



# Workforce Issuance

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**100 DCS 14.306**

Policy  Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
Title I Administrators  
MassHire Career Center Directors  
Title I Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** November 18, 2019

**Subject:** WIOA Title I Adult, Dislocated Worker & Youth Training

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, WIOA Title I Adult, Dislocated Worker and Youth staff, and other local workforce partners of upcoming training sessions for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs.

**Background:** WIOA provides for a workforce system that is accessible to all job seekers, customer centered, and training that is job-driven. The Title I Adult, Dislocated Worker, and Youth programs are designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment and to help employers find the skilled workers they need to compete and succeed in business.

The MassHire Department of Career Services (MDCS) is offering WIOA Title I Adult, Dislocated Worker, and Youth programs training to provide guidance on the delivery

of services to eligible Adults, Dislocated Workers and Youth. The training will be conducted by the MDCS and will cover the following topic areas:

- Eligibility Criteria
- Source Documentation
- Program Services and Training
- Coordination with WIOA Core Programs
- MOSES Data Entry
- Performance Measures

**Action**

**Requested:** Please share this issuance with appropriate MassHire Career Center staff and ensure that they register for this training.

Training sessions will be held at the following locations and on the following dates and times:

- MassHire Lowell Career Center – December 12, 2019 – 9:00 a.m. to 1:00 p.m.
- MassHire Worcester Career Center – March 13, 2020 – 9:00 a.m. to 1:00 p.m.
- MassHire Springfield Career Center – June 12, 2020 – 9:00 a.m. to 1:00 p.m.

Staff must register for these sessions in advance through EventBrite by clicking on the appropriate WIOA Title I Adult, Dislocated Worker & Youth Training link located on the Workforce System Staff Training page on Mass.gov:

<https://www.mass.gov/service-details/wioa-title-i-adult-dislocated-worker-youth-trainings>

Attendees are encouraged to arrive on time as training will begin promptly.

In case of inclement weather, or to check if there have been any training cancellations, please call the MassHire Department of Career Services Training and Meeting Message Line at **617-626-5250**.

**Effective:** Immediately

**Inquiries:** Please direct all questions to David Ledonne at [David.Ledonne@detma.org](mailto:David.Ledonne@detma.org). Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.