

Training & Re-employment Opportunities

Disclaimer:

Please note that there may be technology problems – either on our end or on yours – due to the high demand for remote services. We will do our best to present our webinars with as few issues as possible, but we will not be able to help troubleshoot issues you may encounter. If you do have problems, we recommend that you exit Zoom and try entering again. While our sessions won't be recorded, we will be continuing to offer webinars throughout the coming weeks until we can come together for in-person workshops again.



Agenda

Training Opportunities – Is training the right path for you?

- Reasons to explore training
- Factors to consider
- Identifying the right training program
- Options to pay for training
- The application process



Individualized Services

Reasons to explore training

- Expand your skill set
- Obtain the qualifications/certifications required for your target job
- Move you along (and up!) the career ladder
- Invest time and money, in yourself and your career



Factors to consider

First ensure you chose the right career

- Review descriptions for your target occupation.
- Can I be successful?
- Will training help me get the job I want?
- Can I fit training into my life?
- Can I afford it?



Choosing the right training program for you

- Accreditation
- Cost
- Duration
- Format (in-person or virtual)
- Intensity
- Job placement assistance
- Location
- On-the-job training and internships
- Prerequisites



Training Programs @ JVS

- CNA Training Programs (Accredited)
- Pharmacy Technician Training Program (Accredited)
- Bank Career Training Program



Accredited Education Programs @ JVS

- [Adult Diploma Pathway](#)
- [Bridges to College](#) (partnership with Bunker Hill Community College programs in Information Technology, Biotechnology and General Studies)
- [English for Speakers of Other Languages \(ESOL\)](#)



JobQuest – Locate Training Program

Jobquest Training Website – Locate Training Tab
<https://jobquest.dcs.eol.mass.gov/jobquest/Training.aspx>

The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

MASSHIRE JobQuest

Home Find Jobs **Locate Training** Search Events My JobQuest Help

[Search and Find Jobs in Massachusetts with JobQuest](#) » Locate Training

Locate Training


The job training programs available through the MassHire JobQuest system include training opportunities currently approved for ITA, Section 30, and Trade. Use the 'Approved Funding Regions' map to find training approved for funding by that region.

To search by the location where the training is being held use the 'Training Location' search box.

Keyword <input type="text" value="Example: Workshop"/>	Provider Name <input type="text"/>	Course Name <input type="text"/>
Targeted Occupation <input type="text"/>	Approved Course Type <input type="text" value="Any Course Type"/>	Training Location: Specify City or ZIP Code <input type="text" value="Massachusetts City or ZIP Code"/>

Approved Funding Regions
Check region(s) manually or by clicking on the map:

- ☒ No Geographic Preferences
- ☐ Berkshire County (Pittsfield)
- ☐ Boston
- ☐ Bristol (Attleboro, Fall River, Taunton)
- ☐ Brockton
- ☐ Cape & Islands (Hyannis)
- ☐ Central Mass (Southbridge, Worcester)
- ☐ Franklin/Hampshire (Greenfield)
- ☐ Greater Lowell
- ☐ Greater New Bedford
- ☐ Hampden (Springfield, Holyoke)



Accredited Training/Certificate Programs @ Local Colleges

Vocational Certificate Programs

- Bunker Hill Community College
- Roxbury Community College
- Quincy College



How Can I Pay For My Training?

There are training vouchers funded by different sources:

- WIOA – Workforce Innovation and Opportunity Act
- Free Application for Federal Student Aid (FAFSA)
- Pell Grant
- Scholarships



Workforce Innovation and Opportunity Act Vouchers

Each Career Center has its own eligibility criteria set by the Workforce Investment Board that governs it.

If you do not meet the Boston criteria, you may choose to visit another Career Center.

Workforce Innovation and Opportunity Act Vouchers

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded skills training program that pays for individualized services or job skills training to **eligible individuals** who meet **specific criteria**.

To be eligible for the WIOA-funded skills training at MassHire Downtown Boston you must be a **Boston Resident, Dislocated Worker** [Laid off from a Boston Employer] or **Income Eligible/Boston Resident**.

Individual assessments will be conducted to determine eligibility.

