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# 01- FISCAL

## 100 DCS 01.100 Salary and Bonus Limitations Related to ETA Appropriated Funds

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.100 effective the date of issuance February 29, 2016.

Purpose: To enact policy regarding legislated limitations on the amount of salary and bonus payments that can be made with funds appropriated to the U.S. Department of Labor (DOL) Employment and Training Administration (ETA).

## 100 DCS 01.101 2-Year Local WIOA Expenditure Limitation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.101 effective the date of issuance March 16, 2016.

Purpose: To establish guidance on the WIOA Expenditure Limitations. The period of performance for grants is the statutory period of availability for expenditure, unless otherwise provided in the grant agreement. Funds must be spent in a timely manner; if they are not expended by the end of the performance period, they risk losing their availability. Funds with the shortest period of availability must be expended first unless otherwise provided in the grant agreement or subsequent modifications.

## 100 DCS 01.102 Procurement and Contracting

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.102 effective the date of issuance May 12, 2016.

Purpose: To enact policy regarding procurement and contracting requirements.

## 100 DCS 01.103 Single Audit Requirements

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.103 effective the date of issuance June 7, 2016.

Purpose: To establish the audit requirements for Department of Career Services (DCS) sub-recipients under 2 CFR 200 Subpart F – Audit Requirements.

## 100 DCS 01.104 Program Income Under WIOA

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.104 effective the date of issuance December 8, 2016.

Purpose: The implement the policy to set forth the requirements concerning the use and treatment of program income for all grants provided through the Department of Career Services (DCS). This includes the identification of program income, determination of amounts, reporting requirements and applicability of cost categories.

## 100 DCS 01.105 Title I Re-allotment and Reallocation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.105 effective the date of issuance February 3, 2017.

Purpose: To implement guidance regarding the need for timely obligations of Title I funds, and to establish a policy for reallocation of unobligated Title I funds.

## 100 DCS 01.106 Indirect Cost Rate Proposal and Cost Allocation Plan Guidance

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.106 effective the date of issuance February 3, 2017.

Purpose:To implement guidance and documentation requirements for Indirect Cost Rate Proposals and (for a municipality) Cost Allocation Plans.

## 100 DCS 01.107 WIOA Funds as Funds of Last Resort

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.107 effective the date of issuance February 3, 2017.

Purpose:To enact guidance set forth on the use of WIOA training funds as funds of last resort.

## 100 DCS 01.108 WIOA Funds Transfer Authority

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.108 effective the date of issuance February 3, 2017.

Purpose:To enact policy regarding the transfer of WIOA funds between Adult and Dislocated Worker programs.

## 100 DCS 01.109 Property

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.109 effective the date of issuance February 3, 2017.

Purpose: To provide guidance with respect to property management requirements for each sub-recipient for Federal and State programs administered by the Department of Career Services (DCS), including Workforce Innovation and Opportunity Act programs.

## 100 DCS 01.110 WIOA Stand-In Costs, Cost Sharing and Matching

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 01.110 effective the date of issuance February 3, 2017.

Purpose:To incorporate guidance pertaining to the use of “stand-in” costs as a method for repaying disallowed costs and to establish acceptable cost sharing and matching costs contributions.

# 02 IT MOSES

## 100 DCS 02.101 Citrix Access Request Process and Required Policy Documents

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 02.101 effective the date of issuance November 24, 2014.

Purpose:To set up Citrix accounts for staff to access MOSES and other required software thorough the Citrix platform.

## 100 DCS 02.102 Employer Services Reporting in MOSES UPDATE

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 02.102 effective the date of issuance May 5, 2016.

Purpose:To ensure consistency of reporting Employer Services through MOSES, Career Centers and partners must ensure that data entry in MOSES adheres to the definitions as presented in this Issuance.

# 03 – LEGAL REGULATORY

## 100 DCS 03.100 Initial Designation of Local Workforce Development Areas

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.100 effective the date of issuance May 20, 2015.

