

Mass Workforce Issuance

Workforce Issuance No. 09-58

☒ **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

Date: August 26, 2009

Subject: **Alert Notices of Serious Incidents Involving WIA/ARRA Summer Youth**

Purpose: To provide guidance to Local Workforce Investment Boards, One-Stop Career Center Operators, Youth service providers and other local workforce investment partners with regard to the reporting of significant incidents that affect the health and safety of WIA/ARRA summer youth participants.

Background: On July 2, 2009 the U.S. Department of Labor (USDOL) Region I Office notified the Commonwealth of its intent to collect information regarding incidents that involve the health and safety of Massachusetts WIA/ARRA summer youth participants in order to comply with USDOL requirements that its regional offices provide such information to the national office for all states.

The USDOL notification stressed that this new reporting initiative differ from Youth Incident Reports that focus on suspected fraud, program abuse and criminal misconduct that is collected by the Office of the Inspector General.

The requested Youth Alert Notices that are the subject of this new reporting initiative has, as its focus the reporting of information related to incidents that impact the health and safety of participating youth; particularly incidents which involve: death or serious injury, physical assault, inappropriate sexual behavior, incidents requiring police involvement, and incidents attracting negative media attention.

Policy: To assist the Commonwealth's federal partners in complying with this new summer youth reporting effort, local areas are required to report incidents involving WIA/ARRA summer youth that result in: death or serious injury, physical assault, inappropriate sexual behavior, police involvement, and negative media attention.

Such incidents will be reported in a timely manner to the Department of Workforce Development following the procedures described in Attachment A.

Action

Required: Please assure that all appropriate entities and their staff are apprised of the content of this issuance and that local policies and procedures are in place or implemented to assure compliance with the requirements described herein.

Effective: Immediately

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