

# **Employment Service Manual**

**Updated March 10, 2022**

**Department of Labor and Economic  
Opportunity**

**Workforce Development**



### ES Manual Update 3 – Revision Date 3/10/2022

| Section | Subject                                   | Revision Description                                                                                                                                           |
|---------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2:4     | System Outage                             | Minor language revision to “When the OSMIS is Not Available”<br>Minor language revision to “When PMTC is Not Available”                                        |
| 4:3     | Services for Unemployment Claimants       | Changes to “Work Registration” language<br>“Seeking Work Waiver” section has been renamed to “Training Waiver”<br>Minor language revision to “Training Waiver” |
| 4:4     | Services for Veterans                     | Minor language revision<br>Forms updated                                                                                                                       |
| 4.5     | Services to Migrant Seasonal Farm Workers | Minor language revision                                                                                                                                        |
| 4.6     | Agricultural Recruitment System           | Minor language revision                                                                                                                                        |

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# ACRONYMS

| Acronym | Meaning                                        |
|---------|------------------------------------------------|
| ADA     | Americans with Disabilities Act                |
| AEL     | Agricultural Employment Liaison                |
| AEWR    | Adverse Effect Wage Rate                       |
| AHO     | Applicant Holding Office                       |
| ARS     | Agricultural Recruitment System                |
| BFOQ    | Bona-Fide Occupational Qualification           |
| BSBP    | Bureau of Services for Blind Persons           |
| CI      | Confidential Information                       |
| CFR     | Code of Federal Regulation                     |
| DOL     | Department of Labor                            |
| DVOP    | Disabled Veterans Outreach Program             |
| EEO     | Equal Employment Opportunity                   |
| EEOC    | Equal Employment Opportunity Commission        |
| ES      | Employment Service                             |
| ETA     | Employment and Training Administration         |
| FBP     | Fidelity Bonding Program                       |
| FCJL    | Federal Contract Job Listing                   |
| FLC     | Farm Labor Contractor                          |
| FOIA    | Freedom of Information Act                     |
| HSE     | High School Equivalency                        |
| ICO     | Intra/Interstate Clearance Order               |
| ISS     | Individual Service Strategy                    |
| JVSG    | Jobs for Veterans State Grant                  |
| LMI     | Labor Market Information                       |
| LVER    | Local Veterans' Employment Representative      |
| MEDC    | Michigan Economic Development Corporation      |
| MESA    | Michigan Employment Security Act               |
| MOU     | Memorandum of Understanding                    |
| MRS     | Michigan Rehabilitation Services`              |
| MSFW    | Migrant and Seasonal Farmworker                |
| MSQ     | Military Service Questionnaire                 |
| MWA     | Michigan Works! Agency                         |
| MWSC    | Michigan Works! Service Center                 |
| OFCCP   | Office of Federal Contract Compliance Programs |
| OFLS    | Office of Foreign Labor Services               |
| OHO     | Order Holding Office                           |
| OSMIS   | One-Stop Management Information System         |

|           |                                                                        |
|-----------|------------------------------------------------------------------------|
| PMTC      | Pure Michigan Talent Connect                                           |
| RESEA     | Reemployment Service and Eligibility Assessment                        |
| SMA       | State Monitor Advocate                                                 |
| SSN       | Social Security Number                                                 |
| SWA       | State Workforce Agency                                                 |
| U.S.      | United States                                                          |
| UIA       | Unemployment Insurance Agency                                          |
| USDOL     | United States Department of Labor                                      |
| USDOL-ETA | United States Department of Labor - Employment Training Administration |
| VCA       | Veterans Career Advisors                                               |
| VES       | Veterans Employment Services                                           |
| VER       | Veterans Employment Representative                                     |
| WD        | Workforce Development                                                  |