

Mass Workforce Issuance

Workforce Issuance No. 15-08

☐ Policy ☒ Information

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 23, 2015

Subject: **Re-Employment Eligibility Assessment (REA) Program Requirements for Claimants Who Have Left the State**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of information on the updated REA Program requirements for claimants who left the state.

Background: Re-Employment Eligibility Assessment (REA) Program is funded by the US Department of Labor to help Unemployment Insurance claimants return to work faster. Claimants are randomly selected to participate in and complete the REA Program. If selected, the claimant will receive a selection notification with instructions to complete the REA Program within 5 weeks. The claimant will meet one-on-one with an REA Specialist to review the Career Action Plan (CAP), work search activities, Labor Market Information (LMI), resume, and register on JobQuest. The REA Specialist will provide claimants with individualized coaching and connect them with activities in the career center that will help claimants conduct a successful job search.

A claimant who is enrolled in REA and has moved out of state must meet all REA Program requirements. If a claimant's address in MOSES is out of state with the exception of New Hampshire, Rhode Island, and Connecticut, the mandatory requirement to attend Career Center Seminar in Massachusetts will be automatically waived when the claimant's address is changed in MOSES to the new out of state address.

Input screen shot highlighting address

Screen Shot of Cap Goals

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
REA Review	12/05/2014	12/05/2014	12/05/2014	Attained
Other	12/05/2014	12/05/2014	12/05/2014	Attained
Resume and Cover Letter Development	12/05/2014	12/05/2014	12/05/2014	Attained
Review Work Search Activity	12/05/2014	12/05/2014	12/05/2014	Attained
Research LMI	12/05/2014	12/05/2014	12/05/2014	Attained

Career Objective
Add or update on the Full tab. Remember to save after updating.
Viewable to Employers on the internet (JobQuest) ☐ Yes ☐ No

REA claimants who have left the state must meet the following requirements:

- The claimant must meet the CCS requirement by visiting a career center in their state of residence.
- The claimant must also register with their state of residence on-line job bank; this will take the place of registering with JobQuest.
- The claimant must be scheduled for ongoing services with the career center in their new state of residence.
- MOSES will not look for Attended *CCS*, *Register on JobQuest* or a *future service goals*. This information will be captured on the CAP Goal *Other*, which must be attained prior to attaining the REA review.

The action step for the CAP Goal *Other* must state, that the Job seeker will:

- Register with their new state of residence on-line job search bank
- Visit a career center in their new state of residence
- Be scheduled for ongoing career center services
- Provide a resume
- Register with the career center for another service

Screen Shot of Cap Goals with *Other* as Goal

Basic | Full | Education | Work Experience | Events | Alerts | Core Plan | Services | Special Programs | Survey

CAP | BEST | SMARTT | Section 30 | WRAP

Goals

Type of Goal	Date	Scheduled / Target Date	Actual Date	Attainment Status	Action
Reemployment Services Goals and Tasks Details					
Goal Action Steps: Leon registered for the NY State Job Bank, registered at Homestead Career Center and registered for future workshops					
Type of Goal: Other	Date Established: 12/05/2014	Scheduled/Target Date: 12/05/2014	Actual Date: 12/05/2014	Attainment: Attained	
Created Office: Hurley/MOSES Unit		Last Modified Date: 12/08/2014		By: LEON	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>					
Career Objective Add or update on the Full tab. Remember to save after updating. Viewable to Employers on the internet (JobQuest) <input type="radio"/> Yes <input type="radio"/> No					
<input type="button" value="Trade"/> <input type="button" value="Eligibility"/> <input type="button" value="Match Criteria"/> <input type="button" value="Plan Match"/> <input type="button" value="Eligibility Criteria"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>					

- The career center staff must send the *Left State Checklist* form to the claimant and this action documented in MOSES.
- Once all of the information is returned the career center staff must update each mandatory goal on the CAP in MOSES by checking the appropriate box from the *Attainment* drop down box from the *Special Programs* tab.
- When the CAP goals are attained any REA issue (if one existed) will be auto-ended.
- If any issues are on the claim from the *Did Not Attain*, *Did Not Report*, or *Attain Potential Issue* the weeks preceding will be adjudicated.
- Update the address in MOSES to the new state if not updated.

Left State Checklist

Re-employment Eligibility Assessment (REA) Program Requirements for Claimants who have Left the State

Claimants enrolled in the REA Program and collecting unemployment benefits from Massachusetts and living in another state must provide the following documentation:
(please check off each item as you attach it to this form)

- ☐ 1. Documentation that you have visited a career center in the state in which you are residing and documentation that you have registered for ongoing employment services.
- ☐ 2. Documentation that you have registered for your current state on-line job bank.
- ☐ 3. Documentation of your Labor Market Exploration for your occupation(s) of interest using the attached Labor Market Research Worksheet.
<http://www.mass.gov/massworkforce/docs/resources/career-center-seminars/labor-market-research-worksheet.pdf>
- ☐ 4. Resume
- ☐ 5. Weekly work search tracking form for each and every week you have claimed unemployment benefits. Massachusetts work search forms may be located at:
<http://www.mass.gov/lwd/docs/dua/worksearch-form-1750-rev-04-02-13-fs.pdf>
- ☐ 6. If you are a veteran, a copy of your DD-214 member-4 (containing characterization of service).

Failure to provide this information by _____ will result in the loss of unemployment benefits.

Current Address: _____

Phone Number: _____

Instructions:

Please complete and submit this check list and all the required documentation via email to:
realmi@detma.org

Or mail to: Department of Career Services
Charles F. Hurley Building
REA Unit – 1st floor
19 Staniford St.
Boston, MA 02114

- Career center staff may change the return address at the bottom of the *Left State Checklist* to have information returned to their career center. Once all the required documentation is returned the career center may attain the REA Review.
- A copy of the check list and all required documentation must be kept on file.

Action

Required:

Please ensure that all staff are made aware of the newly updated *Left State Checklist* form. Webinar training on these developments will be provided at a future date. The webinar information will be distributed via a separate workforce issuance once the dates are determined.

Inquiries:

Please email all questions Joseph Gallop at jgallop@detma.org and cc Donna Gambon at dgambon@detma.org.