



BizWorks

Resource Guide For Businesses

Connecting your business
to the services you need

mass.gov/bizworks
(800) 252-1591



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Important: The information provided in this guide may change without notice. For the latest information, call your MassHire BizWorks representative at **(800) 252-1591** or visit our website mass.gov/mass-bizworks.

About the *MassHire BizWorks Resource Guide Book*:

The goal of MassHire BizWorks is to enhance and align the resources and services offered to Massachusetts businesses through state workforce development, economic development, and education entities, to help Massachusetts businesses, grow, and thrive.

To achieve this goal, the Commonwealth of Massachusetts will:

- Build strong relationships across agencies and with businesses,
- Develop standard staff business service knowledge and competencies across relevant state agencies, and
- Coordinate and link resources and information.

As a result of these efforts:

- More Massachusetts businesses will be aware of, and utilize, relevant state resources and incentives,
- There will be “no wrong door” for businesses to connect with business support, and
- Services and outcomes will be captured to demonstrate the impact of these efforts.

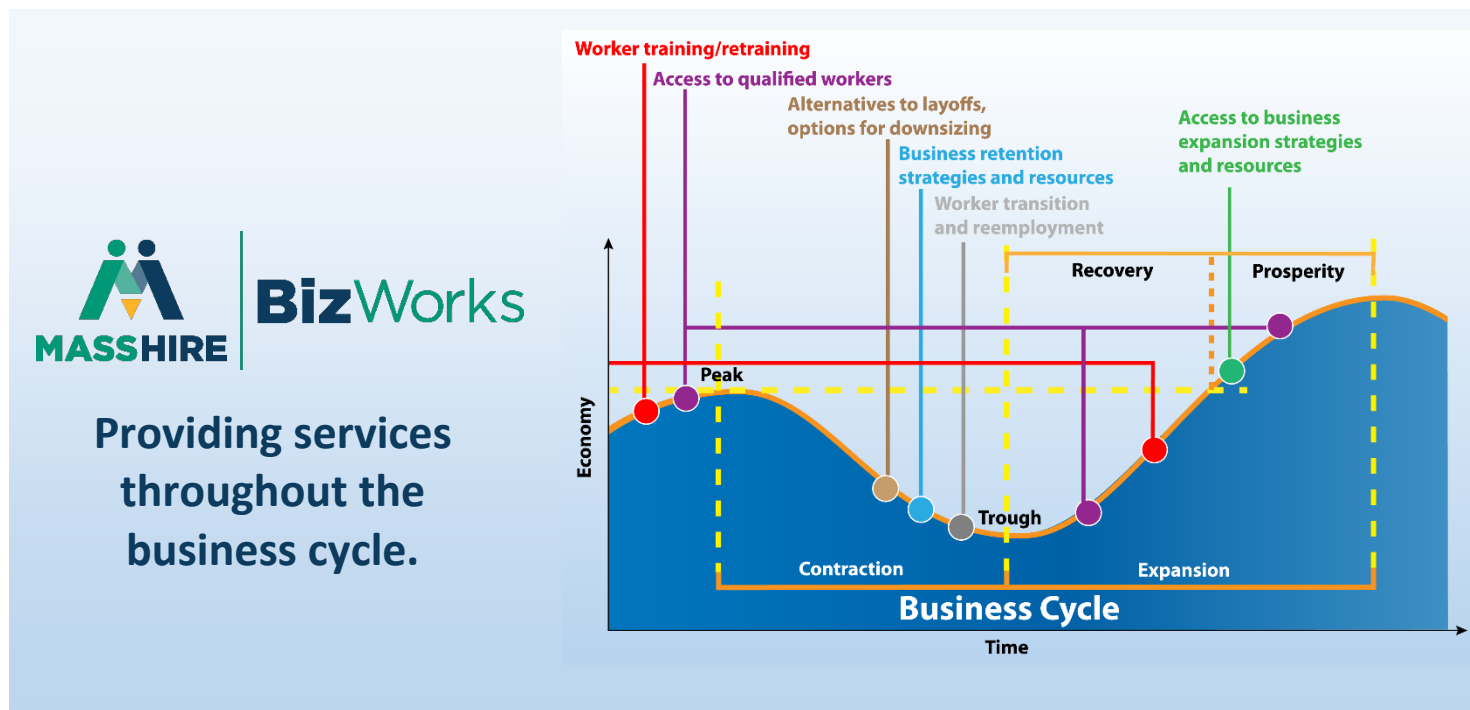
This guide serves as an overview of resources* such as organizations and programs, which offer benefits and services to address the workforce development and expansion needs of businesses and employers in Massachusetts.

The guide is organized into five main categories:

1. Recruiting and hiring
2. Training, consultation, and workplace safety
3. Layoff aversion and management
4. Business development and partnerships
5. Business compliance

There is also a list of external resources (non-state affiliated), important websites, and resource contacts (names, phone numbers, email, etc.) for several programs listed in the guide for easy referencing. This guide is available as a hardcopy handbook produced by The Executive Office of Labor and Workforce Development’s MassHire Department of Career Services (MDCS), as well as a downloadable document, on our website mass.gov/masshire-bizworks.

***A certified copy of a *Certificate of Good Standing* from the Massachusetts Department of Revenue that is less than six months old, must be provided by a business prior to consideration for grant awards. Link to the application here: mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver.**



Recruiting and Hiring

What is the purpose of this resource?

The MassHire Department of Career Services (MDCS) is one of several constituent departments of the Massachusetts Executive Office of Labor and Workforce Development. MDCS oversees Massachusetts' network of MassHire Career Centers. There are numerous MassHire Career Centers throughout the state.

A variety of employment-related services for businesses are available at the centers for little or no cost. Staff at MassHire Career Centers can assist with recruiting and screening applicants. They can also provide guidance on how to reach out to specific populations, as well as provide information on hiring tax credits for which a company may be eligible.

What benefits or services are offered to businesses by this resource?

MassHire Career Centers can provide the following services to businesses:

- **Posting job openings:** Employment openings can be posted by MassHire Career Center staff on the MassHire JobQuest website, making them accessible to thousands of job seekers at no cost.
- **Job fairs:** Job fairs organized by MassHire Career Center staff provide an opportunity for employers to meet many qualified job seekers. Employers can screen and recruit job seekers in an effective and efficient manner, including interviewing and making offers to candidates at job fairs. There are also opportunities for employers to participate in industry-specific job fairs.
- **Use of MassHire Career Center facilities:** Many MassHire Career Centers make their conference rooms, resource rooms, and/or other areas available for employers to use for recruiting, interviewing, hiring, and training, at little or no cost.
- **Labor market information:** MassHire Career Centers have current labor market information and can provide employers data on prevailing industry wages, employment data by community, as well as other state/national trends regarding employment and the labor market.
- **Initial pre-screening of applicants prior to referral:** Based on the qualifications desired by employers when job orders are filed, MassHire Career Center staff can pre-screen applicants for job openings prior to their referral to the employer.
- **Job matching:** Staff at MassHire Career Centers can match qualified candidates with employers' openings. As job seekers work with career center specialists, the specialists can send employers the resumes of candidates who have the skills, education, and experience the employer requires.
- **Targeted recruitments:** MassHire Career Center staff can organize a specialized recruitment event exclusively for an employer at the career center. Staff will contact candidates who have qualifications, skills, and experience needed to fill an employer's vacancies, all of which are focused solely on the employer's requirements. The centers offer private facilities with a professional atmosphere to use to interview candidates in addition to staff assistance, and marketing of the company and its available openings to a large pool of candidates.
- **Outplacement services:** MassHire Career Centers can provide programs and services to help dislocated workers find jobs after a layoff or reduction in force has occurred.
- **Youth engagement:** MassHire Career Centers coordinate opportunities for employers to engage youth and teach them the skills needed to succeed and reach their full potential. Opportunities may include student employment, internships, job shadowing, or guest speaking to youth groups.
- **Information resources:** MassHire Career Center staff can provide information and guidance on funding for training/employee skills development, working with individuals with disabilities, Unemployment Insurance, Work Opportunity Tax Credits, and other topics.

Additional specialized services for businesses are available at certain MassHire Career Centers such as business-to-business (B2B) networking opportunities and employer-of-the-month recognition with website advertisements.

What businesses are eligible for these benefits and services?

All businesses can access services at a MassHire Career Center.

Contact Information:

An employer may contact the nearest MassHire Career Center and ask to speak with the Business Service Representative for more information. A list of MassHire Career Centers can be found on the following page and links to each individual center's website can be found at the website mass.gov/how-to/find-a-Massachusetts-career-center.

An employer may also contact the MassHire Department of Career Services by calling the main phone at **(617) 626-5300**, or the Federal American Job Center/MassHire Career Center helpline at **1 (877) US-2JOBS** or **1 (877) 872-5627** to find your local MassHire Career Center.

In addition, a business or employer may post job openings online on MassHire JobQuest's website at jobquest.dcs.eol.mass.gov/jobquest/employers or ask to speak with a Business Service Representative (BSR) at any MassHire Career Center.



MassHire Market Makers

Employers may also contact their regional MassHire Market Maker to discuss hard-to-fill jobs and developing a talent pipeline. The Market Makers help employers:

1. identify their workforce needs, including job-ready hires, and/or future talent pipelines, and
2. connect employers with resources including MassHire Career Centers, existing training programs and other grant opportunities where employers may partner on pipeline training grants.

For more information about FutureSkills and to connect with a MassHire Market Maker, visit: mass.gov/futureskills.

MassHire Career Centers

A business or employer may ask to speak with a Business Service Representative at any MassHire Career Center.

