

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# MassWorkforce Issuance

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Policy  Information

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**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

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**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 15<sup>th</sup> compensable (paid) week to the 20<sup>th</sup> 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 15<sup>th</sup>

compensable (paid) week will be replaced with updated materials that reference the application deadline as the 20<sup>th</sup> 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 15<sup>th</sup> 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 20<sup>th</sup> compensable (paid) week application deadline. Most should be well in advance of the 15<sup>th</sup> 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 20<sup>th</sup> compensable (paid) week application deadline.

**Inquiries:**

Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

**Attachments:** A. RESEA Career Action Plan (CAP) Form

B. RESEA Left State Check List