



Workforce Issuance

100 DCS 18.101.6

☒ **Policy** ☐ **Information**

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

cc: WIOA State Partners

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

Date: October 21, 2022

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.

Training services may be made available to underemployed and unemployed adults, dislocated workers, and youth, after an interview, evaluation, or assessment, and career planning with a career center counselor is conducted. Upon a training determination, local areas must issue a training determination (Attachment O) to the customer. An adverse determination may be appealed following the Unified Complaint System process.

Effective: Immediately

Policy

Updates: **Attachment O - WIOA Program Training Determination Notice**
This new fillable pdf document is intended for use in notifying any WIOA applicant about their training application status (approved or denied). In addition to the WIOA Program Training Determination Notice, each applicant must be informed about their right to request an appeal.

References: WIOA 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 (*added 7/1/2020*)
N - COVID19 Dislocated Worker Eligibility Documentation Verification Methods (*added 7/1/2020*)
O - WIOA Program Training Determination Notice and Guidance (*new 10/21/22*)