

Mass Workforce Issuance

Workforce Issuance No. 14-102

☐ 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: December 1, 2014

Subject: **Training Opportunities Program (TOP) and Career Center Publications Available**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of Executive Office of Labor and Workforce Development publications available.

Background: The Training Opportunities Program (TOP) allows eligible individuals to collect unemployment benefits while they attend fulltime training for new job skills. To promote the TOP program, information is available using Form 1938 Rev. 11-14. A Massachusetts One-Stop Career Center flyer has also been released. Both publications are **available in 12 languages**.

Action

Required: Please share this information with your career center and partner staff. For versions other than English, please contact the Reproduction Department.

Inquiries: Direct all inquiries to Beth Goguen Bgoguen@detma.org.

Attachments: A: Training Opportunities Program, Form 1938 Rev. 11-14
B: Massachusetts One-Stop Career Centers Flyer