



Workforce Issuance

100 DCS 08.129

☒ **Policy** ☐ **Information**

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

cc: WIOA State Partners

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

Date: March 12, 2024

Subject: **Supplemental Funds - MassHire Emergency Assistance Shelter Engagement - REVISED**

Purpose: To provide MassHire Workforce Boards, MassHire Career Center Operators, and other workforce partners with updated guidance on supplemental funding to support MassHire's engagement with emergency assistance (EA) shelters to connect shelter residents with training and employment opportunities.

Policy revisions include:

- Extension of the time period to utilize funds through September 30, 2024
- Addition of a final outcome report to be submitted to MDCS by October 31, 2024. Attachment C has been revised to reflect this change.
- Request for revised scope of work and budget documents.

Background: The FY23 close-out State supplemental budget included a provision authorizing a \$2,000,000 transfer from the Workforce Competitiveness Trust Fund (WCTF) for

the MassHire Career Centers. The intent of this transfer is to support the career centers' services for immigrants in EA shelters.

Policy: A total of \$2M in State supplemental funding is being made available to the 16 MassHire Workforce Areas. The period of performance for these funds is February 1 through September 30, 2024. The purpose of the funds is to support the local areas' (board and career center) efforts to connect EA shelter residents with training and employment opportunities, including On-the-Job Training.

MOSES reports will be monitored weekly with specific focus on job placements.

Methodology for Distribution of Funds

The methodology used to distribute the supplement funding provides an FTE baseline for workforce areas with less than or greater than 100 shelter residents with the remaining funding pro-rated by the consolidated shelter population. This methodology provides a baseline for all workforce areas, with a reflection of greater need for services in workforce areas with higher shelter populations. MassHire Workforce Boards and Career Centers must develop a Scope of Work, budget and budget narrative for the supplemental funding listed in the table below.

Region	Post-Consolidation Hotel/Motel Population	Member Pool from Phase 1 + WAC*	FTEs 0.5 FTE per region under 100 + 1 FTE per Region + Remainder by Hotel Population	Total Funding
Berkshire	49	17	0.6	\$50,767
Boston	107	115	1.1	\$102,592
Bristol	464	93	1.6	\$144,606
Brockton	377	56	1.5	\$134,367
Cape	0	0	0.5	\$45,000
Central	906	245	2.2	\$196,622
Franklin Hampshire	95	7	0.6	\$56,180
Hampden	385	358	1.5	\$135,309
Lowell	286	38	1.4	\$123,658
Merrimack Valley	182	19	1.2	\$111,419
Metro North	788	578	2.0	\$182,735
Metro SW	1499	464	3.0	\$266,409
New Bedford	0	0	0.5	\$45,000
North Central	155	57	1.2	\$108,241
North Shore	680	228	1.9	\$170,025

South Shore	315	212	1.4	\$127,071
Total	6,288	2,487	22.2	\$2,000,000

*WAC – Work Authorization Clinic

Parameters for Utilization of Supplemental Funds to Support MassHire EA Shelter Engagement:

- **Expand Capacity to Serve Residents**

The goal of the funding is to place shelter residents into employment. Local areas can implement strategies to expand their capacity to serve shelter residents based on specific needs, partnerships, and unique local conditions. Examples for utilizing these funds to expand capacity to serve shelter residents may include but are not limited to:

- Hire temporary bilingual staff (e.g., through temporary agencies). Please contact MDCS if suggestions are needed.
- Explore hiring staff from the EA shelter population, e.g., outreach/liaison.
- Assign a portion of existing staff time to assist EA shelter residents while simultaneously ensuring that the person's work is covered (i.e., cross-training other staff).
- Pay stipends for interns to connect with shelter residents for outreach, referrals, and follow-up on career center services and employment outcomes.
- Hire work authorized shelter residents.
- Partner with Comm Corp Foundation to refer shelter residents awaiting work authorization to work experience opportunities.

Activities related to staff support include, but are not limited to:

- Assist shelter residents with connections to training and employment.
 - Assist shelter residents with registration in MassHire JobQuest and work readiness activities, e.g., resume development and referrals to partner programs for additional services.
 - Provide outreach to employers to match shelter residents with job openings, and to coordinate job placement activities including job fairs, hiring events, information sessions, etc.
- **Flexible spending to address barriers to accessing services/supports:**
 - Allowable uses may include, but are not limited to:

- Classroom rental fees, workshop space.
- Financial incentives for participants who provide job placement information after hire, e.g., gift cards.
- Costs for funding programming such as English for Speakers of Other Languages (ESOL).
- Work with employers to provide onsite support, e.g., temporary bilingual person, to assist with language barriers.

MOSES Data Entry Requirements:

Local areas must have procedures in place to promptly record all services and employment outcomes provided to shelter residents into MOSES, at maximum, within 5 business days (e.g., referrals to job openings, job placement information, workshop/event attendance, classroom training, employer activities, etc.)

In accordance with [MassHire Workforce Issuance 100 DCS 08.127: Guidance for Serving Immigrants in Emergency Assistance Shelters](#), staff will enroll shelter residents provided with a MassHire service. Recording services in MOSES via the *Employment Support for Immigrants in Shelter* career center specific program is applicable to shelter residents regardless of work authorization status for the purpose of data tracking and generating daily and weekly reports on services provided to shelter residents.

Expenditures:

Spending will be monitored monthly.

MDCS reserves the right to reallocate funding from MassHire Workforce Areas that do not utilize their allocation of these funds.

Reporting:

Due to the extended period for utilization of the funds, MDCS requests MassHire Workforce Boards, in collaboration with their local career center(s) to provide a progress report by July 30, 2024, with a final report by October 31, 2024. Policy DCS 08.129 Attachment C has been revised to reflect this change.

Please see (Attachment C) Shelter Work Report Narrative Template.

Action

Required: MassHire Workforce Boards submitted a scope of work (Attachment A) with budget and budget narrative (Attachment B) including proposed staffing model and proposed use of flexible funds.

Please revise your scope of work and budget documents in accordance with the extended period of performance. You may also make other changes at this time.

Please submit these documents to Lisa.j.Caissie@mass.gov and John.Rhatigan@mass.gov no later than March 22, 2024.

Effective: Immediately.

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

Attachments: A: Scope of Work Template
B: Budget Template
C: Shelter Work Report Narrative Template