (FAP) recipient, who is subject to time-limited food assistance, can meet the work requirements to maintain FAP benefits.

C. Opportunity to Learn More

On June 29, 2022, OCS and the Michigan Works! Association hosted a webinar about partnering to provide employment services for NCPs. It was recorded and is now available in the [Learning Management System \(LMS\)](#) for future reference.⁷

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice.

REVIEW PARTICIPANTS:

Program Leadership Group

⁶ Ref: the [FAE&T overview](#) and the [FAE&T Flyer](#) for more information.

⁷ IV-D staff will find the webinar in the LMS by typing "LEAP" into the Search bar in the upper-right side of the screen.

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CC:

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SUPPORTING REFERENCES:

Federal
None

State
MCL 780.621 – MCL 780.624

ATTACHMENT:

Exhibit 2022-013E1: Michigan Works! Agencies

EPF/KK