



Workforce Issuance

100 DCS 18.101.5

☒ Policy ☐ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Title I Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: May 14, 2020

Subject: **Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program**

Purpose: To update MassHire Workforce Boards, MassHire Career Center Operators and other local workforce development partners of Title I Eligibility Requirements under the Workforce Innovation and Opportunity Act (WIOA).

Background: The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Policy: All participant eligibility determinations must be made under the WIOA framework and must follow all WIOA requirements as well as specific requirements described herein.

Effective: Immediately

Policy

Updates: **Sending Eligibility Documents via Secure Email**
Staff must ensure measures are taken to maintain appropriate information security and privacy of documents sent electronically for purposes related to Title I eligibility. Senders of electronic documents must use secure methods when emailing eligibility documents

Attachment L – Secure Email Setup Instructions

- Instruction for the Commonwealth of Massachusetts Secure Email Delivery Instructions.

Attachment F – Eligibility Documentation:

- Updated to allow verification of eligibility documentation through livestream (video sharing) such as Zoom, WebEX, or Adobe Connects or other virtual media platforms.
- Updated to allow use of electronic signatures on eligibility documentation.

Attachment J – Inspection Documentation Inspection Form

- Updated Instructions for use of the form to include verification of eligibility documents presented through livestream.

References: Workforce Innovation and Opportunity Act of 2014
20 CFR Parts 676, 677, 678 & 680

Action

Required: Please ensure that all managers and appropriate staff are versed in the content of this policy.

Inquiries: Inquiries should be directed to PolicyQ&A@MassMail.State.MA.US. Please reference the MassWorkforce Issuance number and subject.

Attachments: A - Eligibility Criteria
B - Access to WIOA Services
C - Priority for Services
D – Definitions
E - Selective Service Registration Requirements
F - Eligibility Documentation (*updated 5/14/2020*)
G - Alternate Forms of Documentation
H - Telephone Verification Form

- I - Applicant Statement Form
- J - Documentation Inspection Verification Form (*updated 5/14/2020*)
- K –Tools for Training Justification
- L – Secure Email Setup Instructions (*new 5/14/2020*)
- M - Dislocated Worker Eligibility Documentation Verification Methods
(*new 7/1/2020*)
- N - COVID19 Dislocated Worker Eligibility Documentation Verification Methods
(*new 7/1/2020*)