



MassHire Metro North Career Centers

Individual Training Account Engagement Letter

Introduction

MassHire Metro North Career Centers has a limited amount of funding to help job seekers return to work or improve their employment prospects. This funding pays for participation in training programs that address specific skill gaps preventing a job seeker from returning to work or achieving economic self-sufficiency.

This process is designed to assist you in making informed decisions about your employment plan. This proposal is designed to assess your current marketability, learn about and use labor market information in the decision making and ensure you receive the most accurate information on training providers. All of this together results in creating the best employment plan individualized for you.

Approved programs in our region may be found on the Massachusetts Job Quest website at

Link



Funding for training is not guaranteed and is subject to both approval and availability. Additionally, training funds are meant to be funds of last resort. In other words, if grant funding is available from a training program you should first pursue those funds or if there is a comparable program available through different funds for which you are eligible.

Eligibility Criteria

In order to be considered as a candidate for training funds job seekers must:

- ✓ Have met the criteria and provided documentation for WIOA eligibility (*this is discussed and reviewed at your intake/initial assessment appointment*)
- ✓ Actively looking for work
- ✓ Be a resident of the MassHire Metro North Career Centers region **OR** have worked most recently for an employer in this region (*with the exception of Veterans and Eligible Spouses*)

The cities and towns of the Metro North region are as follows:

Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, N. Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop and Woburn

Note: Local policy states that preference for the award of training funds will go to individuals who do not have a bachelor's degree. However, all job seekers are still encouraged to apply for funding.

Next Steps

If you meet the above criteria, the next step will be to create a Training Proposal to justify your request for funding. There are multiple steps to creating a Training Proposal. Expect the process to take 4-8 weeks from start to final evaluation. *MassHire Metro North Career Centers cannot fund training programs that you have already started.*

Creating a Training Proposal

You will need to complete the following steps in order to create a Training Proposal. Your assigned career counselor is available to help you as needed.

- 1) Attend a one on one phone intake/initial assessment appointment with a Career Counselor to determine if training is an option for you and to learn how to complete the training proposal process.
- 2) During this intake appointment the process will be reviewed and you will be informed of what program eligibility documentation you need to provide and how to provide it. You will also be provided this Training Proposal document.
- 3) While we are reviewing your eligibility documentation, you will be assigned to a career counselor for a Comprehensive Assessment to discuss your job search goals and assist you, as necessary, in the completion of your Training Proposal.
- 4) Complete an assessment of basic reading and math skills (*if you do not have a Bachelors degree or higher*)
- 5) Complete an Interest survey/Assessment if changing career occupation/fields.
- 6) Complete a Challenges to Employment statement
- 7) Document your Career Research Outcomes
- 8) Labor Market Research
- 9) Perform one or more Informational Interviews
- 10) Complete the Training Research Worksheet comparing at least two different Training Providers

Final Steps

Please note that you should not start a training program until you receive approval from your Career Counselor to start. Funds cannot be paid for training that is started prior to receiving final approval notification from your Career Counselor stating that you can begin training.

- 1) Training Proposal is submitted to your Career Counselor.
- 2) Career Counselor reviews with Management team and if approved submits requests to the MassHire Metro North Workforce Board for approval of funds.
- 3) If funds are available, program eligibility is complete and Training Proposal is approved then the Board will notify your Career Counselor that you are approved to begin training.
- 4) Your Career Counselor will notify you and the training provider of approval to start.
- 5) If you are collecting Unemployment Insurance you will also need to file a Section 30 application for approval to continue collecting benefits while in an approved training course.
- 6) You may begin your training on the approved start date!



MassHire Metro North Career Centers

Training Proposal Form

Name: _____

Jobseeker ID #: _____

In order to be considered for training, I understand that I must complete a Training Proposal as well as work collaboratively with my assigned career counselor. If I am approved for funding, I understand that I have a commitment to work with my career counselor before, during and after the completion of training until I become employed. In addition to the commitments outlined in the Career Planning Engagement Letter I understand that I am responsible for notifying my Career Counselors of any changes that will impact my ability to attend/complete training. I will reach out to my Career Counselor if I need assistance with training and my Career Counselor will help me determine a plan to complete training. I understand that I should not begin a training program until I receive approval to start from my Career Counselor. I have read this document in its entirety and understand my responsibilities in this process. I have been provided the Training Proposal document to complete.

Printed Name

Signature

Date
