**MassHire Department of Career Services**

**Career Center Annual Program Questionnaire**

***Fiscal Year 2025***

**MassHire Career Center Operator(s):**

**Prepared By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Print/Type Name***:

***Signature*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Date*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Written, Electronic or Digital***

*I certify under the penalties of perjury, that the information contained in this questionnaire is true and complete to the best of my knowledge. A signatory must be authorized to sign correspondence to MassHire Department of Career Services.*

|  |  |  |  |
| --- | --- | --- | --- |
| CC Name | **Site Type: Comprehensive, Affiliate, Special** | **CC Director/Manager**Name/Title | **Service Delivery: Virtual, In-Person or Hybrid** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Section 1:** ***MassHire Department of Career Services*** ***Unified Complaint System and Service Accessibility*** | **YES** | **NO** | **Comments/Feedback** |
|  | Have all appropriate staff and management attended the required state-sponsored training at least once during FY25 on the Unified Complaint System?*If no, please explain why.* |  |  |  |
|  | In addition to state-sponsored training(s), please list any training(s) the CC(s) provided to staff during FY25 to ensure compliance with non-discrimination/equal opportunity requirements? |  |  |  |
|  | Does every comprehensive, affiliate and youth CC have a trained, designated staff person *onsite* who can handle customer complaints in accordance with *100 DCS 03.101.3 and attachments?**If no, please explain why.* |  |  |  |
|  | Please describe the CC(s) and local area policy to maintain Complaint records and files in accordance with 100 DCS 03.104 and attachments. |  |  |  |
|  | Please describe how the CC(s) notifies customers about the Complaints/Appeals process required by state/federal law? |  |  |  |
|  | Please describe how the CC(s) provides universal accessibility (physically and programmatically) to meet the needs of all customers, including customers with disabilities.*Is this accessibility outlined in a current standard operating procedure (SOP) or policy?* |  |  |  |
|  | Please list the services and resources available in FY25 to meet the needs of customers with disabilities. |  |  |  |
|  | Are the CC’s accessible services and resources clearly posted at the CC(s) and/or on the CC website(s)? |  |  |  |
|  | How does/do the CC(s) ensure that individuals with disabilities can participate fully in retraining programs? |  |  |   |
|  | In addition to customers self-reporting, what tools does/do the CC(s) utilize to identify customers (including individuals with disabilities) who need assistance or accommodation(s) for services? |  |  |  |
|  | What changes, if any, has your region made to ensure accessibility of virtual services offered to customers with disabilities during FY25? |  |  |  |
| **Section 2:** ***Massachusetts Federal & State Law(s) Posters*** | **Yes** | **No** | **Comments/Feedback** |
|  | Does the CC(s) have the WIOA required Customer posters visible & accessible for customers and staff *onsite and on your website(s)?****Reference:*** [[***https://www.mass.gov/info-details/ajc-posters***](https://www.mass.gov/info-details/ajc-posters)](https://www.mass.gov/info-details/ajc-posters) |  |  | ***Onsite****:* Yes   No ***Website*:** Yes   No  |
|  | Does the CC(s) have the Optional Posters *onsite and/or on your website(s)?* ***Reference:*** [[***https://www.mass.gov/info-details/ajc-posters***](https://www.mass.gov/info-details/ajc-posters)](https://www.mass.gov/info-details/ajc-posters) |  |  | ***Onsite****:* Yes   No ***Website*:** Yes   No  |
|  | Does the CC(s) have the required MassHire Department of Career Services (MDCS) Posters visible *onsite and on your website(s)?****Reference:*** [[***https://www.mass.gov/info-details/ajc-posters***](https://www.mass.gov/info-details/ajc-posters)](https://www.mass.gov/info-details/ajc-posters) |  |  | ***Onsite****:* Yes   No ***Website*:** Yes   No  |
|  | Does/do the CC(s) also inform customers of the posters and related state/federal laws and resources at any time during the provision of services? |  |  |  |
