

Workforce Issuance

100 DCS 10.113☒ **Policy** ☐ **Information**

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire Operations Managers

CC: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: February 4, 2025

Subject: **MassHire Department of Career Services (MDCS) – State Monitor Advocate (SMA) Monitoring Review of Services Provided to Migrant and Seasonal Farmworkers (MSFWs) by MassHire Career Centers (MCCs)**

Purpose: To notify MassHire Workforce Boards (MWBs), MassHire Career Center (MCC) Operators, and other local workforce partners of policy guidance for monitoring local MWBs and MCCs relative to the provision of services to Migrant and Seasonal Farm Workers (MSFWs).

Background: The Executive Office of Labor 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 MassHire Workforce Boards (MWBs) and MassHire Career Centers (MCCs) funded under the Workforce Innovation and Opportunity Act (WIOA), the Wagner Peyser Act (WP) 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 MDCS must cover each program, function, or activity (2 CFR 200.328).

Monitoring will include a review of the full range of career and supportive services, benefits and protections to Migrant and Seasonal Farm Workers (MSFWs) on a basis

that is “qualitatively equivalent and quantitatively proportionate to services provided to non-MSFWs.”

Policy: To ensure that Migrant and Seasonal Farm Workers (MSFWs) are offered the full range of career and supportive services, benefits and protections, and job and training referral services, the MDCS State Monitor Advocate (SMA), will conduct an onsite Monitoring Review of the delivery of programs, services, and protections afforded to Migrant and Seasonal Farm Workers (MSFWs) by local MassHire Career Centers (MCCs) through their respective MassHire Workforce Board (MWB).

Onsite monitoring reviews throughout the State will be conducted “quadrennially” (i.e., every four years), using a review format (Attachment B. SMA-MSFW Program Compliance Monitoring Review Tool) developed in alignment with guidance provided by the US Department of Labor’s (DOL’s) Core Monitoring Guide. Scheduled MCC site visits (Attachment C. SMA-MassHire Career Center Site Visit Schedule) are subject to change year-to-year based on scheduling needs and MSFW activity. Onsite monitoring will generally require 1-2 days to complete.

All statistical and other Migrant and Seasonal Farmworker (MSFW) related data reported by MassHire Career Centers (MCCs) will be reviewed to determine the extent to which the full range of services, benefits, and protections to MSFWs has been provided, and to identify any areas in need of improvement.

Action

Required: MassHire Workforce Boards and fiscal/administrative entities must have their own internal policies to ensure compliance with federal and state requirements. MassHire Workforce Boards must also ensure that all appropriate workforce board and career center staff and management are notified of upcoming MDCS trainings, monitoring dates and requirements for the Monitoring Review of services provided related to Migrant and Seasonal Farmworkers (MSFWs).

Effective: Immediately.

References: [Workforce Innovation and Opportunity Act Section 184\(a\) \(4\)](#)
[Title 20 Chapter V Part 683 Subpart D § 683.410](#)
[Title 20 Chapter V Part 653 Subpart B § 653.100-103](#)
[Title 20 Chapter V Part 653 Subpart B § 653.108-111](#)
[2 CFR 200](#)
[2 CFR 2900](#)

Inquiries: Please direct all inquiries to PolicyQA@mass.gov with Issuance number and description indicated.

Attachments:

- A. Glossary of Terms and Abbreviations used in the Provision of Services to Migrant and Seasonal Farmworkers (MSFWs)
- B. SMA-MSFW Program Compliance Monitoring Review Tool
- C. SMA-MassHire Career Center (MCC) Site Visit Schedule
- D. Migrant and Seasonal Farm Worker (MSFW) Desk Aid
- E. SMA Monitoring Review Checklist
- F. MassHire Career Center Questionnaire
- G. Workforce Board Questionnaire