

ATTACHMENT B

DOT Training Funds

Q & A

1. What are the start and end dates of the MassDOT contract?

A1. November 20, 2014-June 30, 2018
2. What is the cap on the training funds?

A2. The cap is \$7,500 per individual for one-training program. This one program can consist of multiple courses (i.e degree). The outcome should be some type of industry-recognized credential.
3. If a Mass DOT employee has not completed the LMI/TORQ assessment who can they follow up with?

A3. If a MassDOT employee has not completed the LMI/TORQ assessment, they will not be eligible for MassDOT training funds. They can follow up with Cara Niddrie, MassDOT, at 857-368-9678.
4. LMI/TORQ skills assessment is a required element to access training funds. Are the employees who are only interested in finding another job and not interested in training required to attend these sessions?

A4. No. Not required. ((also, MassDOT is not planning any additional LMI sessions until MassDOT and DCS assess the availability of funding for additional participants.)
5. If they didn't attend an LMI session and later decide to pursue training, who will conduct the LMI session and will they be provided information on where they are being held?

A5. If a MassDOT employee has not completed the LMI/TORQ assessment, then they will not be eligible for MassDOT training funds. They can follow up with Cara Niddrie, MassDOT, at 857-368-9678

It also has not been determined if there will be additional sessions. If the funds are not depleted after the first round of LMI participants go through the process, we have left open the possibility of future sessions. If that time comes, sessions will be coordinated through DCS , DOT and the Career Center and notice given.
6. During the LMI/TORQ sessions that were conducted, did the MassDOT employee get an orientation, an overview of the career center services, and EEO information?

A6. There were very high level conversations about the Career Center services.
7. When a Mass DOT employee meets with a career advisor as directed in the MA Workforce Issuance 14-105, what is the actual process to access Mass DOT funds?

- A7.** MassDOT employees should review their TORQ profile with their career advisor and have conversations about training opportunities and how the Career Center will assist them in meeting their reemployment goals.

Eligibility for other funding sources may be discussed and the eligibility criteria reviewed. If the MassDOT employee wishes to seek other funding sources to assist in paying for training (i.e. WIA), then the standard Career Center requirements/process for accessing those funds should be followed.

If the MassDOT employee only wishes to access the \$7,500 of DOT funds or is only in need of DOT funds based on the cost of the training, then the MassDOT employee should visit the training vendor and an Individual Training Account Request Form (ITARF) should be completed. See Voucher Process in Attachment A.

- a. Do they need any remedial testing prior to applying to a training program?
 - a.1. Only if entry qualifying /remedial testing is required by the school.
- b. Are there any other eligibility guidelines?
 - b.1. No.

8. When researching Training Providers:

Q1. Do they need to document comparison of two schools?

- A1.** It is not required, but highly recommended. The career advisor should discuss with the MassDOT employee why this is a good practice.

Q2. Does the MassDOT employee need to research/apply for the Pell grant or loans in order to access the DOT funds?

- A2.** No. However, if the cost of the training is over and above the \$7,500 CAP the career advisor should discuss with the MassDOT employee why this is a good practice.

Q3. Does the MassDOT employee have to provide a letter stating that they will cover the cost of training if the program exceeds the cap of \$7,500?

- A3.** No.

9. When documenting the services provided in MOSES are there any requirements as to the number or type of services they need?

- A9:** No, unless they are accessing other funding through the Career Center that requires it.

10. When preparing an Individual Training Account Request Form (ITARF) does a case file folder need to be prepared?

A10: Yes.

11. Will there be a wrap up monitoring?

A11. No.

12. When faxing or scanning the ITARF to ETR Framingham one week prior to the MassDOT employee's training start date:

- a. What is the fax#?
 - See Attached Voucher Process
- b. Are there deadlines for when the last training must be completed?
 - All payments for services must be made by June 30, 2018.
- c. Once enrolled in training what is the follow up process?
 - At least every 60 days.
- d. Once training is completed, are there goals as to an actual job placement?
 - No.
- e. Is there a 30, 60 or 90 day follow up requirement for MassDOT employees who become employed?
 - While job placement should definitely be captured, follow-up on retainment is not required.
- f. Will there be any support services funding for MassDOT employees who utilize DOT training funds?
 - Only if they are eligible from another funding source (i.e. WIA).
- g. If so, what is the cap?
 - The Career Center should follow their support services Policy.

13. At what point in the process can the Career Center submit the request for the \$550 payment?

A13. Career Centers should submit their voucher invoice, to ETR Framingham as they normally would. The invoice should reference the participant's name or have a list attached (if invoicing for more than one) for supporting documentation. It can be submitted along with the ITA Request or monthly. Once received, enrollment will be verified. Once enrollment has been verified, the invoice will be processed according to our normal procedures. Under normal circumstances, the voucher invoices will be processed for payment the same week received and paid within 30 days. If you have any questions, contact Pam Thyne @ ETR Framingham.

14. If an employee wants training funds he/she is referred to one (1) of the five (5) career centers who have ITA funds. Please explain what the local center responsibilities are?

A14. Anyone requesting MassDOT training funds must be referred to one of the five centers offering the funds.

- ETR Framingham
- Boston Career Link
- FutureWorks – Springfield
- The Career Place – Woburn
- Workforce Central - Worcester