

Mass Workforce Issuance

Workforce Issuance No. 06-28

☐ 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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: May 23, 2006

Subject: Submission Instructions – Fiscal Year 2007 Local Annual Workforce Development Business Plan

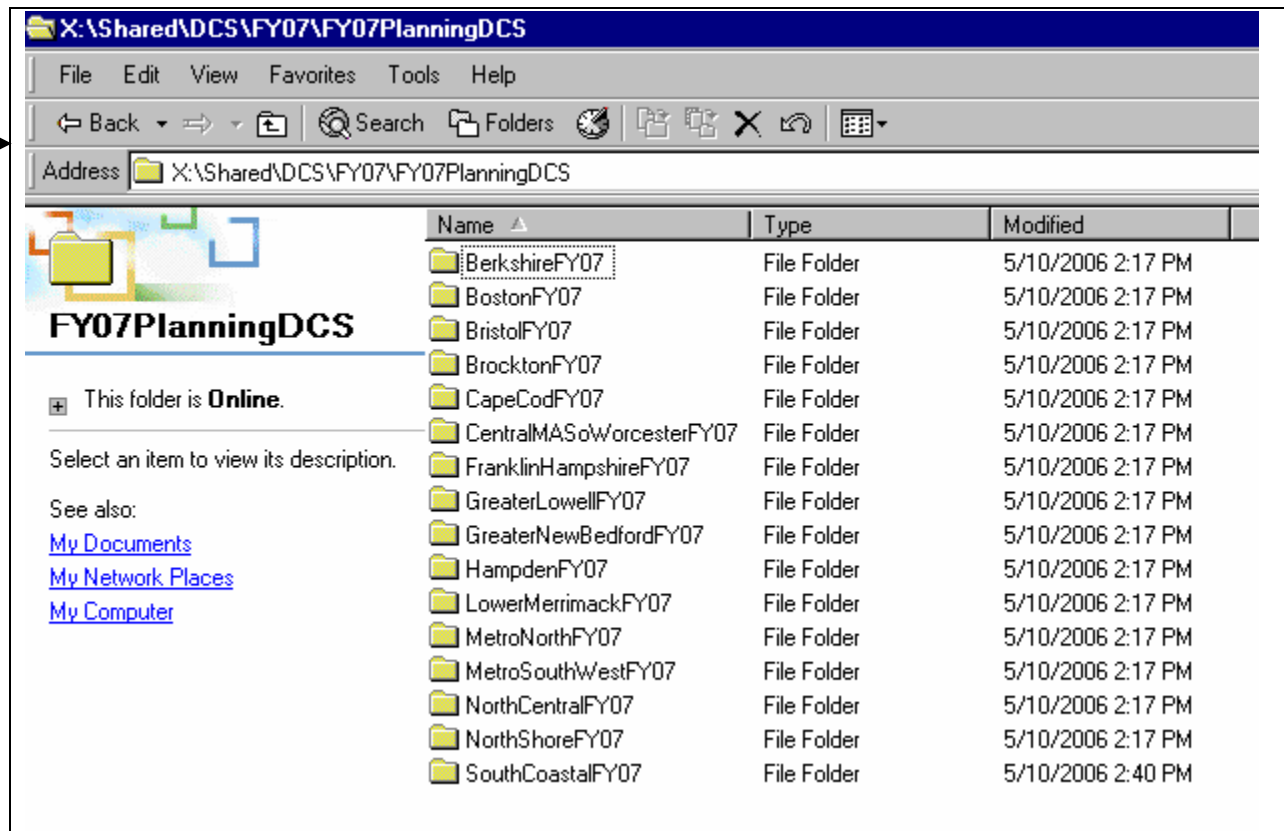
Purpose: To transmit instructions for the electronic submission of the Fiscal Year 2007 Local Annual Workforce Development Business Plan.

Initial Submission of Local Plan Files

To submit your area's Business Plan follow the steps listed below. Each section of the plan should be saved as a single electronic file. Submission can only be completed using a computer that has an Internet connection to the DCS network.

- Log into the DCS File Share through FTP access using the Internet
- Put your cursor on the link below:
 - ✓ Hold the [Ctrl] key and click the link by clicking your mouse
<ftp://detfileshare/shared/DCS/FY07/FY07PlanningDCS/>
- The DCS Share Drive folder window
X:\shared\DCS\FY07\FY07PlanningDCS will open on your desktop
(see example on next page)

INTERNET CONNECTION TO DET's NETWORK (EXAMPLE)



- Locate and Open the Local Area Master folder and save plan section files into the appropriate Section folder:

Narrative Folder (save all documents below into this folder):

- Labor Market Analysis
- Response to Narrative Questions
- Career Center Hours of Operation Form (*Attachment A*)
- MOU Summary Sheet (*Attachment B*)
- LWIB Contact Information Form (*Attachment C*)
- Duration and Principal Signatories (*Attachment D*)
- Planning Check-list Form (*Attachment E*)

Performance Folder (save all documents below into this folder):

- FY 2006 Labor Exchange Program Summary (*Chart #1*)
- Title I Program Summary for Adults and Dislocated Workers (*Chart #2*)
- Title I Program Summary for Youth (*Chart #3*)
- Title I Performance Goals (*Chart #4*)
- Title I Performance Adjustments Narrative (for adjustments/negotiations proposed)

Budget Folder (save all documents below into this folder):

- Integrated Budget Summary Form (Attachment H)
- Budget Narrative
- FY2007 WIA Title I Youth Program Budget (Attachment J)
- Principal Signatories Authorization to Sign Integrated Budget Modifications Form (Attachment K)

Correspondence Folder (save any additional documents into this folder):

- Any additional information to be included with your Business Plan

Saving the File into the FY07 Planning DCS Folder

1. Open the plan document (Word or Excel) on your computer
 - Go to File
 - ✓ Hit "Save As"
 - Scroll down in the "Save In" drop down field at the top and choose the following: Drive Detfileshare on 'Det-common-01'(X)
 - If you do not see the Detfileshare on 'Det-common-01'(X) drive, please be sure that your computer is connected to the DET network
 - Please note, all DET computers have access to the X drive
2. After saving your plan files email Lisa Caissie at LCaissie@detma.org. The email should clearly identify the name of your local workforce investment area in order to readily locate your area's master file.
3. Upon receipt of your email, your area's planning documents will be moved into secure folders for submission to the Review Committee.

Please Note: One original hard copy package of your complete Fiscal Year 2007 Local Annual Workforce Development Business Plan with Signature Page must be submitted to:

Lisa Caissie
Division of Career Services
Planning and Workforce Integration, 1st floor
19 Staniford Street
Boston, MA 02114

Process for submitting plan file(s) with changes

Once you have initially submitted your plan files and any changes need to be made please follow the same process as described above for all subsequent submissions. As with your initial submission, once your email notification is

received, your revised planning documents will be moved into a secure folder for submission to the Review Committee.

Action

Required: Please forward this information to the appropriate planning personnel and staff.

NOTE: All local plans are due no later than June 9, 2006

References: MassWorkforce Issuance No.06-17 Fiscal Year 2007 Local Annual Workforce Development Business Plan.

<http://www.massworkforce.org/Issuances/PolicyIssuance2005.htm> .

Inquiries: Questions or issues regarding connecting to DET File Share drive, the FTP process or downloading/saving files should be directed to Maryann Carroll at (617) 626-5212 (MCarroll@detma.org) .