



# Workforce Issuance

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☒ **Policy**   ☐ **Information**

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**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:** Beth Goguen, Director  
MassHire Department of Career Services

**Date:** July 18, 2025

**Subject:** **Local Annual Plan Guidance: Fiscal Year 2026**

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**Purpose:** To provide guidance to MassHire Workforce Boards and MassHire Career Center Operators regarding the development and submission of the WIOA Fiscal Year 2026 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 2026 Local Annual Plan.

**Action**

**Required:** Local Annual Plan packages shall include the components listed in Attachment A: *FY26 Local Annual Plan Checklist*. Please review the list of documents required for submission.

Completed FY2026 Local Annual Plan packages are due to MDCS no later than **August 29, 2025**. 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: FY26 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 FY26 (New)
- 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: FY26 Jobs for Veterans State Grant Allocations (*upon availability*)
- U1: CY2023 RESEA Allocations
- U2: CY2024 RESEA Allocations
- V: Local Information Required: Local Agricultural Labor Market

## **WIOA State Partner Infrastructure Contributions/Allocations**

1. Adult Community Learning Services (ACLS) *(upon availability)*
2. Department of Transitional Assistance (DTA)  
Attachment 2A: FY25-FY26 WPP Expansion Program Allocations
3. Massachusetts Commission for the Blind (MCB) *(upon availability)*
4. MassAbility *(upon availability)*
5. Senior Community Services Employment Prog. (SCSEP) *(upon availability)*
6. National Senior Community Service & Employment Program (SCSEP) – Operation A.B.L.E  
*(upon availability)*
7. National Senior Community Services and Employment Program (SCSEP) - The Center for Workforce Inclusion *(upon availability)*