



MASSACHUSETTS  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
JOINT PARTNER COMMUNICATION

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**WIOA Joint Partner Communication 03.2019**

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*  
Wyvonne Stevens-Carter, Acting State Adult Education Director  
*Department of Elementary and Secondary Ed, Adult and Community Learning Services*  
Olga Yulikova, Senior Community Service Employment Manager  
*Executive Office of Elder Affairs*  
Jeffrey McCue, Commissioner  
*Department of Transitional Assistance*

**Date:** February 25, 2019

**Subject:** FY2019 Adult and Community Learning Services Adult Career Pathway Funds

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, Fiscal Agents, and other local workforce partners of guidance on FY2019 Adult Community Learning Services (ACLS) Adult Career Pathway funds.

**Background:** The Department of Elementary and Secondary Education (DESE), Adult and Community Learning Services (ACLS) has committed \$200,000 in Adult Career Pathway funds to support local workforce area efforts to work in partnership with local adult education programs to identify and develop career pathway opportunities for adult learners.

The ACLS Adult Career Pathway funds have been allocated to the 16 MassHire Workforce Boards based on FY2018 adult education student enrollments in each of the local workforce areas. **ACLS Adult Career Pathway funds must be expended by June 30, 2019.**

**Policy:** MassHire Workforce Boards shall work in partnership with local adult education programs in the development of career pathways opportunities for adult learners. Funds provided to the Workforce Boards are intended to support the following activities:

**Support of Adult and Community Learning Services (DESE)**

1. Review of adult education proposals (CALC, workplace education, etc.).
2. Workforce Board identifies staff to participate in trainings and on review teams for adult education competitive proposals.
3. Participation of Workforce Board staff on program quality reviews (PQR) (monitoring) and selected site visits and related trainings.
  - Workforce Board identifies staff to participate in one-day program quality reviews with ACLS based on the ACLS developed schedule.
  - The PQR is part of the ACLS accountability system and these one-day reviews are conducted once in a four-year cycle.
  - One of the key purposes is to determine the quality of services against a set of Indicators through a diagnostic assessment.
  - Promising practices will be identified and disseminated.
  - The reviews ensure state and federally-funded adult education providers are compliant with state and federal policies.

**Supporting DESE Funded Local Adult Education Programs**

1. Development of effective employer partnerships in order to place adult education graduates.
2. Support and guidance to adult education programs related to the development of viable career pathways for adult learners in the local workforce area.

3. Support and guidance to adult education programs related to the development of bridge classes and integrated education and training programs.
4. Support and guidance to adult education programs in serving “shared customers”.
5. Support and guidance to the out-stationed adult education staff located at Career Centers (including Boston Navigator).
6. For Boston – coordination of quarterly Adult Literacy Initiative (ALI) meetings for adult education programs in Boston (in collaboration with ACLS).

**Instruction for Placing ACLS Adult Career Pathway Funds in the Integrated Budget**

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

The Integrated Budget template includes a column for the ACLS Adult Career Pathway funding source. Please enter the amount of the fund allocation your local area has received from Adult and Community Learning Services in the appropriate budget column.

**Reporting ACLS Adult Career Pathway Funds**

Local area Fiscal Agents will report funds spent on ACLS Adult Career Pathway expenses in the Fiscal Status Report (FSR) row and column.

FY2019 ACLS Adult Career Pathway expenses must be submitted to MDCS on the FSR Partner page for the quarters in which the funds were expended and these will, in turn, be provided to Adult and Community Learning Services.

**Local Board Action**

**Required:** MassHire Workforce Boards must ensure ACLS Adult Career Pathway funds are utilized in accordance with the instructions within this policy and attachment.

**Effective:** Immediately

**Attachment:** A- FY2019 Adult and Community Learning Services Adult Career Pathways Funds

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