

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 23.102

☒ **Policy**

☐ **Information**

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: Rob Cunningham, Director
Department of Unemployment Assistance

Alice Sweeney, Director
Department of Career Services

Date: October 6, 2016

Subject: **Training Opportunities Program (TOP) (Section 30) Updates to Career Center Seminar (CCS) and RESEA Documents**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners of a change in the TOP (Section 30) training application deadline and of the corresponding updates to Career Center Seminar (CCS) and Reemployment Services and Eligibility Assessment (RESEA) documents.

Note: Additional changes with regard to Section 30 will be sent under separate cover by DUA and DCS.

Background: Recently passed legislation has revised the TOP (Section 30) training application deadline. The change to [MGL Chapter 151A](#) is an extension of the application deadline from the 15th compensable (paid) week to the 20th compensable (paid) week. DUA is in the process of updating the EOLWD website and printed materials that reference the TOP program and, specifically, the application deadline.

Policy: All Career Centers and affiliate sites will utilize the updated materials. Any reference to the TOP (Section 30) training application deadline as the 15th

compensable (paid) week will be replaced with updated materials that reference the application deadline as the 20th compensable (paid) week on the claim.

Action

Required: Actions required are as follows:

- Career Centers and affiliate sites will replace the following documents with the revised versions:
 - The TOP (Section 30) slide in the CCS
(<http://www.mass.gov/massworkforce/resources/css-seminar-and-resources/>)
 - The TOP (Section 30) slide in the Facilitator Guide
(<http://www.mass.gov/massworkforce/resources/css-seminar-and-resources/>)
 - The CAP Form (Attached)
 - The Left State Checklist (Attached)
- Career Centers and affiliate sites will discard all other print material they may have of their own (including both state level and locally produced materials) that references the TOP (Section 30) training application deadline of 15th compensable (paid) week of the claim, *after* the new material is available with the correct deadline.
- UI Claimants should continue to be encouraged to apply for Section 30 as early as possible in the process and reminded of the 20th compensable (paid) week application deadline. Most should be well in advance of the 15th week, therefore lessening the impact of this change.
- Career Centers and affiliate sites should advise claimants that applications submitted in weeks 16-20 will no longer be denied by DUA as untimely.

Effective: Immediately. The law change went into effect on August 10, 2016. All applications accepted after August 9, 2016 are subject to the 20th compensable (paid) week application deadline.

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Attachments: A. RESEA Career Action Plan (CAP) Form
B. RESEA Left State Check List