



Workforce Issuance

100 DCS 06.105

Policy Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 24, 2020

Subject: **Massachusetts COVID-19 Disaster Dislocated Worker Project**

Purpose: To provide guidance to MassHire Workforce Boards, MassHire Career Center Operators, and other workforce partners regarding the MA COVID-19 Disaster Dislocated Worker Project.

Background: The US Department of Labor (DOL) Employment and Training Administration (ETA) recently awarded \$6,993,000 to Massachusetts for a Disaster Dislocated Worker Grant (DWG) to assist in response to the COVID-19 pandemic. The funding pays for Disaster Relief Employment – temporary employment for eligible individuals in the following categories:

- Clean up and recovery efforts
- Employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency

DOL ETA has approved Massachusetts' project model to provide support the increased demand as a result of COVID-19 for temporary workers needed for emergency food distribution agencies.

At least 200 individuals will be provided temporary disaster-related employment at local food service organizations. MassHire Career Centers will assist with the recruitment of laid off food service workers who will be employed by SnapChef, the designated employer of record, and deployed at worksites across the Commonwealth.

The primary operator for the project is the MassHire Hampden County Workforce Board (MHCWB). MassHire workforce areas may participate in the project through a statewide voucher process administered by MHCWB.

An additional component of this project comprises support personnel for the MassHire Career Centers. These support personnel will assist career center management and staff in ensuring safe and orderly public access to the career centers upon re-opening to the public.

Policy: The Massachusetts COVID-19 Disaster Dislocated Worker Project will be implemented for the period from April 10, 2020 through March 31, 2022. Grant funds for temporary food service employment will be accessible to all local workforce areas within which a food service organization has been selected as a worksite.

Grant funds for security personnel will be made available to all MassHire Career Centers and affiliate sites.

MassHire Workforce Boards, in consultation with local chief elected officials, must establish operating policies and procedures consistent with the guidance provided herein.

The Massachusetts COVID-19 Disaster Dislocated Worker Project, Food Service Component, will include the following elements:

Worksite Application – Organizations interested in applying to be a worksite under this grant completed an online worksite application. Applications were reviewed by a team and all worksites that applied were approved.

Worksite Agreement – Each approved worksite must enter into a worksite agreement with Snapchef, the designated employer of record for this project. The MassHire Hampden County Workforce Board (MHCWB) executes the Worksite Agreement process, including the process for electronic signatures (Attachment B).

Single Point of Contact Designation – Each MassHire local area must designate no more than two single point(s) of contact (SPoC) responsible for all activities undertaken in conjunction with this project for the local area. The Humanitarian Food Service Worksites also designate a SPoC for communication and SnapChef has designated SPoCs for communication regarding participant and worksite status. The MassHire SPoCs will recruit, assess for eligibility, vet candidates and refer them to SnapChef, ensure appropriate MOSES registration and worksite monitoring. (MassHire Information Issuance 100 DCS 06.103).

Eligible Participant(s) - Once identified as eligible, each participant must meet the conditions of the COVID-19 Disaster DWG Temporary Employment Eligibility Form (Attachment I). Participants are then directed to SnapChef for onboarding and matching to a position and worksite. Guidance for determining grant eligible participants is also included in Attachment E.

Master Agreement – The fiscal agent for each local area participating in this project must enter into a Master Agreement with MHCWB. The Master Agreement is the contract document that permits voucher payments to be made to the MassHire Career Center upon placement of participants into temporary employment or occupational training (ITA/OJT).

Voucher Allotment – MassHire Career Centers will be eligible for a one-time voucher payment of \$2400 for each job seeker that is:

- Placed in temporary employment by SnapChef;
- Enrolled in employment services and/or occupational training (ITA/OJT) for this project; or
- Placed in temporary employment and enrolled in employment services and/or occupational training (ITA/OJT).

These may occur concurrently, or sequentially.

Voucher Invoices (Attachment K) are to be sent to the MHCWB for processing and payment. The MassHire Hampden County Workforce Board remits payment to the Career Center's fiscal agent upon receipt of the voucher payment invoice. Any local area that has not executed a Master Agreement with MassHire Hampden County Workforce Board will not have access to voucher payments.

Worksite Agreement Addendum – A worksite agreement addendum (Attachment C) must be completed for each eligible individual matched with a worksite and hired by SnapChef for this project. The MassHire SPoC will be the conduit to the addendum process and will orchestrate signatures and confirm eligibility. MHCWB will verify eligibility, ensure the Worksite Agreement and Addendum(s) are fully executed and track MassHire customers that have been hired.

Monitoring – Each worksite and temporary worker (grant participant) will be subject to at least one monitoring visit (in-person or virtual) by the MassHire Career Center (Attachment D)

Support Services - For the MA COVID-19 Disaster DWG, supportive services are allowable for participants to participate in temporary employment and/or career and training services.

Support services, such as Personal Protective Equipment (e.g. masks, gloves) and job-related items (e.g. cook’s head ware) will be provided by SnapChef. Some transportation assistance may also be provided by SnapChef on a case-by-case determination.

Any other Support Services that may be necessary for the completion of a work assignment or participation in career and training services may be available to eligible participants based on funding availability and in accordance with the pertinent local area’s Support Services Policy.

These Support Services will be paid “up front” by the local area either to the individual directly or to a third-party provider in a manner consistent with the area’s local policy. The local area shall subsequently invoice the MassHire Hampden County Workforce Board for support services reimbursement. Please refer to Attachment J for the invoice template.

Career and Training Services – As part of the MA COVID-19 Disaster DWG project, career and training services are available to dislocated workers regardless of an individual’s participation in disaster relief employment. Career and training services must be geared toward assisting participants to obtain unsubsidized, sustainable employment following the conclusion of grant-supported activities.

Local areas may provide the following services so long as they comply with the requirements for these services as described in WIOA, the relevant WIOA regulations, and [TEGL 19-16](#):

Career Services – Career services include occupational training (ITA/OJT) and job placement assistance to aid participants in finding and filling jobs in identified emerging or high demand sectors. Allowable career services are described in detail in TEGL No. 19-16.

Some examples of allowable career services include:

- Soft skills such as punctuality, personal maintenance skills, and professional conduct;
- In-depth interviewing and evaluation to identify employment barriers and development of individual employment plans; and

- Career planning (that includes a career pathway approach), job coaching, and job matching services.

Training Services and Work-Based Training Models – Allowable activities include but are not limited to:

- Traditional classroom training funded through Individual Training Accounts (ITAs), including apprenticeship programs on the state’s Eligible Training Provider List; or
- Connecting businesses and eligible participants to on-the-job training programs and apprenticeships to help facilitate reemployment.

Tracking Participants in MOSES

MCC staff must enter data in MOSES for participants enrolled in the grant. The MOSES Tracking Guide for the COVID-19 Disaster Recovery Dislocated Worker Grant provides instructions on how to enroll and track participants (Attachment N).

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

This policy guidance is subject to revision by MDCS and as additional guidance is issued from the U.S. Department of Labor.

Action

Required: MassHire Workforce Boards must ensure compliance with this guidance.

Effective: Immediately

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

References: [Workforce Innovation and Opportunity Act Overview, July 22, 2014](#)
[Workforce Innovation and Opportunity Act](#)
[TEGL 12-19 – National Dislocated Worker Grants Program Guidance](#)
[WIOA Priority of Service for Jobseeker Customers - 100 DCS 08.116](#)
[Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program - 100 DCS 18.101.5](#)
COVID-19 Disaster Recovery Resources Website -
<https://www.mass.gov/service-details/covid-19-disaster-recovery-dwg>

Attachments:

- A: Worksite Application
- B: Worksite Agreement Template
- C: Worksite Agreement Addendum
- D: Monitoring Form
- E: Dislocated Worker Grants Disaster Recovery Guidelines
- F: Q&A
- G: Recovery Jobs Interest Form
- H: Master Agreement – *under revision to include career and training services*
- I: COVID-19 DWG Justification/Eligibility Form
- J: Support Services-cash request form
- K: Voucher Invoice
- L: COVID-19 Dislocated Worker Eligibility Documentation Verification Methods
- M: Dislocated Worker Eligibility Verification Methods
- N: MOSES Tracking Guide/COVID-19 Disaster Recovery Dislocated Worker Grant

[Please complete your application here.](#) This document is an outline, showing all the questions in the application.

