

Mass Workforce Issuance

Workforce Issuance No. 08-06

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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Nancy Snyder, President
Commonwealth Corporation

Date: February 29, 2008

Subject: **WIA Youth 101 Training**

Purpose: To inform local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners about upcoming WIA Youth 101 training to be conducted in response to the results of the U.S. Department of Labor (USDOL) monitoring of Massachusetts' WIA Title I performance.

Background: Between April and October 2007, USDOL conducted a review of the Massachusetts WIA Title I Program for PY 2005 (FY 2006). A report of findings and best practices resulting from the review was forwarded to the Commonwealth in January 2008. The review identified a number of state findings including several in the youth program. In general, the youth program issues concern documentation and more specifically:

- 1). setting goals to meet Younger Youth Skill Attainment measure;
- 2). use of self-attestation as a source of documentation for Eligibility; and
- 3). proper use and goal setting on the Individual Service Strategy (ISS).

Each local area should review its policies and procedures relative to the three items listed above. In addition, local programs should review WIA Communication No. 01-34, Documentation Requirements for Adults and Dislocated Workers Receiving Intensive and Training Services and Documentation Requirements for Youth (7/25/01) and WIA Communication No. 05-74, Title I Eligibility Requirements (Revised) (9/22/05). In addition, local areas must ensure proper documentation of the Younger Youth Skill Attainment goals in MOSES. A report of local areas that have not entered their Younger Youth Skill Attainment goal in Moses is available by contacting Sam Martin at Commonwealth Corporation (see “Inquiries”, below).

In addition, Commonwealth Corporation will hold WIA Youth 101 training sessions in three locations during the month of March. The training is designed to specifically address the three content areas listed above. Sessions will be held on the following dates and in the following locations from 9 am to 2 pm.

- ✓ March 14, 2008 New Bedford Career Center
- ✓ March 19, 2008 Futureworks in Springfield
- ✓ March 27, 2008 Valleyworks in Lawrence

The target audience for these sessions is new staff (including vendor staff) and staff who may require a refresher to previously attended training. Kindly visit the Commonwealth Corporation website to sign up for one of these training sessions:

[\[http://www.commcorp.org/youth/Events.html\]](http://www.commcorp.org/youth/Events.html).

or sign up using one of the following links:

- ✓ For more information: www.123signup.com/event?id=txcvg
- ✓ To register for the event: www.123signup.com/register?id=txcvg

Any local area that requires additional technical assistance regarding these matters should contact Samuel Martin at smartin@commcorp.org or call 617-727-8158.

Inquiries: All inquiries should be directed to Samuel Martin at smartin@commcorp.org or call 617-727-8158.