Purpose: To incorporate guidance on the initial designation of Local Workforce Development Areas (LWDAs) in compliance with the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 03.101.1 Unified Workforce Development System Complaint and Appeals Process

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.101.1 effective the date of issuance September 21, 2016.

Purpose:To revise guidance to regarding the policies and procedures for the local workforce system to process complaints brought by customers and/or other interested parties related to services/activities covered by the Workforce Innovation and Opportunity Act (WIOA).

As part of a Unified Workforce Development System Complaint Process, the purpose of this policy is twofold:

1. to provide guidance specific to alleged violations (by action or omission) related to services funded under Title I of WIOA and the Wagner-Peyser Act, as Amended; and
2. to delineate procedures for initiating resolution of appeals, and for complaints related to other federal or state statutory requirements, including Equal Opportunity (EO) complaints.

## 100 DCS 03.102 Final Rule Released for Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA

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| The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.102 effective the date of issuance July 28, 2015. |

Purpose: To implement into operations the final rule for Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA). The rule is available through the [Federal Register, Vol. 80, No. 141, July 23, 2015.](http://www.gpo.gov/fdsys/pkg/FR-2015-07-23/pdf/2015-17637.pdf)

## 100 DCS 03.103 Proposed Regional Designations under WIOA: Request for Input

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.103 effective the date of issuance December 23, 2015.

Purpose:To prepare to receive WIOA Title I Adult, Dislocated Worker, and Youth allotments in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014.

## 100 DCS 03.104 Record Retention Requirements

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.104 effective the date of issuance June 7, 2016.

Purpose: To ensure that all sub-recipient and grantee financial and programmatic records are maintained in compliance with applicable federal and state laws, regulations and policies; and that these records be accessible to authorized Federal and State staff, and verifiable for monitoring, reporting, audit and evaluation purposes.

## 100 DCS 03.105.1Competitive Selection of Operator/Service Provider of One-Stop Career Center – Revised

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy100 DCS 03.105 effective the date of issuance October 6, 2016 and amended on July 6, 2017

Purpose: To enact policy related to the competitive selection of a One-Stop Career Center Operator/Service Provider under the Workforce Innovation and Opportunity Act (WIOA). This policy document has been revised to include Attachment C: Competitive Selection Bid Review Team Members. The amendment was to clarify the term “agreement of the CEO” within the selection process.

## 100 DCS 03.106 Confidentiality for EOLWD and Non-EOLWD Employees & Contractors

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 03.106 effective June 22, 2017

Purpose: To maintain confidentiality protocol for Executive Office of Labor and Workforce Development (EOLWD) employees and non-EOLWD employees and contractors

# 04 – LOCAL ANNUAL PLAN GUIDANCE

## 100 DCS 04.101 WIOA Local Plan Guidance: Fiscal Year 2017

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 04.101 effective the date of issuance May 31, 2016.

Purpose: To provide policy for the development and submission of the WIOA Fiscal Year 2017 Local Plan documents.

# 05 – GENERAL

## 100 DCS 05.100 Press / Media EOLWD Policy REVISED

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 05.100 effective the date of issuance.

Purpose: To enact policy as it pertains to media related inquiries.

## 100 DCS 05.101 Workforce System Change Notification

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 05.101 effective the date of issuance July 7, 2017.

Purpose: To enact policy related to the notification to the Commonwealth on local infrastructure or service delivery changes within the local workforce system.

# 06- NATIONAL DISLOCATED WORKER

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| 100 DCS 06.100 National Dislocated Worker Grant (NDWG) Pre-Application Process for Potential Participants The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 06.100 effective the date of issuance December 1, 2015. |

Purpose: The purpose of this policy is to establish a procedure is to provide instructions on how to establish a Training Opportunities Program (TOP)/Section 30 pre-application for individuals from companies being included in a National Dislocated Worker Grant (NDWG) application.