- What is the expected duration of the emergency employment?
 - Fewer than 4 weeks
 - 4 weeks
 - 8 weeks
 - 12 weeks
 - 16 weeks
 - 18 weeks
 - 24 weeks
 - More than 24 weeks
- When can your organization start accepting new hires through this program?
 - Immediately
 - Within 1 -2 weeks of worksite selection
 - Within 3 - 4 weeks of worksite selection
- Why is your organization submitting this application? Please check all that apply
 - Extraordinary increase in demand for services
 - Fewer resources available to support our mission
 - No revenue to hire additional employees
 - Other
- Will individuals from any of the populations listed below be hired as a result of this work? In other words, will this project result in the hiring of chronically unemployed individuals, elders, veterans, etc?
 - Chronically unemployed individuals
 - Disabled individuals
 - Elders
 - Individuals experiencing homelessness
 - Individuals in recovery from a substance use addiction
 - Individuals who have exhausted their Unemployment Insurance benefits
 - Migrant seasonal farmworkers
 - Previously incarcerated individuals
 - Veterans
 - Youth
 - None of these
 - Other
- Will the work undertaken *serve* any of the populations listed below? In other words, will this project support quality for chronically unemployed individuals, elders, veterans, etc?
 - Chronically unemployed individuals
 - Disabled individuals
 - Elders
 - Individuals experiencing homelessness
 - Individuals in recovery from a substance use addiction
 - Individuals who have exhausted their Unemployment Insurance benefits
 - Migrant seasonal farmworkers
 - Previously incarcerated individuals

[Please complete your application here.](#) This document is an outline, showing all the questions in the application.

- Veterans
- Youth
- None of these
- Other
- What is the *minimum* level of education needed for new hires for this project, generally?
Please check all acceptable levels of education.
 - Less than high school
 - High school/HiSET/GED
 - Some college
 - Two-year degree
 - Four-year degree
- Which professional certifications are needed for new hires for this project? Please check all professional certifications required.
 - ServeSafe Food Handler
 - ServeSafe Manager
 - General Food Safety Certificate
 - Other
- What other training is necessary, generally, for new hires?
- What other requirements can new hires expect? Please check all requirements which apply.
 - Overnight hours
 - Weekend hours
 - Ability to lift up to 20 pounds
 - Ability to lift up to 50 pounds
 - MA driver license in good standing
 - Long periods of continuous standing (more than 1 hour)
 - None
 - Other
- Select the requirements needed for employees to be present on the worksite.
 - Background check (CORI)
 - Drug test
 - Employee orientation
 - Physical exam by a primary care doctor
 - Tetanus shot
 - Other
- What supplies are needed to perform job functions, excluding PPE?
 - Uniforms
 - Other
- Is your organization receiving assistance through FEMA?
 - Yes
 - No

[Please complete your application here.](#) This document is an outline, showing all the questions in the application.

PART THREE: PROJECT NARRATIVE

- List any community organizations, businesses, & government organizations which will collaborate on this work. If there are none, please type, "N/A."
- What is the specific objective of this work? (e.g., "Deliver food to 100+ seniors in Leominster through July 2020."). Your response doesn't need to be longer than a sentence or two.
- How will the work undertaken provide humanitarian relief to those affected by the COVID-19 pandemic?
- What are the steps to implementation?

**National Dislocated Worker Grant
Massachusetts – COVID-19 Disaster**

WORKSITE AGREEMENT

Agreement #: COVID NDWG - xxx

I certify that Organization Name is designated as a Workforce Innovation and Opportunity Act (WIOA) Disaster

Relief Jobs Worksite Project: Project Name (*Worksite Name/Location*)

and that the work conducted by the participant(s) (Worksite Agreement Addendum) for this WIOA Disaster Relief Worksite Project is not being paid for with other disaster recovery funds including, but not limited to HUD, FEMA, public or private insurance, donated time, and workers employed by private for-profit firms.

	Employer of Record	Worksite Employer
Name	DTC Enterprises Inc, d/b/a Snapchef	<u>Organization Name</u>
Address	420 Washington Street	<u>Organization Street Address</u>
City, State, Zip	Dorchester, MA 02124	<u>City, State Zip</u>
Phone Number	844-424-3343	<u>Phone number</u>
Email	meagan@snapchef.com	<u>Signatory Email</u>
Contact Person/Title	Meagan Greene, Area Manager	<u>Signatory Name</u>
Employer of Record's Federal ID#:	Employer of Record's Workers Compensation Carrier & Policy #: Ace Group / Policy #6S62UB-4500P91-1-16	
Worksite Employer's business is: () Private for Profit () Private Non-Profit () Government (if authorized)		
Worksite Location(s) (if different than Worksite Employer Location):		

Employer of Record:

Entity responsible for handling payroll/benefits & Workers' Compensation for temporary employees funded under the National Dislocated Worker Grant.

Employee:

Participant temporarily hired for disaster recovery & clean-up efforts.

Worksite Employer:

Entity responsible for direction & supervision of the temporary employee funded under the NDWG at the worksite of the disaster recovery or clean-up.

Worksite Location:

Physical location where temporary disaster employee will be performing assigned work duties.

- I. AUTHORITY:** This Agreement is executed pursuant to the following statutory, regulatory and policy provisions.

The Workforce Innovation and Opportunity Act, 29 USC 3101, as amended ("WIOA") and The WIOA Final Regulation.

- II. TERM:** The period of performance of this Agreement shall be from the 22nd day of June, 2020. The maximum period of performance under this contract cannot exceed 12 months or 2,080 hours.

- III. WORK DESCRIPTION:** An individual served under this Agreement will be referred to as an "employee." A Job Description will be provided for each employee served under this agreement. A duly recognized representative, such as a manager or supervisor, may sign for the Worksite Employer. Job Description shall by reference be made a part of this Agreement.

IV. PERFORMANCE OF WORK

A. START OF WORK:

The Worksite Employer will not start the employee at work until the Employer of Record has signed this Agreement, and a Job Description and Worksite Agreement Addendum has been completed for the employee. The start of work must not precede the Date of this agreement or the last signature date.

B. TERMINATION FOR CONVENIENCE OF EMPLOYER OF RECORD:

The performance of work under this Agreement may be terminated in whole or from time to time in part by Employer of Record when it determines that such termination is in the best interest of the Employer of Record. Termination for work hereunder shall be effected by delivery to the Worksite Employer of a Notice of Termination specifying the extent to which performance of work under the Agreement is terminated and the date upon which such termination becomes effective.

The Worksite Employer shall notify the Employer of Record of any changes to the required hours and work necessary to be performed by the Employee in order to effectuate any terminations due to lack of work.

C. TERMINATION FOR REASONS OF DEFAULT:

Employer of Record may, by written notice of default to the Worksite Employer, terminate the whole or any part of this Agreement in any one of the following circumstances:

If the Worksite Employer fails to perform the services specified herein; or if the Worksite Employer fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance under this Agreement in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the Employer of Record may authorize in writing) after receipt of notice specifying such failure.

V. WORKSITE EMPLOYER'S REQUIREMENTS (PARTICIPANT)

A. EQUAL OPPORTUNITY:

The Worksite Employer will not discriminate against any employee because of race, color, religion, sex, or national origin.

B. STATEMENT OF EMPLOYER PERSONNEL POLICY:

The Worksite Employer will provide a copy of its policy to the employee covering any specific rules or regulations by which the employee is expected to abide, including benefits information and grievance procedures.

VI. MISCELLANEOUS PROVISIONS

A. PAYMENTS:

- (1) The Worksite Employer will assist Employer of Record by providing the appropriate documentation (signed timesheets) to the Employer of Record on a timely basis to ensure the Employee is paid on a timely basis.
- (2) All hours must be rounded to the nearest quarter hour on a daily basis.

B. CHANGES:

- (1) There shall be no modification or amendment of this Agreement, except in writing, executed with the same formalities as this instrument.
- (2) Requests for interpretations of the Agreement provisions shall be directed to the Employer on Record and must be in writing. No interpretations shall be official or binding upon the Worksite Employer unless it is received in written form.

C. INTEGRATION OF WORK CREWS:

The Worksite Employer assures that, to the greatest extent possible, temporary disaster clean-up workers will be integrated into work crews consisting of regular employees of the worksite employer.

D. DISPUTES:

All disputes should be resolved informally. If resolution does not occur to the satisfaction of any party, the first step is to use existing grievance procedures, if any, established by the Worksite Employer to resolve disputes with Employees. If the Worksite Employer has no internal grievance procedures or if the dispute remains unresolved, the parties agree to participate in and be bound by determinations resulting from the MassHire Workforce Boards Grievance Procedures.

E. SUBJECT TO FUNDING/BUDGET:

It is expressly understood by and between the parties hereto that the Employer of Record is serving solely as distributor of funds provided under WIOA, and is not obligated to disburse monies from general funds or otherwise to make payments described herein, and further, that this distribution is contingent upon the receipt of WIOA funds. The Employer of Record reserves the right to institute an administrative modification to reduce in whole or in part the monies provided under this Agreement should available monies become insufficient to continue Agreement levels.

F. HOLD HARMLESS:

The Worksite Employer agrees to indemnify and hold harmless the Employer of Record, their officers, officials and employees from and against all claims, liabilities, the damages or suits of any nature whatsoever arising out of, because of, or due to breach of this agreement by the Worksite Employer, its delegates agents or employees, or due to any act or occurrence of omission of the Worksite Employer, including but not limited to costs and a reasonable attorney's fee. In suits against the Employer of Record arising out of this agreement, the Employer of Record, at its sole option, may defend itself or require the Worksite Employer to provide the defense.