| **Section 3:** ***Performance Measures/Common Measures*** | **Yes** | **No** | **Comments/Feedback** |
|  | Is the CC(s) meeting the following performance measures *for the most recent quarter*? *Please answer Yes or No below for each and explain*.1. WIOA Title I?
2. WIOA Title III?
 |  |  | A. WIOA Title I? YES NO B. WIOA Title III? YES NO |
|  | Is the CC(s) in jeopardy of not achieving its WIOA Title I and Title III performance goals *for this fiscal year*? *If yes, please explain the steps being taken to meet these performance goals.* |  |  |  |
|  | What report(s) does/do the CC(s) use to review progress on outcomes and goals for performance? |  |  |  |
|  | What mechanism does the CC(s)/area utilize to collect customer feedback and at what frequency is it collected?*Please explain and include a copy with your response.* |  |  |  |
|  | Please provide details of any CC(s) success stories and/or achievements in FY25 to share as best practices in the provision of job seeker or business services?  |  |  |  |
| **Section 4:** ***WIOA Title I – Adult, Dislocated Worker, & Trade Eligibility Determination***  | **Yes** | **No** | **Comments/Feedback** |
|  | Please describe the CC(s) policy and/or Standard Operating procedure (SOP) regarding the collection, verification, and approval of eligibility documentation for the Adult, Dislocated Worker (DW), and Trade program? |  |  |  |
|  | Please describe the CC(s) process to determine whether a customer meets the priority of service and/or the local residency restriction requirement(s) if applicable? *Is this process written in an SOP or policy?* |  |  |  |
|  | What is the CC(s) policy regarding services to Adult customers who are low-income?  |  |  |  |
|  | How does/do the CC(s) serve WIOA registered customers who have one or more barriers to employment? |  |  |  |
| **Section 5:** ***Individual Training Account (ITA) & Labor Market Information (LMI)*** | **Yes** | **No** | **Comments/Feedback** |
|  | What is the CC(s) policy and/or procedure to track ITA related performance and customer satisfaction?  |  |  |  |
|  | Has the area established restrictions on the duration of, funding amount or geographic location(s) requirements for customers seeking ITAs in your area? *Please explain.* |  |  |  |
|  | Please describe the CC(s’) process to determine whether a customer is approved or denied ITA funding. |  |  |  |
|  | Are local CC staff/management utilizing the *WIOA Program Training Determination Notice* for every customer who requests ITA funding as required in*100 DCS 18.101.6 attachment O*?*If no, please explain*. |  |  |  |
|  | What local entity(is) responsible for approving and managing the (local) Eligible Provider Training List (ETPL) and training courses or the CC(s)?  |  |  |  |
|  **5a.**  | Does that entity have a related SOP outlining the process to approve training vendors and courses for the local area?*If yes,* please list the local area procedures if/when a training vendor/course performance data is not immediately available or when an approved vendor/course does not meet the state/federal percentage requirements guidance? |  |  |  |
|  | What is the CC(s) SOP to ensure the contract cost of the ITA is consistent with the ITA cost listed in MOSES? |  |  |  |
|  | What are the three (3) most utilized training occupations for the previous four (4) quarters? *Please also list how many customers are enrolled in each.* |  |  |  ***Occupation # of Enrollees*** **1.****2.****3.** |
| **Section 6:** ***Career Planning***  | **Yes** | **No** | **Comments** |
|  | Have all CC(s) local area SOPs and policies been updated to reflect *100 DCS 08.112.3* and *100 DCS 08.102.1*, including updates to MOSES data entry time-limit and follow-up guidance?*If no, please explain.* |  |  |  |
|  | What is the CC’s procedure for ensuring quality assurance in Career Planning (file documentation, customer engagement and MOSES documentation, etc.)? *Is this process written in a SOP?* |  |  |  |
|  | How does/do the CC(s) ensure quality control over customer contact every 30-60 days (*depending on individual program requirements*)?  |  |  |  |
|  | Which of the following three services does the CC(s) offer? *Pease list all services available under the appropriate title.* |  |  | ***Supportive Services***:***Needs Related Payments***:***Customized Training***: |
