



# Workforce Issuance

100 DCS 10.103.1

☒ Policy ☐ Information

**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** May 21, 2020

**Subject:** **MassHire Department of Career Services Annual Monitoring of MassHire Workforce Boards due to Novel Coronavirus (COVID-19)**

**Purpose:** To issue guidance providing short-term suspension of local level programmatic monitoring of MassHire Career Centers by the MassHire Workforce Boards. This short-term suspension is due to the impact of the Novel Coronavirus (COVID - 19).

**Background:** The MassHire Workforce Boards in partnership with the chief elected official are responsible to monitor all of its WIOA Title I and Wagner-Peyser programs, sub-recipients and contractors on-site, at least annually, or once during each contract term (for contracts lasting less than one year), for programmatic compliance.

The operational capacity at the MassHire Workforce Boards and MassHire Career Centers was directly impacted due to the COVID-19 crisis. Many of the operational impacts and costs are unknown at this point and will depend on the spread of the coronavirus and the response dictated by public health needs.

**Policy:** On March 19, 2020, the Office of Management and Budget (OMB) issued a Memorandum providing *“Administrative Relief for Recipients and Applicants Directly impacted by the Novel Coronavirus”*.

This policy issuance provides a short-term suspension of local level programmatic monitoring requirements due to the Novel Coronavirus (COVID-19) crisis. The short-term suspension of local board monitoring is time limited.

The OMB will be conducting a reassessment within ninety (90) days of the issuance of their March 19, 2020 memo. The MassHire Department of Career Services (MDCS) will reissue an updated policy following that reassessment and guidance by OMB and additional guidance provided by the United States Department of Labor (USDOL).

**Action Required:** The MDCS Field Management & Oversight program and fiscal units are still required to perform a FY20 Systems Certification review of the local workforce area fiscal & programmatic systems. The local workforce areas must provide written policies and procedures on the systems being reviewed for the FY20 certification, Reference Systems Certification Policy 100 DCS 10.101.1 <https://www.mass.gov/service-details/massworkforce-wioa-field-management-oversight-policy-issuances>

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@MassMail.State.MA.US](mailto:PolicyQA@MassMail.State.MA.US). Also indicate issuance number and description.

**Attachments:** A. Monitoring Elements  
B. Monitoring Questionnaire  
C. Sample Notification Letter  
D. Customer File Review Tool  
E. Customer File Review Tool (Youth Only)  
F. ADA/Complaint Tool  
G. Language Access Assessment Tool  
H. Massachusetts Federal & State Law Posters

**References:** OMB Memorandum M-20-17  
M-20-17 Appendix A  
Systems Certification Policy  
Mass Workforce Issuance 100 MDCS 17.103.1 <https://www.mass.gov/service-details/massworkforce-wioa-masshire-workforce-board-policy-issuances>  
Mass Workforce Issuance 100 MDCS 17.104 <https://www.mass.gov/service-details/massworkforce-wioa-masshire-workforce-board-policy-issuances>