Boston/Metro North Region		Central Region	
MassHire Boston Career Center 1010 Harrison Avenue Boston, MA 02119 (617) 541-1400, TTY #: (617) 442-3610 masshirebostoncareerctr.org	MassHire Metro North Career Center 186 Alewife Brook Parkway, Suite 310, Cambridge, MA 02138 (617) 661-7867, TTY #: (800) 439-0183 masshiremncareers.com	MassHire North Central Career Center 100 Erdman Way, Leominster, MA 01453 (978) 534-1481, TTY #: (978) 534-1657 masshirenorthcentralcc.com	MassHire Framingham Career Center 39 Grant Street, Suite 150, Framingham, MA 01702 (508) 861-7993 masshiremsw.com
MassHire Downtown Boston Career Center 75 Federal Street, Third Floor, Boston, MA 02110 (617) 399-3100, (800) 436-9675 masshiredowntownboston.org	MassHire Metro North Career Center (Affiliated limited services)* 4 Gerrish Avenue, Chelsea, MA 02150 (617) 884-4333 masshiremncareers.com	MassHire Worcester Career Center 554 Main Street, Suite 300 Worcester, MA. 01608, (508) 799-1600, TTY #: (508) 765-6437 masshirecentralcc.com	MassHire Norwood Career Center 128 Carnegie Row, Suite 109, Norwood, MA 02062 (781) 269-5494 masshiremsw.com
MassHire Metro North Career Center 100 Trade Center, Suite G-100, Woburn, MA 01801 (781) 932-5500 masshiremncareers.com		MassHire Southbridge Career Center 5 Optical Drive, Suite 200, Southbridge, MA 01550 (508) 765-6430 masshirecentralcc.com	
Northeast Region		Southeast Region	
MassHire Lowell Career Center 107 Merrimack Street, Lowell, MA 01852 (978) 458-2503, TTY #: (978) 805-4915 masshirelowellcc.com	MassHire Lowell Young Adult Career Center** 115 Merrimack Street, Lowell, MA 01852 (978) 458-2503, TTY #: (978) 805-4915 masshirelowellcc.com	MassHire Taunton Career Center 72 School Street, Taunton, MA 02780 (508) 977-1400 masshirebristol.org	MassHire Cape and Islands Career Center 372 North Street, Hyannis, MA 02601 (508) 771-JOBS (5627), TTY #: (508) 862-6102 masshire-capeandislands.com
MassHire Merrimack Valley Career Center 420 Common Street, 2nd Floor, Lawrence, MA 01840 (978) 722-7000 masshiremvcc.com	MassHire Merrimack Valley Career Center 160 Merrimack Street, Suite 209, Haverhill, MA 01830 (978) 519-3762 masshiremvcc.com	MassHire Fall River Career Center 446 North Main Street, Fall River, MA 02720 (508) 730-5000 masshirebristol.org	MassHire Greater New Bedford Career Center 25 Elm Street New Bedford, MA 02740 (508) 990-4000 masshiregnbcc.com
MassHire North Shore Career Center (Affiliated limited services)* North Shore Community College, 300 Broad Street, LW 102, Lynn, MA 01901 (781) 691-7450 masshire-nscareers.org	MassHire North Shore Career Center 70 Washington Street, First Floor, Salem, MA 01970 (978) 825-7200 masshire-nscareers.org	MassHire Youth Connections** 139 South Main Street, Fall River, MA 02720 (508) 675-9245 masshirebristol.org	MassHire South Shore Career Center 1515 Hancock Street, Quincy, MA 02169 (617) 745-4000 masshiresouthshorecc.com
MassHire North Shore Youth Career Center** North Shore Community College, 300 Broad Street, LE-139, Lynn, MA 01901 (781) 691-7435 masshire-nscareers.org		MassHire Greater Brockton Youthworks** 34 School Street, Lower Level, Brockton, MA 02301 (508) 584-9800 masshiregbcc.org	MassHire Greater Brockton Career Center 34 School Street, Brockton, MA 02301 (508) 513-3400 masshiregbcc.org
Western Region			
MassHire Berkshire Career Center 160 North Street, Pittsfield, MA 01201 (413) 499-2220, TTY #: (413) 499-7306 masshireberkshirecc.com	MassHire Holyoke Career Center 850 High Street, Holyoke, MA 01040 (413) 532-4900, TTY #: (413) 535-3098 masshirefhcareers.org	MassHire Franklin Hampshire Career Center 101 Munson Street, Suite 210, Greenfield, MA 01301 (413) 774-4361, TTY #: 413-772-2174 masshirefhcareers.org	MassHire Springfield Career Center 95 Liberty Street, Third Floor, Springfield, MA 01103 (413) 858-2800, TTY #: (413) 858-2800 masshirespringfield.org

*Affiliated Limited Services: Contact the MHCC for hours of operation and services available.

**Youth Specific Career Center. Visit this website mass.gov/how-to/find-a-Massachusetts-career-center for more information.

Massachusetts Public Higher Education — State Colleges

What is the purpose of this resource?

The Massachusetts public higher education system has a growing record of achievement in meeting the workforce training needs of the Commonwealth's employers. The state's colleges are committed to offering timely, comprehensive assistance to businesses that want to provide training and educational opportunities for their new or incumbent workers.

The higher education system is comprised of 29 campuses divided into three segments, including 15 community colleges, nine state universities, and five campuses of the University of Massachusetts. These institutions serve approximately 300,000 students annually.

What benefits or services are offered to businesses by this resource?

The Massachusetts public higher education system can provide the following to businesses:

- A large pool of talented graduates who possess the skills and education levels that companies look to hire to compete in today's global economy. Nine out of every ten graduates of a Massachusetts public college or university remain in state one year after graduation, working or pursuing further studies. On campus, local employers will find opportunities to participate in career and internship fairs as well as hold information sessions.
- Contract workforce training is offered, on a fee-for-service basis, by community colleges to meet specific and immediate training needs of individual employers. Contract training courses are typically designed to improve the skills of incumbent workers or those of unemployed workers seeking jobs with a particular employer.
- Other specialized services for employers are offered by state colleges, such as employer networking events or the opportunity to rent campus space for events.

What businesses are eligible for these benefits and services?

All businesses can access business services and participate in career events of the Massachusetts public, higher education system.

Contact Information:

An employer may contact any community college or state university to reach a school's career services or workforce development department and inquire how to recruit students and graduates or to inquire about contract training.

A list of Massachusetts community colleges and state universities can be found on the following page, and links to the colleges and universities can be found at this website

mass.edu/system/campusdirectory.asp.



Massachusetts Public Higher Education

Community Colleges

Berkshire Community College 1350 West Street, Pittsfield, MA 01201 Phone: (413) 236-2115 Website: berkshirecc.edu	Holyoke Community College 303 Homestead Avenue, Holyoke, MA 01040 Phone: (413) 538-7000 Website: hcc.edu	North Shore Community College One Ferncroft Road, Danvers, MA 01923 Phone: (978) 762-4000 Website: northshore.edu
Bristol Community College 777 Elsbree Street Fall River, MA 02720 Phone: (774) 357-2811 Website: bristolcc.edu	MassBay Community College 50 Oakland Street Wellesley Hills, MA 02481 Phone: (781) 239-3000 Website: massbay.edu	Northern Essex Community College 100 Elliott Street, Haverhill, MA 01830 Phone: (978) 556-3000 Website: nec.mass.edu
Bunker Hill Community College 250 New Rutherford Avenue, Boston, MA 02129 Phone: (617) 228-2000 Website: bhcc.mass.edu	Massasoit Community College 1 Massasoit Boulevard, Brockton, MA 02302 Phone: (508) 588-9100 Website: massasoit.edu	Quinsigamond Community College 670 West Boylston Street, Worcester, MA 01606 Phone: (508) 853-2300 Website: qcc.edu
Cape Cod Community College 2240 Iyannough Road, West Barnstable, MA 02668 Phone: (508) 362-2131 Website: capecod.edu	Middlesex Community College 33 Kearney Square, Lowell, MA 01852 Phone: (978) 656-3370 Website: middlesex.mass.edu	Roxbury Community College 1234 Columbus Avenue, Roxbury Crossing, MA 02120 Phone: (617) 427-0060 Website: rcc.mass.edu
Greenfield Community College One College Drive, Greenfield, MA 01301 Phone: (413) 775-1000 Website: gcc.mass.edu	Mount Wachusett Community College 444 Green Street, Gardner, MA 01440 Phone: (978) 632-6600 Website: mwcc.edu	Springfield Technical Community College One Armory Square, Springfield, MA 01105 Phone: (413) 781-7822 Website: stcc.edu

State Universities

Bridgewater State University 131 Summer Street, Bridgewater, MA 02325 Phone: (508) 531-1000 Website: bridgew.edu	Massachusetts College of Art and Design 621 Huntington Avenue, Boston, MA 02115 Phone: (617) 879-7000 Website: massart.edu	Salem State University 352 Lafayette Street, Salem, MA 01970 Phone: (978) 542-6000 Website: salemstate.edu
Fitchburg State University 160 Pearl Street, Fitchburg, MA 01420 Phone: (978) 665-3000 Website: fitchburgstate.edu	Massachusetts College of Liberal Arts 375 Church Street, North Adams, MA 01247 Phone: (413) 662-5000 Website: mcla.edu	Westfield State University 577 Western Avenue, Westfield, MA 01086 Phone: (413) 572-5300 Website: westfield.ma.edu
Framingham State University 100 State Street, Framingham, MA 01701 Phone: (508) 620-1220 Website: framingham.edu	Massachusetts Maritime Academy 101 Academy Drive, Buzzards Bay, MA 02532 Phone: (508) 830-5000 Website: maritime.edu	Worcester State University 486 Chandler Street, Worcester, MA 01602 Phone: (508) 929-8000 Website: worcester.edu

University of Massachusetts

University of Massachusetts Amherst 300 Massachusetts Avenue, Amherst, MA 01003 Phone: (413) 545-0111 Website: umass.edu	University of Massachusetts Dartmouth 285 Old Westport Road, Dartmouth, MA 02747 Phone: (508) 999-8000 Website: umassd.edu	University of Massachusetts Medical School 55 Lake Avenue North, Worcester, MA 01655 Phone: (508) 856-8989 Website: umassmed.edu
University of Massachusetts Boston 100 William T. Morrissey Boulevard, Boston, MA 02125 Phone: (617) 287-5000 Website: umb.edu	University of Massachusetts Lowell 220 Pawtucket Street, Lowell, MA 01854 Phone: (978) 934-4000 Website: uml.edu	

Tax Credits and Hiring Incentives

There are a range of tax credits, deductions and incentives for which Massachusetts employers may qualify. Businesses that hire and accommodate individuals from specific target groups (unemployed Veterans, individuals with disabilities, formerly-incarcerated individuals, individuals that receive TANF and SNAP, and others) or into specific programs (Registered Apprenticeship) may qualify for some of the following:

- **Work Opportunity Tax Credit**
- **Disabled Access Credit**
- **The Architectural Barrier Removal Tax Deduction**
- **Federal Bonding Program**
- **Registered Apprenticeship Tax Credit (RATC)**

Note: Businesses may use the Disabled Access Tax Credit with the Architectural Barrier Removal Tax Deduction in the same tax year if the expenses meet the requirements of both sections. To use both, the deduction must be equal to the difference between the total expenditures and the amount of the credit claimed.

Note: For additional information on federal tax incentives, visit the website [irs.gov](https://www.irs.gov).

1. Work Opportunity Tax Credit (WOTC)

What is the purpose of this resource?

The MassHire Department of Career Services (MDCS) oversees several labor and workforce development programs including the Work Opportunity Tax Credit (WOTC) program. WOTC is a federal income tax credit incentive provided to private sector employers. An employer may be eligible for WOTC when they hire and retain Veterans and individuals from other target groups with significant barriers to employment. The WOTC tax credit is a one-time tax credit for each new hire, and there is no limit to the number of new hires who can qualify an employer for a tax credit. The requirements for this program are set by the IRS and the United States Department of Labor (US DOL), Employment and Training Administration. Employers claim about \$1 billion in tax credits each year under the WOTC program.

What benefits or services are offered to businesses by this resource?

The tax credit employers can claim depends on the target group of the individual hired, the wages paid to that individual in the first year of employment, and the number of hours that individual worked. The maximum tax credit for each target group ranges from **\$1,200 to \$9,600**, depending on the employee hired.

- If the individual works at least 120 hours, the employer may claim a tax credit equal to 25% of the individual's first year wages, up to the maximum tax credit,
- If the individual works at least 400 hours, the employer may claim a tax credit equal to 40% of the individual's first year wages, up to the maximum tax credit.

