

# Mass Workforce Issuance

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**Workforce Issuance No. 07-35**

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 Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

**From:** David W. Mackley, Director  
Department of Workforce Development

**Date:** June 6, 2007

**Subject:** **Youth Services ToolKit**

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**Purpose:** To inform Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the availability of an on-line “Toolkit” for assisting youth service professionals to more effectively prepare youth to become more self-sufficient.

**Background:** The U.S. Department of Labor Employment and Training Administration (ETA) contracted with KRA Corp. of Maryland to create a “Toolkit” as a resource for front-line employees providing services to youth. Unless otherwise noted, all material included with the “Toolkit” is in the public domain and may be reproduced or copied without permission.

The “Toolkit” consists of a manual and specific training tools. The toolkit may be accessed online by going to the following website:

[www.doleta.gov/youth\\_services/Toolkit-improve.cfm](http://www.doleta.gov/youth_services/Toolkit-improve.cfm)

**Action**

**Required:** Please assure that all appropriate staff are informed of the availability of this resource.

**Inquiries:** Please direct questions to Sam Martin at [SMartin@commcorp.org](mailto:SMartin@commcorp.org) or by calling 617-727-8158. Please indicate the Issuance number and subject.