1. The Healthcare HUB programs are funded by the state appropriation for the Workforce Competitiveness Trust Fund (WCTF) a State run program.

2. WCTF programs are administered by CommCorp on behalf of the Executive Office of Labor and Workforce Development. Participant tracking is accomplished through CommCorp's Sector Program Database which uses Social Solutions Apricot software.

3. CommCorp has an agreement with DUA to do UI wage record matching for post-program performance.

4. The Apricot system does not use SSN as a tracking ID for participants. SSN is entered and then hidden; no subsequent data entry screen nor any reports/listings use or display the SSN.

5. Information on labor force status and current employer are collected for information purposes only. It is not a formal eligibility item requiring documentation. The information is usually informally verified through the assessment and selection process but just not a formal documentation/employer verification process.

Q: Why does CommCorp ask for a participant's SSN?
Because the Healthcare Workforce Hubs grant is funded through the Workforce Competitiveness Trust Fund, it follows different rules and regulations than other programs. As a state-funded program, we have an agreement with the Department of Unemployment Assistance to report on the performance of WCTF-funded programs.

Q: How does CommCorp safeguard a participant's SSN?
When a participant signs the Participant Registration Form, the information provided on the form is held confidentially by the training project staff and Commonwealth Corporation. The information included on the Participant Registration Form, including SSN, is manually entered by a project staff member into a participant tracking database called Apricot bySocial Solutions. A hardcopy of the completed forms are then scanned and uploaded to Apricot as a PDF file.
Once the SSN is entered, it is then hidden by Apricot, so it is not displayed or seen on any other data entry screen or inany reports/listings generated by Apricot.

Q: Why is it important to ask participants to share and release permission for CommCorp to use their SSNs?
We need the participant's SSN to conduct wage record matching that demonstrates whether the WCTF-funded programs had a positive impact on the participant. This process enables us to make the case for the value of WCTF-funded programs and make the strong case for additional training program funding. Without access to SSNs, we are unable to demonstrate the impacts of training programs on its participants and therefore are unable to provide strong evidence for sustained funding for training programs.