



Workforce Issuance

100 DCS 19.108

☒ Policy ☐ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: April 22, 2020

Subject: **WIOA Youth Service Provider Contract Extensions
During the COVID-19 Pandemic**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and MassHire Youth Program Operators of guidance related to contract extensions for WIOA Youth Program service providers during the COVID-19 pandemic.

Background: On March 10, 2020 Governor Baker declared a State of Emergency to respond to COVID-19. On March 23, 2020, the Governor subsequently issued an Essential Services And Revised Gatherings Order requiring all businesses and organizations that do not provide "COVID-19 Essential Services" to close their physical workplaces and facilities to workers, customers, and the public.

During the COVID-19 pandemic, WIOA activities and requirements may be impacted by the loss of operational capacity, increased costs, and social distancing protocols. As such, Workforce Boards may exercise cautious flexibility

by extending existing youth service provider contracts for up to a 12-month period. Youth service provider contract extensions are intended to mitigate challenges related to the procurement process for youth service providers and provide program continuity amid the COVID-19 pandemic.

Policy: During the COVID- 19 pandemic, Workforce Boards may allow contract extensions for existing youth service providers for up to a 12-month period as long as the youth service provider is in good fiscal, program and performance standing.

Local Workforce Boards must document contract extensions as a result of COVID-19 and adjust existing contracts and agreements along with corresponding budgets as well as conform to applicable Federal law and Uniform Guidance.

Action

Requested: MassHire Workforce Boards shall exercise due diligence to ensure that youth service providers whose contracts are subject to this extension allowance are in good standing related to fiscal and program activities and performance.

Effective: Immediately

Reference: [MassWorkforce Issuance 100 DCS 34.103: Office of Management and Budget \(OMB\) Administrative Relief Announced](#)

Inquiries: Please forward questions related to this guidance to PolicyQA@detma.org and reference the issuance number and description.