Only for the Long-term Temporary Assistance for Needy Families (TANF) target group, the credit is available to employers who hire members of this group for a two-year period. In the first year, employers may claim a tax credit equal to:

- 25% of the first-year wages, up to the maximum tax credit, if the individual works at least 120 hours,
- 40% of the first-year wages, up to the maximum tax credit, if the individual works at least 400 hours.

In the second year, employers may claim a tax credit equal to:

- 25% of the second-year wages, up to the maximum tax credit, if the individual works at least 120 hours,
- 50% of the second-year wages, up to the maximum tax credit, if the individual works at least 400 hours.

What businesses are eligible for these benefits and services?

Businesses that hire individuals from certain target groups are eligible for WOTC tax credits. Target groups include:

1. **Veterans**
2. **TANF (Temporary Assistance for Needy Families) recipients**
3. **SNAP (Food Stamp) recipients**
4. **Designated community residents (living in Empowerment Zones/Rural Renewal counties)**
5. **Vocational rehabilitation referrals**
6. **Formerly-incarcerated individuals**
7. **Supplemental Security Income (SSI) recipients**
8. **Summer youth employees (living in Empowerment Zones)**
9. **Qualified long-term /Unemployment Insurance recipients (effective 1/1/16)**

Target group eligibility definitions:

A **Veteran** who is:

- A member of a family who received SNAP benefits (Food Stamps) for at least a three-month period during the 15-month period ending on the hiring date, or
- Entitled to compensation for a service-connected disability, who has been:
 - Hired within one year of discharge or release from active duty, or
 - Unemployed at least six months in the year ending on the hiring date, or
- Unemployed for:
 - At least four weeks in the year ending on the hiring date, or
 - At least six months in the year ending on the hiring date.

Please note that to be considered a Veteran eligible for WOTC, an individual must have served on active-duty (not including training) in the United States Armed Forces for more than 180 days or have been discharged or released from active-duty for a service-connected disability; and not have a period of active-duty (not including training) of more than 90 days that ended during the 60-day period ending on the hiring date.

Long-term Temporary Assistance for Needy Families (TANF) recipient: A member of a family that meets one of the following circumstances:

- Received TANF benefits for at least 18 consecutive months ending on the hiring date.
- Received TANF benefits for at least 18 consecutive or non-consecutive months after August 5, 1997, and has a hiring date that is not more than two years after the end of the earliest 18-month period after August 5, 1997.
- Stopped being eligible for TANF payments during the past two years because a federal or state law limited the maximum time those payments could be made.

Short-term TANF recipient: A member of a family who received TANF benefits for any nine-month period during the 18-month period ending on the hiring date.

SNAP (Food Stamp) recipient: An 18-39-year-old member of a family who received Supplemental Nutrition Assistance Program (SNAP) benefits for the six months ending on the hiring date or received SNAP benefits for at least three of the five months ending on the hiring date.

Designated-Community resident: An 18-39-year-old person who lives within one of the federally-designated Rural Renewal Counties or Empowerment Zones.

Vocational Rehabilitation referral: An individual with a disability who completed or is completing rehabilitative services from a state-certified agency, an Employment Network under the Ticket to Work program, or the United States Department of Veteran Affairs.

Formerly-incarcerated individual: An individual who has been convicted of a felony and has a hiring date that is not more than one year after the conviction or release from prison.

Supplemental Security Income (SSI) recipient: An individual who is a recipient of SSI benefits for any month that ends during the 60-day period ending on the hire date.

Summer youth employee: A youth who is 16 or 17 years old, works for the employer between May 1 and September 15, and resides in an Empowerment Zone (EZ).

Qualified long-term Unemployment Insurance recipient: An individual hired after December 31, 2015, who is in a period of unemployment that:

- Is not less than 27 consecutive weeks, and
- Includes a period (which may be less than 27 consecutive weeks) in which the individual received Unemployment Insurance compensation under state or federal law.

WOTC is not retroactive for current employees and the individual must be a “new” employee—not a rehire.

What is the process for a business to apply or register?

1. Complete page one of IRS *form 8850* by the day the job offer is made.
2. Complete page two of IRS *Form 8850* after the individual is hired.
3. Complete ETA *form 9061* or ETA *Form 9062* if the employee has been conditionally certified as belonging to a WOTC target group by a state workforce agency, vocational rehabilitation agency, or another participating agency.
4. Submit the completed and signed IRS and ETA forms to the MassHire Department of Career Services (MDCS). Forms must be submitted within 28 calendar days of the employee’s start date.
5. Wait for a final determination from MDCS. The determination will indicate whether the employee is certified as meeting the eligibility for one of the WOTC target groups.

Contact Information:

MassHire Department of Career Services – Work Opportunity Tax Credit Unit
100 Cambridge Street, 5th Floor,
Boston, MA 02114

Main Phone: (617) 626-5353

Website: mass.gov/work-opportunity-tax-credit-program-wotc

2. IRS Disabled Access Credit

What is the purpose of this resource?

The IRS Disabled Access Credit provides a non-refundable credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. These expenditures are amounts paid or incurred by the eligible small business to comply with applicable requirements under the Americans with Disabilities Act of 1990 (Public Law 101-336) as in effect on November 5, 1990. A disability of an individual is defined as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

What benefits or services are offered to businesses by this resource?

Businesses can receive a non-refundable credit up to **\$5,000** annually. This credit is part of the general business credit. A business may take the credit each and every year they incur access expenditures.

Eligible access expenditures include amounts paid or incurred:

1. To remove barriers that prevent a business from being accessible to or usable by individuals with disabilities.
2. To provide qualified interpreters or other methods of making audio materials available to hearing-impaired individuals.
3. To provide qualified readers, taped texts, and other methods of making visual materials available to individuals with visual impairments.
4. To acquire or modify equipment or devices for individuals with disabilities.

The expenditures must be reasonable and necessary to accomplish the above purposes. Eligible expenditures do not include expenditures under number one listed above that are paid or incurred in connection with any facility first placed in service after November 5, 1990. Eligible access expenditures must meet those standards issued by the Secretary of the Treasury as agreed to by the Architectural and Transportation Barriers Compliance Board and set forth in regulations.

What businesses are eligible for these benefits and services?

Small businesses can benefit from the disabled access credit. An eligible small business is one that earned \$1 million or less or had no more than 30 full time employees in the previous year. An employee is considered full time if they are employed at least 30 hours per week for 20 or more calendar weeks in the tax year.

What is the process for a business to apply or register?

Eligible small businesses should complete and file *Form 8826* at the website irs.gov/pub/irs-pdf/f8826.pdf to claim the disabled access credit for the tax year. Businesses should refer to *Publication 535* and *Form 8826, IRS Disabled Access Credit* for more information.

3. The Architectural Barrier Removal Tax Deduction

What is the purpose of this resource?

The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of persons with disabilities and the elderly.

What benefits or services are offered to businesses by this resource?

Businesses may claim a deduction of up to **\$15,000** a year for qualified expenses that normally must be capitalized. Also, businesses can add any costs over this limit to the basis of the property and depreciate these excess costs. The deduction can be used for a variety of costs to make a facility or public transportation vehicle, owned, or leased for use in the business, more accessible to and usable by persons with disabilities. The barrier removal must meet the guidelines and requirements issued by the Architectural and Transportation Barriers Compliance Board under the Americans with Disabilities Act (ADA) of 1990. Examples include:

- Providing accessible parking spaces, ramps, and curb cuts,
- Providing phones, water fountains, and restrooms that are accessible to persons in wheelchairs,
- Posting signage and symbols of accessibility, and
- Widening walkways to at least 48 inches wide.

The deduction may **not** be used for expenses incurred for new construction, a complete renovation of a facility, public transportation vehicle, or for the normal replacement of depreciable property.

What businesses are eligible for these benefits and services?

Businesses that employ and/or serve individuals with disabilities or the elderly can take advantage of the Architectural Barrier Removal Tax Deduction.

What is the process for a business to apply or register?

A business should claim the deduction by listing it as a separate expense on their income tax return for the tax year that the expenses were paid or incurred. The business must maintain adequate records to support their deduction. A business must file their return by its due date, including extensions. However, if a business timely filed their return for the year without claiming the deduction, they can still do so by filing an amended return within six (6) months of the due date of the return (excluding extensions). A business should clearly indicate the deduction on their amended return and write "Filed pursuant to section 301.91002." Then they should file the amended return at the same address they filed the original return. Claiming the deduction is irrevocable after the due date, including extensions, of the return.



4. The Federal Bonding Program (FBP)

What is the Federal Bonding Program (FBP)?

The United States Department of Labor (USDOL) established the Federal Bonding Program in 1966 to administer Federal Fidelity Bonds to businesses hiring individuals from certain populations.

How much does a bond cost?

Bonds are provided to employers free of charge, without a deductible. There is no cost to the jobseeker.

What is a Federal Fidelity Bond?

Federal Fidelity Bonds are referred to simply as "bonds". A bond operates like an insurance policy for businesses which hire individuals from certain populations, including individuals with criminal records.

How much is a bond worth?

A single bond is worth \$5,000. Bonds can be bundled five at a time for a value up to \$25,000.

To which jobs can bonds be applied?

A bond can be applied to any job and any occupation with any employer in any industry, in any state. Full or part-time employees receiving paid wages with federal taxes automatically deducted from pay can be bonded, including those hired by temporary staffing agencies. Incumbent workers are also eligible to be bonded.

Which jobseekers are eligible for the FBP?

In July 2019, the Executive Office of Labor and Workforce Development (EOLWD) and MassHire Department of Career Services (MDCS) were awarded a grant to expand the use of bonds to help individuals with criminal records with employment opportunities. Although the FBP applies to many populations, individuals with criminal records are the focus of this grant, and **only eligible grant participants are individuals with criminal records and job offers.**

What does the FBP mean for MassHire customers?

The FBP protects the employer against losses incurred because of illegal actions by a bonded employee. In this way, the FBP can incentivize businesses to hire individuals with criminal records.

Contact Information:

Lisa Caissie
Policy and Program Operations
Federal Bonding Program
Email: lisa.j.caissie@mass.gov

5. Registered Apprenticeship Tax Credit (RATC)

What is the purpose of the RATC?

Offered through the Massachusetts Executive Office of Labor and Workforce Development, the Registered Apprenticeship Tax Credit (RATC) helps businesses offset the costs of hiring and training apprentices to fill critical workforce skills gaps.

What benefits or services are offered to businesses through this resource?

The RATC targets industries that are new to the apprenticeship model, such as healthcare, high tech, and manufacturing.

- Employers operating in these sectors may be eligible for a credit of up to \$4,800—or 50% of wages paid, whichever is less, for each apprentice who meets RATC guidelines
- Businesses can qualify for up to \$100,000 in total tax credits each calendar year

What businesses and jobseekers are eligible for this program?

Massachusetts employers who are in good standing with the Massachusetts Department of Revenue (DOR) and the Department of Unemployment Assistance (DUA) are eligible to apply. Employers can apply online for RATC when their apprentices have been employed for 180 days. Businesses should submit their applications once per year and include data for all qualifying apprentices.

