

Attachment E
 MA - Senior Community Service Employment Program
 Individual WIOA Partner ISA Summaries

Funding provided through the ISA shall be used in the following manner:

A. A minimum of \$1,334.86 shall be made available to the 19 MassHire Careers Centers identified in this ISA (see Additional ISA Terms). Each of the 16 workforce development area fiscal agents will receive their proportionate share of the total amount of infrastructure funds relative to the number of MCCs in their local workforce area. Funds will be utilized consistent with WIOA infrastructure funding requirements for WIOA mandated OSCC partners and to implement the requirements of this ISA.

MASSHIRE WORKFORCE AREA	MASSHIRE CAREER CENTERS	ALLOCATION FOR EACH CAREER CENTER	FY19 ALLOCATION FOR EACH WORKFORCE AREA
Berkshire	MassHire Berkshire Career Center	\$1,334.86	\$1,334.86
Boston	MassHire Downtown Boston Career Center	\$1,334.86	\$2,669.72
	MassHire Boston Career Center	\$1,334.86	
Brockton	MassHire Greater Brockton Career	\$1,334.86	\$1,334.86
Central MA	MassHire Southbridge Career Career	\$1,334.86	\$2,669.72
	MassHire Worcester Career Center	\$1,334.86	
Greater Lowell	MassHire Greater Lowell Career Center	\$1,334.86	\$1,334.86
Hampden	MassHire Springfield Career Center	\$1,334.86	\$2,669.72
	MassHire Holyoke Career Center	\$1,334.86	

Metro North	MassHire Metro North Career Center - Cambridge	\$1,334.86	\$2,669.72
	MassHire Metro North Career Source - Woburn	\$1,334.86	
Metro Southwest	MassHire Framingham Career Center	\$1,334.86	\$2,669.72
	MassHire Norwood Career Center	\$1,334.86	
Merrimack Valley	MassHire Merrimack Valley Career Center - Haverhill	\$1,334.86	\$2,669.72
	MassHire Merrimack Valley Career Center - Lawrence	\$1,334.86	
North Central	MassHire North Central Career Center	\$1,334.86	\$1,334.86
North Shore	MassHire North Shore Career Center	\$1,334.86	\$1,334.86
South Shore	MassHire South Shore Career Center - Plymouth	\$1,334.86	\$2,669.72
	MassHire South Shore Career Center - Quincy	\$1,334.86	
Total Allocation		\$25,362.34	\$25,362.34

B. Use of these funds will include including the use of office space and furnishing.

a. Responsibility of MDCS

- Distribute and manage funds provided under this ISA to effectively support coordinated efforts at the MCCs for shared customers.
- Provide an outreach and referral system for shared customers.
- Provide a quarterly report to WIOA Partners on the number of older workers age 55 and older served, the number of referrals to MA SCSEP, and the types of activities and services provided to non-MA SCSEP older workers.

b. Responsibility of EOEA

- Make federal DOL funds available to MDCS as specified in this agreement.
- Co-locate MA SCSEP staff at MCCs in the areas of service.
- Provide MCCs with information on equitable distribution of MA SCSEP slots.
- Coordinate between National and MA SCSEP sub grantees.
- Provide training to MDCS and MCCs on the employment needs of older workers and the value of older workers to local employers.
- Participate in design of the career pathways for older workers with MDCS and MCCS.
- Provide MDCS and MCCs information and referrals to multiple elder network programs and supportive services, i.e., SHINE, Meals on Wheels, Healthy Aging resources, Senior Housing and Caregivers programs.

c. Responsibility of MassHire Career Centers (MCCs)

- Provide a single point of contact for MA SCSEP in each MCC.
- Designate appropriate space for MA SCSEP staff to co-locate at agreed upon and scheduled times at the MCC.
- Document MA SCSEP participant enrollment, assessment, placement, training and outcomes and establish an individual case record for each participant. Case records will be shared with all WIOA Partners and will contain at a minimum: documentation of skill assessments, evaluation of activities, case notes, and community service referrals.
- Identify eligible shared customers.
- Provide job placement, earnings, and job retention data for shared customers.
- Promote older workers and shared customers to employers.