## 100 DCS 06.101 Sector Partnership National Emergency Grants

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 06.101 effective the date of issuance December 14, 2015.

Purpose: To enact policy related to the National Emergency Grants (SP NEGs) program. The purpose of this program is to provide funding to implement new or expand local and regional job-driven partnerships that will serve dislocated workers and achieve better employment related outcomes for this group of workers.

## 100 DCS 06.102 On-the-Job (OJT) Wage Caps and Reimbursement Waivers for Job Driven, Dislocated Worker Training, and Sector Partnership National Emergency Grants (NEGs)

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 06.102 effective the date of issuance February 29, 2016.

Purpose:To comply with the Department of Labor (DOL) Employment and Training Administration (ETA) Training and Employment Guidance Letter [(TEGL) No. 13-15,](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_13-15.pdf) released February 23, 2016, regarding On-the-Job (OJT) Wage Caps and Reimbursement Rate Waivers for Job Driven, Dislocated Worker Training, and Sector Partnership National Emergency Grants (NEGs).

# 07 – ON THE JOB TRAINING

## 100 DCS 07.100.01 On-The-Job Training (OJT) through the Workforce Training Fund Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 07.100 effective the date of issuance September 20, 2016.

Purpose:To enact policy related to the Workforce Training Fund Program (WTFP) On-the-Job Training (OJT) eligibility and enrollment requirements. The revision of July 6, 2017 allows for local flexibility for allowable reimbursement rates under WIOA.

## 100 DCS 07.101 On-the-Job Training (OJT)

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 07.101 effective the date of issuance February 28, 2017.

Purpose:The development and implementation of local On-the-Job Training (OJT).

# 08- OSSC OPERATIONS

## 100 DCS 08.100 Career Center Seminar and Facilitator’s Guide UPDATED

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.100 effective the date of issuance November 13, 2015.

Purpose: To put into practice updated information. In order to maintain a high quality of service delivery, the Career Center Seminar (CCS) has been revised to reflect WIOA and RESEA and a new slide has been added for Section 30. The language in the Facilitator’s Guide also reflects these changes.

The new version of the Career Center Seminar presentation is available at [http://www.mass.gov/massworkforce/resources/css-seminar-and-resources/.](http://www.mass.gov/massworkforce/resources/css-seminar-and-resources/) In order for the new version to display please click on the ***refresh*** icon. The Career Center Seminar has also been translated into 12 languages. *This issuance replaces all prior Career Center Seminar descriptions and instructions.*

## 100 DCS 08.101 Language Services Assistance for Limited English Proficiency Customers

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.101 effective the date of issuance November 23, 2015.

Purpose: To put in place the procedure for provision of interpretation services to assure meaningful access to One-Stop Career Center Services for Limited English Proficiency (LEP) customers of the One-Stop Career Center system.

## 100 DCS 08.102 WIOA Title I Follow-up Services

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy 100 DCS 08.102 effective the date of issuance May 5, 2016.

Purpose:To enact policies related to the definition of ‘Follow up Services’ under the Workforce Innovation and Opportunity Act.

## 100 DCS 08.103 Mass Talent Connect 2016 - Revised

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.103 effective the date of issuance September 13, 2016.

Purpose: To understand available funds for training and education, intensive services and support services to assist long-term unemployed through *Mass* *Talent Connect*.

## 100 DCS 08.104 Career Services Under the Workforce Innovation and Opportunity Act

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy 100 DCS 08.104 effective the date of issuance September 9, 2016.

Purpose:To enact policy related to career services required by the Workforce Innovation and Opportunity Act.

## 100 DCS 08.105 Migrant Seasonal Farmworker Requirements Under WIOA

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.105 effective the date of issuance September 19, 2016.

Purpose:To provide policy guidance and clarification on the responsibilities of serving Migrant and Seasonal Farmworkers (MSFWs).