G. DEBARMENT AND SUSPENSION:

The Worksite Employer certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal or State department or agency.

H. RELATIONSHIP OF PARTIES:

The Worksite Employer does not become the agent of the Employer of Record for any purpose pursuant to this Agreement, and will make no representation of such. In agreeing to provide direction and supervision for the employee(s), the Worksite Employer understands that this does not make any employee an employee or agent of Employer of Record, nor is the Employer of Record liable to the Worksite Employer or any third party by reason of any future act or failure to act by any employee on or off the job.

VII. ASSURANCES AND CERTIFICATIONS

In entering into this Agreement, the Worksite Employer hereby acknowledges, and agrees to comply with, the following statutory, regulatory and policy provisions:

- A. PREVAILING RATE:** The Worksite Employer assures that temporary employees will be paid the higher of the federal, state, or local minimum wage, or the prevailing rates of pay for other individuals employed in similar occupations by the same employer.
- B. MAINTENANCE OF EFFORT:** The Worksite Employer assures that this agreement will only provide for employment opportunities that are necessary for disaster recovery.
- C. DISPLACEMENT OF CURRENTLY EMPLOYED WORKERS:** The Worksite Employer assures that no currently employed worker shall be displaced by any employee, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits. No employee shall be employed or job opening filled when (a) any other individual is on layoff from the same or any substantially equivalent job, or (b) when the Worksite Employer has terminated the employment of any regular employee, or has otherwise reduced its work force with the intention of filling the vacancy so created by utilizing an employee.

- D. HEALTH AND SAFETY STANDARDS:** Health and safety standards otherwise applicable to working conditions of disaster employees shall be equally applicable to working conditions of the regular employees. The Worksite Employer assures that appropriate standard for health and safety will be maintained, including adherence to both federal and state Child Labor Laws.
- E. SECTARIAN ACTIVITIES:** The Worksite Employer assures that employees will not be employed in building, operating, or maintaining any part of any building, which is used for religious instruction or worship.
- F. COLLECTIVE BARGAINING AND UNION ACTIVITIES:** The Worksite Employer assures that this agreement will not impair existing contracts for services or collective bargaining agreement between the Worksite Employer and other parties, nor will this agreement assist, promote or deter union organization.
- G. LOBBYING AND POLITICAL ACTIVITIES:** The Worksite Employer assures that this agreement will not assist with political or lobbying activities or the cost of any salaries or expenses related to any activity designed to influence legislation or appropriation pending before the Congress of the United States.

VIII. REPRESENTATIONS AND UNDERSTANDING

The Worksite Employer agrees to operate this worksite in accordance with the provisions, conditions and specifications as follows:

1. To insure that employees assigned to this worksite will only perform tasks that are a result of the disaster or are necessary because of the Humanitarian Need in this declared area.
2. To insure that the local MassHire Career Center will be notified as soon as all tasks which are necessary as a direct result of the disaster have been completed.
3. To insure compliance with governing state and federal laws and policy.
4. To provide adequate supervision of the temporary employees.
5. To insure integration of temporary workers with regular employees.
6. To provide sufficient work to fully occupy the temporary employees' working hours.
7. To maintain the worksite timesheets and monitoring of hours and attendance.
8. To adhere to applicable wage and hour regulations.
9. To insure safe and sanitary working conditions.
10. To file injury reports when applicable and immediately advise the Employer of Record as the Workers' Compensation provider.
11. To insure that no temporary employee will be involved in any sectarian or political activities.

- IX.** The Worksite Employer understands that no part of this Agreement, including any Addenda, may be subcontracted to a third party without the express written consent of the Employer of Record.
 - A.** The Worksite Employer will immediately advise the Employer of Record in writing of any actions, suits, claims or grievances filed against the Employer of Record, State of Massachusetts, federal officials or participating employees that in any way relates to this Agreement.
 - B.** The Worksite Employer represents that it has the power and authority to execute this Agreement and perform the services specified in any Addenda to this Agreement.

The parties agree that the Worksite Employer shall direct and supervise employee(s).

This agreement is hereby executed pursuant to the terms and conditions stated herein.

EXECUTION

Employer of Record

Worksite Employer

Signature

Signature

Meagan Greene

Printed Name

Printed Name

Area Manager

Title

Title

Date

Date

COVID-19 ADDENDUM WORKSITE AGREEMENT

Preparer should complete yellow shaded areas only

Referring Career Center		MassHire SPoC	
Temp Employee NAME		DATE SUBMITTED	
Worksite Name		Temp Employee MOSES ID #	
Worksite Address		Temp Employee SnapChef ID#	
Agreement Number (from Worksite Agreement)		MOSES Training Course ID	1126037

Disaster Relief Temporary Employment Details

WORKSITE LOCATION <small>(IF DIFFERENT FROM ABOVE)</small>	
CONTACT NAME	
TITLE	
PHONE #	
E-MAIL ADDRESS	
JOB TITLE	
O*NET CODE	
START DATE	
END DATE	
HOURLY WAGE	\$ -
TOTAL # OF HOURS/WEEK	0.00
TOTAL # OF WEEKS <small>(MAXIMUM 8 WEEKS)</small>	0.00
TOTAL TEMPORARY EMPLOYMENT HOURS FOR DURATION OF PROJECT	0.00
TOTAL Temporary Wage COST	\$ -

TEMPORARY EMPLOYEE	Employee Signature
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TO BE COMPLETED BY CAREER CENTER

REQUESTED BY:	
	AUTHORIZED CAREER CENTER STAFF Date
APPROVED BY:	
	Local Area Single Point of Contact Date

MHCWB Use Only: Received and approved by Worksite		
	Authorized Signatory	Date
MHCWB Use Only: Received and approved by SnapChef		
	Authorized Signatory	Date

Please send COMPLETED and SIGNED ADDENDUM WORKSITE AGREEMENT form to:

Melissa Scibelli, Director of Workforce Development Programs
 MassHire Hampden County Workforce Board
 1441 Main Street, 1st Floor
 Springfield, MA 01103
 Email: mscibelli@masshirecwb.com



WORKSITE REVIEW – MONITORING VISIT

Worksite Name:

Worksite Location:

Date of Visit:

Worksite Contact Name:

SPoC Name:

List the Job Title(s) Attached to This Worksite:

- 1) Are copies of the Worksite Agreements and Addendums available to review?**

- 2) Are participants performing the tasks/roles stated in the Worksite Agreement Addendum?**

- 3) Have the participants been provided with sufficient training necessary for them to perform their jobs?**

- 4) Is adequate supervision being provided to the participants at the worksite?**

- 5) Are adequate safety measures in place, including safety equipment and safety training?**

- 6) Are there any issues with the hours and attendance of participants at the worksite?**

- 7) What is the anticipated last day workers will be at the worksite?**

- 8) Any Additional Comments:**

Worksite Supervisor Signature:

Date:

Local Area SPoC/Monitor Signature:

Date:

Disaster Recovery Dislocated Worker Grants (DWGs) - Overview

Disaster Recovery DWGs provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in 20 CFR 687.110(b).

DWG funds may also provide employment and training services to dislocated workers and other eligible participants.

Qualifying Events The following events are eligible for Disaster Recovery DWGs:

1. Emergencies and major disasters, as defined under Section 102 of the Stafford Act (42 U.S.C. 5122(6)), declared by FEMA as eligible for Public Assistance under any category (A through G).
2. Emergencies or disaster situations of national significance, natural or man-made, that could result in a potentially large loss of employment, as declared or otherwise recognized and issued in writing by the chief official of a Federal agency with jurisdiction over the Federal response to the disaster or emergency.

Note: Not every Federal declaration of a disaster qualifies an applicant for Disaster Recovery DWG assistance. Applicants must demonstrate that a potentially large loss of employment could result from the disaster or emergency. ETA defines this as the potential loss of at least 50 jobs. The application for Disaster Recovery DWG funds must include a rationale justifying the projected level of job loss.

WIOA does **not** allow declarations by a governor to qualify an applicant for Disaster Recovery DWG assistance.

3. Relocation of a substantial number of individuals from a state, tribal area, or outlying area affected by a disaster or emergency to other states, tribal areas, or outlying areas outside the disaster or emergency area.

Disaster Recovery DWGs – Eligible Applicants

Eligible Applicants include - The state, outlying area, or Indian tribal governments as defined by the Stafford Act, 42 U.S.C. 5122(6).

The eligible agency or organization will be the grantee, as well as the fiscal agent responsible for the appropriate allocation of funding to the affected areas.

States may sub-grant funds to local boards and/or may expend such funds through public and private agencies and organizations engaged in such projects, consistent with Section 5 of TEGL 12-19. ETA expects states to allocate funds to affected areas and service providers quickly to ensure funds can fulfill the purposes of these grants and to ensure that workers receive assistance.