Contact Information:

Review qualifications for businesses and apprentices and apply online at the website mass.gov/how-to/apply-for-a-registered-apprentice-tax-credit-ratc. Employers interested in hosting an apprenticeship program, see the **Registered Apprenticeship** section in this guide.



Accessing Candidates from Target Groups with Related Tax Benefits

The following organizations provide access to motivated candidates who are part of specific target groups and possess the skills and qualifications businesses are looking for. Hiring jobseekers from these organizations can result in the various benefits also listed below.

MassHire Department of Career Services – Re-Entry Re-Employment Unit

The Re-Entry Re-Employment Unit of the MassHire Department of Career Services (MDCS) works on the employer-demand side of the re-entry process by providing the following:

Access to job candidates: The unit provides employers with motivated job candidates who were formerly incarcerated and are ready to be productive citizens. Employers have access to a pool of screened and job-ready candidates to interview and hire.

Support for hiring formerly-incarcerated individuals: The work of the unit also involves educating employers on the benefits of hiring formerly-incarcerated individuals as well as developing relationships to give the employer support.

Opportunities to collaborate: The unit collaborates with correction agencies and core groups of employers that result in “second chance” job fairs, employer breakfasts, and employer advisory groups. This approach allows the Re-Entry Re-Employment Unit to work with companies that will measure interviewees and hires on what they can do for the companies and not what they have done in the past.

Related tax credit and other benefits include:

- **Federal bonding:** A business insurance policy that ensures businesses up to \$5,000 against any potential theft or loss of money resulting from hiring formerly-incarcerated individuals.
- **Work Opportunity Tax Credit:** for hiring formerly-incarcerated individuals.

Contact Information:

Website: mass.gov/service-details/reentry-reemployment-unit-staff-resources

Massachusetts Rehabilitation Commission (MRC)

For many years, MRC has placed thousands of qualified candidates with businesses across all industries, looking to build an efficient and effective workforce, by providing the following:

Access to job candidates: MRC’s customized sourcing and staffing programs identify talented professionals with disabilities who possess the skill set and expertise that Massachusetts’s businesses want and need to help their businesses grow. Many of their pre-screened candidates are equipped and prepared with the knowledge to contribute from day one.

On-the-job training: MRC also offers an On-the-Job Training (OJT) partnership, which defrays training costs, to help a business gain skilled employees without impacting their bottom line. Through an OJT partnership, a business has the flexibility and support to carefully evaluate candidates’ abilities as they work for the business. MRC’s expert team of employment professionals can offer businesses-critical guidance on how to maximize use of OJT supports.

Job-driven training: MRC designs customized jobs driven training programs in conjunction with businesses to ensure employer expectations are met.

Support for hiring and serving persons with disabilities: In addition, MRC can provide a business with technical assistance on understanding the Americans with Disabilities Act, accommodation solutions, as well as state and federal tax incentives.

Related Tax Credit and other benefits include:

- **Work Opportunity Tax Credit:** For hiring vocational rehabilitation referrals.
- **Disabled Access Credit:** For employing and serving individuals with disabilities.
- **Architectural Barrier Removal Tax Deduction:** For employing and serving individuals with disabilities.

Contact Information:

Massachusetts Rehabilitation Commission
600 Washington Street,
Boston, MA 02111

Phone: (617) 204-3600

Website: mass.gov/mrc-employer-and-business-services

**MassHire Department of Career Services' –
Veterans' Employment and Training Services (VETS) Program**

The Massachusetts VETS program is committed to helping America's Veterans and transitioning service members by preparing them for meaningful careers and providing employment resources and expertise to both Veterans and the businesses that hire them. Benefits from working with the VETS Program include:

Access to job candidates: Employers receive assistance in recruiting qualified transitioning service members and Veterans in Massachusetts and have access to a pool of screened and job-ready Veteran candidates to interview and hire.

Related tax credits/programs:

- **Work Opportunity Tax Credit:** For hiring Veterans.
- **On-the-Job Training (OJT)/Apprenticeship program:** For Veterans with post-9/11 GI Bill benefits.
- **The Department of Veterans Affairs (VA) OJT/Apprenticeship Program:** An effective way to attract and increase retention of well-disciplined Veterans in hard-to-fill positions and provide them with the specific skills and knowledge needed to perform their duties.

Employers generally pay a reduced OJT/Apprenticeship wage (must be at least 50% of journeyman wage).

Periodic wage increases must be granted and by the last full month of training, the wage must be at least 85% of the wage for a fully trained employee. Veterans in an approved program can use their post-9/11 G.I. Bill benefit and receive a tax-free housing stipend. The stipend starts at 100% and decreases by 20% every six months as wages increase.

The OJT/Apprenticeship program allows Veterans to learn a trade or skill through structured training and close supervision on-the-job rather than attending formal classroom instruction.

Contact Information:

Massachusetts Jobs for Veterans State Grant Program (JVSG)

Sacha Stadhard, Director, Policy and Program Administration

Phone: (617) 626-5431

Email: sacha.stadhard@mass.gov

Chris Mills, Coordinator

Phone: (508) 513-3424

Email: chris.mills@mass.gov

Website: mass.gov/service-details/veteran-employment-representatives-list



Department of Transitional Assistance (DTA)

The Employment Services Program (ESP) is a joint federal and state funded program administered by DTA whose primary goal is to assist clients in finding jobs, resolving barriers to employment, and providing a way to self-sufficiency. Employers can benefit from working with ESP including:

Access to job candidates: Employers have access to a pool of screened and job-ready candidates to interview and hire. Employers also have the option to work with candidates through ESP's internship program to determine if the candidate is a good fit for the position before hiring them. Candidates receive support services from DTA, which increases the rate of job retention and overall success.

Related Tax Credit and other benefits:

- **Work Opportunity Tax Credit** for hiring individuals who receive SNAP or TANF benefits.
- **Federal and state Earned Income Tax Credits (EITC)** for employees who meet the EITC income requirements.

Contact Information:

Main phone: (877) 382-2363

Website: mass.gov/employment-and-training-resources-for-dta-clients

Denielle Johnston:

Phone: (857) 283-2438

Email: denielle.johnston@mass.gov



Massachusetts Commission for the Blind (MCB)

MCB provides the highest quality rehabilitation and social services to individuals who are legally blind. This includes providing employment-related services to eligible participants of the Vocational Rehabilitation (VR) Program. Employers can benefit from working with MCB including:

Access to job candidates: Employers have access to a pool of screened and job-ready candidates to interview and hire. The MCB Employment Specialist works cooperatively with the VR Counselor to prepare individuals for job employment.

On-the-Job training: MCB offers an Internship Program and On-the-Job Training (OJT) collaboration, which assists companies in reducing hiring and training costs. Through an Internship Program partnership or OJT collaboration, a business has the flexibility and support to carefully evaluate candidates' abilities as they work for the business. MCB's team of Employment Service Specialists can offer businesses critical guidance on how to maximize use of internships or OJT supports.

Additional support: MCB also offers free consultation on accommodations and assistive technology, on-site training, and other employment-related supports to employers and their employees with disabilities.

Related Tax Credit and other benefits include:

- **Work Opportunity Tax Credit** for hiring vocational rehabilitation referrals
- **Disabled Access Credit** for employing and serving individuals with disabilities
- **Architectural Barrier Removal Tax Deduction** for employing and serving individuals with disabilities

Contact Information:

Massachusetts Commission for the Blind
600 Washington Street,
Boston MA 02111

Phone: (617) 727-5550 or 1 (800) 392-6450 (toll-free)

Website: mass.gov/mcb

Massachusetts Executive Office of Elder Affairs (EOEA)

Massachusetts now has more residents over the age of 60 than under the age of 20, and older adults are the fastest growing segment of our population. The Commonwealth benefits from the involvement, experience, and knowledge of older adults in every aspect of our community and economy, including the labor force. Older adults are increasingly active in the job market, and they provide a variety of benefits to employers. According to national surveys of human resource professionals and managers, older workers are reliable, self-directed, good listeners and problem solvers. Employers can benefit from working with EOEA including:

- **Access to job candidates:** The Senior Community Service Employment Program (SCSEP) helps low-income job seekers age 55 and older develop the skills and self-confidence to obtain jobs and become more financially secure. In addition, EOEA and partner organizations are engaged with local communities that conduct a variety of initiatives to support older job seekers, including job fairs and workshops. To learn more about the SCSEP program, visit the website at mass.gov/senior-community-service-employment-program-scsep.
- **On-the-job training:** The Senior Community Service Employment Program (SCSEP) assists eligible adults seeking work skills training by placing participants in temporary job assignments. Participants receive on-the-job training and complete at least 20 hours per week. SCSEP serves approximately 150 participants per year.
- **Additional support:** In addition to supporting older workers, EOEA also supports working family caregivers. Today, the title of “family caregiver” applies to at least one quarter of working Americans. Caregiving can take many forms, including caring for an older relative, a partner diagnosed with a serious illness, or a child living with a disability. These caregiving roles arise with regularity throughout an employee’s career path. Employers can employ a variety of strategies to increase their support of working caregivers. Visit *Caregiving Information for Workplaces* at mass.gov/info-details/caregiving-information-for-workplaces for more information.

In addition, EOEA manages programs and services, such as Home Care, Nutrition, Family Caregiver Support, and the SHINE (Serving the Health Insurance Needs of Everyone) program which are provided via 25 Aging Services Access Points (ASAPs) which cover every city and town throughout the Commonwealth. These programs and services have varying eligibility criteria, but interested employers and employees are encouraged to contact MassOptions to learn more about their local aging and caregiving resources. The website for MassOptions is massoptions.org and their toll-free phone is **1 (844) 422-6277**.

Contact Information:

Executive Office of Elder Affairs
One Ashburton Place,
Boston, MA 02108
Toll-Free Phone: (800) 243-4636
Main Phone: (617) 727-7750
Website: mass.gov/elders

Massachusetts Office on Disability (MOD)

What is the purpose of this resource?

Massachusetts Office on Disability (MOD) was established “to bring about full and equal participation in all aspects of life by all persons with disabilities in the Commonwealth...in a manner which fosters dignity and self-determination.” We accomplish this work in many ways including providing technical assistance on civil rights law specific to people with disabilities. We consult with employees and employers to provide guidance with respect to compliance with Americans with Disabilities Act (ADA) obligations for employment settings. MOD assists people with disabilities and their employers with understanding reasonable accommodations, accessibility requirements for spaces and buildings and/or guiding them through the interactive process to arrive at accommodations and/or resolutions that allow employees to perform the essential functions of their job without compromising the needs of the employer’s business.

What benefits or services are offered to businesses by this resource?

Employer benefits:

- Employers are made aware of their obligations under ADA.
- Employers learn how to engage in the interactive process to understand and assess an employee's disability-related needs to determine an appropriate workplace accommodation.
- Employers avoid the cost of potential legal liabilities associated with noncompliance with the ADA.

