

# Mass Workforce Issuance

---

**Workforce Issuance No. 08-39**

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 Managers

**cc:** WIA State Partners

**From:** Jennifer James, Undersecretary of Workforce Development  
Executive Office of Labor and Workforce Development

**Date:** October 6, 2008

**Subject:** **WIA 101: Youth Basics Training Sessions**

---

**Purpose:** To provide notification to local Workforce Investment Boards, One-Stop Career Center Operators and WIA Title I Local Youth Program partnerships of the FY 2009 schedule for WIA Youth Basics training sessions.

**Background:** WIA 101 or WIA Basics provides participants with knowledge of the fundamental principles of the Workforce Investment Act (WIA) youth program policies and practices. The training session provides a general overview of the main themes of the WIA youth program in Massachusetts. Participants will engage in learning activities and group discussion. The training will cover:

- Overview of WIA in Massachusetts,
- Role of the Youth Council,
- Program Design Elements,
- Youth Eligibility Requirements,
- Assessment and Individual Service Strategies,

Attendees will receive a resource notebook that contains relevant policies and guidance.

The intended audience for this training includes new staff, sub-recipients and those who require a refresher course. The fall schedule is as follows:

- Wednesday, October 29, 2008, 12:00 noon - 4:00 p.m.  
Quincy Career Center, 152 Parking Way,  
Quincy, MA
- Thursday, October 30, 2008, 9:00 a.m. - 1:00 p.m.  
North Shore Career Center of Salem, 70 Washington Street, (First Floor  
Conf. Rm.) Salem, MA
- Thursday, November 6, 2008, 9:00 a.m. - 1:00 p.m.  
Hampden County REB, 1441 Main Street, 1st Floor (Bank North Bldg),  
Springfield, MA

**Action**

**Required:** Review the information and share with all appropriate staff. Strongly encourage new staff and sub-recipient youth providers to attend one of these sessions. To register please visit the events page on the Commonwealth Corporation website at the following link:

<http://www.commcorp.org/youth/Events.html>

**Inquiries:** Please direct all questions regarding the WIA 101 training to Florrie Reddish at [Freddish@commcorp](mailto:Freddish@commcorp) or 617-727-8158 and all Youth services-related questions to Samuel Martin at [smartin@commcorp.org](mailto:smartin@commcorp.org) or 617-727-8158.