Disaster Recovery DWGs – Eligible Participants

An individual eligible to receive services through a Disaster Recovery DWG must be one of the following, per 20 CFR 687.170(b):

1. temporarily or permanently laid off as a consequence of the disaster;
2. a dislocated worker as defined at 29 U.S.C. 3102(3)(15);
3. a long-term unemployed worker; or
4. a self-employed individual who became unemployed or significantly underemployed because of the disaster or emergency.

Grantees are responsible for setting appropriate policies and procedures for determining participant eligibility. The state has the authority to provide exceptions to its policies regarding the acceptable documentation local areas must collect to document participant eligibility, such as during a disaster. Such exceptions may rely on self-attestation. States eventually must collect all documentation necessary to demonstrate that each participant is eligible under 20 CFR 687.170(b).

When applying for a Disaster Recovery DWG in response to an influx of a substantial number of individuals relocating away from the disaster area, applicants must demonstrate that at least 50 individuals have relocated or evacuated from an area receiving a Federal declaration for the disaster event.

Disaster Recovery DWGs – Allowable Activities

Allowable Grant Activities Disaster Relief Employment. Disaster Recovery DWGs provide funding for the creation of disaster relief employment, which is temporary employment of eligible individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), as well as 20 CFR 687.180(b) and (c). Applicants must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with the following categories:

1. Clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster (*Disaster Recovery DWGs may pay 100 percent of the salary and benefits for each participant enrolled in disaster-relief employment*) OR;
2. Employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency; more information on humanitarian assistance is provided below.

To be eligible for funding, all Disaster Recovery DWG applicants' proposed projects must include disaster-relief employment in response to the federally declared disaster event, except in the exceptions described below. ETA encourages applicants to propose co-enrolling participants in disaster-relief employment in employment and training activities and to provide supportive services as applicable, and it encourages grantees to co-enroll and provide supportive services regardless of whether doing so was explicitly addressed in the application. Individual enrollment in temporary employment is limited to 12 months (or 2,080 hours) unless the grantee requests an extension of up to an additional 12 months through a grant modification, and the Secretary of Labor grants such an extension.

Not all participants in a Disaster Recovery DWG project must participate in disaster-relief employment. Grantees may provide employment and training activities to participants not in disaster-relief employment. In summary, grantees may enroll Disaster Recovery DWG participants in:

- Disaster-relief employment only;
- Employment and training activities only; or
- Both disaster-relief employment and employment and training activities.

These activities may occur concurrently, or one may occur prior to the other. Grantees must assess and determine the specific needs of each individual participant and enroll them in disaster-relief employment, employment and training services, or both, in a manner that is most likely to result in successful outcomes. As a general goal, grantees should design and

provide employment and training activities aimed at allowing participants to obtain unsubsidized, sustainable employment following the conclusion of grant-supported activities.

For participants who only receive disaster relief employment, the same performance data collection requirements apply as for other DWG participants. However, participants who receive only disaster relief employment are not included in the primary indicators of performance unless they receive other allowable career and training services provided through the grant or through co-enrollment in another WIOA core or partner program that shares a common exit with DWG in the state's common exit policy.

Exceptions to Requirement to Provide Disaster-Relief Employment. The Department, at its discretion, may choose to approve only employment and training activities for the following situations:

1. For Disaster Recovery DWGs awarded in response to non-Stafford Act disaster or emergency declarations, where the circumstances and nature of the disaster do not allow for the clean-up and humanitarian temporary employment opportunities authorized by WIOA. Or;
2. For Disaster Recovery DWGs that are awarded due to an influx of individuals relocated from a disaster area, where the grantee is not responding to the actual disaster, because it is in another geographic area. In these circumstances, the DWG will provide employment and training services as the primary activity, as participants are outside of the disaster area. However, these grants may also offer participants disaster relief employment where appropriate.

Employment and Training Services. DWG projects provide employment and training services to dislocated workers and other eligible participants following a qualifying disaster or emergency. DWG funds may provide employment and training services regardless of an individual's participation in disaster relief employment.

Supportive Services. Supportive services are allowable when they are needed to enable individuals to participate in disaster relief employment and employment and training services and when supportive services cannot be obtained through other programs. Supportive service policies for a disaster project must align with the state or local area supportive service policy; any supportive services provided must be consistent with WIOA.

Disaster Recovery DWGs – General Policies

Limit on Disaster Relief Employment Duration. Participants in disaster-relief positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. Grantees may submit a modification request to extend the period of employment for existing participants for up to an additional 12 months, and this modification request must justify the reason for extending participants' disaster-relief employment, as required by 20 C.F.R. 687.180(b)(1). If there remains humanitarian or clean-up needs after participants reach the limits on employment duration, the state should attempt to employ new eligible individuals to continue the work at hand rather than continue the employment or re-employment of participants that have reached 12 months or 2,080 hours of disaster-relief employment.

While each disaster is different, ETA expects that most humanitarian assistance needs will resolve within 12 months of the disaster event, as disaster-affected communities rebuild, and their populations obtain permanent housing and no longer need assistance in obtaining food and clothing. When providing a justification for extending employment to 20 C.F.R. 687.180(b)(1), grantees must demonstrate that humanitarian assistance needs remain.

The worksite employer that provides participants temporary disaster-relief employment under a Disaster Recovery DWG is required to pay the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Additionally, such rates must be in accordance with applicable law but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage law. Where applicable, fringe benefits should be paid in accordance with the policies of the worksite employer.

The wages paid to temporary disaster-relief workers must be consistent with the wages of the supervising entity's other employees-permanent or temporary-performing the same or similar work.

Grantees must apportion DWG funding allocated for wages of the temporary workers to only the chosen worksite employer for the Disaster Recovery DWG project. There is no limitation on what type of entity may be a worksite employer.

Disaster Recovery DWGs – Worksite Selection

Disaster-relief worksites must be located in the geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG (a disaster or emergency declaration under the Stafford Act or other Federal agency's declaration of a disaster or emergency of national significance).

Grantees must give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. To the extent feasible, administering funds according to these priorities must be in coordination with any projects administered by emergency management agencies, as described in this document within the section entitled "Coordination with Emergency Management Agencies."

Projects may perform work on private property only under these circumstances:

1. The work must be intended to remove health and safety hazards to the larger community or to address or alleviate specific economic or employment-related impacts of the disaster, such as clean-up work needed for disaster-affected employers to resume operation;
2. The activities necessary to remove health and safety hazards on private lands or around homes or other structures may only return the land or structure(s) to a safe and habitable level, and not improve the original land or structure(s);
3. The project prioritizes service to older individuals and individuals with disabilities; and
4. Grantees must not use Disaster Recovery DWG funds to cover the cost of materials to do repairs.

Prior approval of the grant officer is required before any disaster-relief employment work on private property.

Humanitarian Assistance. Humanitarian assistance generally includes actions designed to save lives, alleviate suffering, and maintain human dignity in the immediate aftermath of disasters. This assistance includes activities such as the provision of food, clothing, and shelter. The humanitarian assistance provided by disaster-relief workers must relate directly to immediate response to the disaster situation named in the DWG application and the Federal declaration.

DWG-funded disaster-relief workers must only provide humanitarian assistance appropriate under a Disaster Recovery DWG, focusing specifically on responding to the immediate impacts of a disaster, as declared by a Federal agency with jurisdiction over the Federal response to the disaster event. The provision of general humanitarian assistance that solely focuses on prevention and planning of future disaster events is not an allowable activity under a Disaster Recovery DWG. ETA will allow activities that provide prevention and planning for future events only if these activities are incidental to responding to the humanitarian assistance needs

created by the disaster. For example, where the disaster event is the contamination of the local water supply, an allowable humanitarian assistance activity could be installation of water filters to ensure access to clean water. These filters could protect the affected population from future contaminations, but a grantee may use DWG funds to cover their installation because this disaster-relief employment activity addresses a humanitarian assistance need caused by the current disaster event-lack of access to clean water. Due to the variable nature of disasters declared across Federal agencies, ETA will consider humanitarian assistance activities on a case-by-case basis.

Disaster Recovery DWGs - Applications

Emergency Application. Applicants may request Disaster Recovery DWGs through an abbreviated emergency application to facilitate timely delivery of DWG assistance in response to a disaster event. These applications must be submitted to ETA within 15 days of the declaration of a qualifying disaster declaration by FEMA or other Federal agency having jurisdiction over the disaster. With appropriate justification, applicants may request an exception to this requirement, to allow for the submission of the emergency application within a reasonable timeframe after Day 15. Applicants also have the option to submit a full application containing a budget and plan, in lieu of an emergency application.

Full Application. Within 60 business days following an award of Disaster Recovery DWG funds requested via an emergency application, the grantee must modify the grant to provide a full application. This includes a budget, implementation plan, and a list of worksites where the disaster relief work will be performed. ETA may also require the grantee to submit additional information per the special conditions of the initial DWG award. Modification procedures are addressed in the Application Requirements section found later in this document.

