



## MASSACHUSETTS WORKFORCE INNOVATION AND OPPORTUNITY ACT JOINT PARTNER COMMUNICATION

**WIOA Joint Partner Communication 04.2018**

☒ Policy ☐ Information

**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board Directors  
WIOA Title I Administrators  
Career Center Directors  
WIOA Title I Fiscal Officers  
DCS Operations Managers  
Adult Education Providers  
Massachusetts Rehabilitation Offices and Providers  
Massachusetts Commission for the Blind Offices and Providers  
Senior Community Service Employment Program (SCSEP) Providers  
Dept. of Transitional Assistance Offices and providers of SNAP and TANF services

**From:** Jennifer James, Undersecretary  
*Executive Office of Labor and Workforce Development*  
Alice Sweeney, Director  
*Department of Career Services*  
Richard Jeffrey, Director  
*Department of Employment Assistance*  
Tom Wolf, Commissioner  
*Massachusetts Rehabilitation Commission*  
David D'Arcangelo, Commissioner  
*Massachusetts Commission for the Blind*  
Jolanta Conway, State ABE Director  
*Department of Elementary and Secondary Ed, Adult and Community Learning Services*  
Olga Yulikova, Senior Community Service Employment Manager  
*Senior Community Service Employment Program*  
Jeffrey McCue, Commissioner  
*Department of Transitional Assistance*

**Date:** September 28, 2018

**Subject:** WIOA State Partner Infrastructure Contributions

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, Fiscal Agents, and other local workforce partners of guidance on WIOA State Partner infrastructure contributions to the network of MassHire Career Centers (MCCs).

**Background:** WIOA law (Sec121 B1 & h) and 20 CFR §463.510 cites that all required Partners must contribute to support both shared and infrastructure costs of the one-stop centers. The Final Rule notes, “Jointly funding services is a necessary foundation for an integrated service delivery system.”

The State WIOA required Partners include:

- Adult Community Learning Services (ACLS)
- Department of Transitional Assistance (DTA)
- Massachusetts Commission for the Blind (MCB)
- Massachusetts Rehabilitation Commission (MRC)
- Senior Community Services Employment Program (SCSEP)

WIOA State and Local Partners agreed that the most important activity to spearhead the local MOU process would be for local MOU teams to convene, establish relationships, identify shared customers and work on improved customer flow within each of the Massachusetts Workforce Development System’s sixteen workforce areas. At the state level, Partners would work together to develop the formula for distribution of infrastructure funding based upon local data from each of the 16 workforce areas, identify expected outcomes to be achieved at the local level, and determine a methodology for redistribution or reallocation of funds if performance expectations are not met or funds are underutilized.

Some State WIOA Partners have reached agreement on the amounts of infrastructure costs to provide to the 16 workforce areas for this year through June 30, 2019. As additional agreements are completed this issuance will be updated.

The State Workforce Agency (SWA), the MassHire Department of Career Services (MDCS) maintains a master contract with each of the 16 Chief Elected Officials (CEOs). To facilitate distribution of Partner funds to the local areas, State and Local Partners agreed that MDCS would act as the conduit of funds to support infrastructure costs utilizing this established contracting mechanism. This cost effective and efficient manner for transferring these funds enables the local MOU teams to focus on integration of services and to negotiate in every local area the specific use of the funds, individualized based upon each Partner’s contribution and with the delivery of service negotiated by local Partner representatives.

**Policy:** Consistent with the goals of WIOA, the required WIOA Partners have established (or are in the process of finalizing) Interagency Service Agreements (ISAs) to set forth the terms, conditions, and procedures under which the required WIOA State Partners will provide infrastructure funds to support services to shared customers at the MassHire Career Centers (MCCs). MDCS will act as the conduit for these

funds, utilizing the established contracting mechanism to distribute WIOA infrastructure funds to local fiscal agents for services provided at the MCCs.

Each MassHire local Board, in conjunction with the local Fiscal Agent, will ensure all allocations are incorporated into the local integrated budget during the annual planning process. The local MOU teams, led by the local board, will monitor the ongoing use of the funds, evaluate the actual cost vs. benefit and will offer recommendations for funding adjustments for the next fiscal year.

Local Boards with more than one MCC in a local area, working with the respective local Partners, will determine the infrastructure amount to distribute to each MCC and how funds will be utilized consistent with ISA requirements.

The FY 19 ISA funds are to be fully expended by June 30, 2019.

### **Tracking Requirements**

At minimum, quarterly reports will be sent to the WIOA State Partners that include the number of shared customers enrolled, exited, received WIOA-funded training and attained employment through the MCCs. Customers who are eligible for and receive services from more than one WIOA Partner program are considered shared customers. Information on shared customers must be captured in the Massachusetts One-Stop Employment System (MOSES) database.

### **Capturing Information in MOSES**

Please refer to WIOA Joint Partner Policy Communication: *01.2018 WIOA Partner Shared Customers* for capturing information in MOSES.

### **Instruction for Placing Funds in the Integrated Budget**

Both the Integrated Budget (Posted) and the Fiscal Status Report (FSR) (local) documents have been revised to incorporate partner expenditures in FY19. Integrated Budgets are in the process of being revised to include these ISA funds and FSR figures will be submitted to MDCS in full compliance with the 9130 reporting for period ending 9/30/18.

In the Integrated Budget template, there is a column for each Partner funding source. Please enter the amount of funds your local area has received from each Partner in that column as appropriate and budget appropriately.

### **Reporting Partner ISA Contributions**

Local area Fiscal Agents will report funds spent on infrastructure on the Fiscal Status Report (FSR) line for "Partner Infrastructure Contributions."

**Local Board****Action**

**Required:** MassHire Workforce Boards must ensure infrastructure funds are utilized in accordance with the instructions within this policy and attachments, as well as pursuant to the individual agency ISA.

**Partner****Action**

**Required:** Representatives from local WIOA Partners will monitor the ongoing use of the funds and the outcomes being achieved; evaluate the actual cost vs. benefit; and offer recommendations for funding adjustments for the next fiscal year.

**Effective:** Immediately

**Attachments:** Individual WIOA Partner ISA Summaries:

- A. Department of Transitional Assistance (DTA)
- B. Adult Community Learning Services (ACLS)
- C. Massachusetts Commission for the Blind (MCB)
- D. Massachusetts Rehabilitation Commission (MRC)
- E. Senior Community Services Employment Program (SCSEP) (State)
- F. Senior Community Services Employment Program (SCSEP) (National)

**Inquiries:** Please email all questions to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US). Also, indicate Issuance number and description.