

# MassWorkforce Issuance

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☒ **Policy**   ☐ **Information**

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**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:** April 8, 2016

**Subject:** **RESEA Career Action Plan (CAP) form for Career Centers – New Form # 2506**

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners of the new **RESEA Career Action Plan (CAP)** form available for ordering and the newly assigned form number, 2506. The *CAP* is available in a ‘no carbon necessary’ form.

**Background:** The **RESEA Career Action Plan (CAP)** form is to assist Career Center customers, claimants and staff to track job search activity and progress to ensure a successful employment outcome. Additionally, the **RESEA Career Action Plan (CAP)** ensures that customers enrolled in the *RESEA* program understand all of the requirements of the RESEA Program and what they must bring to their RESEA Review.

The updated **CAP** form now includes the current *Reemployment Services and Eligibility Assessment (RESEA)* mandatory goals and the newly required Section 30 customer sign-off, which states that the customer has been informed and understands that applying for Section 30 must be done prior to their 15th payable week of Unemployment Benefits.

Career Centers may use their own CAP form as long as the version includes Goals, Goal Action Steps, target dates, Mandatory RESEA Goals, and the statement below with a customer signature:

*“I have been informed about the Training Opportunity Program (Section 30) and understand that I must apply for the Training Opportunity Program (Section 30) by the 15th payable week of my Unemployment Insurance payments to be eligible for Section 30 Unemployment benefits”*

**Action**

**Required:** Please disseminate this information to all appropriate staff and partners, including the updates to the Career Action Plan (CAP) form.

To order the new RESEA Career Action Plan (CAP) forms, please follow your locations' standard ordering procedure.

**Inquiries:** Please email all questions to Erin Fallon at [erin.fallon@detma.org](mailto:erin.fallon@detma.org)

**Attachment:** New RESEA Career Action Plan (CAP) Form # 2506