Mitigation. Generally, disaster relief employment under Disaster Recovery DWGs will not be authorized for activities that are designed to mitigate future disasters. DWG activities may help mitigate the ongoing effects of the disaster and prevent future disaster only where such activities are necessarily part of temporary employment to clean up or provide humanitarian assistance to victims of the disaster or emergency that served as the grant's qualifying event. For example, DWG-funded disaster-relief employment may support installing a new tornado siren system to replace one destroyed by a tornado, but it cannot support installing a tornado siren system not previously available in the disaster-affected area. DWG funds may support mitigation work only within the requirements of WIOA Section 170(d)(1) for disaster relief employment.

Coordination with Emergency Management Agencies. The grantee must coordinate the activities funded under a Disaster Recovery DWG with the appropriate organizations, including state emergency management agencies, to avoid duplication of efforts and to ensure that its activities appropriately respond to the affected community's needs after a disaster. The grantee must coordinate with Federal agencies handling the Federal response to the disaster or emergency, either through direct contact or contact with state agencies coordinating with these Federal agencies.

The grantee must have a plan in place to recover WIOA funds expended for activities or services for which other funds become available. Examples include but are not limited to:

- activities/resources provided by FEMA or other Federal agencies;
- public or private insurance; and

- construction workers employed by private for-profit firms whose employment is covered by other available resources.

Health and Safety Standards. In all DWG projects, grantees must ensure that project participants follow the same health and safety standards established under Federal and state law applicable to working conditions of permanent employees. To the extent that state workers' compensation law applies, workers' compensation shall be provided to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4). In cases in which a project participant is not covered under a state workers' compensation law, the project participant must be provided with adequate on-site medical and accident insurance for work-related activities. The grantee must also ensure that project participants receive appropriate safety training in accordance with the Occupational Safety and Health Act (OSHA) of 1970 and assure safe working conditions. For more information, contact the OSHA field office. A listing of OSHA field offices is available at <http://www.osha.gov/html/RAmap.html>.

Disaster Recovery DWGs – Additional Disaster Events

Disaster Recovery DWG funds awarded to a grantee may be available for expenditure for additional declared disasters or situations of national significance that occur in the same program year the funds were awarded.

The addition of disaster events to an existing DWG project requires prior approval from ETA through a grant modification request.

MA Disaster Recovery Grant – NDWG / COVID-19

Q&A

Massachusetts COVID-19 Disaster Recovery Dislocated Worker Grant

Q&A

Updated as of June 2, 2020

(This Q&A is ongoing and will be updated as needed.)

Q1. Is there any provision in the grant to pay for any of the food that would be prepared as part of this initiative? Would those costs need to be supported as part of the organization's ongoing mission?

A1. The grant can only pay participant wages and related support service needs. It cannot pay for the food.

Q2. The second question relates to whether private restaurants that are currently closed due to COVID would be eligible to participate in the grant to reopen and conduct humanitarian distribution programming?

A2. There is no limitation on what type of entity may be a worksite employer. Restaurants may apply if they are providing humanitarian food distribution for which a direct correlation with the COVID-19 emergency can be demonstrated.

Q3. Are dishwashers included?

A3. Yes, dishwashers can potentially be included as long as the organization can demonstrate that it meets the humanitarian effort.

Q4. There seems to be a lot of interest in the grant. What is the expected number of positions available?

MA Disaster Recovery Grant – NDWG / COVID-19

Q&A

A4. 200 positions will be available across the state with the potential of more positions should additional funding become available.

Q5. Do you know when the work sites will be selected so that we can start promoting this opportunity to targeted customers?

A5. All work site will be selected by June 14th and then you can start promoting to targeted customers.

Q6. Will pay rate, wages, benefits, and background checks be supported through the grant?

A6. Depending on the worksite need, wages, benefits, and background checks can be supported through the grant. The rates of pay will be in accordance with the regular rate of pay for an employee normally performing the work.

Q7. Will food be prepared on a worksite?

A7. It depends on the service provided by worksite.

Q8. Will the Worksite receive any administrative funding to take on this role? Our municipalities are telling us that they are hearing from their non-profits that they are very short of cash and many in a layoff situation. To take on the worksite role at this time would require some financial assistance.

A8. No. The grant funds will support only participant wages at the organizations (along with support services, e.g., masks, gloves, etc.) It cannot pay for administrative funding for the worksite.

Q9. Can we get a copy of the entire application? The form on the website doesn't allow you to see all of the questions without filling in the form. It would be very helpful to see all the questions that the application asks.

A9. You can read all the questions prior to beginning the application.

Click [here](#) to go to the Massachusetts COVID-19 Disaster Recovery Dislocated Worker Grant website. Once on the website go to the application, open it and paste the following URL into your browser to view the application questions.

URL to view application questions: https://docs.google.com/document/d/1uAP_ucEQe-xvJIPz44UdkSxZns9QnAvhrwzfJwJ_9QU/edit?usp=sharing HYPERLINK

MA Disaster Recovery Grant – NDWG / COVID-19

Q&A

["https://docs.google.com/document/d/1uAP_ucEQe-xvJlPz44UdkSxZns9QnAvhrwzfJwJ_9QU/edit?usp=sharing"](https://docs.google.com/document/d/1uAP_ucEQe-xvJlPz44UdkSxZns9QnAvhrwzfJwJ_9QU/edit?usp=sharing)

Q10. Is it possible to charge a nominal amount for the food that is served, of course based on the demographics of the people receiving the meals?

A10. If this is a normal practice at the site, charging a fee for food served is a worksite decision and not a provision of the grant.

Q11. Community Action of Pioneer Valley operates a social interest staffing agency called Harmon Personnel. Is it possible for them to contract with the State to hire staff under this program or does it all have to be contracted with SnapChef?

A11. The current model that will be used for the grant is to contract with SnapChef to hire, train, and place food service personnel at organizations that have been selected as approved worksites.

Q12. We could see need for a CDL B driver, a van driver/warehouse associate, and warehouse associates. Might the candidate pool have these skillsets?

A12. Yes. Please complete the Massachusetts COVID-19 Disaster Recovery Dislocated Worker Grant application and list under the question, "Which professional certifications are needed for new hires for this project?".

Q13. What is the time period the grant covers? According to this it is 8 weeks, but then there is an extension possible to year end. However, the slide deck attached mentions Period of Performance to March 31, 2022. Any further clarification is helpful.

A13. The time period the grant covers or the Period of Performance is April 10, 2020 – March 31, 2022 is defined by the Department of Labor. The initial operating period of the grant will be for 8 weeks with an option for extension in accordance with grant resource availability and demonstrated humanitarian food service distribution need.

Q14. These are temp positions but could we hire them at the end of the grant period if it is before 3/2022?

A14. Yes. The hiring of temporary employees is encouraged. Please note the grant only supports temporary hires and does not support permanent hires.

**MA Disaster Recovery Grant – NDWG / COVID-19
Q&A**

Q15. How soon are candidates available?

A15. Candidates will be recruited for and referred to available positions when the worksites have been approved and worksite agreements are in place. We anticipate candidates being available by mid-June.

Q16. Would we be able to interview the candidates?

A16. Candidates for the positions must register at a MassHire Career Center and will be referred to SnapChef to be matched to a worksite. Snapchef will work with organizations who wish to interview candidates.

Q17. What screenings would the candidates go through i.e. CORI, driving record checks, etc.

A17. Candidates will go through necessary screenings as required by the worksite. SnapChef conducts a 6 point screening process - Screenings may include CORI, driving record checks, etc.

Q18. I received the MassHire Humanitarian Food Relief Project grant and am wondering if this applies to school districts that are already serving meals.

A18. If your need is for labor that you do not have, due to the COVID-19 pandemic, we strongly encourage you to fill out an application.

MA COVID-19 DISASTER DISLOCATED WORKER GRANT PROJECT

Interest in Temporary Recovery Jobs

Please use this form to indicate your interest in temporary jobs that help with the recovery efforts. These jobs include assisting with humanitarian efforts that provide food, clothing, shelter, and related services, and the demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed public structures, facilities, and lands.

