

Mass Workforce Issuance

Workforce Issuance No. 14-105

☐ 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 22, 2015

Subject: Training Funds Available for MassDOT Dislocated Toll Collectors - **REVISED**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other workforce investment partners of available funds for training and education to assist MassDOT Bargaining Unit F employees transitioning into jobs outside of toll collection. Revised information: MassDOT training and education assistance is available to toll collectors hired before January 31, 2014 (prior issuance erroneously stated 2013).

Background: MassDOT has committed \$750,000 to provide training and education assistance to toll collectors hired before January 31, 2014 who will be displaced by All Electronic Tolling (AET). MassDOT, Teamsters Local 127 and the Department of Career Services with local One-Stop Career Centers are partnering to help prepare employees of Bargaining Unit F to transition into jobs outside of manual toll collection as AET replaces manual toll collection, effective July 2016.

The Department of Career Services and certain Career Centers, selected in accordance with residential proximity of a majority of affected workers, are conducting half-day LMI/TORQ information sessions at the following locations:

- Boston Career Link, Boston
- Employment and Training Resources, Framingham
- Workforce Central Worcester
- FutureWorks, Springfield
- The Career Place, Woburn

The LMI/TORQ sessions began November 6, 2014 and will run through December to provide employees with information about available labor market information, career counseling and job placement services. Participants are required to complete a skills assessment questionnaire (TORQ) that will help identify suitable career options and the availability of targeted training and education programs. Please note: the LMI/TORQ skills assessment is a **required** element to access training funds.

All MassDOT displaced workers are eligible to receive, at ANY Massachusetts One-Stop Career Center, a variety of employment related labor exchange services including but not limited to job search assistance, job referrals, and placement assistance. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches. Depending on the needs of the labor market, other services such as assessment of job seeker skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available. Training funds (ITAs) will be available ONLY at the following Career Center locations:

- Boston Career Link, Boston
- Employment and Training Resources, Framingham
- Workforce Central, Worcester
- FutureWorks, Springfield
- The Career Place, Woburn

MassDOT employees displaced due to AET can receive up to \$7,500 for training and education assistance. Employees will not receive direct cash payments and must visit one of the dedicated Career Centers listed above for access to MassDOT training funds. Funds may be used to pay for tuition, fees and other reasonable expenses directly related to the educational or training program, such as books and lab fees. The funds may not be used to purchase laptops, computers, tablets, telephones or other electronic communication devices.

To qualify for MassDOT training funds, eligible employees **MUST** show their MA DOT ID, attend one of the LMI/TORQ information sessions and complete a skills assessment questionnaire (TORQ). Training providers must be selected from the Massachusetts Eligible Training Provider List (ETPL), Training Pro. Providers of courses that are not currently in Training Pro will be required to file an application and be approved for the MA ETPL. Guidance is provided on the [MA Training Pro](#) website or may be obtained by contacting any local Workforce Investment Board.

There are no other qualifying requirements for accessing training, including the type of training that a MassDOT employee selects. However, in cases where a MassDOT employee qualifies for other funding available through the Career Center (e.g. WIA Dislocated Worker funding), program rules, including eligibility determination, apply and the customer must be co-enrolled in that program. Career Center staff will support MassDOT employees to make informed, well-thought out decisions when choosing a training provider, the type of training and the availability and appropriateness to the individual of the job being sought.

MassDOT employees must attend the training program during non-work time. Availability of training funds is **limited to one** training program per employee, i.e. if a MassDOT employee fails to complete a training program, no additional MassDOT training funds will be made available to that person.

Action

Required: Please assure that all Career Center staff are aware of the funding available and the steps necessary for customers to access training and education assistance for MassDOT employees dislocated due to All Electronic Tolling implementation.

Please ensure staff are prepared to assist MassDOT employees with understanding their TORQ profile and using this LMI tool to determine training needs and next steps towards employment.

Effective: Immediately

Inquiries: Please email questions to Beth Goguen, Bgoguen@detma.org.

TORQ: Next steps Training is available for Career Center staff by contacting dgambon@detma.org. This training provides Career Center staff with the ability to use TORQ more effectively with customers to understand their next steps with job search and/or training options.

Attachments: Voucher Process
Training Request Voucher Form
Q&A