

# Mass Workforce Issuance

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**Workforce Issuance No. 13-26**

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

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** May 9, 2013

**Subject:** **Preliminary Notification of Local Infrastructure/Service Delivery Change**

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**Purpose:** To provide guidance to Chief Elected Officials, Workforce Investment Boards and One-Stop Career Center Operators with respect to preliminary notification to the Commonwealth of local infrastructure or service delivery changes at One-Stop Career Center or other service locations.

**Background:** In this time of fiscal uncertainty and shifting priorities, it is incumbent upon local decision makers to give full consideration to all possible options regarding how best to provide the maximum level of employment and training services during FY 2014. Understanding that physical consolidation and related service delivery changes may be a realistic options for some local workforce areas, the Commonwealth intends to support local actions to the greatest extent possible.

To that end, it is imperative that the Department of Career Services (DCS) understand the nature of potential/intended changes as early as possible in order to provide appropriate support and assistance.

**Action**

**Required:** To ensure that the Commonwealth receives the earliest possible notice of any potential consolidation, career center closing or other major impact (e.g. space consolidation, potential layoff) and is prepared and able to respond quickly to assist local areas, DCS requests that any local area contemplating any such action **contact DCS as early as possible**, using the PRELIMINARY NOTIFICATION of CHANGE FORM (Attachment A), and providing as much information as is known at the time of submission.

Please submit the Preliminary Notification of Change form to:  
**Lisa Caissie, [Lcaissie@detma.org](mailto:Lcaissie@detma.org)**, with a copy to **Eddie Bartkiewicz**  
**[Ebartkiewicz@detma.org](mailto:Ebartkiewicz@detma.org)**.

**Inquiries:** Inquiries regarding this Information Issuance may be directed to Diane Hurley at  
[DHurley@detma.org](mailto:DHurley@detma.org) .

Attachment A: Preliminary Notification of Change Form