



Workforce Issuance

100 DCS 10.103.2

☒ 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: October 27, 2020

Subject: **MassHire Department of Career Services Field Management and Oversight for FY21 Monitoring Review of MassHire Workforce Boards**

Purpose: To notify MassHire Workforce Boards of monitoring for Fiscal Year 2021 and to provide the Commonwealth's related policy for monitoring provisions and respective responsibilities of the local boards, sub-recipients, and contract service providers.

Background: The Executive Office of Labor and Workforce Development (EOLWD) MassHire Department of Career Services (MDCS) is the designated State Workforce Agency (SWA) responsible for oversight of the Massachusetts Workforce Development System.

As such, MDCS must monitor the activities of Local (MassHire) Workforce Boards and One Stop (MassHire) Career Centers funded under the Workforce Innovation and Opportunity Act (WIOA), the Wagner Peyser Act and other State and Federal awards operating through the Workforce System to assure compliance with applicable Federal and State requirements and performance expectations. Monitoring by the MDCS must cover each program, function, or activity (2 CFR 200.328).

To ensure the integrity of Local programmatic and fiscal systems, MDCS monitors program and fiscal performance of local areas on an annual basis to ensure compliance with all State and Federal policies, procedures and regulations that govern the grants operated through the Massachusetts Workforce System's One-Stop Career Centers.

Policy: It is the policy of the State to provide monitoring/oversight annually, systems Certification biannually, and Career Center Certification once every three years. Monitoring and oversight will be designed to comply with Federal, State and local standards.

Action

Required: All Local Workforce Boards and Fiscal/Administrative Entities must have their own internal policies to ensure compliance with State program and fiscal monitoring activities. All Local MassHire Workforce Boards must also assure that all appropriate Workforce Board and Career Center staff and management are informed of the upcoming dates for the FY'2021 reviews when they are made available. MDCS Field Management and Oversight Program Coordinators will reach out directly to their individual areas with the FY21 monitoring schedule.

Effective: Immediately

References: Workforce Innovation and Opportunity Act section 184(a) (4)
20 CFR 683.410
2 CFR 200
2 CFR 2900

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Attachments:

- A. FY 21 Program Monitoring Elements
- B. FY 21 Career Center Questionnaire
- C. FY 21 Sample Notification Letter (*updated 1/15/21*)
- D. FY 21 Customer Program File Review Tool
- E. FY 21 Youth Customer Program File Review Tool
- F. FY 21 American with Disabilities Act Compliance/Complaint Tool
- G. FY 21 Language Access Assessment Tool
- H. FY 21 Veterans Caseload Data Analysis Sheet (VCDAS)
- I. FY21 Required Poster List
- J. FY21 Youth Questionnaire
- K. SBE Checklist
- L. Initial RESEA Checklist (*added 1/15/21*)
- M. RESEA Review Checklist (*added 1/15/21*)
- N. CCS Checklist (*added 1/15/21*)