



DEPARTMENT OF  
CAREER SERVICES

# 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  
MassHire DCS Operations Managers

**cc:** WIOA State Partners

**From:** Diane Hurley, Acting Director  
MassHire Department of Career Services

**Date:** September 7, 2023

**Subject:** **Local Annual Plan Guidance: Fiscal Year 2024**

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**Purpose:** To provide guidance to Chief Elected Officials, MassHire Workforce Boards and MassHire Career Center Operators regarding the development and submission of the WIOA Fiscal Year 2024 Local Annual 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 respond 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 Plan.

**Policy:** The local MassHire Workforce Board, with agreement of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2024 Local Annual Plan.

**Action**

**Required:** Local Annual Plan packages shall include the components listed in Attachment A: *FY24 Local Annual Plan Checklist*. Please review the list of documents required for submission.

Completed FY2024 Local Annual Plan packages are due to MDCS no later than **October 20, 2023**. Please refer to submission instructions contained in Attachment B.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@Mass.gov](mailto:PolicyQA@Mass.gov).

**Attachments:**

- A: FY24 Local Annual 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 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 updating Local WIOA Performance Goals for FY24
- M1: FY24 WIOA Performance Goals Request Form
- N: State One-Stop Allocations
- O: Title I Allocations – Adult, DW, Youth (includes charts 1-7)
- P: State Allotments (WIOA Title I & ES Federal to State Allocations)
- 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: FY24 Jobs for Veterans State Grant Allocations
- U1: CY2021 RESEA Allocations w/Performance Awards *\*End date revised 08-2022*
- U2: CY2022 RESEA Allocations w/Additional Funding and Performance Awards *\*Updated 4-2023*
- U3: CY2023 RESEA Allocations
- V1: FY21 TAA Allocations
- V2: FY22 TAA Allocations (*Updated January 2023*)

W: MassHire Career Center Telephone Service

X: Premises Lease Costs (*upon availability*)

**WIOA State Partner Infrastructure Contributions/Allocations**

1. Adult Community Learning Services (ACLS) (*upon availability*)
2. Department of Transitional Assistance (DTA) (*upon availability*)  
Attachment 2A: FY23 - FY24 WPP Expansion Program Allocations
3. Massachusetts Commission for the Blind (MCB) (*upon availability*)
4. Massachusetts Rehabilitation Commission (MRC) (*upon availability*)
5. Senior Community Services Employment Prog. (SCSEP) (*upon availability*)
6. National Senior Community Service and Employment Program (SCSEP) – Operation A.B.L.E and Senior Service America, Inc. (*upon availability*)