



Workforce Issuance

100 DCS 08.132

☒ 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: October 7, 2024

Subject: EA Shelter MassHire Career Center Funds FY25

Update: The period of performance has been updated to October 1, 2024 - December 31, 2025.

Purpose: To provide MassHire Workforce Boards, Career Center Operators and Workforce Partners with guidance on the use of the funding made available through the Massachusetts supplemental budget to continue and augment MassHire's engagement with EA shelter residents toward the ultimate goal of employment.

The MassHire system intends to:

- **Shore up capacity** started last spring to provide immediate support for newcomer migrants.
- Expand capacity for **more intensive supports** to this highly motivated population.
- **Foster industry association relationships** focused on in-demand and high-growth sectors such as *manufacturing, human services, and hospitality* with ESOL

- Support employers with new hiring and onboarding practices and educate industry and employer partners on available resources to **strengthen hiring and retention strategies**.
- **Achieve scale and provide deeper experiences** for those who need it.

Background: The Massachusetts Cross Secretariat Emergency Shelter Incident Command Team assembled a contingent of state partners to address the unprecedented numbers of immigrants who have fled to Massachusetts for refuge.

The MassHire workforce system, as the workforce partner within the Command Team has made tremendous progress in working with the EA shelter operators and directly with shelter residents to provide workforce development resources such as assessment, resume assistance, preparation for employment in the U.S., connections with ESOL, occupational training when applicable, and ultimately job search and placement assistance.

EOLWD has made available state supplemental budget funds to support MassHire's continued and expanded engagement with EA shelter residents toward the goal of employment.

EA shelter residents are defined as individuals who are currently residing in an EA shelter or were residing in an EA shelter at the time the local area began to work with them.

Residents will have one (1) of the three (3) documents listed below. Samples can be found in Workforce Issuance 08-133 Attachments B-D):

- NFL-9 form or
- Length of Stay Approval Extension Notice or
- Length of Stay Denial Extension Notice

Policy: There are three (3) separate "sources" of funding being made available:

PART I: Field Baseline Allocation- \$1,400,000

PART IIA: New Activity - \$1,830,000

PART IIB: Authorized Training- \$1,500,000

Part I Funds

Field baseline funding allocations totaling \$1,400,000 will be distributed among the sixteen (16) workforce areas. The intended use of the baseline funding is to support and augment current EA shelter activities. The methodology outlined below will provide a baseline for all workforce areas, with consideration given to a greater need for services in workforce areas with higher shelter populations. These funds will support MassHire Career Center staff costs and are to be **used by the career center**, not contracted out.

The base allocations, located in Attachment A, have been established utilizing the following factors, in order of "weight":

Factor	Weight
Number of working-age adults in shelter (Source: A&F Data as of September 1, 2024)	40%
MOSES activity level, e.g. #resumes, #assessments, etc. (outcome-based) (Source: Weekly MOSES activity report as of September 3, 2024)	30%
Number of Job placements (outcome-based) (Source: Weekly MOSES activity report as of September 3, 2024)	20%
Number of work authorized individuals (Source: A&F Data as of September 1, 2024)	10%

Part IIA and IIB Funds

<u>IIA:</u> <u>New</u> <u>Activity</u>	\$1,830,000	<ul style="list-style-type: none"> • <i>Scored proposal methodology</i> • <i>to scale past successful activities and support new ideas</i> • <i>Staffing and/or services</i>
<u>IIB:</u> <u>Authorized</u> <u>Training</u>	\$1,500,000	<ul style="list-style-type: none"> • <i>Scored proposal methodology</i> • <i>Training that results in a professional credential or other certification, a license, or specifically designed to teach skills necessary to enter the workforce in:</i> <ul style="list-style-type: none"> • <i>Advanced Manufacturing</i> • <i>Health and human services</i> • <i>Clean energy and technology</i> • <i>Finance & Insurance</i> • <i>Information Technology</i> • <i>Transportation</i> • <i>Hospitality</i> • <i>Education</i> • <i>Life Sciences</i> • <i>Construction</i> • <i>Early childhood education</i> • <i>Training on-the-job that teaches industry-specific skills (Workforce Issuance 08.134) or</i> • <i>Registered apprenticeship or pre-apprenticeship programs</i>

The intended use of these funds is to expand the talent pool preparation and infrastructure for career centers.

MassHire Career Centers may submit a separate or combined proposal for Part IIA and IIB funding. Each proposal must clearly delineate the specific pool of funds. The scoring rubric, Attachment B, will be used by MDCS to score proposals submitted. Please remember that outcomes must be measurable, and outcome driven.

Proposals are strongly encouraged to consider *other supports, such as:*

- Engagement with early childhood education – caregivers
- Training paired with ESOL or a close ESOL referral pathway with a partner
- Use of incentives or support services
- Support for digital literacy and/or a close digital literacy referral pathway with a partner
- Transportation and/or childcare supports

Overall, local areas must 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).
- Explore hiring staff from the EA shelter population, e.g., outreach/liaison.

MOSES Data Entry Requirements

Local areas must 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.

Note: Guidance related to MOSES data entry for EA Shelter activity can be located within Workforce Issuance 08-133, Attachment E.

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

MDCS requests MassHire Workforce Boards, in collaboration with their local career center(s) and fiscal officer to provide a progress report related to activities and funding by fund source (Part I, Part IIA, Part IIB).

A progress report will be required by the midpoint of each local area's proposal, with a final report due 30 days from the period of performance end date.

Please refer to (Attachment E) Shelter Work Report Narrative Template.

Action

Required: MassHire Workforce Boards must submit a scope of work (Attachment D) with budget and budget narrative (Attachment C).

The period of performance is October 1, 2024 - December 31, 2025.

Please submit these documents to Lisa.j.Caissie@mass.gov. Proposals will be reviewed on a first-come first served basis.

Effective: Immediately.

Inquiries: Please email all questions to PolicyQA@Mass.gov and please reference the issuance number.

Attachments: A: Part I Base Allocations
B: Scoring Rubric
C: Part I & II Local Budgets and Budget Narratives (multiple worksheets available)
D: Part IIA Scope of Work Template
E: Local Shelter Work Report Narrative Template