

Mass Workforce Issuance

Workforce Issuance No. 12-36

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Career Center Operations Managers
Title I Fiscal Officers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: July 17, 2012

Subject: **MOU Development Process for Department of Elementary and Secondary Education (DESE), Adult and Community Learning Services (ACLS)**

Purpose: To inform Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce partners of the process for MOU development with the Adult Basic Education agency: MA Department of Elementary and Secondary Education (DESE), Adult and Community Learning Services.

Background: At the time that Massachusetts implemented the Workforce Investment Act of 1998, local workforce investment boards were required to sign Memoranda of Understanding (MOU) with MA DESE governing their local partnership regarding adult basic education services. The MOU is between the local workforce board and the state agency, as the funding agent for the statewide ABE system.. The document includes identification of specific local ABE providers that will participate on the local Board to consider local workforce policy development, and represent state and local adult basic education interests to the Board.

In prior years, ESE/ACLS contributed funds for the support of the One Stop Career Center system, reflecting a pro-rated amount based on both common functions with ABE programs (intake, assessment, and referral) and documented census data of the numbers of undereducated adults (those with less than a high-school diploma and those who spoke a language other than English) in the region. This grant amount had been included in the MOU.

In 2011, the MA Department of Elementary and Secondary Education/ACLS decided to end this funding as of July 1, 2012. In addition, in FY2012, ESE collaborated with workforce boards to fund a new grant called Adult Career Pathways. In this effort, local workforce staff identified the types of services most in need to move adult basic education students toward employment with promising career path options. With these changes in DESE system, a new MOU format is required.

Information: The MA Department of Elementary and Secondary Education/ACLS will develop a new format for the required MOU that will outline the responsibilities of the parties to better meet needs of adults for basic education and employment services. While the document will not identify grant amounts owed to the local workforce system, it will include information on the following:

- Regional ABE assignments to local workforce boards
- Potential out-stationing assignments to the regions' One-Stop Career Centers (not necessarily the same ABE provider as sits on the workforce board)
- DESEs' responsibilities to undereducated adults and interests for meeting their needs to further their workforce goals
- Adult Career Pathway services in the regions' ABE programs designed to meet workforce system needs as defined by workforce staff, and
- How to identify openings for students to enroll in adult basic education programs.

The new MOU template will be provided to all regions by September 1, 2012.

Action

Required: Please ensure this information is distributed to the appropriate individuals.

Effective: September 1, 2012

Inquiries: Please email questions to Andrea Perrault: APerrault@doe.mass.edu.