

# Mass Workforce Issuance

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**Workforce Issuance No. 07-65**

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:** October 2, 2007

**Subject:** **Distribution of State One-Stop Career Center Funds for FY2008**

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**Purpose:** To provide notification to Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the local allocation of State One-Stop Career Center funds under State Budget Line Item 7003-0803

**Background:** In accordance with legislative action, the Department of Workforce Development is releasing the local allocations (in two separate distributions) of State appropriated funds under State Budget Line Item 7003-0803 to support the Commonwealth's One-Stop Career Center system for FY2008.

\$4,000,000 distribution:

\$2.75 million has been distributed to the three workforce areas with career centers in existence on May 1, 1997, as earmarked (Boston, Hampden and Metro North).

\$1.25 million has been distributed to the balance of the state's 13 workforce investment areas (\$96,153) in accordance with Policy #07-20, FY2008 Local Annual Workforce Development Business Plan, Attachment R, "Massachusetts Division of Career Services State One-Stop Allocations."

\$1,500,000 distribution:

Based upon discussion with the WIB and WIA Associations, funds in the amount of \$1,500,000 will be distributed evenly among the sixteen regions; \$93,750 to each region.

Local areas are encouraged to consider employing these funds (or a portion thereof) to support improvements in One-Stop Career Center system services and products for jobseeker and employer customers. Examples of such activities may include:

***Quality Process Initiative:*** may vary by local area depending upon whether CQI (Continuous Quality Improvement) has been introduced, implemented, incorporated, etc.

***Staff development:*** ensure that staff members have tools and skills needed to provide excellent services to customers.

***Employer services*** in accordance with FY08 Plan priority: “Increase the efficiency in responsiveness to businesses by ensuring that employer services are integrated with other workforce or partner programs as appropriate;” in addition to connecting claimants and other jobseekers with critical vacancies as defined in the most recent Job Vacancy Survey.

***Breakout and analysis of OSCC infrastructure costs:*** dedication of staff time and resources to break out and analyze administrative vs. infrastructure costs.

**Action**

**Required:**

Each local Workforce Investment Board will need to modify its Integrated Budget to account for this additional FY2008 State One-Stop Career Center allocation.

A financial modification is defined as a transaction that increases, decreases or otherwise modifies a budget item or cost so as to affect the integrated budget or other budget documents approved as part of the local plan.

The Local Workforce Investment Board must ensure that this modification is, in fact, the product of a local consultation process with the Title One Administrator and One-Stop Operators.

Documents required:

(1) **Budget Modification** signed by the authorized signatory for integrated budget modifications as designated in Attachment M, “Budget Modification Authorization Form” of the FY08 Annual Business Plan;

(2) **Narrative Description** of the planned use of the funds in the local workforce investment area; specifically, the activity supported by these funds, benchmarks for determining the effectiveness of the activity and anticipated outcomes (return on investment). *Please note: the narrative is required in all cases, i.e. in cases where funds will be used to support OSCC infrastructure local areas are requested to identify the specific use and benefit.*

(3) **Notes/minutes** from the local consultation process with partners.

The Integrated Budget modification request, including narrative description and notes/minutes from the consultation process must be submitted to:

The Division of Career Services  
Central Operations Quality Assurance Unit  
Charles F. Hurley Building  
19 Staniford Street  
Boston, MA 02114  
Attn: Eddie Bartkiewicz

An electronic submittal of the Integrated Budget may be sent to [ebartkiewicz@detma.org](mailto:ebartkiewicz@detma.org), *however, an original signature is required before the resulting contract modification will be processed.*

**Inquiries:** Please email all questions to Eddie Bartkiewicz; also indicate Issuance number and description.