Employee benefits:

- Workers are provided with alternative work arrangements to allow them to do the essential functions of their job.
- Workers learn their rights under ADA and self-advocacy skills to discuss their rights with their employer.
- Workers learn how to keep an open line of communication with their employer about their disability-related needs in the workplace.

What businesses are eligible for these benefits and services?

- State and local government agencies
- Private businesses
- Employees with disabilities

What is the process for a business to apply or register?

Anyone eligible for these benefits and services who would like to request technical assistance may use any of the Contact Information provided below. Please be advised, the Massachusetts Office on Disability (MOD) does not offer legal advice, nor do we provide referrals to attorneys. Furthermore, if you or your employer has already filed any type of legal complaint, MOD is not likely to intervene.

Contact Information:

Visit our website to send us a question using our online form at mass.gov/forms/contact-us

Main Phone: (617) 727-7440 Monday to Friday, from 9 a.m. to 5 p.m.

Mass Relay Phone: Dial **711** and connect to the main number.

Toll-Free Phone: (800) 322-2020 Monday to Friday, from 9 a.m. to 5 p.m.

Massachusetts Office on Disability
One Ashburton Place, Room 1305,
Boston, MA 02108

By appointment only



Training, Consultation, and Workplace Safety

Adult and Community Learning Services — Workplace Education Programs

What is the purpose of this resource?

Adult and Community Learning Services (ACLS) is a unit at the Massachusetts Department of Elementary and Secondary Education (Department of ESE). ACLS oversees and improves adult basic education programs and services in Massachusetts. Several adult basic education programs in Massachusetts offer workplace education programs providing basic skills classes to entry-level workers at their work sites or union halls. Classes can include English for Speakers of Other Languages (ESOL) and adult basic education (ABE), which is reading, writing, and computation below the skills of a high school graduate.

These programs may also integrate computer instruction into the curriculum. Workplace education classes are often accessible to those who cannot attend community-based classes because of work schedules. Workplace education teachers also have access to workplace and union materials and themes to build concrete skills. This can help them develop curricula that address workers' job-related English, writing, reading, communication, and/or math needs, as well as other goals.

What benefits or services are offered to businesses by this resource?

Employers who implement workplace education classes within their place of business are helping to improve their employees' basic skills. This can lead to increased productivity and efficiency, improve communication with customers or clients, reduce worker turnover, and/or improve worker morale. Employees also benefit from workplace education. Workers can improve work-related skills, earn a high school diploma, learn skills they feel they missed out on in school, take more control over their work and personal lives, or just gain confidence. Participating in classes can also help to build workers' knowledge and understanding of workplace structures and policies, company benefits, the union contract, as well as job requirements. As a result, workers can better advocate for themselves, perform their job more effectively, or move into higher-skilled/paying jobs.

What businesses are eligible for these benefits and services?

Workplace education programs are for businesses with employees who could benefit from improving their basic skills.

What is the process for a business to apply or register?

Employers should contact a local ABE/ESOL program and contract directly with the program for a fee. Employers may also partner with an ABE/ESOL program and apply for funding through the Workforce Training Fund Program or through ACLS to pay for the classes. ACLS delivers grants in two phases. In the first phase, the education provider, and the business (or business and labor union, where applicable) jointly plan for implementation of an instructional workplace education program. Phase Two requires the delivery of workplace education services consistent with the recommendations of the Phase One planning process and an on-site Planning and Evaluation Team to oversee program implementation.

Contact Information:

An employer can visit ACLS's ABE/ESOL directory at the website doe.mass.edu/acls/acp/directory.html.

English for New Bostonians

Phone: (617) 982-6863

To find a program in their area that offers workplace education programs.



Commonwealth Corporation's Workforce Training Fund Program (WTFP) and Workforce Competitiveness Trust Fund (WCTF)

What is the purpose of this resource?

Commonwealth Corporation (CommCorp) is a quasi-public agency established under the Executive Office of Labor and Workforce Development. The agency is responsible for administering and delivering a wide range of publicly- and privately-funded programs. As a nationally-recognized leader in building-industry sector partnerships that address the skill needs of specific employers in an industry, CommCorp creates new or expanded capacity in education and training programs for demand occupations. Commonwealth Corporation administers several programs including the Workforce Training Fund Program (WTFP) and the Workforce Competitiveness Trust Fund (WCTF).

The Workforce Training Fund Program (WTFP) is a state fund enacted into law in July 1998. The program provides funds and resources to Massachusetts businesses to train current and newly hired employees and upgrade the skills of Massachusetts workers. The program funds projects that:

- Promote job growth, job retention, or increased wages,
- Improve productivity, competitiveness, and ability to do business in Massachusetts, and
- Include employers who have made a commitment to provide significant private investment in training during and after receiving the grant.

What benefits or services are offered to businesses by this resource?

Businesses can apply for a **General Program** training grant of up to \$200,000 for funds to train current and newly-hired workers.

- Grant funds may be used to pay for approved employee training delivered by qualified training vendors of the applicant's choosing.
- Training must be completed within 24 months.
- Funds must be matched dollar-for-dollar, including wages paid to employees during training.

The **Express Program** provides employers fast, simple access to grant-funded training, helping businesses in Massachusetts respond to emerging needs. It is designed to help businesses respond quickly to change and keep employees engaged. With bite-size grants for just-in-time training and no waiting periods between grants, Express is our fastest path to funding, enhanced with an even more flexible directory of training options and 6 quick steps to success. For applications received on or after July 10, 2023:

- Employers with 100 or fewer employees in Massachusetts are eligible to apply for up to \$3,000/person/course (maximum \$20,000 per company/per year).
- Grants provide reimbursement for pre-approved training attended by employees who are on the company's payroll and work in Massachusetts.
- Training must be completed within 24 months.



What is the process for a business to apply?

- All applications and guidelines can be accessed at the website workforcetrainingfund.org. Informational Sessions regularly occur to provide an overview of the programs and provide application guidance.
- A *Certificate of Good Standing*, obtained from the Massachusetts Department of Revenue, must accompany any grant application. To apply for a *Certificate of Good Standing*, visit mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver.
- The General Program does not have a deadline; applications may be submitted at any time. In most cases, decisions are made within 60 days. Training may begin as soon as an application has been approved and a contract executed. The Express Program applications must be submitted at least 21 days prior to the start of the training course.
- The Express Program applications must be submitted at least 21 days prior to the start of the training course.

Contact Information:

Commonwealth Corporation
33 Harrison Avenue,
Boston, MA 02111

Website: commcorp.org

Workforce Training Fund Program Email: wtfp@commcorp.org

Express Program email: express@commcorp.org



MassHire Department of Career Services – On-the-Job Training Program (OJT)

What is the purpose of this resource?

The MassHire Department of Career Services (MDCS) oversees the network of MassHire Career Centers, which assist employers in finding qualified workers and administers the On-the-Job Training (OJT) Program. The OJT Program supports employers with the cost of hiring and training new employees. It is funded through the federal Workforce Innovation and Opportunity Act (WIOA) and other grants. The OJT Program enables employers to hire new, eligible employees and train them at their place of business while being reimbursed a percentage of their wages during the training period. The OJT model is an “earn while you learn” strategy that provides training by an employer to a paid employee while they are engaged in productive work in a job providing knowledge or skills essential to the full and adequate performance of the job.

What benefits or services are offered to businesses by this resource?

Employer benefits:

- Reduction in the cost of hiring and training.
- Pre-screened applicants for a position: the employers decide who to hire.
- Customized training for new hires.
- Reimbursement to the employer for a percentage of the wages during the predetermined training period.

Employee benefits:

- Workers are provided with employment.
- Workers can earn as they learn.
- Workers receive supervision and job coaching during the training period.

What businesses are eligible for these benefits and services?

OJT is available to private companies and non-profit organizations. OJT is subject to employer eligibility and available funding.

The OJT Program is a contractual agreement. Employers must agree to:

- Hire a trainee for a full-time permanent position.
- Support the development and implementation of a training plan to guide the employee’s training period.
- Pay trainee wages and provide benefits commensurate with other employees doing similar work and with similar experience. OJT trainees are employees and are subject to the employer’s policies.
- Commit to continued employment upon successful completion of the training period.
- Provide substantive, on-the-job training. Training takes place at the employer’s location, with their equipment, under their guidelines. The length of training will be determined by the funding source guidelines, the job description, and demonstrated participant skill gaps.
- Submit monthly trainee evaluations and payroll records to the MassHire Career Center for wage reimbursement.

What is the process for a business to apply or register?

To participate in the OJT Program, employers must:

- Meet with a MassHire Career Center representative at the employer’s place of business to learn more about the OJT Program and to determine employer eligibility.
- Speak with a MassHire Career Center representative about OJT opportunities and the type of trainee that the employer seeks. The MassHire Career Center representative will work with the employer to find pre-screened candidates who meet the employer’s qualifications.

- Hire the OJT trainee according to the employer's hiring process and hiring needs. The employer trains the trainee the employer's way. The MassHire Career Center representative will assist the employer in designing a training plan to ensure successful on-the-job training.
- Submit payroll records and monthly evaluations to the MassHire Career Center to get reimbursed a percentage of the OJT trainee's wages during the training. The MassHire Career Center representative will be there to assist every step of the way.
- Provide permanent employment to the trainee after successful completion of the OJT period.

Contact Information:

An employer may contact the nearest MassHire Career Center and ask to speak with the Business Service Representative for more information on the OJT program.

Links to MassHire Career Centers can be found at the website mass.gov/masshire-career-centers/locations.

An employer may also visit the Massachusetts OJT website mass.gov/on-the-job-training-ojt.

Melissa Scibelli, Director
Workforce Development Programs,
MassHire Hampden County Workforce Board
Email: mscibelli@masshirecwb.com



Division of Apprentice Standards - Registered Apprenticeship Program

What is the purpose of this resource?

Registered Apprenticeship is a training and employment model that produces highly skilled workers who meet the demands of employers in a global economy. The Commonwealth of Massachusetts is committed to a vibrant and diverse apprenticeship ecosystem where employers have access to a skilled and diverse workforce, and jobseekers have access to flexible and comprehensive training options.

The Division of Apprentice Standards (DAS) is responsible for promoting, developing, and servicing registered apprenticeship programs in the Commonwealth. Massachusetts has a rich history of Apprenticeship programs in construction and trade occupations. Employers in other industries, including Manufacturing, Technology and Healthcare are now implementing apprenticeship programs and realizing the benefits construction and trade apprenticeship sponsors have known for centuries.

What benefits or services does this resource offer?

A. Apprenticeship Program Development

Registered apprenticeship allows businesses and sponsor organizations to tailor their training to fit the needs of their business. Apprentices are employees who work and train from their first day, which helps to address the shortage of skilled workers and the need for a highly skilled workforce. Registered apprenticeship programs have five main components:

- Customized, supervised, paid, on-the-job training,
- Wages graduated in step with skills learned,
- Classroom/technical instruction,
- Formalized mentoring and coaching, and
- Nationally recognized, industry credential or specialized technical certification

DAS assists employers with development/customization, registration, and implementation of apprenticeship programs.