MASSHIRE CAREER CENTER			
LAST NAME, FIRST NAME, MIDDLE INITIAL			JOB SEEKER ID
MIGRANT SEASONAL FARMWORKER	DISLOCATED WORKER (TERMINATED OR LAID OFF DUE TO NO FAULT OF YOUR OWN)	CITIZENSHIP	SELECTIVE SERVICE (MALES BORN ON/AFTER JAN 01, 1960)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> U.S. CITIZEN OR NATURALIZED CITIZEN <input type="checkbox"/> LAWFULLY ADMITTED ALIEN OR REFUGEE	<input type="checkbox"/> REGISTERED <input type="checkbox"/> NOT REGISTERED <input type="checkbox"/> NOT APPLICABLE
ADDRESS			
CITY		STATE	ZIP CODE
TELEPHONE NUMBER	EXTENSION	ALTERNATE TELEPHONE	EXTENSION
EMAIL ADDRESS			
REASON FOR JOB LOSS (MARK ALL THAT APPLY)			
<input type="checkbox"/> TEMPORARY OR PERMANENT LAY OFF CAUSED BY COVID-19 PANDEMIC <input type="checkbox"/> LOSS OF SELF-EMPLOYMENT CAUSED BY COVID-19 PANDEMIC <input type="checkbox"/> TEMPORARY OR PERMANENT LAY OFF NOT RELATED TO COVID-19 PANDEMIC <input type="checkbox"/> LOSS OF SELF-EMPLOYMENT NOT RELATED TO COVID-19 PANDEMIC <input type="checkbox"/> LONG-TERM UNEMPLOYED (UNEMPLOYED MORE THAN 26 WEEKS) <input type="checkbox"/> DISPLACED HOMEMAKER (PROVIDED UNPAID SERVICES TO FAMILY MEMBERS IN THE HOME AND HAS BEEN DEPENDENT ON THE INCOME OF ANOTHER FAMILY MEMBER BUT IS NO LONGER SUPPORTED BY THAT INCOME)			
INDICATE JOBS OF INTEREST TO YOU (MARK ALL THAT APPLY)			
<input type="checkbox"/> HUMANITARIAN AIDE	<input type="checkbox"/> SOCIAL SERVICES	<input type="checkbox"/> OTHER (SPECIFY) _____	
<input type="checkbox"/> DRIVER	<input type="checkbox"/> DEBRIS CLEAN-UP	_____	
<input type="checkbox"/> OFFICE WORKER (ADMINISTRATIVE)	<input type="checkbox"/> CONSTRUCTION	_____	
RELEVANT WORK EXPERIENCE			
SIGNATURE			DATE
COMMENTS			

COVID-19 NDWG Eligibility Form

This form summarizes the Career Center decision that the COVID-19 NDWG Enrollee has been determined eligible for the Project. Documentation for this summary must be included in the Enrollee's files and in MOSES. This form must be submitted to the Primary Operator with the Voucher Cash Request form.

Local Workforce Area: Career Center:	Designated Primary Operator: MassHire Hampden County Workforce Board, Inc.
COVID-19 NDWG Enrollee Name: MOSES ID:	
Eligibility Criteria: <input type="checkbox"/> Participant meets the WIOA Title I Eligibility requirements (Must document and click “Documents Presented” on Eligibility Criteria Tab in MOSES) <input type="checkbox"/> A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States. <input type="checkbox"/> In compliance with the Military Selective Service Act. (WIOA Sec. 189(h)). (This applies to males 18 or older who were born on or after January 1, 1960). <input type="checkbox"/> COVID-19 NDWG Specific Eligibility (Choose one, Must Document) <input type="checkbox"/> Dislocated Worker; (UI QSGN or QEMP) <input type="checkbox"/> An individual temporarily or permanently laid off as a consequence of the COVID-19 Pandemic <input type="checkbox"/> Long-Term Unemployed individual (27 weeks or more during prior 24 months) <input type="checkbox"/> A self employed individual who became unemployed or significantly underemployed as a result of the COVID-19 pandemic	
Career Center Specific Program Enrollment: Ensure that the program is checked in MOSES (Enrollment only occurs when an Addendum Worksite Agreement is Completed) COVID-19 Disaster DWG <input type="checkbox"/>	

I attest that the above information is true and accurate and documented in the job seeker case file and in the MOSES system.

Print:

Prepared By

Career Center Director

Signature:

Date:

**COVID-19 DISASTER NDWG-SUPPORT SERVICES
CASH REQUEST FORM**

Preparer should complete yellow shaded areas only

Local Workforce Development Area	
Local Area Address	
Local Area Authorized Official	
Authorized Official's Phone	
Authorized Official's E-mail	
Check Payable to (Fiscal Organization name):	
Address to Mail Check:	
Contact Name to Mail Check to:	

Prepared By:	
E-mail Address:	
Local Area SPoC Name:	

COVID-19 NDWG Enrollee Name	MOSES ID#	Enrollment Date	Support Service Date	Amount Requested	Purpose (Type of Support Services)	Support Service Documentation and backup Rec'd
Total				\$ -		

I certify under penalties of perjury that all laws, regulations, policies and procedures governing the expenditures of these associated public funds have been complied with and observed.

Local Area's Authorized Official's Signature Date

Type/Print Authorized Official's Signature

Local Area's Authorized Official's Title

Please send voucher invoice to:

Melissa Scibelli, Director of Workforce Development Services
 MassHire Hampden County Workforce Board
 1441 Main Street, 1st Floor
 Springfield, MA 01103
mscibelli@masshirehcb.com

COVID-19 Dislocated Worker Eligibility Documentation Verification Methods

Please refer to [MassHire Workforce Issuance \(MWI\) 100 DCS 18.101.5: Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program](#) for Dislocated Worker eligibility requirements and acceptable source documentation for enrollment or co-enrollment.

- A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States.
- In compliance with the Military Selective Service Act. (WIOA Sec. 189(h)). (This applies to males 18 or older who were born on or after January 1, 1960).

COVID-19 NDWG Specific Eligibility (Choose one, Must Document)

NDWG Specific Eligibility	Source Documentation
Dislocated Worker; (UI QSGN or QEMP)	UI Printout, layoff notice
An individual temporarily or permanently laid off as a consequence of the COVID-19 Pandemic	UI Printout
Long-Term Unemployed individual (Unemployed for 27 weeks or more during the prior 24 months)	Applicant Statement Form 18-101-5i-applicant-statement-form Supported by Work Experience Tab in Jobseeker's MOSES Record demonstrating 27 week gap in employment within the prior two year period
A self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 pandemic	<ol style="list-style-type: none"> 1. PUA Approval Printout 2. Document indicating business closure 3. Business Tax documents or returns 4. News article or other written announcement of business closure (use only with 2 or 4) 5. Business license (use only with 1, 2, or 3, above) 6. Telephone verification if other forms of documentation are not readily available

Allowable methods to verify eligibility source documentation:

- Documentation for Dislocated Workers including COVID19 Disaster Recovery Dislocated Worker eligibility may be verified electronically.
- The use of electronic signatures on eligibility documentation is also allowable.
- Staff may verify documents through livestream (video sharing) such as Zoom, WebEX, Adobe Connects or other virtual media platform.
- When documents are verified through livestream staff must complete the Documentation Inspection Form found in [Attachment J](#) of MWI 100 DCS 18.101.5 and include in the customer's file.
- Workers and staff sending eligibility documentation via email must use the Secure Email Delivery System found in [Attachment L](#) of MWI 100 DCS 18.101.5. Documents sent via email must be sent included in the customer's file.
- Staff may send the customer a [release form](#) (for example, Shared Customer Release Form; Issuance: 03.2019) to record the UI Online ID to give staff permission to access the customer's UI record. Upon the staff's receipt of the customer release form, the staff looks up the UI claim and verifies that the customer is in fact eligible for UI. Staff must include documentation of the customer's UI status in the file by either a printout or use of the Documentation Inspection Form.

- Customers emails UI screenshot to staff.
- UI printouts by staff.

Please note if a situation related to eligibility determination or verification of documentation is not listed here, please contact your MDCS SPOC for assistance in discerning eligibility for the purpose of Dislocated Worker Eligibility.

Attachment M

Dislocated Worker Eligibility Documentation Verification Methods

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- Staff may send the customer a [release form](#) (for example, Shared Customer Release Form; Issuance: 03.2019) to record the UI Online ID to give staff permission to access the customer's UI record. Upon the staff's receipt of the customer release form, the staff looks up the UI claim and verifies that the customer is in fact eligible for UI. Staff must include documentation of the customer's UI status in the file by either a printout or use of the Documentation Inspection Form.
- Customers emails UI screenshot to staff or UI printouts by staff.

]

Please note if a situation related to eligibility determination or verification of documentation is not listed here, please contact your MDCS SPOC for assistance in discerning eligibility for the purpose of WIOA Title I Dislocated Worker Eligibility.

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

Massachusetts Disaster Dislocated Worker Grant

Tracking the Grant on MOSES

MassHire Department of Career Services

[Version 1.0]

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

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Massachusetts COVID-19 Disaster Grant Tracking on MOSES

I. Overview

This guide establishes tracking guidelines for participants served under the Massachusetts COVID-19 Disaster Dislocated Worker Grant in MOSES. Adherence to these guidelines will ensure consistent grant reporting both internally as well as to the federal government.

For those individuals that will be starting temporary, subsidized employment through the grant, once eligibility has been confirmed and documented, and the *Worksite Agreement Addendum* has been approved and executed by the Hampden Workforce Board, the individual should be enrolled in the COVID-19 Disaster Dislocated Worker Grant in MOSES as of the day that they begin their job. They then should be enrolled in the subsidized employment activity in MOSES. If they are also approved for ITA training, they should be enrolled in the ITA training course.

For those grant participants who will be receiving training only, once the eligibility has been confirmed and documented, and the eligibility and ITA request forms have been approved by the Hampden Workforce Board, they should be enrolled in the COVID-19 Disaster Dislocated Worker Grant in MOSES, and then enrolled in the ITA training course.

