



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 14.387

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: February 4, 2021

Subject: **Disclosure in Employment Workshop Series Available**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of a free workshop series through the Client Assistance Program (CAP) regarding disclosure in employment.

Background: CAP, housed within the Massachusetts Office on Disability, has launched a free Disclosure in Employment workshop series. Interested persons can learn more and sign up through their website at: <https://www.mass.gov/event/workshop-the-decision-to-disclose-2021-02-17t110000-0500-2021-02-17t120000-0500>.

As a part of the ADA Title I duties under CAPs grant, an interactive “Disclosure in Employment Series” has been developed which will include three separate one hour workshops over Zoom. The first workshop, “The Decision to Disclose,” will focus on how a person with a disability decides whether they should disclose their disability at different stages of the employment process. Attendees will dis-

An equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

cuss the advantages and disadvantages of disclosure. If a person decides to disclose, what should they reasonably be expected to share. During the workshop, attendees will participate in guided exercises where they practice:

- a) weighing the advantages and disadvantages of disclosing,
- b) describing their limitations and not their disability, and
- c) responding to specific situations in employment where they may need to decide whether to disclose their disability.

Workshops will be in groups of 5-7 people, so attendees have the space to ask questions, complete the exercises, and receive feedback. The target audience is consumers of vocational rehabilitation and independent living services. Initially, workshops will be held one Wednesday a month, starting February 17, 2021. Each Wednesday will consist of a morning session from 11am - 12pm and an afternoon session from 2pm - 3pm covering the same content. Spots will be filled on a first come first serve basis. Interested participants should send an email to Inez.s.canada@mass.gov indicating the desired time slot. Once a session is filled, participants will be sent the workshop materials and the Zoom invite.

If staff would like to attend these workshops as a preview, please email Inez Canada and a separate session for staff will be arranged.

Action

Requested: Please share this issuance with all appropriate staff and partners.

Effective: Immediately

Inquiries: Please direct all questions to Inez.s.canada@mass.gov.

Attachment: Flyer – Disclosure in Employment Workshops