B. Eligible Training Provider List (ETPL)

Sponsors of apprenticeship programs registered with Massachusetts Division of Apprentice Standards (DAS) or with USDOL Office of Apprenticeship are automatically eligible for inclusion on the ETPL. The Massachusetts ETPL provides training customers and jobseekers with an up-to-date list of high-quality training programs. The list is accessible through the Commonwealth's MassHire JobQuest database at jobquest.dcs.eol.mass.gov/jobquest/Search.aspx.

C. Registered Apprenticeship Tax Credit (RATC)

The purpose of the RATC is to support the expansion of registered apprenticeship into new programs in the healthcare, manufacturing, and technology sectors in Massachusetts. Businesses that employ registered apprentices in eligible occupations for a minimum of 180 days in a calendar year may qualify for a tax credit up to \$4,800 per apprentice. Visit the website mass.gov/how-to/apply-for-a-registered-apprentice-tax-credit-ratc.

What businesses are eligible for these benefits and services?

Businesses in good standing with the Department of Unemployment Assistance (DUA) are eligible to apply for registered apprenticeship sponsorship.

What is the process for a business to apply or register?

An interested program sponsor (An individual employer, employer association, or partnership between employers, and labor unions—public and private) will complete and submit a Sponsor Application to DAS, including a proposed technical instruction outline (classroom training of approximately 150 hours annually) and a work process (on-the-job learning of approximately 2,000 hours annually) for approval. Fees apply for employers who do bid work/prevaling wage work:

- \$300 Annual Sponsor Registration
- \$50 Sponsor Verification Fee

All Sponsors must complete an *Apprentice Agreement* with their Apprentice(s) to register with DAS and obtain their Apprentice ID card. (Annual fee of \$35).

Interested in participating in an established apprenticeship program through a registered sponsor?

DAS is a regulatory agency and not a recruitment source for apprentices. Employers can contact a MassHire Career Center for recruitment assistance. Visit mass.gov/how-to/find-a-masshire-career-center to find your local Mass Hire Career Center.

Contact Information:

Massachusetts Division of Apprentice Standards
100 Cambridge Street, Suite 501,
Boston, MA 02114

General inquiries: (617) 626-5442

Website: mass.gov/orgs/division-of-apprentice-standards

General email: apprenticeship@mass.gov

Josh S. Cutler

Undersecretary of apprenticeship, Work-Based Learning, and Policy

Phone: (617) 626-7109, **Cell:** (857) 283-4937

Email: josh.s.cutler@mass.gov

Margaret Gilligan

Program Director

Phone: (617) 626-6973

Email: margaret.m.gilligan@mass.gov

Celina Dias Pendexter

Quality Assurance Manager/Compliance Officer

Phone: (617) 626-5407, **Cell:** (617) 862-8155

Email: Celina.Pendexter@mass.gov

Dennis X. Collins

Phone: (617) 626-6962

Email: dennis.x.collins@mass.gov

Interested in participating in an established apprenticeship program through a registered sponsor?

Intermediary sponsors can offer employers industry expertise and manage regulatory aspects of apprenticeship on behalf of employers. Registered sponsors are available to represent employers in the following industries:

Manufacturing: Northeast Manufacturing Consortium (NAMC), **Website:** namcnetwork.com

Healthcare: MassHire Hampden County Workforce Board, **Website:** masshirehcbw.com

Technology: MassHire Boston Workforce Board, **Website:** masshireboston.org

Apprenti, **Website:** apprenticareers.org/locations/massachusetts



Department of Industrial Accidents — Safety Grant Program

What is the purpose of this resource?

The prevention of occupational injury and illness is in everyone's best interest. The grant entitled "Workplace Safety Training and Education Grant Program" is administered by the Department of Industrial Accidents, Office of Safety.

The primary purpose of the program is to fund preventative workplace safety training and education programs that reduce the risk of injury and illness to workers and promote safe and healthy conditions in the workplace.

What benefits or services are offered to businesses by this resource?

- Employers often find that changes made to improve workplace safety and health can result in significant improvements to their organization's productivity and financial performance.
- Providing preventative training can result in cost savings in a variety of areas such as lowering workers' compensation costs, medical expenses as well as costs to train replacement employees to name a few.
- The Office of Safety does not provide the training. The employer uses a qualified, in-state training vendor.
- It's easy to apply with a simple five-page online grant application—no matching, no quarterly filing—and we help you through the process step-by-step.

What businesses are eligible for these benefits and services?

Employers operating within the Commonwealth of Massachusetts covered by Massachusetts Workers' Compensation Law (M.G.L. Chapter 152) are eligible for funding. Organizations can contact the Office of Safety to determine their eligibility. Strong preference is given to employers who demonstrate a compelling program design that addresses an injury history, avoids potential injury, or provides a proactive approach to injury prevention.

The grant program awards up to \$25,000 per fiscal year to various companies and organizations within the Commonwealth of Massachusetts as a reimbursement program.

What is the process for a business to apply or register?

Businesses are encouraged to apply as soon as possible to have the maximum practical opportunity for funding. Grants are reviewed as they are received up to the application cutoff date. If applications are received after that date or grant funds have been exhausted, applicants in the queue would be moved to the next grant application period.

Programs can begin once applicants are in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts and final contract documentation is completed. The timetable for funding is determined by the fiscal year therefore, all training must be completed on or before June 30 of the following year.

Contact Information:

Department of Industrial Accidents, Office of Safety
Lafayette City Center,
2 Avenue de Lafayette,
Boston, MA 02111

Phone: (617) 727-4900

Email: safety@dia.state.ma.us

Website: mass.gov/the-dias-workplace-safety-training-grant

We'll determine your eligibility, walk you through the process, and answer your questions in terms you can understand.



Department of Labor Standards — OSHA Consultation Program

What is the purpose of this resource?

The Department of Labor Standards (DLS) offers a **free of charge** consultation service designed to help employers recognize and control potential safety and health hazards at their worksites, improve their safety and health program, assist in training employees, and possibly qualify for a two-year exemption from programmed Occupational Safety and Health Administration (OSHA) inspections.

What benefits or services are offered to businesses by this resource?

An OSHA Consultation can be very beneficial to businesses by:

- Helping recognize hazards in their workplace.
- Suggesting control measures and options for solving a safety or health problem.
- Providing technical support and guidance.
- Monitoring worker exposures to air contaminants and other potential health hazards.
- Assisting employers in developing and implementing OSHA required written programs.
- Helping employers establish or strengthen a safety and health program.
- Providing training and education for the employer and employees.
- Helping employers gain membership into the Safety and Health Achievement Recognition Program (SHARP).

The consultation service is separate from federal OSHA inspection and enforcement efforts. The consultation service has highly trained safety and health professionals. Consultants issue no citations or penalties for non-compliance. The employer's obligation is to correct all serious safety and health hazards in a timely manner. It is a confidential service in which the firm's name, other information, and any unsafe or unhealthy working conditions found, will not be reported routinely to OSHA.

What businesses are eligible for these benefits and services?

All private employers in Massachusetts are eligible. However, priority is given to small employers in high-hazard industries (e.g., construction, healthcare, manufacturing, etc.). Small employers are defined by OSHA as having 250 or fewer employees at a worksite and 500 or fewer employees nationwide.

What is the process for a business to request assistance?

1. The first step is for the employer to contact the consultation service by phone or email to request a visit.
2. A consultant will be assigned to the employer and will make contact to schedule a visit.
3. During the visit, a consultant will describe the process further as well as perform a safety and health assessment which may include air monitoring, walking through the plant, and interviewing employees. The visit typically takes one full day.
4. Following the visit, the consultant will provide the employer with a written report explaining all findings, listing possible control measures, and confirming abatement periods, as discussed in the opening conference.
5. The employer is required to correct all serious and imminent hazards listed in the report.
6. Once completed, the employer will submit confirmation the hazards have been abated.
7. The consultant may return for a follow-up survey, although this is rarely necessary.

Contact Information:

OSHA Consultation Program

37 Shattuck Street,

Lawrence, MA 01843

Phone: (508) 616-0461

Email: MA-OSHAConsultation@mass.gov

Website: mass.gov/dols/consult



Layoff Aversion and Management

What is the purpose of this resource?

MassHire Rapid Response is a pro-active, business-focused, flexible program designed for two major purposes. First, to assist growing companies access skilled workers from other companies that are downsizing or who have been trained in the skills a company needs to be competitive. The second is to respond quickly to layoffs, company closings, emergencies, and disasters, providing aid and coordination of services for companies and their affected workers as well as any associated businesses and communities.

MassHire Rapid Response teams will work with employers and any employee representative(s) to quickly maximize public and private resources to minimize disruptions on companies, affected workers, and communities that are associated with job loss. MassHire Rapid Response can provide customized services at an affected company, accommodate any work schedule, and assist companies and workers through the painful transitions associated with job loss. The state's MassHire Rapid Response team also works with the Massachusetts AFL-CIO Rapid Response Services for unionized workers to provide information and assist unions and their workers who are experiencing layoffs or downsizing.

What benefits or services are offered to businesses by this resource?

Layoff aversion:

- Match businesses' hiring needs with affected workers who have similar skill sets
- Communicate directly with employers regarding their needs and what would be necessary to avoid layoffs
- Educate employers on various state and local programs and agencies such as the WorkShare Program, Workforce Training Fund Program (WTFP), tax incentives, business loans, growth-based systems for manufacturing, employee ownership and succession plans, export opportunity identification, Small Business Association (SBA) information, etc.
- Provide information and assistance if an employer is considering selling a business to a buyer, several buyers, a management group, or employees

Layoff management:

- Workshops on topics such as job search, resume preparation, interviewing, the unemployment insurance process, and other relevant topics
- One-on-one meetings and job-search assistance
- Leads to jobs in similar companies that are hiring
- Information about the local labor market; education and training opportunities; health benefits and pensions; access to computers, phones, and fax machines for job searches; and special services for Veterans and adults with disabilities
- Introduction to representatives of other organizations and programs that can help dislocated workers through this transition including MassHire Career Centers
- Information on Trade Adjustment Assistance (TAA) benefits to workers whose jobs are lost due to foreign trade or shifts in production out of the United States if the company is certified as trade affected

Worker Adjustment and Retraining Notification (WARN) Act Requirements:

Certain layoffs and closings will meet the criteria of the Worker Adjustment and Retraining Notification (WARN) Act. In some cases, employers are required to provide 60 days' notice to the MassHire Rapid Response Director, the chief elected official where the closing or layoff is to occur, and their employees prior to the layoff. Failure to file a WARN on time may result in legal action.

A WARN filing is required to provide at least 60 calendar days advance written notice when employers with 100 or more full-time employees plan a workforce reduction that meet one or more of the following:

- A worksite closing that will affect 50 or more employees
- A layoff that will affect at least 50 employees and one-third of the worksite's total workforce
- 500 or more employees at the single site of employment

If within a 90-day period you anticipate multiple layoffs at a single site of employment that together meet the minimum to trigger a WARN, file a notice.