|  | Does the CC utilize On-The-Job Training (OJT) and/or Apprenticeships?If *yes*, please provide current number of participants and industry/occupation.If *not*, please explain any efforts to increase these opportunities. |  |  | ***Industry/Occupation Number of Participants*** |
|  | Does/do the CC(s) provide work experiences other than OJTS (such as internships or transitional jobs)? *Please explain.* |  |  |  |
| **Section 7:** ***WIOA Title III – Wagner Peyser***  | **Yes** | **No** | **Comments/Feedback** |
|  | Please provide a description of the ***most utilized*** Basic and Individualized career services by Jobseeker and Business customers in your area. |  |  |  |
|  | Please list any best practices in FY25 related to Wagner Peyser services offered at your CC(s). |  |  |  |
| **Section 8:** ***Veteran Services***  | **Yes** | **No** | **Comments/Feedback** |
|  | At what point in your area’s customer flow are jobseeker customers asked if they are a Veteran of the United States Armed Forces? |  |  |  |
|  | Please describe the customer flow and priority of services for your Veteran customers.*Reference*: W*IOA MA Combined State Plan and/or local Standard Operation Procedure, MassWorkforce Issuances 100 DCS 15.100.1, 15.102, 15.103, 15.104 and 15.105 and attachments.* |  |  |  |
|  | Does your CC(s) have a Disabled Veterans Outreach Program (DVOP) Specialist onsite to provide services to Veteran eligible customers?*If no, please describe who provides these services at your CC to Veteran customers with Significant Barriers to Employment (SBEs).* |  |  |  |
|  | D How does/do the CC(s) determine if a Veteran has a Significant Barrier to Employment (SBE) and is entitled to DVOP services? |  |  |  |
|  | Who at the CC verifies a Veteran customer’s DD214 to provide proof of military service? |  |  |  |
|  | Who provides individualized services to non-SBE Veteran customers at your CC? |  |  |  |
|  | How often are Career Planning/Case Management services provided to all SBE Veterans? |  |  |  |
|  | Is the Operations Manager/DVOP Specialist utilizing the “*Veterans Compliance Data Analysis Sheet” (VCDAS MOSES form)* for quality control to verify that all required data has been entered in the MOSES database? |  |  |  |
| **Section 9:** ***RESEA (Reemployment Services and Eligibility Assessment)***  | **Yes** | **No** | **Comments/Feedback** |
|  | Have all CC staff attended state-sponsoredRESEA training and/or cross-trained to assist a RESEA customer in FY25?*If no, please explain why.* |  |  |  |
|  | Which CAP version does your area’s CC(s) utilize-the *MOSES CAP* form, the *MDCS-issued CAP* or a *locally created CAP* form? |  |  |  |
|  | Does every local area Initial RESEA include a one-on-one component? |  |  |  |
|  | What goals do RESEA Staff review with RESEA customers during the individual RESEA Review appointments? |  |  |  |
|  | When do RESEA Staff provide customers with the UI Eligibility Questionnaire(s) to complete and review together? |  |  |  |
| **6.**  | How long does your area maintain the UI Eligibility Questionnaire(s)?  |  |  |  |
| **7.**  | Please list the title of the designated staff member who manages *RESEA Errors and RESEA Sanctions*? |  |  |  |
| **8.** | How many RESEA Error forms has the CC submitted to MDCS for review and resolution in FY25? |  |  |  |
| **9.** | What steps is the CC management taking to minimize RESEA related CC errors to decrease the number of RESEA Error forms submitted? |  |  |  |
| **Section 10:** ***Migrant Seasonal Farmworkers (MSFW)*** **Please answer each question *even if you haven’t worked with any MSFW customers this fiscal year*.** | **Yes** | **No** | **Comments/Feedback** |
|  | Have all CC(s) staff attended state-sponsored MSFW training within FY25? |  |  |  |
|  | At what point in the customer flow are jobseeker customers asked whether they are a Migrant/Seasonal Farmworker (MSFW)? |  |  |  |
|  | Please explain how staff utilize the “*Desk Aid*” to properly code MSFW customers for data entry? |  |  |  |
|  | Have CC staff registered any MSFW customers this year? *If no, please explain why.* |  |  |  |
