



# Workforce Issuance

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**100 DCS 37.104**

☒ **Policy**   ☐ **Information**

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**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:** January 23, 2024

**Subject:** **FutureSkills Career Technical Initiative (CTI) Participant Guidance**

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**Purpose:** To provide Career Technical Initiative grantees, MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners with guidance regarding job seeker eligibility and documentation for FutureSkills CTI Programs.

**Background:** The Workforce Skills Cabinet (WSC) has 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 (EOLWD) 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.

MassHire Career Centers (MCCs) provide multiple universally accessible services to job seekers that are customer-centered. Eligible job seekers may access 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.

**Policy:** All parties to a Memorandum of Agreement (MOA) for CTI grants with a training program start date on or after February 1, 2024, will utilize the following guidelines.

As a requirement for responding to a Commonwealth Corporation Request for Proposal (RFP) for CTI training, vocational schools in partnership with MassHire Career Center(s) are required to submit a detailed MOA.

The RFP outlines the following activities for collaboration:

- Establishment of program entry requirements, screening process, and recruitment strategies to align with program
- Assignment of the responsible party to collect and review eligibility documentation
- Development of assessment and screening protocols to ensure graduates of the program meet hiring standards for employment
- Working with participants to identify and address supportive services needed to successfully complete the training
- Method of sharing for participant enrollment documentation
- Incorporation of career readiness and job search prep skill-building
- Assignment of the responsible party to place graduates in employment

The MOA must clearly delineate the lead entity, the process and entity responsible for completing each function and how sharing of information between parties will occur.

- Recruitment/Marketing
- Screening/Eligibility Determination
- Program Enrollment
- Case Management
- Work Readiness Activities
- Placement
- Maintaining Documentation

To ensure each party understands their roles and responsibilities regarding the customer's journey from referral to employment, a job seeker flow chart outline shall be included in the MOA.

### **Recruitment/Marketing**

The MOA will describe how the lead partner will facilitate a marketing and recruitment strategy to target eligible participants. MOA partners must determine and describe who is the lead, what the lead is responsible for, and how partners will collaborate and support the lead's efforts.

### **Screening/Eligibility Determination**

Per the MOA, the lead partner will follow the agreed-upon process for entry requirements, assessment, and screening protocols.

Each participant must meet the ARPA-funded CTI program eligibility requirements:

- Unemployed or underemployed status
- Massachusetts resident
- Authorization to work in the U.S.
- 18 years of age by the completion of training

In addition to FutureSkills eligibility criteria, each school may have additional eligibility criteria required or suggested for entry into the program. CTI schools are encouraged to limit these additional program-specific eligibility criteria to those that are required for employment.

MOA partners should consider the following questions and share customer's information related to these questions with each other to ensure successful recruitment, screening, and enrollment. These questions may also help determine if an individual intends to work in a job that is related to the training received. Some of these questions may not directly result in selection; but may be important for the job seeker to understand to help ensure their best fit for employment upon successfully completing the chosen program.

- Is a high school diploma or GED required to secure employment?
- Do any employer partners require COVID vaccination prior to employment?
- Does the school location have CORI restrictions?
- Is the school responsible for conducting a CORI check on all participants to be able to attend?

- Do employer partners conduct a background check as part of their application process? If so, what are the CORI restrictions for employment?
- Do employer partners require employees to have access to reliable transportation? Is there any flexibility provided to this requirement?
- Is the individual interested in a job for which the CTI school provides training?
- Is the individual interested and available to work in the target occupation upon completing training?

Participant self-attestation is an allowable form of documentation and can be used for all specific eligibility requirements except Authorization to Work. Self-attestation should only be used when other forms of documentation are not available and in limited circumstances.

### **Program Enrollment**

CTI training providers are responsible for making final determinations on enrollment and may conduct additional screening (i.e., an interview before officially enrolling).

The CTI training provider will direct the program participants to their local MassHire Career Center (Upskilling Navigator) to:

- Complete a MassHire JobQuest profile and attend a Career Center Seminar
- Review information shared by school to identify whether the job seeker needs additional services provided through the MassHire Career Center system and start developing a relationship for support while in training and/or for job search assistance after training is completed

### **Case Management**

MassHire Career Centers must follow up with jobseekers as they enroll based upon the activities agreed to in the MOA. Supporting job seekers through their enrollment, training, and employment journey is the shared responsibility of the CTI schools and the MCCs.

### *WIOA Co-Enrollment*

CTI participants may benefit from co-enrollment in WIOA, and this is strongly encouraged when possible; however, co-enrollment is not an eligibility requirement for participation in CTI programs. Participants may benefit from co-enrollment into other programs they may be eligible for. These programs may include but are not limited to Trade, WPP, etc.

