

Mass Workforce Issuance

100 DCS 23.105.1

☒ Policy ☐ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: June 29, 2018

Subject: RESEA Unemployment Insurance Eligibility Assessment Questionnaire - Revised

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce partners of the implementation of the revised RESEA Unemployment Insurance (U.I.) Eligibility Assessment questionnaire to be administered to all RESEA customers at the Career Center Seminar and reviewed with customers at Initial and subsequent RESEA Review meetings.

If the customer is a "60-dayer", the RESEA UI Eligibility Assessment questionnaire must be completed and reviewed at the Initial RESEA and reviewed again for any changes or updates at the subsequent RESEA Review.

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 Massachusetts One-Stop Career Centers and refers them 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 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 for review and/or adjudication.

Policy: In order to ensure compliance and uniformity with this federal requirement, the revised RESEA UI Eligibility Assessment Questionnaire has been developed to be given to all RESEA customers.

This remains a self-disclosure document.

RESEA customers cannot attain their Initial RESEA or RESEA Review Career Action Plan (C.A.P.) goals without completing and having reviewed their RESEA UI Eligibility Assessment Questionnaire with their Career Center counselor.

The RESEA UI Eligibility Assessment questionnaire must be provided to and completed by RESEA customers at the time of their Career Center seminar.

Exception: RESEA “60-dayer” customers must be provided the questionnaire at the time of their Initial RESEA and it must be completed by the customer and reviewed with their career counselor.

Career Center staff are required to review the questionnaire with their RESEA customers at the Initial RESEA and subsequent RESEA Review meetings. The questionnaire must be kept on file until RESEA services are completed.

Any potential issues identified during this process must be reported to the Department of Unemployment Assistance (DUA) according to the following UI potential issue protocol:

1. A UI Potential Issue Form must be completed and generated via MOSES (refer to pages 3-7 in the RESEA Policy and Procedures Manual).
2. MOSES notes must be created to address the details of the potential issue(s) being reported.
3. The RESEA UI Eligibility Assessment Questionnaire must be scanned and emailed (with the UI Potential Issue Form) to the DUA at UIPotentialIssue@MassMail.State.MA.US.

Action

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

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US. Please include the issuance number and title.

Attachment: A - RESEA UI Eligibility Assessment Questionnaire Form