

Mass Workforce Issuance

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☐ 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: May 22, 2017

Subject: **Department of Career Services/Department of Transitional Assistance Cross Training Orientation Sessions**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce partners of the upcoming Department of Career Services (DCS) - Department of Transitional Assistance (DTA) Cross Training Orientation Sessions in June 2017.

This orientation training session is designed for dedicated Career Center staff and DTA Full Engagement Workers (FEWs) to become familiar with primary DTA programs and basic Career Center services available to DTA clients as they are referred to Career Centers for engagement in job search activities. Each attendee will learn about job search and training services available at Career Centers and about DTA programs and work search requirements for TANF and SNAP program participants. This training is designed to prepare Career Center staff and Full Engagement Workers to work cooperatively, on-site at Career Centers to provide services to DTA clients.

Background: An Interdepartmental Service Agreement (ISA) was signed between the Department of Transitional Assistance (DTA) and the Department of Career Services (DCS) to provide career planning support and resources to DTA clients. Each DTA Transitional Assistance Office (TAO) and each Career Center has designated a lead staff person to work together on behalf of the DTA clients. Designated DTA staff from DTA local offices will be co-located at Career Centers to provide support, information and resources to Career Center staff and DTA clients on a schedule and frequency to be determined locally. These respective staff will work collaboratively to ensure that TAFDC and SNAP clients receive tailored and appropriate job readiness, job matching, coaching and employment supports. This program is identified as the DTA Work Participation Program (WPP).

Date/Time	Location	Max Seating	Online Registration
Tuesday, June 6, 2017 9:00am – 1:00pm	Hurley Building 19 Staniford Street Boston, MA 02114 Gazda Room – 4 th Floor	25	Has been cancelled and will be rescheduled
Wednesdays. June 7, 2017 9:00am – 1:00pm	Franklin/Hampshire Career Center 178 Industrial Drive – Suite 1 Northampton, MA 01060	20	Has been cancelled and will be rescheduled
Thursday June 8, 2017 9:00am – 1:00pm	ValleyWorks Career Center 255 Essex Street, Lawrence, MA 01840	20	Has been cancelled and will be rescheduled
Wednesday June 14, 2017 9:00am – 1:00pm	Employment and Training Resources 1671 Worcester Road Framingham, MA 01701	25	Has been cancelled and will be rescheduled
Wednesday June 21, 2017 9:00am – 1:00pm	Greater New Bedford Career Center 618 Acushnet Avenue New Bedford, MA 02740	25	Has been cancelled and will be rescheduled

Please have each individual attendee ‘register’ separately for the training so we have everyone’s name and contact information.

Action

Requested: Designated Career Center staff who are assigned to work with the DTA Full Engagement Workers in the WPP program should register for this training. While other Career Center staff are welcome to attend this training, priority will be given to those Career Center staff who have been identified as liaisons for DTA staff and DTA clients.

Staff must register for this training by clicking on the appropriate Career Center Seminar (CCS) course link located above through Eventbrite.

- Assure appropriate staff register in advance
- Attendees arrive on time as training sessions will begin promptly

Inquiries: Please direct all questions to David Ledonne at David.Ledonne@MassMail.State.MA.US or Rosemary Alexander at Rosemary.Alexander@MassMail.State.MA.US Reference this Mass Workforce Issuance number in your inquiry.