



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-40

Policy Information

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: May 18, 2004

Subject: Submission Instructions - Fiscal Year 2005 Local Annual Workforce Development Business Plan

Purpose: To provide instructions for the electronic submission of the Fiscal Year 2005 Local Annual Workforce Development Business Plan.

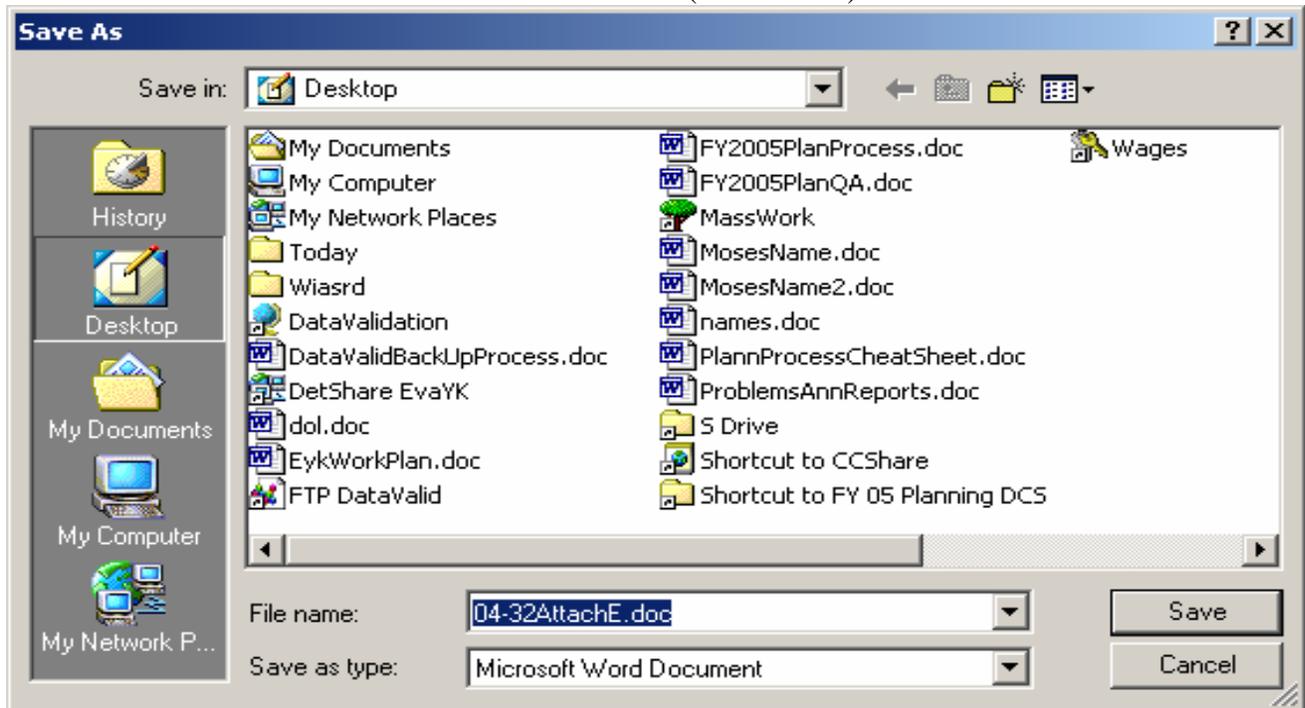
Submission Process

The FY 2005 Annual Workforce Development Business Plan should be submitted to DCS electronically utilizing the following process:

