

MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 05-37

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 Directors for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: May 19, 2005

Subject: One-Stop Career Center Point of Contact for Ex-Offender Re-entry and Re-Employment Services

Purpose: Designation of a Point of Contact (POC) staff person in each One-Stop Career Center (OSCC) who will assist in providing re-entry and re-employment services to ex-offenders.

Background: To more effectively coordinate the delivery of re-entry and re-employment services for job seekers re-entering the workforce from the criminal justice/correctional system the Massachusetts Department of Workforce Development (DWD) has determined that each Massachusetts One-Stop Career Center (OSCC) shall identify a staff person who will be designated as the Point of Contact (POC) to assist in providing job search and training services to ex-offenders. The local POC will serve as the primary One-Stop Career Center contact for staff of the Commonwealth's criminal justice and correctional institutions involved in preparing ex-offenders for re-entry into the civilian population and workforce. The POC will assist ex-offender job seekers to access and coordinate the appropriate One-Stop Career Center services that will help them attain suitable employment.

In an effort to facilitate the coordination of ex-offender re-entry and re-employment services, DCS will compile a statewide list of the designated POCs and Career Center Directors (who will act as the back-up to the POC) and will make the list available to DWD and the Commonwealth's key public safety organizations (for example: the

Attorney General's Office, Massachusetts Parole Board and Department of Correction, as well as the Office of the Commissioner of Probation).

In conjunction with the designation of the POCs and to assist OSCCs to more effectively service the needs of ex-offender job seekers, David Sullivan, the DCS Re-entry & Re-employment Manager will develop training curriculum for the designated POCs on topics related to serving ex-offenders. Topics will include the Criminal Offender Record Information (CORI) process; an overview of the Massachusetts Executive and Judicial Branch correctional system and processes; the federal bonding program; and other related programmatic services. The full training curriculum is presently in development. Specific information regarding the provision of training will be forwarded directly to the designated POCs and Career Center Directors and will also be posted on the massworkforce.org website.

Action

Required: Each Career Center Director is asked to submit the name and contact information (email address and telephone number) for the designated staff person who will serve as the local Point Of Contact (POC) to David Sullivan, by close of business on May 27, 2005 via email at dsullivan@detma.org.

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #05-37.

Inactive