



Workforce Issuance

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☒ Policy ☐ Information

To: Chief Elected Officials
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: November 9, 2022

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 guidance and uniform MOSES data entry procedures for tracking MassHire customer referrals and enrollments to FutureSkills training programs.

Background: The Commonwealth's Workforce Skills Cabinet (WSC), charged with creating and implementing strategies to ensure that individuals develop and continuously improve their skills and knowledge to meet the varying hiring needs of employers will invest \$240M in combined state and American Rescue Plan Act (ARPA) funds over the next four years to build capacity of education and training systems in Massachusetts.

Through the "FutureSkills" (Upskilling) Program, the 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 that prepare unemployed and underemployed individuals with the training and 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. 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.

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 service delivery area if commuting does not interfere with the successful completion of training.

MDCS will work in collaboration with Commonwealth Corporation to submit courses for Department of Unemployment Assistance (DUA) review and a determination regarding approval under the Training Opportunities Program (Section 30).

Policy: Customers referred to FutureSkills training programs are required to register in MassHire JobQuest and are encouraged to access services available through the career center customer flow process.

Local area staff must use MOSES to track MassHire customers referred to and enrolled in FutureSkills training programs.

An eligibility policy for FutureSkills programming is forthcoming.

Referrals

Referrals to FutureSkills training programs will occur when the career center staff has determined the customer is potentially eligible for the FutureSkills program.

Career center staff will keep track of the customers referred for FutureSkills funded training.

Customers referred to training are requested to complete the Customer Release of Information Form (Attachment A).

Staff must also document the referral in MOSES.

Career Center staff making the referral will complete the FutureSkills Training Referral Form (Attachment B) and send the referral form to the appropriate FutureSkills training point of contact.

The list of FutureSkills points of contact will be located on the vendor and training record in Training Pro. MDCS is working with CommCorp to ensure all training details and contact information are set up in Training Pro. This effort should be completed soon.

Enrollments

Both referrals and enrollments for the FutureSkills training programs will be documented in MOSES. Once the referral is added into MOSES, staff must confirm with the FutureSkills program contact whether the referral has resulted in an enrollment. Referrals that result in an enrollment must be documented in MOSES.

Career Center staff will maintain a minimum of 60-day contact with participants enrolled in training (or follow local Career Planning policy) to provide assistance with career counseling, job placement, and follow-up services.

Please refer to the FutureSkills Participant Tracking on MOSES (Attachment C) for instructions to track referrals and enrollments of MassHire customers to FutureSkills training programs.

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 in related to this policy to PolicyQA@massmail.state.ma.us.

Attachments: A - Customer Release of Information Form
B - FutureSkills Training Referral Form
C - FutureSkills Participant Tracking on MOSES