**Grant Overview and Activity**

**State Structure**

The Massachusetts Department of Career Services (DCS) is the grant recipient for the Disability Employment Initiative Round V (DEI V) grant.

DCS maintains Interagency Service Agreements with two state partners who deliver technical assistance, resources and staff support toward the successful implementation of the MA DEI:

* **University of Massachusetts Institute for Community Inclusion (ICI)**

Providing technical assistance to each of the three project sites, Metro North, North Central and Central MA workforce investment areas, via a combination of on-site visits and phone/email, working with Workforce Investment Board and One-Stop Career Center staff and their respective partners. Technical assistance will be customized to the specific needs of each project site. Areas of technical assistance will include the following:

* Guidance on recruitment of individuals to participate in project activities.
* Development of strategies for integration of individuals within existing One-Stop Career Center services.
* Development of processes to support the assessment of individuals for Career Pathways training programs, and the provision of assessment modifications/accommodations as necessary within the requirements of the Americans with Disabilities.
* Working with project staff and training providers on development of processes for identification and provision of necessary supports and accommodations that enable project participants to succeed in Career Pathways training programs.
* Provision of guidance on job placement and necessary post-placement supports.
* Identification and facilitation of public agency and community resource partnerships to provide the necessary resources and supports for individuals during all aspects of the Career Pathways process, including participation on Integrated Resource Teams.
* Assist with the development of an ongoing area partnership structure, between Workforce Investment Board/One-Stop Career Center staff, and public agency and community partners, that will be maintained at the conclusion of grant funding.
* Provision of training and staff development to staff at each of the project sites on supporting the needs of customers with disabilities in such areas as disability awareness, accommodations, and use of universal design in service delivery.
* Assist each of the projects on general capacity in meeting the needs of customers with disabilities, including evaluation of existing facilities and services, and recommendations for improvement.
* Provide assistance on becoming a qualified vendor under the Social Security Administration’s Ticket to Work program, if the program site is not already a vendor (Employment Network).
* Provide ongoing assistance to project sites in operation of the Ticket to Work program and maximizing the use of Ticket to Work with individuals participating in the Career Pathways program under DEI.
* Identify and as necessary assist with the development of changes in policies and procedures at the WIB and One-Stop Career level to ensure the full inclusion of individuals with disabilities in Career Pathway programs, and all employment and training services provided within each workforce regions.
* **University of Massachusetts Medical School Work Without Limits** **(WWL)**

**WWL provides the following assistance to local areas.**

1. Work in coordination with the One-Stop Career Centers within the three participating Massachusetts Workforce Investment Board (WIB) areas (Metro-North/Cambridge, North-Central/Leominster and Central/Worcester) to increase the number and type of employers who will offer work-place learning and unsubsidized employment opportunities to grant participants;
2. Develop and implement a series of educational sessions for employers regarding the advantages of employing people with disabilities, and the resources available to be successful in this area;
3. Provide educational and networking opportunities to grant staff, customer and employer participants at regional and/or statewide multi-stakeholder conferences and career fairs.

**Local Structure**

The MA DEI is implemented at the local level in seven One-Stop Career Centers (OSCC) and 1 Community Based Organization located in three workforce areas: Central Massachusetts, Metro North and North Central. Career centers operating the DEI program:

* Career Source, 186 Alewife Brook Parkway, Suite 310, Cambridge, MA 02138
* The Career Place, 100 Trade Center, Suite G100, Woburn, MA 01801
* North Central Career Center 100 Erdman Way, Leominster, MA 01453
* North Central Career Center 25 Main Street Gardner, MA 01440
* Workforce Central Career Center 425 Fortune Boulevard, Suite 201, Milford, MA 01757
* Workforce Central Career Center 5 Optical Drive, Suite 200, Southbridge, MA 01550
* Workforce Central Career Center 340 Main St #400, Worcester, MA 01608

Community Base Organization operating the DEI program in the Metro North Workforce Development area:

* Triangle, Inc.420 Pearl St, Malden, MA 02148

Each career center employs a designated Disability Resource Coordinator (DRC) to assist customers with disabilities to access the full array of career center services (assessment, resume assistance, workshops, individualized case management, labor market information, training research, occupational training, job development and job placement).

Each of the career centers is an Employment Networks under the Social Security Administration Ticket to Work program.

**Management and Reports**

The DCS DEI Coordinator maintains responsibility for the oversight and coordination of MA DEI operation. The Coordinator manages the day to day functions with regard to overall DEI operation and ensures sub-grantee compliance with all federal and state laws and regulations as well as comprehensive service delivery.

Local operator Fiscal Status Reports (FSR) are required monthly; narrative of program activity reports are required on a quarterly basis. The Coordinator conducts, at a minimum, a monthly desk review of fiscal and participant activity; participant activity is viewed in the Massachusetts One-Stop Employment System (MOSES), the DCS information tracking system.

The Coordinator works closely with the career center directors and the DRCs to identify any issues or needs and to identify appropriate action to resolve issues and/or meet needs of the program or for individual participants.

**Standing Meetings**

Monthly DEI DRC Meetings: The DCS Coordinator convenes a monthly meeting with local DRCs to discuss DEI activities (e.g. outreach, job fairs, networking events) and local challenges and successes in implementing the DEI.

Bi-Monthly DEI DRC and State Partner Meetings: On alternate months, the DRCs are joined by state partner (ICI and WWL) staff and management. Discussion is similar to the monthly meeting and enriched by partner participation, sharing of resources and information.

The third month in the quarter the full time meets by conference call to discuss any challenges and successes.