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March 15, 2017

Ms. Elaine Wood, CEO  
Northwest Michigan Council of Governments  
600 East Front Street, Suite 104  
Traverse City, MI 49686

Dear Ms. Wood:

This letter is being sent as a follow-up to the Michigan Talent Investment Agency (TIA) Fiscal Year 2016 Trade Adjustment Assistance (TAA) Data Validation review. The TIA has completed the Data Validation review for all selected Northwest Michigan Council of Governments TAA participant files.

Eighteen files were reviewed. Seventeen of the eighteen files passed (94%) based on the data element and documentation requirements. The attached spreadsheet shows each participant, if the element was validated for each participant, and whether the element passed or failed. All failures are explained on an additional tab of the spreadsheet.

Michigan Works! Agencies (MWAs) that do not demonstrate an appropriate use of the federal source documentation requirements for participant records (defined by a passing rate of 79% or below) will receive technical assistance training and/or corrective action as determined by the TIA. Based on 2016 Data Validation results, no technical assistance or corrective action is necessary.

Training and/or technical assistance on TAA Data Validation may be requested by any MWA at any time.

Please contact Ms. Kelly Jackson at 517-373-8032 or by email at [jacksonk27@michigan.gov](mailto:jacksonk27@michigan.gov) with any questions.

Sincerely,

**SIGNED**

Joe Billig, Director  
Office of Talent Policy and Planning

JB:KJ:pv  
Attachment

cc: Tammy Flynn

Kelly Jackson