As with all WIOA participants, Massachusetts COVID-19 Disaster Dislocated Worker Grant participants must be enrolled in Career Planning on the basic tab of MOSES. In addition, after exit follow up is extremely important for assisting participants to secure permanent employment, and so staff should follow normal WIOA Dislocated Worker follow up guidelines for all grant participants.

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

II. Create (or update) the Job Seeker Record

If the participant has a previous MOSES Job Seeker record, update the record; i.e. address, phone number, email, etc.

If the participant does not have a previous MOSES Job Seeker Record, one must be added.

Create or Update the MOSES Registration: Go to the Job Seeker Search screen and add (or update) the participant in MOSES. If new to MOSES, click the Add button, enter the SSN and change the registration date, if necessary. For example, if the MOSES registration is added after the start date of the subsidized job then the date must be changed to a date that is before the subsidized job start date. Complete data entry on all tabs as thoroughly as possible and click OK to save changes.

The screenshot displays the 'Job Seeker Search' application window. The main window has a 'Type of Search' section with radio buttons for 'Job Seeker ID' (selected), 'Last Name', 'Social Security Number', and 'Claimant ID'. To the right, there is a 'Search Criteria' input field, a 'Search' button, and an 'Advanced Search...' button. Below this is a 'Search Results' table with columns for 'SSN#', 'First Name', and 'Last Name'. A 'New Job Seeker' dialog box is open in the foreground, containing a 'Search Criteria' section with fields for 'Social Security Number', 'Re-enter Social Security Number', and 'Registration Date' (set to 11/26/2018). The dialog also has 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window, there is a 'More' button and a row of navigation buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

III. Eligibility and Enrollment into the Disaster Dislocated Worker Grant

Center staff must make the determination of eligibility for each participant before enrollment into the grant. Eligibility must be documented for all participants; make sure that you have indicated both *Selective Service Compliance* and *Citizenship* as part of your eligibility determination on the *Eligibility Criteria/General* tab in MOSES. Once you have verified the documentation, check the *Documents Presented* check box.

Training Registration (12517792)

practice, donna training SSN: 999-22-1219 ID: 12517792

General | Family/Public Assistance

General Information

▶ Citizen: U S Citizen (dropdown) ←

▶ Selective Service Compliant: Yes No ←

Documents Presented

Labor Force

Labor Force Status: Not Employed

Weeks Unemployed (In Last 26 Weeks): []

Initial UI Status: []

▶ Current UI Status: Not Applicable (dropdown)

UI Start Date: 04/22/2016 (calendar icon) Weeks Number: []

▶ Layoff Status: Not Applicable (dropdown)

Workforce Attachment: Yes No

Last Updated Date: 06/29/2020

Testing

Reading Level: .0 Reading Test Date: 00/00/0000

Reading Test: []

Name: []

Math Level: .0 Math Test Date: 00/00/0000

Math Test: []

Name: []

ESL Level: .0

ESL Test: []

OK Cancel

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

Eligibility and Enrollment into the Disaster Dislocated Worker Grant (contd)

Once eligibility has been determined, and all documents presented, click the *Eligibility* button at the bottom of the screen and move the *COVID-19 Disaster Dislocated Worker Grant* over from *Potential* to *Actual Eligibility* side. If the grant does not appear in the *Potential* box, click *Initial Eligibility* or *Update Eligibility*.

Eligibility
MassHire Workforce Board: Initial Date: Last Update Date:

Potential System Calculated Eligibility

- Disaster Hurricane (Irma/Maria)
- Opioid - Hampden
- WIOA Title I - Adults
- WIOA Title I - Dislocated Workers
- WIOA Title I - Youth

Actual System Calculated Eligibility

- COVID-19 Disaster Dislocated Worker Grant

Potential Non-System Calculated Eligibility

- Advance Manufacturing 2020
- Disability Employment Initiative (DEI VII)
- DTA Work Program Participant (WPP)
- Entergy
- HUD - City of Springfield

Actual Non-System Calculated Eligibility

Non-Eligible Funding Sources

Type	Description	Criteria
Trade	TAA	
DTA	DTA - Skills Education	

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

Eligibility and Enrollment into the Disaster Dislocated Worker Grant (contd)

Once eligibility has been established in MOSES, go to the Basic tab and click the **Career Center** button to view the list of Career Center Specific programs. Check the *Apply* box on the *COVID-19 Disaster Dislocated Worker Grant* line. Click OK. The participant is now enrolled in the grant and will count in reporting. Click the file icon to the right to update the start date of the enrollment if necessary.

Remember, as with all WIOA participants, Massachusetts COVID-19 Disaster Dislocated Worker Grant participants must be enrolled in Career Planning on the basic tab of MOSES.

The screenshot shows the MOSES Job Seeker Membership form for 'practice, donna training'. The 'Basic' tab is active. The 'Career Center Specific Programs' dialog box is open, showing a list of programs with checkboxes for 'Apply' and file icons for updates. The 'COVID-19 Disaster Dislocated Worker Grant' is highlighted with a red box and has its 'Apply' checkbox checked. In the background form, the 'Career Center' button is also highlighted with a red box. Below the 'Programs' table, there is a question: 'Worked in agriculture or food processing in the last 12 months?' with 'Yes' selected. The 'Career Center' button is located to the right of this question.

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/>	Info. Complete - On	
Career Planning	<input checked="" type="checkbox"/>	Enrolled	

Program Name	Apply
Community Works	<input type="checkbox"/>
Connections	<input type="checkbox"/>
Construction - September 2019	<input type="checkbox"/>
COVID-19 Disaster Dislocated Worker Grant	<input checked="" type="checkbox"/>
CYIE	<input type="checkbox"/>
Day Reporting Center (DRC)	<input type="checkbox"/>
Disability Employment Initiative (DEI VII)	<input type="checkbox"/>
Disability Employment Initiative (DEI)	<input type="checkbox"/>
Disability Initiative Project	<input type="checkbox"/>
Disabled	<input type="checkbox"/>
DOR	<input type="checkbox"/>

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

IV. Adding the Subsidized Temporary Employment Activity Enrollment

For those participants entering temporary, subsidized employment, a COVID-19 NDWG Temporary Employment course has been established in MOSES to be used for enrollment. The MOSES course id is **1126037** and the provider name is **DTC Enterprises** in Boston. This is the course that the participant should be enrolled in to indicate temporary, subsidized employment in the grant.

Training Course Search

Type of Search

Search By

Course Name

Course ID

Provider Name

Search for an existing Training course entry by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

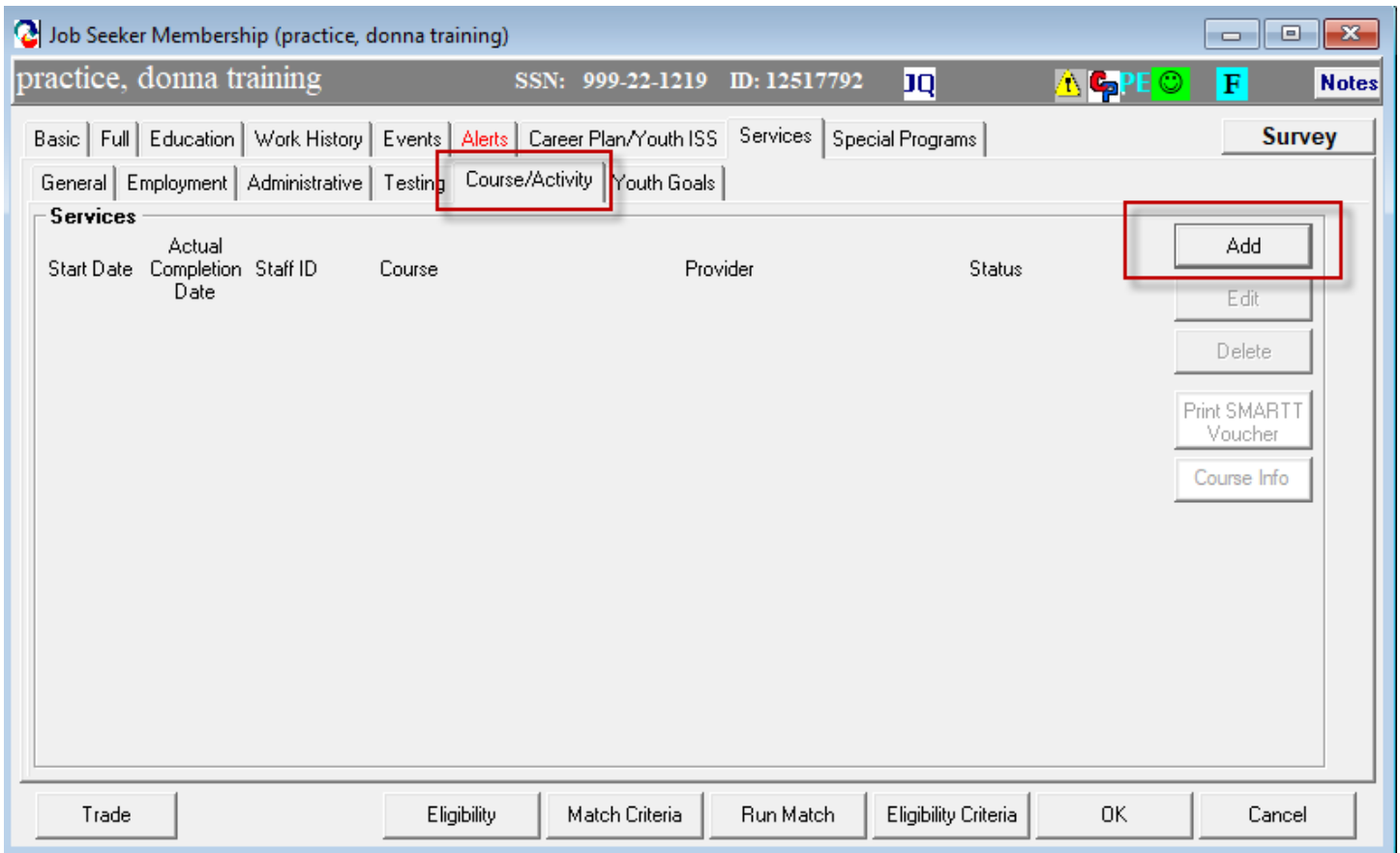
Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
1115326	Cook 2 150 Hour RTI	174 Worthington Street	Springfield, MA	1015833	DTC Enterprises Inc.	xx-xxx0451
1115327	Cook 2 Apprentice	174 Worthington Street	Springfield, MA	1015833	DTC Enterprises Inc.	xx-xxx0451
1126037	COVID-19 NDWG TEMPORARY EMPLOYMENT	420 WASHINGTON STREET	Boston, MA	1015833	DTC Enterprises Inc.	xx-xxx0451