- mass.gov/submitawarn
- dol.gov/agencies/eta/layoffs/warn

The proven benefits of MassHire Rapid Response services:

- Higher productivity and lower absenteeism among workers during the layoff event
- Lower unemployment insurance costs as workers can be reemployed more quickly when services begin prior to layoff
- Potential higher morale due to reduced stress—employees feel the employer worked hard to help them in a difficult time
- Encourages employees to stay through a closing or layoff and decreases the likelihood of work disruptions
- Sensitivity to the confidential nature of layoffs
- Stronger public relations, including when unions are involved
- Access to information regarding state and federal requirements or laws for employee notification

Expansion and growth:

MassHire Rapid Response can work with businesses to develop growth and expansion plans including:

- Linking growing companies to skilled workers from similar/downsized companies
- Providing access to job posting boards, job fairs, and recruitment activities
- Assisting in finding qualified, pre-screened candidates
- Accessing and testing applicants
- Providing information on the labor market, training grants, and tax credits

What businesses are eligible for these benefits and services?

- Higher productivity and lower absenteeism among workers during the layoff event
- Lower unemployment insurance costs as workers can be reemployed more quickly when services begin prior to layoff
- Potential higher morale due to reduced stress—employees feel the employer worked hard to help them in a difficult time
- Encourages employees to stay through a closing or layoff and decreases the likelihood of work disruptions.
- Sensitivity to the confidential nature of layoffs
- Stronger public relations, including when unions are involved
- Access to information regarding state and federal requirements or laws for employee notification

What is the process for a business to apply or register?

Businesses should contact their Rapid Response team to notify them of impending layoffs or to inquire about other services for their company. A Rapid Response Team member will then contact the employer to discuss options available and set up a meeting.

Contact Information:

MassHire Department of Career Services (MDCS),
MassHire Rapid Response
100 Cambridge Street, 5th Floor,
Boston, MA 02114
Phone: (617) 626-5300
Website: mass.gov/rapid-response



Department of Unemployment Assistance—Unemployment Insurance Program

What is the purpose of this resource?

The Department of Unemployment Assistance (DUA) is one of several constituent departments of the Massachusetts Executive Office of Labor and Workforce Development. DUA offers several programs designed to support businesses during times of hardship including the unemployment insurance (UI) program.

UI provides Massachusetts workers with valuable benefits, temporary income protection and training during periods of unemployment and uncertainty. Employers play an important role in providing these benefits to Massachusetts workers. Employers fund the UI program and serve as a resource for unemployed workers seeking UI benefits.

What benefits or services are offered to businesses by this resource?

Since employers fund the UI program, DUA offers the following support services to employers to better facilitate the UI process:

On the web: Employers may handle all their UI-related business needs by visiting UI Online at mass.gov/dua. Through DUA's online system, employers can:

- Register their business
- Set up a UI Online account as well as view and manage account information
- Process wage and employment reports
- Calculate and pay taxes
- View benefit charges and rate notices
- Designate third-party administrators to manage activities on the business' behalf

DUA also provides online access to *The Employer's Guide to Unemployment Insurance* website mass.gov/doc/the-employers-guide-to-unemployment-insurance-2. This guide is a resource to help employers understand the Massachusetts Unemployment Insurance Law and navigate DUA's policies and procedures.

By phone: Employers may also call the DUA Revenue Department at **(617) 626-5075**, they will hear the following prompts:

Press	...if an employer requires support with the following
1	Passwords for employers, TPA password reset, problems with user I.D.'s, deleting or adding new users
2	Employer Medical Assistance Contribution Supplement Program (EMAC), details of an EMAC Supplement liability determination
3	New account registration, closing an account, address change, method of payment, TPA update, temporary user ID, and password
4	Revenue collections and enforcement, payment plan notice, tax intercept, <i>Certificate of Compliance</i>
5	Benefit charges protest and submission, contributory benefit charges, reimbursable benefit charges, seasonal employer certification
6	All other information (audit, business transfers, reporting new federal tax ID number, employment and wage reporting, refunds, payment information, and experience rating)

Other employer-support services	Phone
Economic research	(617) 626-6556
24-Hour fraud hotline	(617) 626-6901
Audit information	(617) 626-5075
Municipalities hotline	(617) 626-6262
Federal, military, interstate, and combined wage claims	(617) 626-5039

What businesses are eligible for these benefits and services?

Requirements for employers to contribute to the UI Trust Fund:

- For private, for-profit employers, the Massachusetts unemployment insurance law requires such employers to contribute to the UI Trust Fund if their businesses meet the following conditions:
 - Have employees working one or more days in 13 weeks during a calendar year. The weeks of employment need not be consecutive, nor must the employees remain the same
 - Pay wages of \$1,500 or more in any calendar quarter
- For certain types of employers, different thresholds must be met before they are required to make UI contributions. These include agricultural employers, domestic workers, and out-of-state employers. More information on these thresholds can be found in DUA's *Employer's Guide to Unemployment Insurance*.
- In addition to the factors above, DUA considers other factors (including the type of legal entity of the business, the type of management structure, and the location of where the work was performed) in determining whether an organization is required to contribute to UI, such as for a sole proprietor and/or for a partnership.
- Government and non-profit employers are exempt from Federal Unemployment Tax Act (FUTA) tax. In addition, governmental and non-profit employers may choose to reimburse DUA dollar-for-dollar for all regular UI benefits paid to their workers via the reimbursable method instead of paying quarterly contributions.

Requirements for employees to receive UI benefits:

- With some exceptions, the Unemployment Insurance program covers most workers in public, private, and non-profit (organizations holding 501(c)3 status) sectors. A list of workers not covered under UI can be found in DUA's *Employer's Guide to Unemployment Insurance*.
- Eligibility for UI benefits is based upon three sets of criteria: wages, reason for employment separation, and intent to work. More information on these criteria can be found in DUA's *Employer's Guide to Unemployment Insurance*.
- Weekly UI payment is based primarily on several factors: worker's wages, pension benefits, and part-time or reduced wages. More information on these thresholds can be found in DUA's *Employer's Guide to Unemployment Insurance*.
- Claimants may be **denied** UI benefits if they are unemployed for specific reasons including, but not limited to: quitting a job voluntarily; being discharged by the employer for deliberate misconduct or a knowing violation of a reasonable and uniformly enforced rule or policy of the employer; losing a job due to conviction of a felony or misdemeanor; taking a seasonal break; being unemployed during any period covered by the receipt of vacation pay, pay in lieu of dismissal notice, continuation pay, severance pay, termination pay, or Workers' Compensation for total temporary disability; being unavailable for work, not capable of working, or not actively seeking work; participating in a labor dispute (i.e., strike) that results in a substantial curtailment of the employer's business do not qualify for benefits; and working in self-employment on a full-time basis.

What is the process for a business to apply or register?

- Employers should register online and set up a UI account at the website mass.gov/dua.
- Once employers set up a UI account with UI Online, they will be better equipped to manage their UI responsibilities which include:
 - maintaining their account,
 - filing their quarterly *Employment and Wage Detail Reports*,
 - making timely UI payments,
 - participating in benefit determinations,
 - keeping accurate payroll and time records,
 - tracking benefit charge activities,
 - corresponding with DUA,
 - and corresponding with workers.
- Employers may call **(617) 626-5075** for questions about account activation and/or registration.

Contacting a local Hearings office:

Region	Address	Phone
Greater Boston	2 Avenue de Lafayette, Suite 400, Boston, MA 02111	(617) 626-5200
Northeastern MA	360 Merrimack Street, Building 9, Third Floor, Lawrence, MA 01843	(978) 738-4400
Southeastern MA	36 Main Street, First Floor, Brockton, MA 01840	(508) 894-4777
Western/Central MA	88 Industry Avenue, Suite A, Springfield, MA 01104	(413) 452-4700

Contact Information:

Department of Unemployment Assistance
100 Cambridge Street, 4th Floor,
Boston, MA 02114

Phone: (617) 626-5075

Website: mass.gov/unemployment-insurance-ui-for-employers



Department of Unemployment Assistance — WorkShare Program

What is the purpose of this resource?

Sometimes employers must cut costs. Often that means layoffs. The Department of Unemployment Assistance (DUA) WorkShare Program gives employers a way to avoid layoffs. Enacted into law on January 6, 1988, the WorkShare Program allows workers in an entire company, a company department, or even a small unit within the company, to share reduced work hours while also collecting unemployment insurance benefits to supplement their reduced wages.

What benefits or services are offered to businesses by this resource?

Businesses that use WorkShare:

- Keep their trained workers working for them
- Avoid the extra cost of having to recruit and train new workers
- Keep their business running smoothly and poised for a heavier workflow
- Maintain employee morale and productivity
- Stay focused on their primary business goals

What businesses are eligible for these benefits and services?

WorkShare is for any Massachusetts company (small or large), non-profit organization, or government agency. To be eligible to participate in the WorkShare Program, the business' employees must all:

- Have the same level of reduced hours (between 10-60%)
The decrease in the normal weekly hours must be shared equally by all employees
- Be full-time or permanent part-time
- Continue to receive the same level of benefits (health insurance, retirement, etc.) as before
- Work in the same "group." The group can be a whole company, a building, department, shift, job category, etc., and all eligible employees in that group must be in WorkShare

What is the process for a business to apply or register?

To apply for WorkShare, a business should:

1. Log into their UI Online Employer Account at the website mass.gov/dua
2. Click **Account Maintenance** at the **Employer Home** page
3. Click **Request WorkShare Benefits**
4. Click **Search**
5. Click **Add WorkShare Plan** and complete a WorkShare application online. Employers must certify that they are reducing hours and using WorkShare to avoid layoffs

Employers may call **(617) 626-5075** for questions about account activation and/or Employer Network registration.

During the application process, employers must provide:

- The name of the department(s) to participate in WorkShare
- Their reason(s) for reducing employee hours
- The number of weeks they want to use WorkShare, including the start and end dates
- Information about the employees who will be participating in the WorkShare Program, including their names, current work schedules, proposed reduced work schedules, and Social Security numbers

If a company's employees have a union, the union must agree to the business' WorkShare Plan, and the union must sign the WorkShare application. Businesses must also:

- Stay up-to-date with their Unemployment Insurance contributions or other payment(s) and any interest or penalty charges they owe DUA. Negative balance employers cannot participate in the DUA WorkShare Program

- Provide DUA with any report, record, or other information that DUA may need for the WorkShare Plan

Coming soon...Changes to WorkShare

Employees will:

- Submit a weekly certification
- Confirm WorkShare hours reported by their employer
- Report all non-WorkShare hours and earnings

Contact Information:

DUA WorkShare Department

100 Cambridge Street, 4th Floor,

Boston, MA 02114

Phone: (617) 626-6877

Email: integration-dua-dcs@detma.org

Website: mass.gov/dua/workshare

WorkShare

A smart alternative to layoffs



Business Development and Partnerships

What is the purpose of this resource?

The mission of the Massachusetts Office of Business Development (MOBD) is to strengthen the economy and increase job growth throughout Massachusetts by providing to businesses seeking to expand or locate in the Commonwealth a highly responsive, central point of contact. MOBD facilitates access to resources, expertise, and incentive programs available in the Commonwealth.