To Qualify as a **DISLOCATED WORKER**

- Collecting Unemployment Insurance benefits from the DUA.
- Be either a **Boston Resident** or **laid off from a Boston company**.
- No skills or lack of marketable or occupational skills.
- Training dollars are reserved for those most in need of training to become re-employed.

Priority of Service

- Low income veterans
- Low income Boston residents receiving public assistance
- All other veterans
- Other low-income Boston residents
- Other applicants

To Qualify as INCOME ELIGIBLE



- You must be a **Boston Resident**.
- Your family income must meet income eligibility guidelines, which will be determined during appointments with a WIOA Career Navigator.
- Income eligible applicants can be currently low income, no income or unemployed.
- No skills or lack of marketable or occupational skills.
- Training dollars are reserved for those most in need of training to become re-employed.

Low Income Guidelines – 2020

2020-2021 Boston Income Guidelines

Family Size	Federal Limits	Boston 10% Limits
	<i>Federal Poverty Level</i>	
1	\$12,760	\$32,793
	<i>70% of Lower Living Standard Income Levels (LLSIL)</i>	
2	\$20,513	\$57,718
3	\$28,165	\$72,384
4	\$34,761	\$89,336
5	\$41,024	\$105,432
6	\$47,973	\$123,291
Over 6 Increment	\$6949	\$17,859

Boston Neighborhoods



[Boston Neighborhoods](#)

ALL APPLICANTS

- You must be authorized to work in the United States.
- Males (born after 1960) must have registered for the Selective Service.
- Selective Service will be verified at www.sss.gov. If customer is not registered Selective Service, your Career Navigator will email a form to you and customer will need to fill out and mail via USPS to Selective Service. Customer will notify Career Navigator when response is received.

Additional Funding Sources

- When companies close in the area, there may be additional funds available for training.
- If you were laid off from one such employer, the DUA, city, or federal government may mail you a letter notifying you of these benefits. Bring this letter to the career center and we will help you.
- Check your mailbox and messages regularly

Section 30/TOP Steps

Section 30 can extend your UI benefits (up to 26 weeks) and waive your job search requirements, during training

- Locate a Section 30 approved program on JobQuest
- Become accepted into a Section 30 approved program
- Print the Section 30/TOP form from your UI online.
- Bring the Section 30/TOP form to the school's representative, and have them complete their portion. As the customer, make sure you fill out your respective portions.
- Once the form is completed, submit the mail to Unemployment Insurance to address on form: 19 Staniford Street in Boston.
- For additional info, visit: www.mass.gov/training-opportunities-program-top



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[My Home Page](#)

[My Inbox](#)

[View and Maintain Account Information](#)
[Reopen Claim](#)
[Estimate Future Benefits](#)
[View And Request 1099G](#)
[View UI Records](#)
[Request TOP Application](#)
[Manage Debt](#)

Section 30/TOP Timeline

- Application must be submitted to DUA by the 20th payable week of benefits.
- Once you submit the completed Section 30 form to Unemployment Insurance, it will take them 3-4 weeks to review it and make a determination. They'll backdate it, according to the date of submission.

Commonwealth of Massachusetts

Wednesday, July 17, 2019
[Print Preview](#)

Change Password | Logoff

My Home Page

My Inbox

View and Maintain Account Information

Reopen Claim

Estimate Future Benefits

View And Request 1099G

View UI Records

Request TOP Application

Manage Debt

Generate TOP Application

Claimant Name: [REDACTED]

Claimant Mailing Address: [REDACTED]

Important: This application should be returned **as soon as possible**. In order to be eligible for the additional 26 weeks of Unemployment Insurance benefits while in training, you **must** return the completed application **before your 20th payable week of Unemployment Insurance benefits** unless you have an approvable reason for submitting your application after that date.