Row 3 of 3

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

Adding the Subsidized Employment Activity Enrollment for the Participant (contd)

On the *Course/Activity* tab in MOSES, click the *Add* button to add a course enrollment for the participant.



Massachusetts COVID-19 Disaster Grant Tracking on MOSES

Adding the Subsidized Employment Activity Enrollment for the Participant (contd)

On the *Training Enrollment Detail* screen, enter the course id **1126037**, COVID-19 NDWG TEMPORARY EMPLOYMENT, as the *Training Course ID*. Add the worksite corresponding to the Addendum Worksite Agreement from the dropdown list in the *Location/Worksite* field, and make sure the *COVID-19 Disaster Dislocated Worker Grant* funding source is moved over to the right side indicating the funding.

The start date of the activity should be the start date of the job.

Also be sure to enter the *Hourly Wage*, the *Hourly Wage Subsidy*, and the *Hours/Week*. The hourly wage and hours per week may be found on the *Addendum Worksite Agreement*. The hourly subsidy amount should match the hourly wage amount.

Also add the *Cost Obligated to the Funding Source*. This amount should match the *Total Temporary Wage Cost* on the *Addendum Worksite Agreement*.

Training Enrollment Detail

Career Center: Springfield Career Center
Created Date: 06/30/2020
Training Course ID: 1126037 Course Search
Training Course: COVID-19 NDWG TEMPORARY EMPLOYMENT
Training Provider: DTC Enterprises Inc.
Occupation Description: Food Preparation and Serving Related Workers, All
Location / Worksite: 001-Amherst Senior Center
Referral Date: 06/30/2020
Enrollment: Yes (selected) No
Start Date: 06/30/2020
Section 30:
Section 30/TAA Start Date: 00/00/0000

Last Update Date:
Staff ID: LABRA
Hourly Wage (\$): 18.00
Hourly Wage Subsidy (\$): 18.00
Hours / Week: 25
 Pell Recipient: Yes (selected) No
Amount (\$): .00
Estimated Completion Date: 00/00/0000

Completion Information
Course Completion Status: Pending
Course Completion Date: 00/00/0000
Course Completion Hours:

Eligible Funding Streams
COVID-19 Disaster Dislocated Worker Grant
Group Contract Enrollment: Yes No Incumbent Worker Trng
Cost (\$ Obligated to the Funding Source(s)): 3600.00
Voucher: Not Issued

Evaluations
Notification Method: N/A Notification Sent Date: 00/00/0000
Evaluation Status: N/A

Display Form OK Cancel

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

V. Adding the ITA Training Course for Participants

For those grant participants who will be receiving training only, and for those in a subsidized job who will also be receiving training through the grant, enrollment into an ITA training course must be entered in MOSES.

Once the eligibility has been confirmed and documented, and the eligibility and ITA request forms have been approved by the Hampden Workforce Board, and enrollment in the COVID-19 Disaster Dislocated Worker Grant in MOSES has been made, the course enrollment may be entered.

On the *Course/Activity* tab in MOSES, click the *Add* button to add a course enrollment for the participant. Then fill in the ITA course details on the *Training Enrollment Detail* screen in MOSES.

The screenshot displays the MOSES software interface for a participant named Donna Training. The 'Course/Activity' tab is selected and highlighted with a red box. An 'Add' button is also highlighted with a red box. The 'Training Enrollment Detail' dialog box is open, showing the following fields:

- Career Center: Springfield Career Center
- Created Date: 07/01/2020
- Training Course ID: (empty)
- Training Course: (empty)
- Training Provider: (empty)
- Occupation Description: (empty)
- Location / Worksite: (empty)
- Referral Date: 07/01/2020
- Enrollment: Yes No
- Start Date: 00/00/0000
- Section 30:
- Section 30/TAA Start Date: 00/00/0000
- Last Update Date: (empty)
- Staff ID: LABRA
- Hourly Wage (\$): .00
- Hourly Wage Subsidy (\$): .00
- Hours / Week: 0
- Pell Recipient: Yes No
- Amount (\$): .00
- Estimated Completion Date: 00/00/0000
- Completion Information:
 - Course Completion Status: Pending
 - Course Completion Date: 00/00/0000
 - Course Completion Hours: (empty)

The 'Eligible Funding Streams' section includes a table with navigation arrows and checkboxes for 'Group Contract Enrollment' (Yes/No) and 'Incumbent Worker Trng' (Yes/No). The 'Evaluations' section shows 'Notification Method: N/A', 'Notification Sent Date: 00/00/0000', and 'Evaluation Status: N/A'. Buttons for 'Display Form', 'OK', and 'Cancel' are at the bottom.

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

VI. Add All Services Delivered to the Participant to the MOSES Record

All services delivered to the participant should be added to the MOSES record, including any unsubsidized employment that is obtained. Add unsubsidized employment to the *Employment* tab in MOSES.

Job Seeker Membership (practice, donna training)

practice, donna training SSN: 999-22-1219 ID: 12517792 JQ PE F Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

General Services Detail

Services Provided

Service Date: 06/29/2020 Last Update Date: 06/29/2020

Career Center: Springfield Career Center Staff ID: LABRA Hours: .0

Description: Provided participant with all necessary PPE for job.

Category: Supportive Services Service Detail: Equipment/Clothes

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Trade Eligibility Match Criteria

- Equipment/Clothes
- Food Bank Services
- Fuel Assistance
- Health/Medical
- Health/Stress Management
- Housing/Rental Payments
- Job Corps
- Meals
- Needs Related Payment
- Other
- Relocation Assistance
- TRA Additional Benefits

Massachusetts COVID-19 Disaster Grant Tracking on MOSES

VII. Auto Exit After 90 Days with No Reportable Service (Blue/Bold)

Disaster grant participants will be automatically exited from the Career Center Specific Program after 90 days of not receiving a reportable service. The exit date reflected will be the date of the last reportable service. Reportable services should be entered timely to avoid inadvertent exit from the programs. The last reportable service date is shown on the basic tab and is updated each time a new reportable service is added.

The screenshot shows the 'Job Seeker Membership' form for 'practice, donna training'. The window title is 'Job Seeker Membership (practice, donna training)'. The form includes the following sections:

- General Information:** First Name: donna training, Middle Initial: [X], Last Name: practice, Sex: Nonbinary, Date of Birth: 11/23/2000, Military: No, Release Information?: No, Other Eligible: No.
- Ethnicity:** Hispanic or Latino: No.
- Race:** White, Black or African American, Asian, Other, American Indian or Alaskan Native, Hawaiian Native or Other Pacific Islander, Information Not Available.
- Programs:** A table with columns for Program Name, Apply, Program Status, and History. The 'Job Match' row is highlighted in blue and bold, with a red box around the text 'Last Reportable Service Date: 06/26/2020'. Other rows include 'Program Eligibility' and 'Career Planning'.
- Residence Address:** Address: 758 morton street, Country: United States of America, Zip: 02121, City: Boston-Dorchester/Gro, State: Massachusetts.
- Contact:** Primary Phone, Other Phone, Email, Web Address, and a 'Prefers Emails' checkbox.
- Special Accommodations:** A text area for special accommodations.

At the bottom of the form, there are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.