Important note: Veterans and eligible spouses continue to receive priority of service for all federal and state-funded job-training programs, including FutureSkills programming.

MCCs must follow state and their local policies and processes to determine whether a job seeker meets WIOA or other program(s) eligibility for co-enrollment, but this should not delay the FutureSkills enrollment process.

MCCs should ensure that partner grantees are aware of and integrate this language into the MOA, as appropriate.

### **Work Readiness Activities**

Work Readiness activities should be clearly defined in the MOA and include, but are not limited to:

- Resume Building Workshops
- Job search prep skill-building activities
- Job Search Resources
- Mock Interview Workshops

Parties are encouraged to partner on the expertise and resources available (both in person and virtually) to ensure program participants have a menu of resources available to them, now and in the future.

### **Placement**

The MOA should clearly state that the lead partner will coordinate job placement activities and events, including but not limited to employer recruitments and job fairs. All parties should share resources toward optimal outcomes.

### **Maintaining Documentation**

Per the MOA, each party will share enrollee information and documentation with the other partner to allow adequate time for required activities and appropriate data tracking (MOSES and/or Apricot).

For more information on the appropriate MOSES data entry for programming refer to Issuance: [100 DCS 37.102 Issued: 11/09/2022 FutureSkills MOSES Data Entry for MassHire Job Seekers](#).

Participant self-attestation is an allowable form of documentation and can be used for all specific eligibility requirements except Authorization to Work. Self-

attestation should only be used when other forms of documentation are not available and in limited circumstances.

*If the MassHire Career Center is the lead partner for screening and eligibility determination:*

Once a member of the MassHire Career Center (Upskilling Navigator) has determined the job seeker eligible, the CTI school must be informed of the job seeker's interest and eligibility by utilizing the Staff Attestation for FutureSkills Referral Form (Attachment B)– This must be accompanied with the Customer Release of Information Form for Referrals to FutureSkills Training Programs (Attachment C). MassHire Career Centers can use a local release of information form if it authorizes information to be shared with the school.

*If the CTI School is the lead partner for screening and eligibility determination:*

Once the CTI school has determined the job seeker is eligible and accepted into the program the MassHire Career Center must be informed of the job seeker's eligibility by utilizing the Commonwealth Corporation Participant Registration Form (Attachment A) and completion of Staff Attestation for FutureSkills Referral Form (Attachment B). Attachment A authorizes information to be shared with MassHire Career Centers.

Any documentation containing Personal Identifying Information (PII) must be maintained securely. Staff must ensure measures are taken to maintain appropriate security and privacy of documents sent electronically. Senders of electronic documents must use secure methods when emailing documents that contain PII.

Refer to Attachment F for instructions on creating and sending a secure email, if needed.

Documentation received from or provided to a CTI School is to be maintained in a customer's file.

*Documentation required if the MCC is determining eligibility:*

- Staff Attestation for FutureSkills Referral Form (Attachment B)
- Customer Release of Information Form for Referrals to FutureSkills Training Programs (Attachment C)
- Documentation of proof of Unemployed OR Underemployed status
- Proof of age
- Proof of residency
- Proof of Work Authorization
- Self-Attestation (Attachment E), if applicable

*Documentation required to be maintained by MCC if the CTI School is determining eligibility:*

- Commonwealth Corporation Participant Registration Form (Attachment A)
- Staff Attestation for FutureSkills Referral Form (Attachment B)
  - This Form is sufficient documentation for eligibility

**Action**

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

MOAs that cover programming with a start date on or after February 1, 2024, and in need of modification must be revised and submitted to Commonwealth Corporation at [cti@commcorp.org](mailto:cti@commcorp.org) and MDCS at [ashley.terrell@mass.gov](mailto:ashley.terrell@mass.gov) by February 19, 2024.

If no modifications are needed, please notify both Commonwealth Corporation and MDCS (using above email addresses) that no modifications were needed.

**Effective:** Immediately.

**Inquiries:** Email all inquiries related to this policy to [PolicyQ&A@mass.gov](mailto:PolicyQ&A@mass.gov).

**Attachment:**

- A. Commonwealth Corporation Participant Registration Form
- B. Staff Attestation for FutureSkills Referral Form
- C. Customer Release of Information Form for Referrals to FutureSkills Training Programs
- D. Acceptable CTI Eligibility Documentation Listing
- E. Self Attestation
- F. Secure Email Instructions
- G. Policy Q&A