



Workforce Issuance

100 DCS 08.132

☐ Policy ☒ Information

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: January 22, 2025

Subject: **MassHire Policy Review Process**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other Local Workforce Partners of the MDCS process underway to ensure all policies posted on MassWorkforce.org are up to date and in current format.

Background: MassHire Department of Career Services is assessing policies over three years old.

Policies dated older than three years are under review to determine if the policy needs to be:

- a) **revised** due to outdated information or content change
 - revised policies are assigned a new policy number, and accompanied by an email notification.

- b) **archived** if content is no longer applicable or relevant
 - archived policies are relocated to the [non-active category on MassWorkforce](#).
- c) **reformatted** to a current template
 - reformatted policies retain the original policy number and content, but the date is current.

MDCS aims to ensure managers, staff, partners and the public have the most current, accurate and relevant information as pertains to the MassHire Workforce System.

Action

Required: Please share with managers, staff and partners as appropriate.

Effective: Immediately.