

# MassWorkforce Issuance

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**Workforce Issuance No. 15-07**

☐ Policy   ☒ Information

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

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** January 22, 2015

**Subject:** MassWorkforce Policy Issuance Reorganization and New Policy Number Series

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**Purpose:** To notify local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the proposed reorganization of MassWorkforce Policy Issuances and a new policy number series.

DCS would like your feedback and/or comments regarding the proposed reorganization of the MassWorkforce Policy Issuances and the new policy number series.

**Background:** Policy issuances transmit to local officials and stakeholders the policies of the Commonwealth of Massachusetts with regard to the implementation and operation of the workforce development system in conjunction with the Workforce Investment Act/ Workforce Investment and Opportunity Act and related federal/state statutory and/or regulatory requirements. Policy issuances generally require procedural action at the local level to implement the provisions of the policy.

Historically, MassWorkforce Policy Issuances have been indexed by year. DCS is proposing to organize MassWorkforce Policy Issuances by subject. All policies will be grouped according to their subject matter under the appropriate subject title. For example, all Fiscal policies will be grouped under the Fiscal subject title and all IT/MOSES policies will be grouped under the IT/MOSES subject title.

DCS is also proposing a new policy number series. The policy number series will identify subject titles. For example, 01.100 will identify the Fiscal policy number series and 02.100 will identify the IT/MOSES policy number series. All policies will be grouped in the appropriate policy number series. Please see Attachment A for the proposed policy number series.

The proposed policy reorganization will allow you to search for policies on <http://www.mass.gov/massworkforce/issuances/> by subject as well as by the new policy number series. The proposed reorganization of the MassWorkforce Policy Issuances is for active policies only. Information Policies will continue to be indexed by year. Non-Active policies will also be indexed by year.

**Action:** If you have questions or would like to provide comments and/or feedback regarding the proposed Policy Issuance reorganization and/ or the new policy number series, please contact Sacha Stadhard [sacha.stadhard@detma.org](mailto:sacha.stadhard@detma.org) by close of business day on January 30, 2015.

**Attachment:** Attachment A provides an example of the proposed Policy Issuance reorganization and the new policy number series.