



Workforce Issuance

100 DCS 23.105.4

Policy Information

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

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: June 26, 2026

Subject: RESEA Unemployment Eligibility Assessment Review Form

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of updates to the policy and RESEA Unemployment Assessment Review forms.

Updates to the Policy and Attachments include:

- Revised language for clarity – Wording throughout the policy has been simplified to improve understanding and more accurately identify potential issues related to the Department of Unemployment Assistance.
- Updated form design and questions - The form now includes revised questions and a refreshed layout to make completion easier.
- Renamed assessment form - The RESEA UI Eligibility Assessment Questionnaire is now titled the RESEA Unemployment Eligibility Assessment Review Form.
- Multilingual updates – All translated versions of the form have been updated to reflect these changes.

Background: The Re-Employment Services and Eligibility Assessment (RESEA) program provides selected RESEA customers with an introduction to a full array of re-employment

services available at MassHire Career Centers and refers these customers to appropriate employment opportunities and re-employment services suitable to their individual needs. The RESEA program ensures that RESEA customers are in full compliance with their UI eligibility requirements.

The U.S. Department of Labor requires that all RESEA customers be assessed for UI eligibility at each RESEA meeting (Initial RESEA and subsequent RESEA Review).

The purpose of the UI eligibility assessment is to identify any unemployment insurance eligibility issues, or potential issues, and refer those identified to the Department of Unemployment Assistance (DUA) for review and/or adjudication.

Policy: The newest version of the Unemployment Eligibility Assessment Review form is to be given to all RESEA customers to ensure compliance and uniformity with this federal requirement. Revisions include simplifying language to provide clarity and to accurately identify potential issues to the DUA.

This remains a self-disclosure document.

The RESEA Unemployment Eligibility Assessment Review form must be provided to RESEA customers, including 60 dayers, at both their Initial and RESEA Review meetings for completion and subsequent review by their MassHire career counselor.

MassHire Career Center staff are required to review the form with their RESEA customers at both the Initial RESEA and subsequent RESEA Review meetings. At a minimum, the form must be kept on file until RESEA services are completed. *Please refer to local career center record retention policies.*

Any potential issues identified during this process must be reported to the DUA according to the following UI potential issue protocol:

1. A UI Potential Issue Form must be completed and generated via MOSES (refer to RESEA Policy and Procedures Manual).
2. MOSES notes must be written to describe the details of the potential issue(s) being reported.
3. The RESEA Unemployment Eligibility Assessment Review form must be scanned and emailed (with the UI Potential Issue Form) to the DUA at UIPotentialIssue@detma.org.

Action

Required: Please disseminate this form to all appropriate RESEA service delivery staff.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@mass.gov. Please include the issuance number and title.

Attachments: A: RESEA Unemployment Eligibility Assessment Review Form (English)
B: RESEA Unemployment Eligibility Assessment Review Form (Spanish)
C: RESEA Unemployment Eligibility Assessment Review Form (Chinese)
D: RESEA Unemployment Eligibility Assessment Review Form (Portuguese)
E: RESEA Unemployment Eligibility Assessment Review Form (Vietnamese)
F: RESEA Unemployment Eligibility Assessment Review Form (French)
G: RESEA Unemployment Eligibility Assessment Review Form (Haitian Creole)
H: RESEA Unemployment Eligibility Assessment Review Form (Italian)
I: RESEA Unemployment Eligibility Assessment Review Form (Khmer)
J: RESEA Unemployment Eligibility Assessment Review Form (Korean)
K: RESEA Unemployment Eligibility Assessment Review Form (Russian)
L: RESEA Unemployment Eligibility Assessment Review Form (LAO)
M: RESEA Unemployment Eligibility Assessment Review Form (Arabic)