



Workforce Issuance

100 DCS 04.106.1

Policy Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: January 27, 2020

Subject: **Local Operating Plan Guidance: Fiscal Year 2020**

Purpose: To provide guidance to Chief Elected Officials, MassHire Workforce Boards and MassHire Career Center Operators with regard to the development and submission of the WIOA Fiscal Year 2020 Local Operating Plan documents.

This policy has been revised to add instruction related to local use of the WIOA Waiver for Eligible Training Providers (100 DCS 16.100): <https://www.mass.gov/files/documents/2019/04/18/16-100.pdf>, approved by USDOL on December 13, 2018. This waiver eliminates the need for training providers listed on the Massachusetts ETPL to report outcomes for students whose training is not funded through the Workforce System. Workforce Boards will base ETPL approval on performance that is reported for only those students whose training is funded through the MassHire workforce system. This change must also be reflected in local ETPL Policy.

Waiver implementation must be documented in the Local Operating Plan.

Please submit Attachment C (04-106C – *Notification of Local Workforce System Changes Form*) to acknowledge use of the ETPL Waiver. Note: the Attachment C form has been revised to include the waiver acceptance language; please insert workforce board name.

Background: The Massachusetts workforce development system, in conjunction with its WIOA Partners, supports and promotes the Commonwealth's workforce and economic development efforts through the delivery of quality employment, education, and training services that are responsive to the needs of businesses and job seekers.

The Workforce Innovation and Opportunity Act (WIOA), at section 108, requires each local board to develop a comprehensive 4-year local plan in partnership with the chief elected official. The WIOA 4-Year Plans are separate and distinct from the **Local Operating Plan** that is the subject of this policy guidance.

The information requested within this policy strictly relates to local operational information that is required on an annual basis by the MassHire Department of Career Services. This information comprises the “Local Operating Plan.”

Policy: The Local Board, with agreement of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2020 Local Operating Plan.

Action

Required: Local Operating Plan packages shall include the components listed in Attachment A: *FY20 Local Operating Plan Checklist*. Please review the list of documents required for submission. Completed FY2020 Local Operating Plan packages are due to MDCS on **August 16, 2019**. Please refer to submission instructions contained in Attachment B.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US.

Attachment:

- A. FY20 Local Operating Plan Checklist
- B. Submission Instructions
- C. Notification of Local Workforce System Changes Form
- D. MassHire Career Center Hours of Operation Form
- E. Assurances
- F. Local Operating Plan Signatories Form
- G. Financial Modification Authorization Form
- H. Instructions for Program Summary Charts

- I. Program Summary Charts (S and 1-4)
- J. Integrated Budget and Narrative Template
- K. Integrated Budget Instructions
- L. Integrated Budget Program List
- M. Instructions for revising Local WIOA Performance Goals for FY20
- M1. FY20 WIOA Performance Goals Request Form
- N. State One-Stop Allocations
- O. FY20 WIOA State Partner Infrastructure Contributions
- O1. Adult Community Learning Services (ACLS) (*NOW AVAILABLE*)
- O2. Department of Transitional Assistance (DTA)
- O3. Massachusetts Commission for the Blind (MCB)
- O4. Massachusetts Rehabilitation Commission (MRC)
- O5. Senior Community Services Employment Prog. (SCSEP) (*NOW AVAILABLE*)
- O6: National Senior Community Service and Employment Program (SCSEP) –
Operation A.B.L.E and Senior Service America, Inc.
- P. Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- Q. Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
- R. Local Allocations Compared
- S. Overview of WIOA and Wagner-Peyser Allocations
- T. State Allotments (WIOA Title I & ES Federal to State Allocations) RESEA
Allotments
- U1: CY2019 RESEA Allotments
- U2: CY2020 RESEA Allotments (*posted 5/12/20*)
- V: TAA Case Management Allocations
- W: MassHire Career Center Telephone Service
- X: FY20 Jobs for Veterans State Grant Allocations
- Y: UI Funding
- Z: Premises Lease Costs (*Upon Availability*)