



**MASSACHUSETTS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
JOINT PARTNER COMMUNICATION**

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**WIOA Joint Partner Communication 02.2019.1**

Policy  Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
WIOA Title I Administrators  
MassHire Career Center Directors  
WIOA Title I Fiscal Officers  
MDCS 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  
*MassHire Department of Career Services*  
Richard Jeffers, Director  
*Department of Unemployment Assistance*  
Toni 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:** February 28, 2019

**Subject:** **FY19 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 MassHire Career Centers (MCCs). This policy has been revised to provide guidance specific to Department of Transitional Assistance funds.

**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 agree that the most important activity within the local MOU process is the regular convening of local MOU teams to build new or build upon established relationships, refine services to shared customers and continually examine and improve customer flow within each of the MassHire Workforce System’s sixteen workforce areas. At the state level, Partners continue to work together to develop and/or adjust the formula for distribution of infrastructure funding based upon local data from each of the 16 workforce areas, identify expected outcomes to be locally achieved and determine a methodology for redistribution or reallocation of funds if performance expectations are not met or funds are underutilized.

State WIOA Partners have reached agreement on the infrastructure funding amounts to provide to the 16 workforce areas for Fiscal Year 2019.

The MassHire Department of Career Services (MDCS), as the State Workforce Agency (SWA), maintains a master contract with each of the 16 Chief Elected Official’s Fiscal Agents. To facilitate distribution of Partner funds to the local areas, State and Local Partners agree that MDCS will 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 model for the delivery of services negotiated by local Partner representatives.

**Policy:** Consistent with the goals of WIOA, the required WIOA Partners have established 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 as part of 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 offer recommendations for funding adjustments for the following 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 FY2019 ISA funds are to be fully expended by June 30, 2019.

### **Guidance Specific to Department of Transitional Assistance Funds**

A base allocation of \$23,678.50 has been made available to each of the 16 workforce development area fiscal agents to be distributed to the local area comprehensive One-Stop Career Centers (OSCCs) to be utilized consistent with WIOA infrastructure funding requirements including the use of funds to support office space and furnishing at the local area OSCCs.

Additional funds have been made available, based on DTA caseload estimates, to be used to support program activities and services offered to shared customers through the local area comprehensive career centers, including but not limited to job clubs, case management, job counseling, training or job readiness workshops.

The utilization of these funds will be determined in consultation with the local DTA Transitional Assistance Office (TAO) Directors, MassHire Workforce Boards and MassHire Career Center Management.

### **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* <https://www.mass.gov/service-details/massworkforce-joint-partner-policy> for capturing information in MOSES.

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

Both the Integrated Budget and the Fiscal Status Report (FSR) forms have been adapted to incorporate expenditure of partner funds.

The Integrated Budget template includes a column for each Partner funding source. Please enter the amount of ISA 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 in the Fiscal Status Report (FSR) row and column for the particular "Partner Infrastructure Contributions."

FY2019 Partner expenses must be submitted to MDCS on the FSR Partner page for the quarters in which Partner funds were expended and these will, in turn, be provided to the appropriate partner agencies.

### **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 following 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)

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