



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 04.114

☒ **Policy** ☐ **Information**

To: 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 6, 2024

Subject: **Local Annual Plan Guidance: Fiscal Year 2025**

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 2025 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 2025 Local Annual Plan.

Action

Required: Local Annual Plan packages shall include the components listed in Attachment A: *FY25 Local Annual Plan Checklist*. Please review the list of documents required for submission.

Completed FY2025 Local Annual Plan packages are due to MDCS no later than **October 20, 2024**. Please refer to submission instructions contained in Attachment B.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@Mass.gov.

Attachments:

- A: FY25 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 Performance Goals for FY25
- M1: Local Area Specific Local Goal 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
- T: FY25 Jobs for Veterans State Grant Allocations (*upon availability*)
- U1: CY2022 RESEA Allocations w/Additional Funding and Performance Awards **Updated 9-2023*
- U2: CY2023 RESEA Allocations **Updated 6-2024*
- U3: CY2024 RESEA Allocations
- V1: FY22 TAA Allocations **Updated 1-2023*
- W: Local Information Required: Local Agricultural Labor Market (NEW)

WIOA State Partner Infrastructure Contributions/Allocations

1. Adult Community Learning Services (ACLS)
2. Department of Transitional Assistance (DTA)
 - Attachment 2A: WWP Expansion Program Allocations (*upon availability*)
 - Attachment 2B: WPP Program Allocations (*upon availability*)
 - Attachment 2C: FY24-FY25 WPP Expansion Program Allocations
3. Massachusetts Commission for the Blind (MCB)
4. MassAbility
5. Senior Community Services Employment Prog. (SCSEP)
6. National Senior Community Service and Employment Program (SCSEP) – Operation A.B.L.E
7. The Center for Workforce Inclusion Works, Inc.