## 100 DCS 08.106 Supportive Services and Needs-Related Payments for Title I Adults, Dislocated Workers and Youth

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy 100 DCS 08.106 effective the date of issuance November 23, 2016.

Purpose: To provide policy with respect to the delivery of supportive services and needs-related payments under Title I of the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 08.107 Career Center Seminar requirements for Massachusetts One Stop Career Centers 2017

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.107 effective June 1, 2017.

Purpose: To comply with 2017 Career Center Seminar presentation requirements. The requirements include thirty-two mandatory topics, which can be presented to customers in a variety of delivery methods explained in the attached Information Packet. The packet includes three documents (listed below) that describe the thirty-two topics and list the required talking points, as well as their required method of delivery to customers.

# 10 – FIELD MANAGEMENT

## 100 DCS 10.100 Required Posters for Display in One-Stop Career Centers (rescinded)

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 10.100 effective the date of issuance June 23, 2015.

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| Purpose: To comply with regulations on which posters are required to be displayed at each One-Stop Career Center (OSCC) / American Job Center (AJC). 100 DCS 10.100.01 Required Posters for Display in One-Stop Career Centers The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 08.107 effective June 1, 2017.  **Purpose:** To comply with 2017 Career Center Seminar presentation requirements. 100 DCS 10.101 Systems Certification The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 10.101 effective the date of issuance March 16, 2016.  Purpose: To comply with Systems Certification for each sub-recipient for all federal programs administered by Department of Career Services (DCS), including, but not limited to Workforce Innovation and Opportunity Act (WIOA or the Act). 11 – RAPID RESPONSE100 DCS 11.101 Massachusetts Rapid Response Process Under WIOA The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 11.101 effective the date of issuance February 15, 2017.  Purpose: To enact policy related to the process for Rapid Response layoff aversion, plant closing and/or mass layoff activity under the Workforce Innovation and Opportunity Act of 2014 (WIOA). 100 DCS 11.102 Mass BizWorks Program Continuation and Tracking in MOSES The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 11.102 effective the date of issuance March 22, 2017.  Purpose: To enact policy related to the role of the states’ business services partners, and the tracking of Business Services under WIOA. |

# 13 – TRADE ADJUSTMENT

## 100 DCS 13.100 Job Search Allowances Under the Trade Adjustment Assistance Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.100 effective the date of issuance November 10, 2016.

Purpose: To enact related changes to the Job Search Allowances under the Trade Adjustment Assistance Programs. This policy is being amended to ensure alliance, where allowable and applicable, with the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 13.101 Travel Allowances While in Training Under the Trade Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.101 effective the date of issuance July 2, 2015

Purpose: To enact policy related to WIOA Policy replacing WIA Communication No.05-21 Trade Program Travel Allowances While in Training previously issued on March 9, 2005.

## 100 DCS 13.102 Relocation Allowances Under the Trade Adjustment Assistance Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.102 effective the date of issuance November 10, 2016.

Purpose:To enact policy related to Relocation Allowances under the Trade Adjustment Assistance (TAA) Program. This policy is being amended to ensure alliance, where allowable and applicable, with the enactment of the Workforce Innovation and Opportunity Act (WIOA).

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| 100 DCS 13.103 Trade Adjustment Assistance Programs The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.103 effective the date of issuance December 9, 2016. |

Purpose:To enact policy related to the ability and process to waive the requirement to attend training under the Trade Adjustment Assistance Program (TAA) and receipt of Basic Trade Readjustment Assistance (TRA) benefits.

## 100 DCS 13.104 TAA Training Materials Allowed

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.104 effective the date of issuance December 12, 2016.

Purpose: To implement allowable training supplies, materials, equipment, PCs/laptops and other necessities and the cost limitations associated with their purchase under the Trade Adjustment Assistance (TAA) Program.

## 100 DCS 13.105 Trade Programs Breaks in Training Rules

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.105 effective the date of issuance December 15, 2016

Purpose: To provide policy guidance with respect to breaks in Trade Adjustment Assistance (TAA) approved training for participants.

