



DEPARTMENT OF  
CAREER SERVICES

# Workforce Issuance

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**100 DCS 14.474**

☐ Policy ☒ Information

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

**Date:** October 7, 2022

**Subject:** **WIOA Annual Statewide Performance Narrative Report (Titles I and III) 2022 Refresher - WorkforceGPS Webinar**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other workforce partners of an upcoming WorkforceGPS webinar – 2022 Refresher – WIOA Annual Statewide Performance Narrative Report (Titles I and III) on Wednesday, October 12, 2022 from 2:00 – 3:00.

**Background:** Join the U.S. Department of Labor (DOL), Employment and Training Administration for a refresher on the Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative for titles I and III.

On November 7, 2018, DOL ETA published Training and Employment Guidance Letter (TEGL) 5-18, Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative, to provide guidance to WIOA state grantees regarding the content of the WIOA Annual Statewide Performance Report Narrative for titles I and III and the procedures for submission to the

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

Employment and Training Administration (ETA). The report is due annually on December 1, or the first business day thereafter should that date fall on a weekend.

If new to drafting the WIOA Annual Statewide Performance Report Narrative, or just looking for a quick reminder this event will cover all the key topics needed to draft a successful narrative report. The webinar will provide a refresher of the report's content and administrative requirements, tips and insights into best practices, address questions, and demonstrate the new WIOA Annual Statewide Performance Report Narrative "[Quick View](#)" tool.

ETA invites all staff involved in drafting, reviewing, and submitting the WIOA Annual Statewide Performance Report Narrative to attend this webinar for:

1. an overview of the requirements outlined in the guidance,
2. examples of best practices, & tips for maximizing narrative submission and,
3. demonstration of the "Quick View" tool.

Participants are invited to bring their drafting and submission questions.

WorkforceGPS is an online technical assistance website created to help build the capacity of America's public workforce investment system. Sponsored by the Employment and Training Administration of the U.S. Department of Labor, WorkforceGPS was developed specifically for workforce professionals, educators, and business leaders. WorkforceGPS is free but does require account registration.

**Action**

**Requested:** Please share with all managers, staff and partners as appropriate.

**Effective:** Immediately.