



# Workforce Issuance

---

**100 DCS 37.105**

☐ Policy ☒ Information

---

**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:** September 10, 2024

**Subject:** **Massachusetts Workforce Skills Fund Pilot Program**

---

**Purpose:** To provide information to MassHire Workforce Boards, Career Center Operators, and other local workforce partners regarding the MassHire Workforce Skills Fund.

**Background:** The Massachusetts Workforce Skills Fund supports a training stipend program designed by the Executive Office of Labor and Workforce Development, in partnership with the Commonwealth Corporation, to support and encourage upskilling and training participation for unemployed and underemployed individuals.

Stipends are intended to break down financial barriers to participating in skills training. The stipend program is being introduced as a pilot program while the Commonwealth continues to build support for training participation to increase job seeker uptake, complete ARPA-funded training programs, and attain employment.

Stipends are a fixed amount of dollars provided directly to individuals enrolled in a training program through either the Career Technical Initiative (CTI) or Workforce Competitiveness Trust Fund (WCTF).

The stipend amount is based on the duration of the training. For training programs that are fewer than 3 months (less than or equal to 90 calendar days), the payment total is up to \$3,000. For training programs that are longer than 3 months (more than 90 calendar days), the maximum stipend is up to \$5,000.

Payment installments are based on three milestones: 50% after two weeks of training, 20% at completion of the training course; and 30% after employment is obtained (post-training).

Training providers will provide information to participants about the stipend and obtain their consent for participation. To receive stipend payments, the participant will be provided a link to a secure, online payment portal to choose how to receive funds, Direct Deposit, or Electronic Transfer via Zelle. Participants who do not have access to a bank account must talk with their training provider for additional support.

CTI and WCTF training providers will document the participants' milestones to initiate payments. Once a participant has received their first stipend installment, funds will be reserved to ensure availability of funding for all payments upon successful completion of defined benchmarks. To receive the final post-training stipend installment, employment must be obtained, reported to and submitted by the training provider within 100 days from the end date of training.

Training participants with questions related to this pilot program are encouraged to contact their CTI or WCTF Training Provider. For additional questions or assistance, training providers and participants are directed to contact the help desk at [MAWorkforceSkillsFund@mass.gov](mailto:MAWorkforceSkillsFund@mass.gov).

**Action**

**Requested:** Please ensure all appropriate MassHire Career Center management and staff, including Upskilling Navigators, are aware of the availability of this pilot program.

**Effective:** Immediately

**Inquiries:** Please direct all questions to Ashley Terrill at [ashley.terrill@mass.gov](mailto:ashley.terrill@mass.gov). Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.

**Attachments:** A: MA Workforce Skills Fund Program Overview  
B: MA Workforce Skills Fund FAQ