



# Workforce Issuance

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☐ 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  
MDCS Operations Managers

**cc:** WIOA State Partners

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

**Date:** September 3, 2020

**Subject:** **Change in the Workforce Training Fund Program: Expanding Express Program eligibility to any size business**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Center Operators and other workforce investment partners of changes regarding the Express Program, Workforce Training Fund Program.

**Background:** The Massachusetts Workforce Training Fund Program (WTFP) awards between \$18MM-\$22MM annually to Massachusetts businesses to fund training for new and recently hired employees.

The Express Program is one of three Workforce Training Fund Programs offered, and historically has been available **only** to small businesses with 100 or fewer Massachusetts employees. The Express Program offers cash grants to businesses to cover up to 50% of the cost of training employees, up to \$3,000 per employee per course. Additional limitations apply.

Effective September 1, 2020, eligible Massachusetts businesses of **any size** may apply for training grants through the Workforce Training Fund's Express Program.

Examples of training available through the Express Program include: Leadership/Supervisory Skills, Productivity Software, Project Management, IT, Sales and Customer Service, Quality Assurance, and more.

Guidance incorporating these changes is now available at:  
[WorkforceTrainingFund.org/express](https://WorkforceTrainingFund.org/express)

**Required:** MassHire Workforce Boards and MassHire Career Center Partners should be notified as well as Massachusetts Association of Community Colleges Workforce Development contacts: <https://masscc.org/workforce-training/workforce-development-contact-information>

**Inquiries:** Please refer questions about the Workforce Training Fund Program to Kristen Rayne, Outreach Manager, at [Krayne@commcorp.org](mailto:Krayne@commcorp.org)

Questions from applicants regarding the Express Program should be sent to [Express@commcorp.org](mailto:Express@commcorp.org)