



Workforce Issuance

100 DCS 04.107

☒ 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
Department of Career Services

Date: August 22, 2019

Subject: **WIOA Local 4 Year Plan Modification Guidance**

Purpose: To provide MassHire Workforce Boards (MWB) with instructional guidance for modification of the Local 4-Year Plan related to the programs and services provided through the Workforce Innovation and Opportunity Act (WIOA) and other programs as designated by the Commonwealth.

Background: In accordance with WIOA Sec. 108, each local board must develop and submit to the Governor a comprehensive 4-year local plan, in partnership with the chief elected official.

Local plan requirements set the foundation for WIOA principles by fostering strategic alignment, improving service integration and ensuring that the public workforce system is industry-relevant, responding to the economic needs of the local area and matching employers with skilled workers.

The local plan must support the strategy described in the State plan in accordance with section 102(b)(1)(E) and otherwise be consistent with the State plan. If the local area is part of a planning region, the local board shall comply with section 106(c) in the preparation and submission of a regional plan.

WIOA §679.580 stipulates that at the end of the first 2-year period of the 4-year local plan, each Local Workforce Board, in partnership with the appropriate chief elected officials, must review the local plan and prepare and submit modifications to the local plan.

The period of performance for MassHire WIOA Local 4 Year Plans is July 1, 2017 through June 30, 2021. MassHire local 4-year plans are at now at mid-point, therefore subject to review and modification.

The Massachusetts Local 4 Year Plan process was a deliberate strategy to align all of the WIOA required activities in a coherent manner that averted duplication, thereby creating a “two-part story” for the WIOA 4 Year Plan. Cycle 1, Initial Local Plans were “conditionally certified” as comprising Year 1 of the Massachusetts 4-Year Local Plan process and were effective July 1, 2017 to June 30, 2018. The Cycle 2, Final Local Plan is in effect through June 30, 2021.

Review of Local 4 Year Plan submissions was completed in May of 2019. As the timing was so close to mid-point, DCS opted to include any necessary clarifications or revisions to that submission within the modification. Therefore, in addition to examining the plan for modifications per WIOA regulation, MassHire Workforce Boards are required to ensure the inclusion of comprehensive information regarding Rapid Response and Migrant Seasonal Farmworker services. The attachments to this policy provide narrative templates for that information.

Any board that has additional/specific issues to address will be contacted individually.

Policy:

In accordance with WIOA §679.580 (b) modifications to the local plan should reflect changes:

- (1) In labor market and economic conditions; and
- (2) Other factors affecting the implementation of the local plan, including but not limited to:
 - (i) Significant changes in local economic conditions;
 - (ii) Changes in the financing available to support WIOA Title I and partner-provided WIOA services;
 - (iii) Changes to the Local Workforce Development Board structure; and
 - (iv) The need to revise strategies to meet local performance goals.

Reviewers noted two trends in need of strengthening throughout most local plans related to description of Rapid Response services as well as services to Migrant and Seasonal Farmworkers.

In order to ensure that all local plans include comprehensive strategies related to these services, MDCS requests that all local boards ensure that the information provided in the local plan modification includes all of the information included in the narrative templates:

- Attachment A – Rapid Response
- Attachment B – Migrant Seasonal Farmworkers

Please refer to the following sections of the WIOA Local Year Plan template to see the application of the information provided in Attachments A and B.

Page 3 – (b)(3)(ii)

Page 5 – (b)(7) and (b)(12)

Page 7 – (b)(14)

This information, tailored to the local area can either be edited into the above sections or stand alone as an addendum to the plan.

Action

Required:

MassHire Workforce Boards must submit flash drive containing an electronic copy of plan modifications and signature page in accordance with WIOA and MDCS requirements no later than **October 25, 2019**. This provides ample time for document development and the requisite **30-day public review and comment period**.

Please send the flash drive to:

Lina Caissie
MassHire Department of Career Services
Charles F. Hurley Building
19 Staniford Street, 1st Floor
Boston, MA 02114

Note: if the local board determines that there are no changes at this time that should be included in a plan modification *and* information contained in the current plan is inclusive of the information in Attachments A and B (or Attachments A and B are incorporated as an addendum to the current plan), then the local board may submit Attachment D – “No Modification Acknowledgement Form.”

Effective: Immediately

Inquiries: Please send all inquiries to PolicyQA@MassMail.State.MA.US.

Attachment: A. Rapid Response Narrative Template
B. Migrant Seasonal Farm Worker Narrative Template
C. WIOA Local Four-Year Plan Signatory Form
D. No Modification Acknowledgement Form

Non-Active