

Mass Workforce Issuance

Workforce Issuance No. 09-31

Policy Information

To: 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: Nancy Synder, Commonwealth Corporation

Date: May 18, 2009

Subject: **Commonwealth Corporation Change of Mailing Address**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of changes to Commonwealth Corporation's mailing address.

Effective May 18, 2009, Commonwealth Corporation will be consolidating its offices onto the upper floor within its current space at the Schrafft Center in Charlestown, MA. This necessitates a slight change to both our mailing address and directions within the building by which to access the offices.

Direct access from the street/parking lot to the Commonwealth Corporation offices will no longer be available. Visitors will need to enter the main lobby of the Schrafft Center and proceed up one floor (by stairs or elevator) to the Mezzanine Level. Once in the lobby area of the Mezzanine, and facing the Schrafft main lobby railing, you must proceed to the left and follow the corridor. At the end of the corridor, turn right for Commonwealth Corporation's entrance.

Action

Required: To ensure all invoices and correspondence reach Commonwealth Corporation in a timely manner, update mailing information to the new address:

Commonwealth Corporation
The Schrafft Center
529 Main Street, Suite 1M8
Boston, MA 02129

All other contact information – emails, phone and fax numbers – remain the same. Please do not hesitate to call or email your contact person here with any questions. Thank you.

Inquiries: Please direct all inquiries to Caroline Kirton CKirton@Commcorp.org (617)-727-8158.