## 100 DCS 13.106 Completion Trade Readjustment Allowances and Established Benchmarks

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.106 effective the date of issuance January 19, 2017.

Purpose:To enact policy related to the implementation of Completion Trade Readjustment Allowances (TRA) and performance benchmarks under the Trade Adjustment Assistance (TAA) Programs resulting from the Trade Adjustment Assistance Extension Act of 2011 and the Trade Adjustment Assistance Reauthorization Act of 2015 under the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 13.107 Training Under the Trade Adjustment Assistance (TAA) Programs

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.107 effective the date of issuance January 25, 2017.

Purpose:To enact policy related to training eligibility and enrollment requirements/timeframes in order to establish and maintain eligibility to receive Trade Readjustment Assistance (TRA) benefits.

## 100 DCS 13.108 Disqualification(s) under the Trade Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.108 effective the date of issuance February 2, 2017

Purpose: This policy is being amended to ensure alliance, where allowable and applicable, with the enactment of the Workforce Innovation and Opportunity Act (WIOA) and enact updated policy guidance related to the disqualification of Trade customers from the receipt of Trade Readjustment Allowances due to withdrawal from, failure to begin or the failure to attend Trade approved training as scheduled.

## 100 DCS 13.109 Distance Learning under the Trade Adjustment Assistance Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 13.109 effective the date of issuance February 15, 2017.

Purpose:To align and allow Distance Learning under the Trade Adjustment Assistance (TAA) Program. This policy is amended to ensure alignment, where allowable and applicable, with the enactment of the Workforce Innovation and Opportunity Act (WIOA).

# 14 – TRAINING

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| 100 DCS 14.100.2 Massachusetts Eligible Training Provider List (MA ETPL) Initial andSubsequent Eligibility Process – UPDATED The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 14.100.2 effective the date of issuance February 24, 2017 and as updated and amended on July 6, 2017. |
| Purpose: To establish procedures related to the review of applications for initial and subsequent eligibility from training organizations wishing to provide training services under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The Trade Adjustment Assistance Program (TAA) and the Massachusetts Training Opportunities Program (TOP/Section 30) will follow the same protocols as described below unless otherwise noted. Please note each course is approved by each agency program separately; approval from one agency program does not constitute approval for all. |

# 15 – VETERANS

## 100 DCS 15.100 Implementing Veterans’ Priority of Service

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 15.100 effective the date of issuance March 16, 2016.

Purpose: To implement practices by partners and providers of federally-funded employment and training program services with regard to implementing Veterans’ Priority of Service.

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| 100 DCS 15.101 Homeless Veterans Reintegration Program (HVRP) Participants Enrollment and Documentation Guidance |
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The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 15.101 effective the date of issuance March 24, 2017.

Purpose: To enact policy related to the requirements to enroll employment ready Homeless Veterans Reintegration Program (HVRP) participants into the public workforce system.

## 100 DCS 15.107 Hilton Honors Military Rewards Program

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 15.107 effective the date of issuance February 28, 2017.

Purpose: Enact the policy for the referral process for staff to implement The Hilton Honors ([HHonors)](https://secure3.hilton.com/en/explore/benefits/index.html) Military Rewards Program.

# 17 – WDB CERTIFICATION

## 100 DCS 17.100 Certification of Local Workforce Development Boards – Interim

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy100 DCS 17.100 effective the date of issuance July 8, 2015.

Purpose: To enact the process for interim certification and established criteria for use by the Chief Elected Official (CEO) for appointment of members of Local Workforce Development Boards (LWDB) in compliance with the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 17.101 Local Workforce Development Board Certification: FY17 Extension

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 17.101 effective the date of issuance September 16, 2016.

Purpose: To adopt practices for the extension of the current Local Workforce Board certifications to June 30, 2017.

## 100 DCS 17.103 Career Center Certification for Local Workforce Development Boards

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 17.103 effective xx.

