



## WIOA Program Training Determination Notice

### Applicant Information

Full name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

MOSES ID: \_\_\_\_\_

### Training Provider Information

Name: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact phone: \_\_\_\_\_

### Denial / Approval Information

☐ Denial      Date: \_\_\_\_\_

☐ Lack of WIOA funding

☐ Already Enrolled in Training

☐ Not Program Eligible

☐ Not Following Through

☐ Customer Marketable

☐ Other (Specify below) \_\_\_\_\_

☐ **Approval:** This is to certify that the applicant named above is enrolled as a participant in the following MassHire Career Center approved training program and will be attending training during the dates listed below:

☐ Adult

☐ Youth

☐ Dislocated Worker

☐ ITA

☐ Dislocated Worker & Trade

☐ Other (i.e., NDWG) \_\_\_\_\_

Approval Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Acknowledgment of Receipt

By signing below, the applicant acknowledges receiving a copy of this notice.

\_\_\_\_\_  
(Applicant signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(MCC Counselor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(MCC Manager)

\_\_\_\_\_  
(Date)

**NOTICE:** The MassHire Workforce Development Board (MWDB) in accordance with the law and as a recipient of Federal financial assistance prohibits discrimination on the following basis: of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

## ATTACHMENT O

TRAINING ELIGIBILITY DOCUMENTATION	<b>WIOA Program Training Determination Notice</b>
<p style="text-align: center;"><u><b>ADULT, YOUTH AND DISLOCATED WORKERS</b></u></p> <p>In all instances that training service is requested, the Employment Plan must indicate the need for the training service for the participant's employment goal to be achieved. All required documentation for a specific training service (OJT, Work Experience, etc.) is outlined within this policy.</p>	
WIOA Program Training Determination Notice	<ul style="list-style-type: none"> <li>- The WIOA Program Training Determination Notice must reflect information as of the date the form is completed.</li> <li>- The signature of the employment councilor and the date on the form means that the employment councilor has reviewed the registration information and made an eligibility determination.</li> <li>- MassHire Workforce Development Boards (MWDB) must provide consistent guidance to MassHire Career Centers (MCC) about the factors that should be considered in making these decisions, and how these decisions should be documented in the participant's case file.</li> <li>- All training determinations approval/denials must be documented in MOSES and applicants must be provided a copy of the completed WIOA Adult, Youth and Dislocated Worker Program Training Notice.</li> </ul>
MOSES Notes	<ul style="list-style-type: none"> <li>- In addition to the issuance of the WIOA Program Training Determination Notice, in all instances, a MOSES note must support the approved training service or the reason for denial.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>- The MassHire Career Center (MCC), Operation Manager will conduct a regular review of the training recipient file, as well as update and monitor the implementation of this policy and procedure, as necessary.</li> </ul>
All participant records and supporting documentation must comply with the record retention requirements.	