



Workforce Issuance

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☒ **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: February 21, 2025

Subject: **Job Corps Program Change Related to MassHire Career Centers**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners of the Department of Labor (DOL) Employment and Training Administration (ETA), Job Corps Program Instruction Notice No. 24-07, signed December 20, 2024, identifying changes to the Job Corps Program.

Background: The Program Instruction Notice announces a change to the Job Corps Policy and Requirements Handbook (PRH) regarding the delivery of Career Transition Services (CTS) to Former Enrollees (FEs). The term “Former Enrollee” refers to individuals who voluntarily applied for, and enrolled in, the Job Corps program but exited prior to graduation.

Policy: The Job Corps Policy and Requirements Handbook previously required CTS staff to provide FEs with three months of placement services, including developing placement strategies, identifying certification testing opportunities, and providing job and training leads.

An equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

Effective January 13, 2025, Job Corps centers no longer provide CTS services to FEs. Instead, all FEs will be referred to the I MassHire Career Center within closest residential proximity for placement services.

The changes identified in Job Corps Program Instruction Notice No. 24-07 aim to enhance coordination between Job Corps and the workforce system, ensuring FEs receive services through the MassHire Career Center system.

Key Changes:

- Job Corps centers will no longer provide three months of placement services to FEs.
- All FEs exiting Job Corps will be referred to the MassHire Career Center within closest residential proximity for job placement services.
- Job Corps staff will provide FEs with necessary documentation to assist with the transition to career center services.

MassHire Career Center Responsibilities:

- Receive and assist FEs referred to Career Centers by Job Corps centers.
- Provide access to job placement and training resources for referred FEs.
- Collaborate with Jobs Corps staff as needed to support seamless transitions.
- Assess FEs for potential co-enrollment with WIOA to maximize access to training, support, and employment opportunities, as appropriate.

MassHire Career Centers should anticipate referrals from Job Corps and be prepared to assist FEs with job placement, training resources, and career counseling.

Action

Required: Please ensure managers, staff and partners are aware of the details in [Job Corps Program Instruction Notice No. 24-07](#) and the changes to the Job Corps Program.

Effective: January 13, 2025

Inquires: Please email all inquiries to PolicyQA@Mass.gov.