



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

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March 2016,

Dear Training Provider,

Beginning **May 2, 2016** the DUA Section 30 Unit will begin random audits of Section 30 training course submissions.

In order to prepare for a potential audit, you should have the following information available upon submission of training course

- The total number of individuals who attended the training program in the most recent twelve months;
- The total number of individuals who dropped out of the training program in the last twelve months, along with the reason given for dropping out, if known; The total number of individuals who completed the program in the last twelve months;
- The total number of individuals who are still enrolled in the program who have neither completed nor dropped out, and;
- The total number of individuals who, having completed the program in the last twelve months, are **currently employed at least twenty hours per week in "training related" employment"**

Additionally, for every individual who is counted as employed at least twenty hours per week in training related employment, you should have:

- A job title or brief description of the nature of the individual's employment and job duties, and;
- A brief description as to how this employment is in the field for which the training was intended.

Please be advised that if your course submission is selected for an audit, failure to respond timely to the DUA's request for information may result in a Section 30 denial of the course submission. Such denials are non-appealable and you will not be able to re-apply for at least 90 days following your initial application.

Additionally, please note that should any Section 30 approved claimant fail to attend class as scheduled, alter their schedule, or drop out of the program, you are required to email the DUA Section 30 Unit at DUASection30unit@detma.org.

Respectfully,

DUA Integration Department