

Mass Workforce Issuance

100 DCS 14.101☐ 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 Operations Managers
EO & Complaint Officers
Designated Career Center LEP Contacts

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 20, 2015

Subject: **Additional Limited English Proficiency (LEP) Training & Language Access Services and Guidelines, and Conflict of Interest Law for Public Employees**

Purpose: To notify and update Local Workforce Investment Boards, One-Stop Career Center Operators, Equal Opportunity Officers, Designated Career Center LEP Contact staff and other local workforce investment partners of an additional training session on Limited English Proficiency and Language Access Services and Guidelines.

This training session is open to any member of the statewide workforce system. All Career Center staff who regularly have contact with LEP customers are strongly encouraged to attend.

In addition to the LEP training, a training session on the Massachusetts Conflict of Interest Law for Public Employees will be provided.

The training date and location is below. Please see the website for directions.

Date	Time	Location
June 12, 2015	10:30am– 12:00pm	Employment & Training Resources – Framingham http://www.etrcc.com/directions-framingham.php .

Action

Required: Please disseminate this information and assure that all staff that plans on attending registers for the training session. Seating for this training session is limited to 25 and registration will be accepted on a first come first served basis.

To register, please email Maria Caira at MCaira@detma.org ASAP.

Inquiries: Questions regarding this training should be directed to Timothy Dooling at TDooling@detma.org or (617) 626-6179.