



Workforce Issuance

100 DCS 04.108

Policy **Information**

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 9, 2020

Subject: **Local Operating Plan Guidance: Fiscal Year 2021**

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 2021 Local Operating Plan documents.

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 2021 Local Operating Plan.

Action

Required: Local Operating Plan packages shall include the components listed in Attachment A: *FY21 Local Operating Plan Checklist*. Please review the list of documents required for submission. Completed FY2021 Local Operating Plan packages are due to MDCS on **August 10, 2020**. Please refer to submission instructions contained in Attachment B .

Effective: Immediately

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

Attachments:

- A. FY21 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 FY21
- M1. FY21 WIOA Performance Goals Request Form
- N. State One-Stop Allocations (*Upon Availability*)
- O. FY21 WIOA State Partner Infrastructure Contributions
- O1. Adult Community Learning Services (ACLS) (*posted 2/12/21*)
- O2. Department of Transitional Assistance (DTA)
- O2a: FY20 & FY21 WPP Expansion Program Allocations
- O2b: FY21 WPP Allocations (*Upon Availability*)
- O3. Massachusetts Commission for the Blind (MCB) (*posted 2/12/21*)
- O4. Massachusetts Rehabilitation Commission (MRC) (*Upon Availability*)
- O5. Senior Community Services Employment Prog. (SCSEP) (*Upon Availability*)
- O6: National Senior Community Service and Employment Program (SCSEP) – Operation A.B.L.E and Senior Service America, Inc. (*Upon Availability*)

- 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 (*Upon Availability*)
- T. State Allotments (WIOA Title I & ES Federal to State Allocations)
- U1: CY2019 RESEA Allotments
- U2: CY2020 RESEA Allotments
 - V: TAA Case Management Allocations
- Va: FY18 TAA Allocations
- Vb: FY19 TAA Allocations
- Vc: FY20 TAA Allocations (*Upon Availability*)
- W: MassHire Career Center Telephone Service
- X: FY20 Jobs for Veterans State Grant Allocations (*Upon Availability*)
- Y: UI Funding (*Upon Availability*)
- Z: Premises Lease Costs (*Upon Availability*)