



# Workforce Issuance

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Policy  Information

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**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:** September 15, 2021

**Subject:** **Local Annual Operating Plan Guidance: Fiscal Year 2022 - Revised**

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**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 2022 Local Annual Operating Plan documents.

Note: this policy has been revised to reflect a new due date for the FY22 Local Annual Operating Plan documents.

**Background:** The Massachusetts workforce development system, in collaboration with our 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 information requested within this policy relates to local operational information that is required on an annual basis by the MassHire Department of Career Services. This information comprises the Local Annual Operating Plan.

**Policy:** The MassHire Workforce Board, with agreement of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2022 Local Annual Operating Plan.

**Action**

**Required:** Local Annual Operating Plan packages shall include the components listed in Attachment A: *FY22 Local Annual Operating Plan Checklist*. Please review the list of documents required for submission.

Completed FY2022 Local Annual Operating Plan packages are due to MDCS no later than **September 30, 2021**. Please refer to submission instructions contained in Attachment B.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US).

**Attachments:**

- A. FY22 Local Annual 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 Annual 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 FY22
- M1. FY22 WIOA Performance Goals Request Form
- N. State One-Stop Allocations
- O. FY22 WIOA State Partner Infrastructure Contributions
- O1. Adult Community Learning Services (ACLS) *(upon availability)*
- O2. Department of Transitional Assistance (DTA)
- O2a. FY22 WPP Expansion Program Allocations *(upon availability)*
- O2b. FY22 WPP Program Allocations
- O2c. FY21 WPP Expansion Program Allocations
- O3. Massachusetts Commission for the Blind (MCB) *(upon availability)*
- 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
- T. State Allotments (WIOA Title I & ES Federal to State Allocations)
- U1. CY2020 RESEA Allotments
- U2. CY2021 RESEA Allotments
  - V. FY19 TAA Allocations
- V1. FY20 TAA Allocations
- V2. FY21 TAA Allocations
- W: MassHire Career Center Telephone Service
- X: FY21 Jobs for Veterans State Grant Allocations (*upon availability*)
- Y: UI Funding (*upon availability*)
- Z: Premises Lease Costs (*upon availability*)