



Workforce Issuance

100 DCS 37.102.1

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: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: February 9, 2024

Subject: FutureSkills MOSES Data Entry for MassHire Job Seekers

Purpose: To provide MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners with revised guidance and uniform MOSES data entry procedures for tracking MassHire customer referrals and enrollments to FutureSkills training programs.

Background: The Workforce Skills Cabinet (WSC) invested American Rescue Plan Act (ARPA) funds to expand the scale of “upskilling” pathways across education, training, and workforce providers in partnership with employers through the FutureSkills Program. These training investments will prepare unemployed and underemployed individuals with skills needed to meet business demand. Commonwealth Corporation, on behalf of the Executive Office of Labor and Workforce Development and the WSC, will administer ARPA-funded training programs also known as FutureSkills training programs; this is a statewide initiative. FutureSkills will support placement in a variety of training programs including the Career Technical Initiative (CTI), Workforce Competitiveness Trust Fund (WCTF), Replenishing Employer Investment in Education and Workforce Training (RENEW), and new initiative grants.

This policy has been updated to include:

MassHire Career Centers (MCCs) provide multiple universally accessible services to job seekers that are customer-centered. Eligible job seekers have access to services that lead to pathways for economic sufficiency based on needs identified through assessment. Dedicated career center staff will support the job seeker re-employment journey through FutureSkills training programs.

FutureSkills is a statewide initiative and there are no geographical restrictions on accessing training. Customers may seek available training outside of their local career center service delivery area if commuting does not interfere with the successful completion of training.

Attachment B and C have been removed – Both are included in the FutureSkills CTI Participants Guidance Issuance issued on 1.23.24

Policy: All FutureSkills Program participants are required to register in MassHire JobQuest, attend a MassHire Career Center Seminar and are encouraged to access services available through the career center.

Local area staff must use MOSES to track any career center services provided to program participants.

Revisions to the policy include:

Each CTI School and MassHire Career Center location will have a detailed Memorandum of Agreement (MOA) to outline the roles and responsibilities of each party (i.e. eligibility, case management job readiness, job placement, etc.). Refer to Mass Workforce Issuance [100 DCS 37.104](#): FutureSkills Career Technical Initiative (CTI) Participant Guidance issued January 23, 2024.

To assist Upskilling Navigators and other MassHire Career Center staff with case management activities, and based on specific local responsibilities outlined in the MOA, please refer to the below list of the required MOSES data entry elements for each program participant accepted into FutureSkills CTI programming.

- *Enrolled in ARPA FutureSkills Eligibility*
- *Enrolled in Career Center Specific FutureSkills Program*
- *ARPA FutureSkills Course Activity w/Funding Stream (only required if providing case management services while in training via the local MOA)*

Career Center staff must maintain a **minimum of 30-day contact** with participants enrolled in training (or follow the local Career Planning policy if more restrictive) to assist with responsibilities outlined in local MOAs with CTI providers (i.e. career counseling, job placement, and/or follow-up services).

Please refer to the FutureSkills Participant Tracking on MOSES (Attachment A) for instructions related to data entry.

Action

Required: Please ensure all appropriate managers and staff are familiar with and have a full understanding of the requirements within this policy.

Effective: Immediately

Inquiries: Email all inquiries related to this policy to PolicyQA@mass.gov.

Attachments: A: FutureSkills Participant Tracking in MOSES