



DEPARTMENT OF  
CAREER SERVICES

# Workforce Issuance

---

100 DCS 08.134.1

☒ 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:** December 17, 2024

**Subject:** Training On-the-Job for Emergency Assistance (EA) Shelter Residents

---

**Purpose:** To provide guidance to MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners regarding development and implementation of local Emergency Assistance (EA) Training On-the-Job (TOJ) for shelter residents.

**Revision** outlines a new approved method for verifying the eligibility of EA shelter residents.

**Background:** EA TOJ for shelter residents is intended to assist businesses with recruiting employees to meet talent needs and to assist EA shelter residents gain the skills and training needed to obtain employment.

Participation in an EA TOJ is an effective way for shelter residents to build skills, gain experience, and advance in a career. EA TOJ opportunities are intended to maximize training options that will lead to employment in priority industries and occupations. The TOJ option is available for those individuals who meet the definition of "EA Employee Eligibility."

EA TOJ opportunities involve training provided by an employer to a qualified individual while the individual is engaged in productive work. The training must:

- A. Provide knowledge or skills essential to the full and adequate performance of the job, and
- B. Be limited in duration and appropriate to the occupation for which the participant is being trained, considering the job specifications and the participant's prior work experience.

Employers who establish an EA TOJ may be eligible for the Temporary Authorized Training Tax Credit for Emergency Assistance (TATTCEA) for each participating EA shelter resident.

Note: EA TOJ opportunities are supported by State Supplemental funds not Workforce Innovation and Opportunity Act (WIOA) funds.

**Policy:** EA TOJ opportunities will be made available to maximize workforce training options to support EA shelter residents.

Training On-the-Job is a valuable resource for both employers and the employee.

**EA Employee Eligibility:**

**Emergency Assistance (EA) Shelter Job Seeker Eligibility**

To be eligible for participation in the TATTCEA, job seekers will need to meet one of the following criteria (A or B):

**A.** An Emergency Assistance (EA) Shelter jobseeker can be determined eligible based on their verification of receipt of services by an MCC staff person. The job seeker must be enrolled in the MOSES Program 'Employment Support for Immigrants in Shelter.'

**B. Residency.** Participants must be a resident of Massachusetts and must provide a copy of one (1) of the three (3) documents listed below:

- NFL-9 form (Attachment B –Sample) or
- Length of Stay Approval Extension Notice (Attachment C-Sample) or
- Length of Stay Denial Extension Notice (Attachment D-Sample)

**Work Authorization.** Participants must be legally authorized to work in the United States.

There are **two options for TOJ** associated with the MA EA Shelter Initiatives and Tax Credit.

**Training On-the-Job Options:**

*1. Employer Does Not Request Funding Assistance for Training:*

- Shelter resident must be hired as a bona fide employee with the same rights and benefits as similarly situated employees.
- Employers may use the EA TOJ Form to outline a training plan with the employee. This plan can be submitted for authorization here: [Temporary-Authorized-Training-Tax-Credit-mass.gov](https://Temporary-Authorized-Training-Tax-Credit-mass.gov) to apply for the EA tax credit.
- Training plans cannot exceed 6 months.
- Participants must gain industry-specific skills.
- Attainment of an industry-recognized credential, certification, or license is a plus.
- Combining ESOL training with TOJ is strongly encouraged.
- It is intended that upon training completion, participants will continue to be employed with increased wage and advancement opportunities.
- Employer must demonstrate a minimum of 90-day retention upon completion of training to potentially qualify for the Temporary Authorized Training Tax Credit for Emergency Assistance.

*2. Employer Requests Funding Assistance for Training:*

- Shelter resident must be hired as a bona fide employee with the same rights and benefits as similarly situated employees.
- Employers must collaborate with their local MassHire Career Center to develop a TOJ training plan.
- Funds may cover training plans for the length of training needed based on O\*Net Specific Vocational Preparation (SVP) but no longer than 6 months in duration.
- It is intended that upon completing training, participants will attain an industry recognized credential and have increased wage and advancement opportunities.
- Funding is reimbursed to the employer based upon percentage of employee wage.
- TOJ Funds, if available at your local Career Center, may reimburse up to:
  - i. 20% of the wages for the duration of the training plan
  - ii. 30% of the wages for the duration of the training plan if the training plan includes an ESOL component

**Requirements for Funded TOJ**

- A TOJ is provided under a contract with a public, private non-profit or private sector employer.
- The contract must specify that the training is in exchange for partial wage reimbursement.

#### Wage Reimbursement for TOJ

- Employers must pay at least the minimum wage or the same rate as other trainees or employees who are employed in similar occupations by the same employer that have comparable training, experience, and skills.

#### Support for Registered Apprenticeship Programs

- TOJ contracts can be established with registered apprenticeship program sponsors or participating employers to cover the TOJ portion of the registered apprenticeship program.

#### **Action**

**Required:** Please ensure appropriate staff, managers and business partners are informed about the availability of EA TOJ.

Local Boards and Career Center staff must be able to provide guidance to employers to develop local EA Training On-the-Job plans consistent with the information contained herein.

**Effective:** Immediately

**Inquiries:** Please email all inquiries to [PolicyQA@Mass.gov](mailto:PolicyQA@Mass.gov). Please include the policy number and description.

**Attachments:** A: TOJ Procedural Guidance  
 B: Sample Employer Eligibility Checklist  
 C: Sample TOJ Contract  
 D: Sample Employer Invoice Monthly  
 E: Sample TOJ Monthly Progress Report  
 F: Sample MA Certificate of Good Standing