

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 08.111

Policy Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: February 6, 2018

Subject: **Standard Operating Procedures for Boards, Career Centers and Fiscal Agents**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, fiscal agents and local workforce partners of guidance to assist in the development of local Standard Operating Procedures (SOP). This is not meant to be repetitive in cases where local areas already have Standard Operating Procedures written and in-place for any/all of the topics listed in Attachment A.

Background: The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. WIOA presents an extraordinary opportunity to improve job and career options for workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses.

The Massachusetts Executive Office of Labor and Workforce Development (EOLWD), Department of Career Services (DCS) is the State Workforce Agency, (SWA), responsible for the Commonwealth's workforce development system. The One-Stop Career Center System (OSCC) is the cornerstone of service delivery to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and

stay employed, and to help businesses find skilled workers and access other supports.

On December 26, 2013, the Office of Management and Budget (OMB) issued *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule*, otherwise known as the Uniform Guidance. The Uniform Guidance supersedes and streamlines the language from eight OMB circulars (A-21, A-87, A-110, A-122, A-89, A-102, A-133, and A-50) into one consolidated set of guidance located at 2 CFR Part 200 in the Code of Federal Regulations. On December 19, 2014, the U.S. Department of Labor (DOL) issued its Final Rule entitled *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, adopting the OMB Rule with DOL exceptions. The DOL exceptions are located at 2 CFR Part 2900.

The Uniform Guidance and DOL exceptions apply to all new Federal awards made on or after December 26, 2014, as well as any new allotments or incremental funding made to existing grants on or after December 26, 2014. Implementation of the Uniform Guidance and DOL exceptions requires local areas to review and update all financial and administrative policies, procedures, and systems.

Throughout WIOA, procedures are referred to as required and a necessary part of implementing certain programs, processes and initiatives. Standard Operating Procedures used in combination with staff development and regular performance feedback contribute to a highly effective and motivated system.

Standard Operating Procedures serve as a roadmap to document a business process from beginning to end. Well-developed SOPs not only contain how-to instructions for completing a task, but also include an overview that defines its purpose and scope. Incorporating an overview with a clearly defined purpose into an SOP for tasks can remove any uncertainty and help to maintain strong internal control.

The SOP development process is critical to successful implementation of SOPs. SOP development should be an inclusive process that considers the input of everyone with an interest in the procedure's success. Managers are encouraged to enlist the talents of workers and technical advisers to increase buy-in and produce user-friendly SOPs. Collaboration will foster teamwork among workers, managers, and advisers.

Policy: Local Workforce Boards, together with One-Stop Career Center Operators will ensure that written local Standard Operating Procedures are in place to guide staff in day-to-day operations and to serve as a training tool for new staff. The Attachment A list is not meant to be all-inclusive; local areas may add to the list as necessary. An organized listing and documented set of operating procedures must be maintained, updated and made available for review upon request.

Local Boards and OSCC Operators must also develop a process for regular review of SOPs to ensure that they are maintained and up to date. As local SOPs are revised, revisions are to be submitted to DCS FMO with instructions to replace

the prior version. Revisions are to be sent to Eddie Bartkiewicz and Lisa Caissie for review and comment.

Please use the SOP Template located in Attachment B.

Action

Required: Standard Operating Procedures are required to be submitted by June 29th and as they are developed and/or modified. The Field Management and Oversight Staff will review and submit comments back to the local area within 10 business days.

Please submit SOPs on a thumb drive (**not** electronically) to be distributed to Eddie Bartkiewicz and the FMO Unit and 1 hardcopy for Lisa Caissie to keep on file. Please mail to:

Department of Career Services
19 Staniford Street, 1st floor
Boston, MA 02114
Attn: Lisa Caissie

The local SOPs will be reviewed by the DCS FMO Unit and the State Monitor Advocate (SMA) during Program monitoring.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@MassMail.State.MA.US; indicate Issuance number and description.

Attachments: A. SOP Topics Outline
B. SOP Template

References: [WIOA Massachusetts Combined State Plan](#)
WIOA Federal Register, DOL, ETA 20 CFR Parts 603, 651, 652 et al
WIOA Federal Register, DOL, ETA 20 CFR Parts 676, 677, 678
<http://www.mass.gov/massworkforce/issuances/wioa-policy/>
2 CFR Part 200
2 CFR Part 2900