Previous

Print TOP Application

Mail TOP Application

[Download Adobe .PDF Reader \(Free\)](#) | [Accessibility](#) | [Privacy Statement](#) | [Viewing Tips](#)

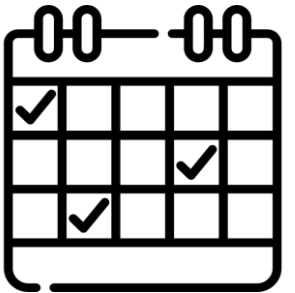
Section 30/TOP

- DUA does not pay for training. If you need financial assistance to pay for your training, a One-Stop Career Center job specialist [i.e. a JVS Career Navigator] can help
- For additional Section 30 inquiries, contact the following entities, in the order listed below:
 1. One of the WIOA Career Navigators at JVS MassHire Downtown Boston (Shiu Yip Cheung, Amy Parzych or Nicole Bassaleh)
 2. The Training Opportunities Program (TOP) unit at Unemployment Insurance at 617-626-5521



Next Steps: Training

- [3-Email Template to Attendees \(1\).docx](#)
- Review the document checklist found on the WIOA webpage:
<https://masshiredowntownboston.org/jobseekers/wioa-training-funding-program/>
 - If you think you are eligible and would like to pursue training or individualized coaching, please **email us** at: WIOATeam@masshiredowntownboston.org
 - **Send email within 48 hours**, following this webinar, and include:
 - Name
 - Preferred contact email, phone number
 - MassHire Job Seeker ID #
 - This email will go to which goes to our Program Manager for referral.
 - You will be contacted by one of the three WIOA Career Navigators within 7 days to schedule your appointment. During your appointment, be prepared to discuss training programs, determine eligibility, present documentation (SS card).
- Begin and complete the admissions process: collect documents, which you will email securely to Career Navigator.
- Complete TOP/Section 30 forms with the school and submit to Unemployment Insurance



Checklist

WIOA Eligibility Documentation [for Training or Individualized Services]

- ☐ **Common Measures | Reporting:** Social Security Card and Document Inspection Verification Form
- ☐ **Right-to-Work | Citizenship:** Driver's License or government-issued photo ID AND Social Security Card | Birth Certificate | US passport | Naturalization Certificate | Green Card | Work Permit (Confirm citizenship status)
- ☐ **Selective Service** (only for males born on or after 1/1/1960): Selective Service Letter | US Passport | Naturalization Certificate for males born outside the US | Proof of entering the US after age 26 | DD214
- ☐ **Income** (only for Low Income Boston Residents): Recent Paystubs AND signed income worksheet | Social Security Benefits AND signed income worksheet | Public Assistance Records
- ☐ **Family Size** (only for Low Income Boston Residents): Birth Certificate | Tax Returns | Rental Lease Agreement | Public Assistance Records
- ☐ **Separation from Employment** (only for Dislocated Workers): UI Approval Letter | UI Paystub | UI Payment History | Job Quest Account Summary | Layoff Letter
- ☐ **Work History:** An updated resume including work history and all education credentials

WIOA Training Documentation

- ☐ **Boston Tie through EITHER:**
 - **Boston Residency:** MA Driver's License | MA Identification Card | Rental Lease Agreement | State-issued document bearing a Boston address (SNAP, SSI, etc.)
 - **Boston Employer:** Information on Customer Portfolio Summary | Layoff Letter | Paystub
- ☐ **Acceptance Letter:** ITA Approved Training Provider Acceptance Letter
- ☐ **Training Justification:** A business letter written by the customer, including the reason(s) you're struggling to find gainful employment, the type of training you're seeking and how the training program will help you secure a job
- ☐ **Labor Market Information:** 4-6 printed internet job postings, for the job you wish to be trained in | Printed Labor Market Information from O'Net Online, for the job you wish to be trained in

INDIVIDUALIZED SERVICES

Do you need assistance in your job search?

Individualized Services may be right for you!

- Assessment and 1:1 job search support with a Career Navigator
- Access to webinars hosted on important job search and career development topics
- WIOA eligibility applies—Dislocated Worker or Income Eligible Boston Resident

Next Steps: Individualized Services

1. Email the WIOATeam@masshiredowntownboston.org address with your name, preferred contact info, Job Seeker ID #, within **48 hours** following this webinar.
2. You will be contacted by a WIOA Career Navigator. If you would like to think it through further, or decide at a later juncture, you can email WIOATeam@masshiredowntownboston.org at that time.
3. Prepare the items from the TOP HALF of the WIOA document checklist. The more items you have ready, the more expedited the process.
4. Follow process discussed previously.

WIOA Eligibility Documentation [for Training or Individualized Services]

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Questions?



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