

Mass Workforce Issuance

Workforce Issuance No. 06-67

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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: October 13, 2006

Subject: **WIB Certification Package Submission Instructions**

Purpose: To provide guidance with respect to the submission of FY 2007 Local Workforce Investment Board Certification Packages.

Background: Per instructions included in MassWorkforce Policy Issuance No. 06-59, Local Workforce Investment Board FY 2007 Certification Policy and Process, WIB Certification Packages are due no later than Friday, November 3, 2006. The instructions called for the submission of one “hard copy with original signatures” along with an electronic copy (e-mail). Instructions regarding the submission of the electronic email copy of the certification package were to be issued separately.

Due to unforeseen database limitations, submission of an emailed electronic version of the package is not feasible at this time and *is no longer required*. However, in place of an email version and in addition to the “hard” copy, each local area must also include either a CD-Rom or Floppy Disk that contains a copy of its FY 2007 Certification Package as part of its submission. Both the “hard” copy and CD-Rom / Floppy Disk copy are due on November 3rd.

If submitting a CD-Rom copy, a disk with a minimum of 740MB must be used. If submitting a Floppy Disk version, a 3.5 disk with a minimum 1MB must be used. Depending on the size of the submission more than one Floppy Disk may be required.

Action

Required: Each local workforce investment area will submit both one “hard copy” and one CD-Rom or Floppy Disk version of its FY 2007 WIB Certification Package to:

Lisa Caissie
Division of Career Services
Charles F. Hurley Building
1st Floor
Boston, MA 02114

All submissions must be received no later than 5:00 PM, November 3, 2006.

Inquiries: All inquiries should be directed to Lisa Caissie at LCaissie@detma.org. Please indicate the relevant MassWorkforce Issuance No.

References: MassWorkforce Policy Issuance No. 06-59, Local Workforce Investment Board FY 2007 Certification Policy and Process

MassWorkforce Policy Issuance No. 06-66, Local Workforce Investment Board FY 2007 Certification Policy and Process (Revised)