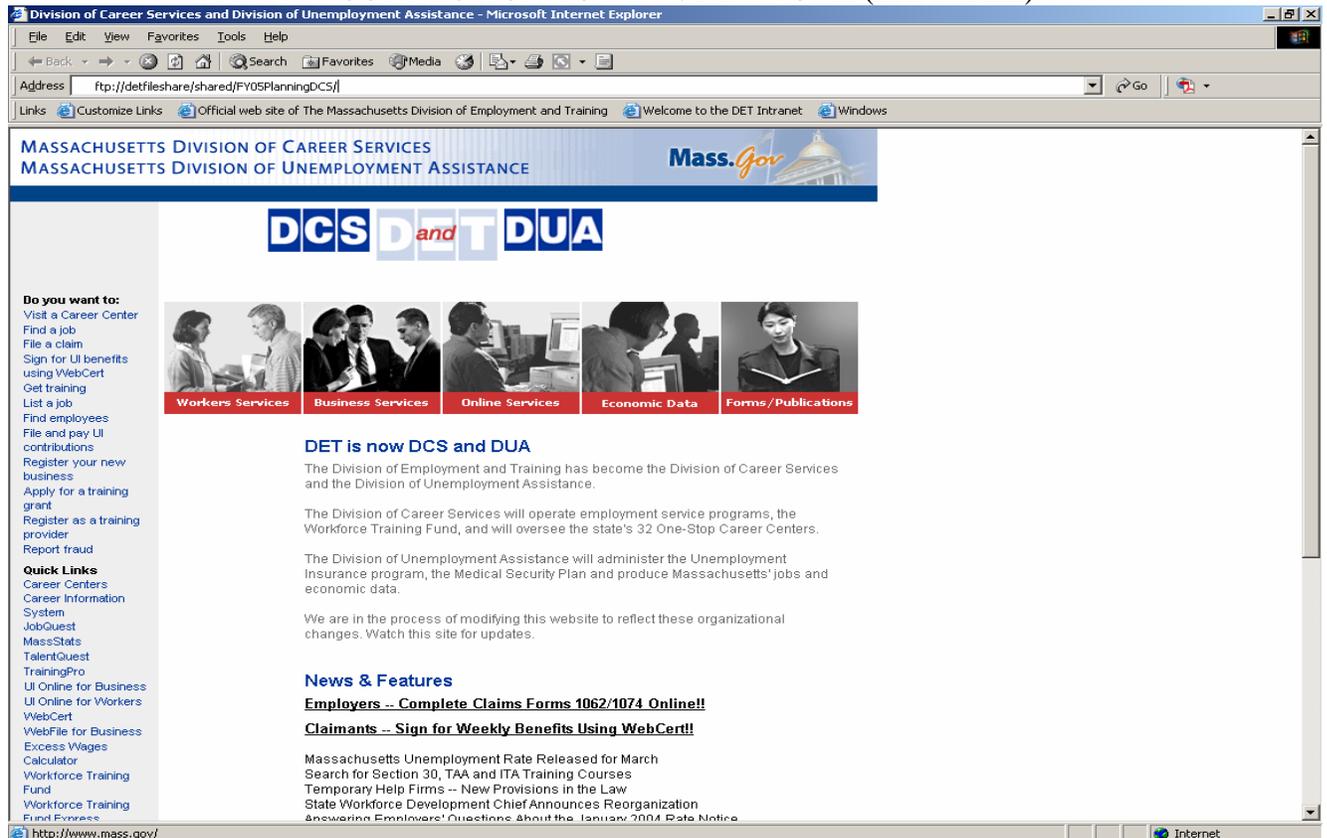
Save files on your computer

- Create a Folder on your computer called FY05Plan (LWIB Area Name)
 - Example: *FY05PlanCentralMass*
- Save all of your plan files in the folder you created

SAVE YOUR FILES (EXAMPLE)