|  | Please explain *how and when* CC staff inform MSFW customers of available services, right to file formal complaints, related Unified Complaints process, and the CC’s availability to provide assistance? |  |  |  |
|  | Did the CC(s) have any MSFW grievances this year?*If yes, did the CC(s) notify the MDCS State Monitor Advocate? Please explain.* |  |  |  |
|  | Has the CC(s), affiliate and partner staff been trained on the federal requirements for services to MSFWs in FY25? *If yes, when & by whom?* *If no, please explain.* |  |  |  |
|  | How does/do the CC(s) conduct MSFW referral/follow up services?  |  |  |  |
|  | Describe the management review process established to ensure the accuracy and quality of MSFW applications. |  |  |  |
|  | What actions are taken if it is suspected an agricultural employer has violated WIOA regulations or employment related law? |  |  |  |
|  | Please list what outreach/actions the CC(s) has taken to develop and improve OSCC relationship(s) with the following entities in FY25:* Public and private community agencies
* Employers and/or employer organizations
 |  |  |  |
|  | How does CC management ensure MSFW customers receive the full range of career, supportive, job and training referral services, and WIOA benefits and protections? |  |  |  |
|  | Does the Career Center partner with any local or statewide agricultural organizations to connect with potential MSFW customers?*If yes, please list those entities.**If no, please explain why.* |  |  |  |
|  | Please share any CC or local area best practices or success stories related to the MSFW program.  |  |  |  |
| **Section 11:** ***Foreign Labor Exchange/Certification (FLC)***  | **Yes** | **No** | **Comments/Feedback** |
|  | Please describe local area recruitment practices to help connect US jobseekers with job opportunities from employers seeking to employ foreign workers on supplemental H-2B visas (Agricultural or non-agricultural). |  |  |  |
|  | Does the CC have a specific process for providing services to agricultural employers?*If yes, please describe.**If no, please explain.* |  |  |  |
|  | How does/do CC staff find job orders in MOSES when the job order number is not immediately known? |  |  |  |
|  | Have CC staff reported issues with the FLC Program (Agricultural and/or Non-agricultural) during this year?  |  |  |  |
| Section 12: *Youth Programs* ***To be completed by whomever provides services to Youth*** | Yes | No | Comments |
|  | Does the area have a separate Standard Operating Procedure (SOP) for the WIOA Title I Youth Program?*If no, please explain why.* |  |  |  |
|  | How do staff refer the following Youth Customers to appropriate CC and Partner programs?1. WIOA enrolled Youth
2. Youth who do not meet WIOA enrollment requirements
 |  |  | A. WIOA enrolled YouthB. Youth who do not meet enrollment requirements |
|  | Describe the frequency & process for updating the Individual Service Strategy (ISS) document. |  |  |  |
|  | Does the area offer Youth customers all 14 required WIOA youth program elements (listed in § 681.460 and in the rows below)? *Please provide the name of the entity(ies) that provide each element and if the element is provided via a contract, referral or other.*  |  |  |  |
|  | * Tutoring, study skills training, instruction and dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
 |  |  |  |
|  | * Alternative secondary school services, or dropout recovery services
 |  |  |  |
|  | * Paid/unpaid work experiences that have academic and occupational education as a component of the work experience
 |  |  |  |
|  | * Occupational skill training
 |  |  |  |
|  | * Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster
 |  |  |  |
|  | * Leadership development opportunities
 |  |  |  |
|  | * Supportive services
 |  |  |  |
|  | * Adult Mentoring for a duration of at least 21 months
 |  |  |  |
|  | * Follow-up services for not less than 12 months after the completion of participation
 |  |  |  |
|  | * Comprehensive guidance and counseling
 |  |  |  |
|  | * Financial literacy education
 |  |  |  |
|  | * Entrepreneurial skills training
 |  |  |  |
|  | * Services that provide labor market and employment information about in-demand industry sector or occupations available in the local.
 |  |  |  |
|  | * Activities that help youth prepare for and transition of postsecondary education and