Purpose: To establish the criteria and process for One-Stop Career Center Certification based on the Massachusetts Career Center Certification criteria which is a baseline of consistency across the Commonwealth. Career Center certification ensures that One-Stop Career Centers meet minimum quality standards, related to effective integration of services, customer satisfaction, physical and programmatic accessibility, and continuous improvement.

# 18 – WIOA

## 100 DCS 18.100 Poverty Income Guidelines – Lower Living Standard Income Levels (LLSIL) Calendar Year 2015

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.100 effective the date of issuance April 3, 2015.

Purpose: Establish annual update of income guidelines for use when determining economically disadvantaged/low income status for eligibility under the Workforce Innovation and Opportunity Act (WIOA) and other programs.

## 100 DCS 18.101.1 Eligibility Requirements for WIOA Title I

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.101.1 effective the date of issuance February 23, 2017.

Purpose: To put into process Title I Eligibility Requirements under the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 18.102 Participant Transition: WIA to WIOA

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.102 effective the date of issuance July 1, 2015.

Purpose: To transition participants currently being served under Title I of the Workforce Investment Act of 1998 (WIA) and under the Wagner-Peyser Act to the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 18.103 Lower Living Standards Income Level 2015 Correction

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.103 effective the date of issuance January 12, 2016.

Purpose: Correction to the 2015 Lower Living Standards Income Level (LLSIL) announced through Training and Employment Guidance Letter [(TEGL) No. 10-15,](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-15.pdf) released December 22, 2015.

## 100 DCS 18.104 Poverty Income Guidelines - Lower Living Standard Income Levels 2016

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.104 effective the date of issuance March 30, 2016.

Purpose: Establish annual income guidelines to determine economically disadvantaged/low income status for eligibility under the Workforce Innovation and Opportunity Act (WIOA) and other programs.

## 100 DCS 18.105 Income Inclusions/Exclusions for Low-Income Status Determination

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.105 effective the date of issuance February 3, 2017.

Purpose: To establish income inclusions and exclusions for the purpose of determining low-income eligibility for participation in Workforce Innovation and Opportunity Act (WIOA) Title I activities.

## 100 DCS 18.106 Poverty Income Guidelines – Lower Living Standard Income Levels Calendar Year 2017

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 18.106 as issued on June 8. 2017. The HHS Poverty Level guidelines are effective as of January 26, 2017. The ETA LLSIL levels are effective as of May 23, 2017.

Purpose: To put into practice the annual update of income guidelines for use when determining economically disadvantaged/low income status for eligibility under the Workforce Innovation and Opportunity Act (WIOA) and other programs.

# 19 – YOUTH

## 100 DCS 19.100 Youth Procurement Guidance

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA policy100 DCS 19.100 effective the date of issuance April 22, 2015.

Purpose:To enact guidance for the procurement of youth services for the Workforce Innovation Opportunity Act (WIOA).

## 100 DCS 19.101.2 WIOA Title I Youth Eligibility

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 19.101.2 effective the date of issuance February 24, 2017.

Purpose: To enact updated guidance regarding the eligibility requirements for youth served under Title I of the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 19.102 Youth Eligibility: High Poverty Area

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 19.102 effective the date of issuance June 30, 2015.

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce investment partners of the process to determine whether a youth lives in a High Poverty Area for low-income eligibility purposes for participation in programs funded by the Workforce Innovation and Opportunity Act (WIOA).

## 100 DCS 19.103 WIOA Youth Service Provider List

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 19.103 effective the date of issuance February 4, 2016.

Purpose: To enact a policy related to finding a current list of contracted Workforce Innovation and Opportunity Act (WIOA) youth service providers.

## 100 DCS 19.104 Youth Requires Additional Assistance

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 19.104 effective the date of issuance March 16, 2016.

