



# Workforce Issuance

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**100 DCS 15.132**

☐ Policy ☒ Information

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**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:** April 24, 2024

**Subject:** **Jobs for Veterans State Grant: Standard Operating Procedures Training**

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**Purpose:** To inform MassHire Workforce Boards, MassHire Career Center Operators, MassHire Career Center staff and partners of the upcoming Jobs for Veterans State Grant (JVSG) Standard Operating Procedures (SOP) virtual training series on May 13 to May 17, 2024, from 9:00 a.m. to 10:30 a.m.

**Background:** [MassHire Workforce Issuance 100 DCS 15.105: Jobs for Veterans State Grant Program Standard Operating Procedures](#) was issued to provide guidance on policies, processes, and standards to assist MassHire staff with operationalizing the delivery of services to Veterans and Veterans eligible for participation in the JVSG program.

The JVSG SOP training series has been developed as a set of virtual mini clinics to provide detail on specific topics relevant to the JVSG program and its Standard Operation Procedures.

All JVSG SOP mini clinics will be recorded and posted on the [Veterans Program Training](#) page for future reference. The mini clinics will cover the following topics:

Day 1: Intake, Eligibility, Comprehensive Assessment, and MOSES Tabs

Date: Monday, May 13, 2024

Time: 9:00 a.m. to 10:30 a.m.

Day 2: Program Enrollment and Shared Customers

Date: Tuesday, May 14, 2024

Time: 9:00 a.m. to 10:30 a.m.

Day 3: Career Planning

Date: Wednesday, May 15, 2024

Time: 9:00 a.m. to 10:30 a.m.

Day 4: Services and Notes

Date: Thursday, May 16, 2024

Time: 9:00 a.m. to 10:30 a.m.

Day 5: Outcomes, Follow Ups and Reports

Date: Friday, May 17, 2024

Time: 9:00 a.m. to 10:30 a.m.

**Action**

**Required:** Registration is required for each mini clinic. To register for the mini clinics, click here: [Veterans Program Training](#) and then click on *How to Register* on the left side of the page.

JVSG staff are strongly encouraged to attend all the mini clinics in the training series during May 13 – May 17, 2024. The trainings series is made available to all MassHire Career Center managers/supervisors and staff to attend as appropriate.

**Effective:** Immediately

**Inquiries:** For questions or comments please contact Chris Mills at [Chris.Mills@mass.gov](mailto:Chris.Mills@mass.gov).