training.  |  |  |  |
|  | How does the area ensure that Youth Vendor’s services and data meet the requirements of the WIOA Program throughout the fiscal/program year? |  |  |  |
|  | How are funding streams tracked to ensure appropriate cost distribution and avoid duplication of services for Title I Youth co-enrolled in other programs (Adult, DW, etc.)? |  |  |  |
|  | Are supportive services or incentive payments provided to youth participants?* *If yes, does that include monies for food or groceries?*
 |  |  |  |
|  | Does your organization pay or issue the following: * Classroom-based wages
* Stipends
 |  |  |  |
|  | When utilizing Applicant statements for WIOA Youth Eligibility, how does the area document customer efforts to obtain required documentation and reasons those efforts were unsuccessful? |  |  |  |
|  | Does your organization ensure the following: |  |  |  |
|  | * Youth Work Experience Training does not unfavorably affect current employees or impair existing contracts for services or collective bargaining agreements?
 |  |  |  |
|  | * Participants don’t displace current employees or replace employees that were previously laid off from the worksite?
 |  |  |  |
|  | How does your organization ensure that worksites comply with WIOA requirements?  |  |  |  |
|  | Does your organization conduct an orientation and provide information packets or a handbook(s) to the participant, supervisor(s), and alternate supervisor(s) prior to the participant’s first day of work? |  |  |  |
|  | Does your organization have written policies and procedures that are used to implement the time, attendance, check payment system? |  |  |  |
|  | * Are copies of all obtained diploma’s, ETS Comprehensive Score Report, licenses, and/or credentials placed in the customer hard copy file and documented in MOSES with correct date.
 |  |  |  |
| Section 13: *MassHire Branding Standard*  | Yes | No | Comments/Feedback |
|  | Does the formal MassHire logo appear on all internal and external CC(s) communications and documents, including brochures, stationery, business cards and websites in accordance with state/federal policy? |  |  |  |
|  | What other ways does your area utilize MassHire branding? |  |  |  |
|  | Does your CC or local have a MassHire Brand Ambassador? |  |  |  |
| **Section 14:*****WIOA Partner Engagement*** | **Yes** | **No** | **Comments/Feedback** |
|  | Please identify the WIOA Partners that are co-located at the CC and on-site frequency. |  |  |  |
|  | Are any CC staff co-located at Partner offices?*If yes, please list entities and on-site frequency.* |  |  |  |
|  | How are the WIOA Partners engaged in the CC(s) customer flow and integrated service delivery?* *Please specify each Partners role.*
 |  |  |  |
|  | Do WIOA Partners and other local area Partners participate in staff meetings on a regular basis?*If yes, how often?* |  |  |  |
|  | Please list any additional CC partners and describe their work with the CC management, staff and customers. |  |  |  |
| **Section 15:** ***Virtual Services***  | **Yes** | **No** | **Comments/Feedback** |
|  | Are core services available virtually to individuals during your CC(s) Initial Intake process?*If no, please explain why.* |  |  |  |
|  | *Does the CC offer virtual CC Seminars (CCS) to customers?**If no, please explain why.* |  |  |  |
|  | Please explain any challenges/barriers the area has encountered providing virtual services to customers?*How has the CC addressed that/those issue(s)?* |  |  |  |
|  | Please list one or more local area best practices related to the provision of virtual services to customers.  |  |  |  |
| **Section 16: *Stevens Amendment*** | **YES** | **NO** | **Comments/Feedback** |
|  | Does/do the CC(s) website include the required Stevens Amendment language? |  |  |  |
| 1.
 | Where else does/do the CC(s) include the required Stevens Amendment language? |  |  |  |
| ***Section 17: Diversity, Equity, Inclusion and Accessibility (DEIA) Practices***  | **YES** | **NO** | ***Comments/Feedback*** |
|  | Does the CC currently have a documented DEIA plan that includes outcomes and implementation strategies? |  |  |  |
|  | Please list any DEIA related efforts the CC has made in FY25 and any related best practices. |  |  |  |
| ***Section 18:*** ***Personally Identifiable Information (PII)*** | **YES** | **NO** | ***Comments/Feedback*** |
|  | With the exception of MOSES/JobQuest, does the CC(s) utilize any other systems to determine, maintain participant personal data?*If yes, please indicate the system used and who has access to this data.* |  |  |  |
|  | What security measures are maintained to protect a participant's personal data? |  |  |  |

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

11/2024

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