Purpose:Enact policy and procedural guidance for establishing the locally defined Youth Requires Additional Assistance policy as part of the Workforce Innovation and Opportunity Act (WIOA) Title I youth eligibility criteria.

## 100 DCS 19.105 5% Income Exception for Non Low-Income “Covered Individuals.”

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 19.105 effective the date of issuance April 4, 2016.

Purpose:To apply the operational definition and activities related to “covered individuals” and the 5% income exception calculation for non-low income “covered individuals.”

# 20 - ALLOCATIONS

## 100 DCS 20.100 TAA Case Management Funds: FY15 Local Allocations – Second Allocation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 20.100 effective the date of issuance, February 17, 2016

Purpose:Enact activities related to the 2nd allocation of Trade Programs “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act. These allocations supplement allocations for WIA and the transition into WIOA as of October 1, 2014, Wagner-Peyser Employment Service (ES) activities and account for TAA participant activities for workers covered under the Trade Adjustment Assistance (TAA) Reauthorization Act of 2015 (TAARA 2015). The total cumulative allocation is $433,925.40. Local funding allocations are found in the Local Area TAA Case Management Allocations Chart**.**

## 100 DCS 20.101 TAA Case Management Funds: Local Allocations

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 20.101 effective the date of issuance, May 27, 2015

Purpose: To enact policies related to the 1st allocation of Trade Programs “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act. These allocations supplement allocations for WIA and the transition into WIOA as of October 1, 2014 and Wagner-Peyser Employment Service (ES) activities. The total cumulative allocation is $138,268.00. Local funding allocations are found in the Local Area TAA Case Management Allocations Chart (Attachment A). Please remember that these funds can only be used to serve TAA participants that fall under the TGAAA of 2009 and TAAEA of 2011 Acts.

## 100 DCS 20.102 TAA FY16 Case Management Funds: Local Allocations – First Allocation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 20.102 effective the date of issuance, May 11, 2016.

Purpose: Enact policies related to the 1st allocation of Trade Programs “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act. These allocations supplement allocations for WIA and the transition into WIOA, Wagner-Peyser Employment Service (ES) activities and account for TAA participant activities for workers covered under the Trade Adjustment Assistance (TAA) Reauthorization Act of 2015 (TAARA 2015). The total cumulative allocation is $659,737.10. Local funding allocations are found in the Local Area TAA Case Management Allocations Chart.

## 100 DCS 20.103 TAA FY 16 Case Management Funds: Local Allocations – Second Allocation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 20.103 effective the date of issuance, September 22, 2016

Purpose: Enact policies and activities related to the 2nd allocation of Trade Programs “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act. These allocations supplement allocations for WIOA and Wagner-Peyser Employment Service (ES) activities and account for TAA participant activities for workers covered under the Trade Adjustment Assistance (TAA) Programs. The total cumulative allocation is $943,914. Local funding allocations are found in the Local Area TAA Case Management Allocations Chart.

## 100 DCS 20.104 FY 16 TAA Case Management Funds: Local Allocations – Third Allocation

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 20.104 effective the date of issuance, November 18, 2016.

Purpose: Enact policies and activities related to the 3rd allocation of Trade Programs “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act. These allocations supplement allocations for WIOA and Wagner-Peyser Employment Service (ES) activities and account for TAA participant activities for workers covered under the Trade Adjustment Assistance (TAA) Programs. The total cumulative allocation is $1,037,851.90. Local funding allocations are found in the Local Area TAA Case Management Allocations Chart.

# 21 – FOREIGN LABOR

## 100 DCS 21.100 Processing H-2B, Temporary Non-Agricultural Employment Job

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 21.100 effective the date of issuance, August 14, 2015.

Purpose:To implement changes, effective July 1, 2015, to the processing of H-2B related job orders. The H-2B program allows U.S. employers who meet specific regulatory requirements to bring foreign nationals to the United States to fill temporary non-agricultural jobs.

## 100 DCS 21.101 H-2B Related Job Order Procedures/Process

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 21.101 effective the date of issuance, October 28, 2015.

