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**GST MICHIGAN WORKS! POLICY 15-15**

**TO:** GST Michigan Works! Service Providers and Agency Staff

**FROM:** Jody Kerbyson, CEO

**SUBJECT:** Dislocated Worker (Unlikely to Return & Attachment to the Workforce)

**EFFECTIVE:** February 1, 2016

**PROGRAMS AFFECTED:** Workforce Innovation and Opportunity Act (WIOA)

**RESCISSIONS:** GST Michigan Works Policy 15-06

**REFERENCES:** Workforce Innovation and Opportunity Act (WIOA) Manual  
Planning Information Report (APIR)

**BACKGROUND:** Dislocated Worker may be eligible under several definitions provided by the State WIOA Manual. One of the definitions require the Michigan Works! Agencies (MWA) to establish a policy for program eligibility within two items. These are A) Unlikely to return to a previous industry or occupation; and B) Have been employed for duration sufficient to demonstrate attachment to the workforce.

**POLICY:** A) Unlikely to return to a previous industry or occupation

GST Michigan Works! will have three methods of determining the “Unlikely to return to previous occupation”. Career Planners/Case Managers will select the appropriate option based on their interview assessment with the applicant.

1. Occupational Employment Forecast tables from Labor Market Information (LMI) obtained from the annual Planning Information Report (APIR) published for each MWA annually will be used to determine a growth status. Those occupations showing on the decline will demonstrate the opportunity for reemployment in that occupation is “unlikely”.

**File Documentation:** Hard copy of the Occupational Employment Forecast table must be included in the applicant’s file as documentation of a declining occupation.

*Note: Dislocated Worker applicants who were employed in positions listed on the Growth Occupations list shall not be considered “unlikely to return to his/her previous industry or occupation” or have “limited opportunities for employment or re-employment in the same or similar occupation,” and, therefore, are not eligible under this criterion.*

2. The Verification of Unlikely to Return Form which is a self-attestation document signed by the applicant, display the distinctive characteristics that make him or her "unlikely to return".

**File Documentation:** A signed copy of the Verification of Unlikely to Return form must be maintained in the applicant's file as documentation of a declining occupation.

3. Applicant has been selected for Reemployment Services and Eligibility Assessment (RESEA) Program services with a ranking of 0.400 or higher within the last year.

**File Documentation:** Hard copy from the RESEA program list or OSMIS screen displaying the ranking of 0.400 or higher must be included in the applicant's file as documentation of a declining occupation.

*Note: Applicants who are working or have a return to work date are not Dislocated Worker eligible because they can't meet the Requirement of unlikely to return.*

**B) Have been employed for duration sufficient to demonstrate attachment to the workforce**

The Dislocated Worker eligibility can also depend on the applicant proving that he/she has been employed for sufficient duration to show attachment to the workforce. During the applicant's interview assessment, the Career Planner/ Case Manager will review the applicant's work history over the last 5 years to determine if they demonstrated attachment to the workforce.

**File Documentation:** Pay stubs, telephone verification from the employer or W-2 form may be used as acceptable documentation. If employer documentation is unavailable, an applicant statement of previous employment is appropriate.

*Note: Service Provider and Agency Staff must refer to the WIOA Manual for full eligibility requirements.*

**ACTION:** GST Michigan Works! Service Providers and Agency Staff shall take the appropriate actions necessary to implement the directives of this policy issuance. Service Providers officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

**INQUIRES:** Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext. 102 or JulAnn Kuenzli 989-635-3561 Ext. 230

**SIGNED:**  \_\_\_\_\_  
Jody Kerbyson, CEO Date 2/1/16

Attachment

## VERIFICATION OF UNLIKELY TO RETURN

**To Whom It May Concern:** The individual identified below is applying for job training assistance through GST Michigan Works! This individual has been terminated/laid off from a company/business.

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Name of Applicant \_\_\_\_\_

Separating Occupation \_\_\_\_\_

**Self Attestation: I certify that I was separated from my previous employment and I am “Unlikely to Return” to my employer or occupation for the following reason:**

- I have researched job postings on Pure Talent Connect and have found limited employment opportunities in this region for my previous occupation.
- I am long term unemployed, (15 out of last 26 weeks).
- I am lacking the credential, degree or certification to return to my previous occupation.
- I need updated skills in order to return to my previous occupation.
- Physical/mental limitations, I am unable to return to my previous occupation.  
Please explain \_\_\_\_\_
- I was terminated from my previous employment, unable to perform satisfactorily in this occupation.
- I am a military spouse displaced from my previous job and have experienced difficulty in returning to the same level of occupation or type of job due to a new geographic location or area.
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date