

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

---

**Workforce Issuance No. 10-49**

☒ **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:** Michael Taylor, Director  
Department of Workforce Development

Nancy Snyder, President  
Commonwealth Corporation

**Date:** May 14, 2010

**Subject:** **2010 Summer Youth Jobs: Supplemental ARRA Funding**

---

**Purpose:** To provide an overview for Local Workforce Investment Boards (LWIBs) and their summer program operators and providers regarding the availability of additional funds to support the Summer Youth Employment Program for 2010.

**Background:** §128(a) of the Workforce Investment Act authorizes the Governor to reserve up to 15% of Title I Adult, Dislocated Worker, and Youth funds for statewide workforce activities, that may be used to carry out statewide youth activities. The American Reinvestment and Recovery Act (ARRA) provided supplemental funding to WIA. WIA §129(b)(3)(B) permits the Governor to expend statewide funds to support local youth services as defined in WIA §129(c).

The Governor of the Commonwealth, acting through the Secretary of Labor and Workforce Development, has determined that a portion of WIA/ARRA statewide reserve funds shall be distributed to each local workforce investment board to be used during the summer of 2010 to support work experience and employment for WIA-eligible youth.

**Policy:**

A total of \$375,000 in statewide reserved funds shall be made available to local workforce investment boards to support summer employment to WIA-eligible youth during the summer of 2010. These funds will be divided into equal amounts of \$23,437 for each of the sixteen workforce investment boards. Each board must serve a minimum of ten youth per region, and may only use supplemental funds to provide wages, stipends, and FICA for eligible youth.

**A. Program Requirements:** These additional funds must be used to provide summer employment opportunities for eligible youth. Boards shall comply with all state and federal policies and regulations that apply to ARRA-funded WIA youth services, including, for example:

- Age eligibility for youth services is 14 – 24 years;
- A comprehensive assessment is not required – local areas must provide the type of assessment deemed appropriate for each individual;
- Ten WIA service elements are not required; ‘summer employment’ includes any subset of the ten WIA Youth services that occur during the summer months as long as it includes a work experience component;
- A linkage between work experience and academic learning is not required for summer employment;
- Follow-up services are not required for summer employment;
- ARRA youth may not be placed in any work experience at any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool; and
- The work readiness portion of the skill attainment rate is the only indicator used for youth served with Recovery Act funds *and* who participate in summer employment only.

**B. Funds Must be Used for Youth Wages.** All supplemental funds must be expended for wages, stipends, and related FICA costs (if any) for eligible youth. Funds cannot be used for any other programmatic cost. Funds may not be expended to cover administrative costs related to the program.

**C. Requirement to Serve a Minimum of 10 Youth.** Each workforce board is required to serve a minimum of ten (10) eligible youth with summer employment with the supplemental funds. A region may exceed this target.

**D. Period for Expenditure:** Supplemental funds may be obligated and expended beginning with the date a contract modification with the Commonwealth is executed. All funds must be expended no later than

September 30, 2010 – the final date of the Second ARRA Summer Period as defined in TEGL No. 14-08.

- E. 30% Requirement.** In general, local areas are required to expend a minimum of 30 percent of WIA funds for services to out-of-school youth. A local board is not required to expend a minimum of 30% of these specific supplemental funds for out-of-school youth. However, the Commonwealth will determine compliance with the general requirement by calculating whether a region has expended at least 30% of the total of (a) its two-year ARRA formula allocation PLUS (b) the supplemental statewide funding for 2010 summer jobs described in this policy.
- F. Record Keeping:** Local program officials are required to track fund expenditures by indicating on each youth's MOSES record that they are being served with supplemental statewide ARRA funds.
- Note:** Massachusetts One-Stop Career Center staff may indicate which MOSES ARRA Youth participants are being served with the supplemental funds by clicking on the "Career Center" (career center specific programs) button on the Basic tab in MOSES and adding a check mark (i.e. a program enrollment) for the "Supplemental 15% ARRA Summer Youth Funding" program.
- G. ARRA Reporting:** Funds expended through this supplemental award are ARRA funds. Local program officials are required to include the results of these expenditures in your regular 'Section 1512' reporting.
- H. Funds are Supplemental.** Funds awarded are supplemental to other funds and may not supplant either formula WIA Title I Youth or formula ARRA youth awards.

**Action**

**Required:** Local Workforce Investment Boards and their youth councils must assure that all appropriate administrators are informed of and knowledgeable of the policy and related procedural requirements described in this issuance, including fiscal agents, program operators, and approved youth service providers.

**Effective:** Immediately.

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.