Purpose:Implement procedures for the processing of job orders filed at the One-Stop Career Centers (OSCCs) in connection with applications filed under the U.S. DOL H-2B Visa Program.

## 100 DCS 21.102 OSCC Roles and Responsibilities Under the H-2B Recruitment Requirements

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 21.102 effective the date of issuance, March 22, 2016.

Purpose: Enact policy on providing assistance to H-2B employers regarding the recruitment of U.S. workers and the completion of the recruitment report.

## 100 DCS 21.103 Foreign Labor Certification (H2A and H2B) Programs Policy

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 21.103 effective the date of issuance, July 5, 2016

Purpose: Enact policy guidance regarding the operation and support of the Foreign Labor Certification (H-2A and H-2B) non-Immigrant Visa Programs.

## 100 DCS 21.104 Migrant Seasonal Farmworker Monitoring Protocols

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 21.104 effective the date of issuance, December 2, 2016

Purpose: Enact state policy and guidance regarding monitoring activities related to WIOA Services to Migrant and Seasonal Farmworkers (MSFWs).

# 23 – RESEA

## 100 DCS 23.100.1 Reemployment Services Eligibility Assessment (RESEA) Policy and Procedures Manual - Updated

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 23.100.1 effective the date of issuance, November 15, 2016.

Purpose: Implement the updated RESEA Policy and Procedures Manual to ensure consistency in administering the RESEA Program and that staff comply with the policy and procedures of the Program.

## 100 DCS 23.101 RESEA Career Action Plan (CAP) form for Career Centers – New Form # 2506

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 23.101 effective the date of issuance, April 8, 2016.

Purpose: GNBWIB and NDS will utilize the new RESEA Career Action Plan *(CAP)* form available for ordering and the newly assigned form number, 2506. The *CAP* is available in a ‘no carbon necessary’ form.

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|  | 100 DCS 23.102 Training Opportunities Program (TOP) (Section 30) Updates related to the Career Center Seminar (CCS) and RESEA Documents |

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 23.102 effective the date of issuance March 23, 2017.

Purpose: To enact changes in the TOP (Section 30) training application deadline and of the corresponding updates to the Career Center Seminar (CCS) and Reemployment Services and Eligibility Assessment (RESEA) documents.

## 100 DCS 23.103 Reemployment Services and Eligibility Assessment (RESEA) Enrollment

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following WIOA related policy 100 DCS 23.103 effective the date of issuance March 22, 2017.

Purpose: To implement policy related to clarification regarding the RESEA requirements for customers.

# OTHER RELATED POLICIES

## Monitoring Policy and Standard Operating Procedures

As required by the Workforce Innovation and Opportunity Act (WIOA), The Greater New Bedford Workforce Investment Board (GNBWIB) has developed a Monitoring Plan to effectively execute WIOA program oversight and monitoring requirements. The monitoring plan describes procedures to ensure that the performance of sub recipient providers is in compliance with the terms of grants, contracts or other agreements pursuant to WIOA Title I Workforce Development Activities.

## Communication of public policy requirements to non-Federal entities

The Greater New Bedford Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following policy related to 2 CFR § 200.300 effective the date of approval by a majority vote of the Board of Directors June 21, 2017.

Purpose:To enact policy related to the role of the GNBWIB as the Federal awarding agency in communicating public policy to non-Federal entities receiving awards as detailed below.

## TEGL 2-12 Employment and Training Administration (ETA) Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

The Greater New Bedford Workforce Investment Board, Inc. (GNBWIB) has adopted for operating purposes the following policy related to TEGL 2-12 effective the date of issuance by approval by a majority vote of the Board of Directors on June 21, 2017.

Purpose: To enact procedures to be used by all ETA grant recipients for reporting allegations of fraud, program abuse or criminal conduct involving grantees or other entities and subrecipients receiving Federal funds either directly or indirectly from ETA.