Workforce Issuance

100 DCS 23.103   ☐ **Policy**   ☑ **Information**

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: April 8, 2020

Subject: **RESEA and TAA Electronic Fillable Forms Available**
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Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other
               workforce partners that MDCS has created electronic RESEA and TAA forms, some of
               which are fillable, for use in working with customers remotely.

               This is the same MWF Issuance as #13-114 under the Trade category

Background: In these uncertain times, we are providing additional resources for staff to continue
               working with customers remotely. The documents are in electronic, fillable format to
               assist career center staff with convenient access to all documents required for the CCS,
               Initial and RESEA Reviews, as well as the necessary TAA documents required for assisting
               TAA customers.

               These documents are located at the following links:
               RESEA Forms: https://www.mass.gov/service-details/remote-resea-documents
               RESESA Website: https://www.mass.gov/massworkforce-resources

               Trade Forms: https://www.mass.gov/service-details/trade-fillable-electronic-forms

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

Trade Website: https://www.mass.gov/trade-adjustment-assistance-taa

Action Requested: Please assure that all MassHire Career Center staff are familiar with the location of the RESEA and TAA documents when working with customers remotely.

Inquires: Questions related to the RESEA and TAA electronic documents should be directed to Kim Leonard at kim.m.leonard@detma.org for RESEA or Maynor Acevedo at maynor.acevedo@detma.org for Trade.

Effective: Immediately