

Mass Workforce Issuance

100 DCS 14.102

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Development Chairs
Workforce Development 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 21, 2015

Subject: **Reemployment Services and Eligibility Assessment (RESEA) Training**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce development partners of the upcoming Reemployment Services and Eligibility Assessment (RESEA) Program Training in June 2015 to introduce the new RESEA grant.

Background: DCS Central Programs LMI/REA, DUA and MOSES teams will conduct three training sessions in June 2015. Sessions will consist of:

- a review of the RESEA Program Policy and Procedure Manual
- updates with emphasis on elements of meeting the RESEA program requirements
- customer meetings
- common errors
- MOSES data entry reports available to assist with managing the program
- communicating with DUA

REA specialists, Supervisors and Local Office Experts are required to attend. Each Career Center must designate a RESEA Local Office Expert (LOE). The LOE will be the subject matter expert in the local career center. This person (preferably a manager or supervisor) will be the point of contact for each local career center if staff have questions or need help with resolving any issues. The LOE will attend conference calls, meetings, and trainings and share important information with other career center staff.

RESEA June 2015 Training Schedule

Date	Time	Location	Seat Limit	Special Instructions
*June 16	9:30 a.m. – 4:00 p.m.	Gazda Room Hurley Building Boston	24	Email gkeith@detma.org for registration link - must include local office RESEA Process Flowchart
June 23	9:30 a.m. – 4:00 p.m.	Room 307C Hurley Building Boston	18	Use Eventbrite link to register
June 25	9:30 a.m. – 4:00 p.m.	Room 307C Hurley Building Boston	18	Use Eventbrite link for register

(REMINDER: Photo ID is required by Hurley Building Lobby Security)

Registration: Registration for June 23 and June 25 training program dates will be via Eventbrite. Click the link (www.eventbrite.com), go to **RESEA Training** and complete the registration. You will receive a confirmation email.

*** Management Registration - June 16** – Please note that this session is reserved for managers and supervisors. To register, email Grant Keith at gkeith@detma.org to receive the registration link. *Managers must complete the attached **RESEA Process Flowchart** form. This completed form must be included in the registration request email. Please submit one form per career center.*

Seating is limited and will be assigned on a first come first served basis - Early registration is recommended. **Registration deadline is June 8th.**

Action

Required: Please disseminate this information and assure that all appropriate staff registers.

Inquiries: Questions related to this RESEA Training Program should be directed to Grant Keith - gkeith@detma.org or 617-626-6803.

Attachment: RESEA Process Flowchart Form