

The Path to Training



What can you expect from this presentation?

- You will learn about eligibility criteria for the training funds available through the MVCC.
- You will document your barriers to employment and assess whether training will address those barriers.
- Be connected to an Employment Counselor if you decide to start the eligibility process.
- You will be offered a next step to assist you in reaching your training and employment goals.

Skills Training through the MVCC

- The MVCC receives federal funding through the Workforce Innovation and Opportunity Act (WIOA) to provide job search services for *eligible* individuals to obtain employment.
- When job search alone does not lead to employment, MVCC can use funds available through the WIOA to pay for training to assist *eligible* job seekers to obtain needed skills or credentials to return to work.

What do I need to provide to determine if I am eligible for training?

- You will need to provide proof that you are authorized to work and that you are in compliance with Selective Service.
- You will need to meet program qualifications either based on your household income or based on having been terminated or laid off from your last job and found eligible for unemployment benefits.
- You will need to demonstrate that training is necessary in order for you to become suitably employed.

Authorization to Work and Selective Service Compliance

- Acceptable forms of proof of authorization to work are U.S. birth certificate or passport, naturalization certificate, an unexpired residency card or employment authorization card.
- If you were required to register with Selective Service, an online verification is available at www.sss.gov.

Eligibility Based on Income or Dislocation from Work

- To be enrolled based on income eligibility, you will need to provide proof of family income for the past six months and proof of family size.
- To be enrolled based on dislocation from work, you will need to provide proof of lay off or separation from your prior employer and proof of current or prior eligibility for unemployment benefits.

How do I show that I need training to become suitably employed?

- Explain your work experience and the skills you currently possess. Discuss why you have not been able to obtain employment.
- Use your resume or job logs to show us what you have learned from your job search regarding the skills employers are seeking and that training is needed for you to obtain those skills.
- Tell us about your education and any trainings that you have attended in the past and whether your skills need to be updated.

What happens if I am referred for a training appt. with an Employment Counselor?

- Unless you have a college degree, you will need to complete a reading and math assessment.
- MVCC uses the TABE (Test of Adult Basic Education) assessment.
- TABE assessment will be arranged on individual basis due to COVID-19 crisis.

TABE Results and Referral to Training

- The TABE results will provide the Employment Counselor with a baseline assessment of your reading comprehension and applied math skills.
- You will need to be able to meet the training provider's entrance requirements and score at a minimum of 7th grade level to be approved for training. Under 24 years of age TABE scores needs to be 7.9

Connect to Employment Counselor

- You will need to email required eligibility documents, resume, job search information and your completed training justification form.
- You will have 3-4 appointments over the phone to complete an employment plan, research training providers and to prepare the training request.
- You should plan that it will take a minimum of four weeks to process your training request.

Where do I take the training if I am eligible for funding?

- The Career Center contracts with providers that offer trainings throughout MA and NH.
- Once a decision is made on the type of training you will take, you can use the Training Pro database at <https://jobquest.dcs.eol.mass.gov/jobquest/> to identify the training vendors approved to offer the training.
- You are required to research the providers that offer the training you need. Due to COVID-19 crisis your contact needs to be over the phone.
- If you are eligible for training, you chose the training provider that best meets your needs.

Training while Receiving Unemployment Benefits:

- You must complete a Section 30 application if you plan to be in school while receiving unemployment benefits. If working with Employment Counselor please coordinate submission of application with staff person.
- The Section 30 application is a request that your job search requirement be waived while you are in training and must be completed *whether or not MVCC pays for your training*.
- You may be eligible to receive additional unemployment benefits while you are in training, but you must complete a Section 30 application by your 20th week of benefits and attend a *Section 30 approved* training program that meets specific guidelines.

Processing your Section 30

- Complete a Training Program Application form by downloading it from your UI Online Account or by calling the TOP Unit at 617-626-5521.
- Your training provider must complete information on the start and completion dates of your training, class hours per week and the school's placement rate in jobs related to the training program completed.
- You need to submit your Section 30 application at least three (3) weeks prior to your scheduled date start of training.

What happens if I don't know what job I want and if I need training?

- Take an interest or transferable skills assessment – MY NEXT MOVE, MACIS, TORQ (*handouts*).
- Use MACIS to learn more about the occupations that match the results of your assessments and review labor market information.
- Call MVCC at 978-722-7000 to request an appt. with an Employment Counselor for assistance using the tools mentioned above, to review your results, set your career goal and determine if training is needed to reach that goal.

What happens if I have marketable skills and am not referred for training?

- Review weekly job postings on our website.
- Call MVCC at 978-722-7000 if you would like to schedule a phone appointment with an Employment Counselor for job search assistance.

What happens if I want to pursue training without WIOA funding?

- Be sure that you have researched the job market and that the training will qualify you for employment in the field you seek.
- Use Training Pro to research vendors that offer training and compare performance and cost.
- Be sure to complete a Section 30 application if you are receiving unemployment benefits.

POTENTIAL INTEREST IN TRAINING

- Please contact Carolina Prinzivalli at cprinzivalli@MassHiremvcc.com for initial assessment and to be able to obtain appointment with Employment Counselor over the phone.
- If not able to contact through email please call Carolina at 978-722-7037