



MASSACHUSETTS

# Workforce Investment Act

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**WIA Communication No. 04-17**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Directors  
DCS Area Directors

**cc:** WIA State Partners

**From:** Susan V. Lawler, Commissioner,  
Division of Career Services

**Date:** March 11, 2004

**Subject:** Enrolling Dislocated Workers into the Entrepreneurial Training Program

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**Purpose:** To inform Career Center staff and others how to enroll eligible dislocated workers into Entrepreneurial Training

**Background:** As a result of a competitive bidding process, the Massachusetts Division of Career Services in partnership with the Department of Workforce Development (DWD) and the Department of Business and Technology (DBT) has selected the following qualified vendors to provide the Entrepreneurial Training Program (ETP) for dislocated workers in Massachusetts:

- Berkshire Enterprises: will provide three sessions of ETP in Pittsfield. Contact Vicky Singer at 413-448-2755.
- UMASS Donahue Institute: will be conducting ETP in Springfield, Holyoke and in the Franklin-Hampshire workforce investment area (location to be determined) and will also be overseeing a program in Leominster which will be provided by the Twin Cities Community Development Corp. Contact Kate Hayes at 413-577-3442.

- Northern Essex Community College (NECC) will be providing ETP in Lowell, Lawrence, and Lynn.  
Contact: Diane Zold-Isenberg at 978-556-3802.
- Center for Women & Enterprise (CWE) will be providing ETP in Norwood, Brockton, Plymouth and Worcester.  
Contact: Allison Devore at 617-536-0700 ext. 232
- Jewish Vocational Services (JVS) will provide two ETP sessions in downtown Boston.  
Contact: Hillary Rettig at 617-428-0392 x 192
- Salem Harbor Community Development Corporation (SHCDC) will be conducting a program in Gloucester.  
Contact: Debra Askinase at 978-825-4011

Vendors are responsible for:

- Conducting Information Sessions for potential program participants – all program participants are required to attend an information session;
- Contacting Career Centers to schedule Information Sessions
  - each Information Session takes approximately 1.5 hours and is conducted in workshop format;
  - whenever possible, Information Sessions should take place in Career Centers;
  - a list of currently scheduled Information Sessions is attached;
- Providing a list of dates and times for scheduled Information Sessions to all Career Centers;
- Determining appropriateness of customers for ETP – this includes an established intake and assessment process that evaluates the customer’s business idea and entrepreneurial skills;
- Notify the Career Center Case Manager if a customer is or is not accepted into ETP;
- Provide 30-day contact information to Career Center Case Manager for input into MOSES.

**Action**

**Required:** Career Center Case Managers will be required to:

- Determine eligibility of each customer (Title I – Dislocated Worker) who is interested in applying for ETP

- Enroll the customer in WIA Title I – Dislocated Worker in MOSES
- When the Career Center Case Manager is notified by a vendor that a customer has been accepted into ETP, follow the attached procedure for enrolling a dislocated worker in ETP in MOSES.

**Effective:** Immediately

**Inquiries:** Inquiries may be directed to Peg Ryan at (617) 626-5703 or at [MRyan@detma.org](mailto:MRyan@detma.org)

**Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-17.

**Enrolling a Dislocated Worker into the Entrepreneurial Training Program (ETP)  
in MOSES**

**Instructions**

- 1) Customer must be eligible for, and enrolled in WIA Title I – Dislocated Worker
- 2) Customer must also complete the ETP Training Vendor’s eligibility process, which includes attendance at an information session provided by that Vendor
- 3) Vendor will notify the Career Center of the Customer’s acceptance into ETP
- 4) Career Center, upon receiving notice of Customer acceptance by Vendor, will follow these steps to record enrollment into ETP in MOSES:
  - Open ETP-accepted Customer record.
  - On *Basic* tab, click on the *Career Center* button.
  - Highlight the *Entrepreneurial Training Program (ETP)*.
  - Click on the *Apply* check box.
  - Click on the *OK* button.
  - Save the changes to the *Customer Record*. The *Career Center* button of the *Customer Record* should turn green and be bolded.

**ETP Information Sessions**  
**Spring 2004**

**Berkshire Enterprises (contact Vicky Singer – 413-448-2755):**

Program starts 3/22; Classes held each Monday, Tuesday and Thursday from 9:00 AM to 4:00 PM at Berkshire Enterprises, One Fenn Street, Pittsfield MA.

Information sessions:

- Thursday, February 26--11:00AM-12:00 at  
Berkshire Enterprises--One Fenn Street Suite 301, Pittsfield
- Tuesday March 2--11:00AM-12:00 at  
BerkshireWorks--37 Main Street, North Adams
- Thursday, March 4--11:00AM-12:00 at  
Berkshire Enterprises--One Fenn Street Suite 301, Pittsfield
- Tuesday, March 9--11:00AM-12:00 at  
Berkshire Enterprises--One Fenn Street Suite 301, Pittsfield

**Center for Women & Enterprise (Contact Allison Devore – 617-536-0700 Ext. 232):**

- Wednesday, March 10 from 12:00 - 1:00 PM at Employment & Training Resources, Norwood
- Monday, March 15 from 12:00 - 1:00 PM at the Employment & Training Resources, Marlboro
- Monday, March 29 from 12:00 - 1:00 PM at the Center for Women & Enterprise Boston office

**Jewish Vocational Services (Contact Hillary Rettig – 617-428-0392 x 192):**

All of the following sessions are being held at the Work Place at Downtown Crossing in Boston:

- Wed 3/10 @ 3pm
- Mon 3/22 @ 10 am
- Thurs 4/1 @ 10 am
- Tues 4/13 @ 3 pm
- Mon 4/19 @ 10 am

**Northern Essex Community College (Contact Diane Zold-Isenberg – 978-556-3802):**

Program will begin March 9 at the Career Center of Lowell. Classes will be held Tuesdays, Wednesdays and Thursdays 9:30AM through 3:30PM