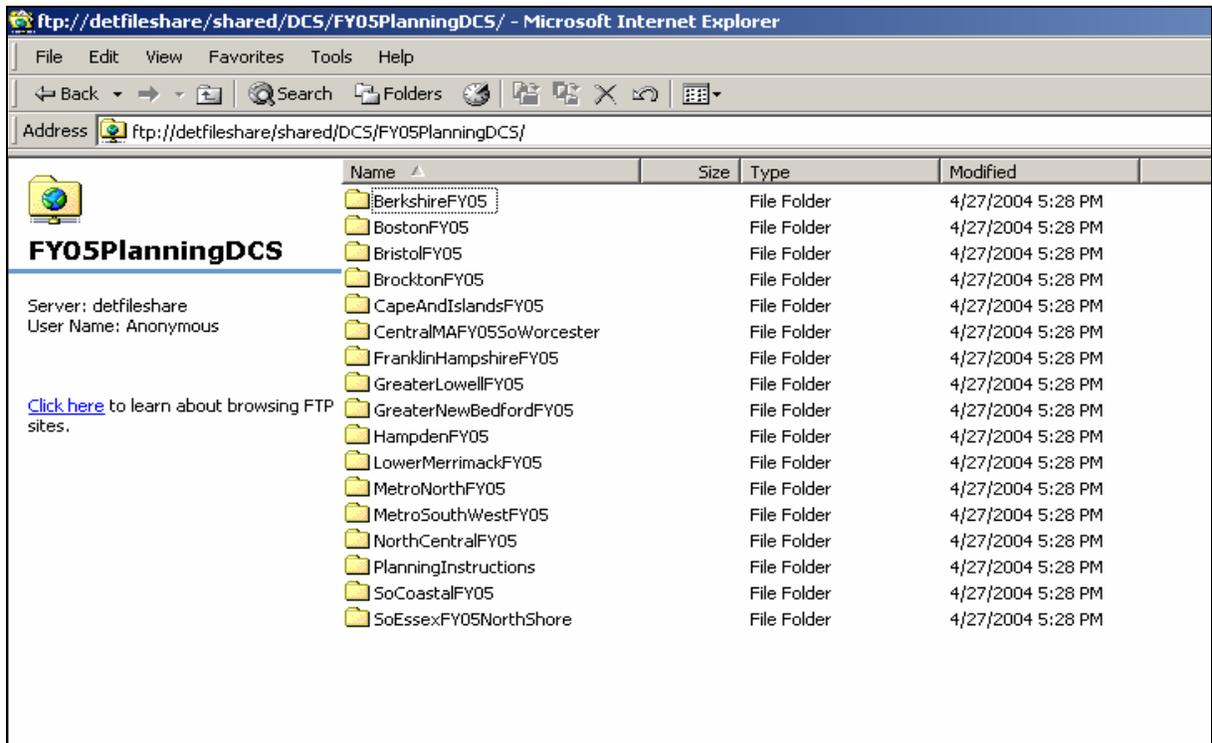


INTERNET CONNECTION TO DET's NETWORK (EXAMPLE)



Submitting Your Files

- Use a computer that has an Internet connection to DET's network is required
- Log into the DET File Share through FTP access using the Internet
- Open Internet Explorer
 - In the Address window:
 - Type: <ftp://detfileshare/shared/DCS/FY05PlanningDCS/>
Or copy and paste the link above into the address window
 - Click *Go* or press the *Enter Key*
- The DET Share Drive folder window <ftp://detfileshare/shared/DCS/FY05PlanningDCS/> will open on your desktop (*see example below*)



Locate your area's folder and save your files into that folder

- Email Lisa Caissie (LCaissie@detma.org)
- Include in your email
 - The name of your file(s)
 - The location where you saved your files (Metro North folder)
- Once your email is received, your planning documents will be moved into a secure folder for submission to the Review Committee

Please note: All original Signature Sheets need to be submitted to:

Lisa Caissie
Division of Career Services
Planning, Program Design & Development, 1st floor
19 Staniford Street
Boston, MA 02114

Process for submitting file(s) with changes

If you have already submitted your files and changes need to made

Save your file with the changes on your computer

- Log into the DET File Share through FTP access using the Internet
- Locate your Areas folder
- Save your files into your folder
- Email Lisa Caissie (LCaissie@detma.org)
- Include in your email
 - The name of your file(s)
 - The location where you saved your files

Once your email is received, your planning documents will be moved into a secure folder for submission to the Review Committee

Action

Required: Please forward this information to the appropriate staff.

References: WIA Communication #04-32 “Fiscal Year 2005 Local Annual Workforce Development Business Plan Guidance”
<http://www.massworkforce.org/Issuances/PolicyIssuance2004.htm>

Inquiries: Questions or issues regarding connecting to DET FileShare drive, the FTP process or downloading/saving files should be directed to Maryann Carroll at (617) 626-5212 (MCarroll@detma.org) or Eva Yutkins-Kennedy at (617) 626-5694 or (Eyutkins-Kennedy@detma.org)

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-40.