Housed within MOBD, the Economic Development Incentive Program (EDIP) is a tax-incentive program designed to foster full-time job creation and stimulate business growth throughout the Commonwealth. Participating companies may receive state and local tax incentives in exchange for full-time job creation, retention, and private investment commitments. The Economic Assistance Coordinating Council (EACC) is the governing board of the EDIP.

What businesses are eligible for these benefits and services?

Businesses statewide are eligible to work with MOBD.

The **Economic Development Incentive Program** is a competitive program; there is an annual \$20 million budget. Not all projects will be awarded tax credits. The EACC considers the following factors when evaluating applications and determining the size of awards:

- Need for incentives; “but for” these incentives a project would not occur
- Number of jobs to be created
- Timing of job creation
- Size of capital investment
- Wages and categories of proposed jobs, including whether there are healthcare options available and/or some type of pension/401K/IRA
- Industry of the applicant
- Profile of the community where it will be located
- Local municipal support
- Level of out-of-state sales
- Competitiveness of the situation
- Is it a headquarters location?
- Commitment to Massachusetts procurement

What is the process for a business to apply or register?

1. EDIP Application Process:

- Participate in an introductory meeting with the MOBD
- Work with MOBD to introduce the project to the municipality to seek any necessary approvals
- Send a “*Letter of Intent*” to the municipality and copy to the MOBD
- Complete and return the EDIP Preliminary Application by the published deadline
- Following review and upon the invitation of the MOBD, complete, and return the *EDIP Supplementary Application*
- If applicable, submit local approvals and agreements to MOBD
- Upon invitation, attend an EACC meeting to present project details and request certification

2. EDIP Award Process:

Unless additional information is required, the EACC will generally make decisions on project certification during their scheduled quarterly meetings. Projects will receive written notification of the EDIP-Investment Tax Credit award after the EACC meeting, usually within 48 hours.

3. EDIP Monitoring Process:

At the end of each year, certified projects are required to submit a report to the EACC and municipality in which the project is located.

Contact Information:

Massachusetts Office of Business Development
136 Blackstone Street, 5th Floor,
Boston, MA 02109

Phone: (617) 973-8600

Website: mass.gov/mobd



What is the purpose of this resource?

MassDevelopment, the state's development finance agency and land bank, works with businesses, nonprofits, banks, and communities to stimulate economic growth across the Commonwealth.

What benefits or services are offered to businesses by this resource?

MassDevelopment's bond financing programs offer a cost-effective way for companies to finance capital projects, new equipment purchases, and facility expansions.

MassDevelopment also provides loans and guarantees to help businesses grow their operations, and development assistance for early-stage projects. The Agency has strategically-located offices in regions across the state, staffed with professionals who work closely with the communities they serve.

What businesses are eligible for these benefits and services?

MassDevelopment works with business owners, real estate and housing developers, manufacturers, nonprofits, and municipalities throughout Massachusetts.

Contact Information:

MassDevelopment

99 High Street,

Boston, MA 02110

Phone: (617) 330-2000

Website: massdevelopment.com

Twitter: [@MassDev](https://twitter.com/MassDev)



Massachusetts Manufacturing Energy Collaboration (MassMEC)

Would you be interested in a no-cost utility bill review to identify places your company may be overpaying for your energy?

Have you had a MassSave energy audit recently to identify available incentive for energy efficiency upgrades?

What is the purpose of this resource?

The MassMEC program is designed to help Massachusetts businesses lower their electricity and natural gas costs. The MassMEC program provides Massachusetts businesses with a trusted resource to:

- Ensure they are paying the lowest available electricity and natural gas supply costs
- Avoid paying sales tax on utilities unnecessarily when eligible for exemption
- Save money on energy efficiency upgrades by leveraging available state and utility incentives
- Explore and evaluate onsite solar, community solar, on-site battery storage, electric vehicle charging, and other energy-related projects

What benefits or services are offered to businesses by this resource?

Massachusetts businesses can receive the following:

- A utility bill audit to identify savings opportunities
- Competitive electricity and natural gas supply rate options
- An energy efficiency audit through the MassSave Program or a utility-sponsored program
- Guidance exploring on-site solar, community solar, on-site battery storage, electric vehicle charging, and other energy-related projects

Businesses can access these resources without any upfront cost or obligation.

What business are eligible for these benefits and services?

Focused initially on manufacturers specifically, the MassMEC program has been expanded to offer the same resources and benefits to any company with a Massachusetts location. To participate, the business needs to have at least one electricity and/or natural gas utility account.

What is the process for a business to apply or register?

To get started, a business can email one recent utility bill for each electricity and/or natural gas account to: seantkenney@massmec.com. To discuss specific questions or learn more about the program, contact Sean Kenney using the contact information below.

Contact Information:

Massachusetts Manufacturing Energy Collaborative (MassMec)

Sean Kenney, Vice President, Manager

EarlyBird Power

1 Adams Street,
Milton, MA 02186

Direct Phone: (617) 548-3205

Main Phone: (617) 206-3010

Email: seantkenney@massmec.com



Massachusetts Growth Capital Corporation

What is the purpose of this resource?

Massachusetts Growth Capital Corporation (MGCC) was established to help small businesses create and preserve jobs by providing access to working capital, loan guarantees, and targeted technical assistance that solves specific financial and operational problems. MGCC works with traditional financial institutions to turn “un-bankable” businesses bankable, Community Development Centers and non-profits to provide financing for job-producing projects, and directly with businesses to find the growth capital they require. MGCC seeks to assist small businesses in Gateway Cities as well as woman-owned, Veteran-owned, or minority-owned businesses.

What benefits or services are offered by this resource to employers?

- **Subordinated Loans:** Many of MGCC’s loans are made in conjunction with bank financing. Typically, the bank will have a senior position on assets and MGCC will be in a subordinated position. These loans are usually written as five-year term loans.
- **Lines of Credit:** When a company needs to receive partial advances of loan proceeds to meet working capital needs, a one-year line of credit may be appropriate. A line of credit may be renewed for a second year or may be converted to a term loan.
- **Term Loans:** Working capital requirements are not often easily handled within one year. Cash flow is typically insufficient to repay all but the smallest loan in a year. Five-year term loans therefore provide a useful time frame, long enough for cash flow to increase and to allow MGCC to be repaid.
- **Contract and Purchase Order Financing:** Winning a contract or a purchase order usually requires a firm to support labor, materials, and overhead cost before billing and being paid for the work. Contract and purchase order financing can bridge this timing gap. Typically, a percent of the order value will be loaned, and repaid when the firm receives payment.
- **Guarantees:** If a bank cannot extend needed credit because the collateral is inadequate, MGCC can provide a partial and limited guaranty to enable the bank to make the loan.
- **Working Capital:** Working capital can be provided for most business operational purposes. MGCC does not typically finance real estate development.
- **Technical Assistance:** MGCC provides targeted technical assistance to solve specific financial and operational problems. MGCC will provide 50% of the cost of such assistance while the company being assisted will invest the other 50%.
- **Biz-M-Power Crowdfunding Matching Grant Program:** Supporting small business access to financial assistance with their acquisition, expansion, improvement or lease of a facility, purchase, or lease of equipment, or with meeting other capital needs for the business.

Who is eligible for these benefits and services?

MGCC works with small businesses (as defined by the United States Small Business Administration), non-profits, community development centers, and bank partners.

What is the process for an employer to apply?

To submit a loan request, email MGCC at mgcc@massgcc.com. To begin the underwriting process, MGCC will look to gather basic information about the prospective borrower as well as to determine the loan amount requested, why it’s needed, and most importantly, what the loan will help the company achieve.

Contact Information:

Chuck Merrill
Massachusetts Growth Capital Corporation
Schrafft's City Center,
529 Main Street, Suite 201,
Charlestown, MA 02129

Phone: (617) 337-2803

Email: cmerrill@massgcc.com

Website: EmpoweringSmallBusiness.org



Massachusetts Small Business Development Center Network

What is the purpose of this resource?

The Massachusetts Small Business Development Center (MSBDC) Network contributes to the entrepreneurial growth of small businesses throughout Massachusetts by providing high-quality, in-depth advising, training, and capital access.

The MSBDC Network provides **free**, one-on-one, comprehensive, and confidential services focusing on business growth and strategies, financing, and loan assistance as well as strategic, marketing, and operational analysis. In addition, low-cost educational training programs are offered across the state targeted to the needs of small businesses. This is achieved through three integrated product lines: Business Advisory Services, Government Contracting, and International Trade Assistance.

Services are delivered through a statewide network of skilled professionals, supported by a vast network of federal, state, educational, and private sector partners. With eight regional and specialty offices, and over 37 outreach locations across the state, services are available within a 30-minute drive from most potential clients in the Commonwealth.

What benefits or services are offered by this resource to employers?

The MSBDC Network provides free, confidential, one-to-one management advising, technical assistance, and low-cost educational training programs to prospective and existing small businesses throughout the Commonwealth. The MSBDC provides specialized services in the areas of capital formation, minority business assistance, business and industry data, international trade, and procurement technical assistance, which further augment services.

- **Business advisory services:** A full-time staff of business advisors, supported by the resources of their host academic institutions, provide free assistance to small businesses. Services are delivered statewide through a network of eight regional centers. Services are not available at the state office. Areas of assistance include but are not limited to start-up businesses; business plan development; financial plan development; marketing and sales strategies; cash-flow analysis; organizational and personnel issues; government procurement assistance; minority business assistance; and international trade assistance.
- **Outreach sites:** To better serve the Massachusetts small business community, the MSBDC has offsite business advisory locations (outreach sites) in conjunction with chambers of commerce and economic development entities. In addition to office hours at the regional centers, services are provided at the outreach sites, which are listed on the MSBDC website. For most small businesses, this means that MSBDC services are no further than 30 minutes away. Appointments are made on a weekly or as-needed basis, depending on the site.
- **Business training:** The MSBDC conducts free and low-cost seminars, workshops, courses, and conferences, addressing a wide range of concerns for both startup and existing businesses. Many of these programs are co-sponsored with local chambers of commerce, colleges and universities, community development organizations, banks, and trade associations.
- **Quality control and accountability:** The MSBDC places great importance on monitoring and measuring the quality and economic impact of the services they provide. MSBDC has put several measures in place such as annual deliverables, surveying clients, various reviews, and more, to ensure they are focusing on their mission and delivering the best service possible to small businesses in Massachusetts.

Who is eligible for these benefits and services?

Small businesses (as defined by the United States Small Business Administration) are eligible for MSBDC services.

Contact Information:

The Massachusetts Small Business Development Center Network's state office headquarters are located at the University of Massachusetts Amherst.

Regional offices and specialty centers are located at host universities and colleges around the state:

- Berkshire Regional Office-Pittsfield **Phone: (413) 499-0933**
- Central Regional Office-Worcester **Phone: (508) 793-7615**
- Massachusetts Export Center-Boston **Phone: (617) 973-6610**
- Procurement Technical Assistance Center-Springfield **Phone: (413) 545-6303**
- Northeast Regional Office-Salem **Phone: (978) 542-6343**
- Southeast Regional Office-Fall River **Phone: (508) 673-9783**
- Western Regional Office-Springfield **Phone: (413) 577-1768**

MSBDC Network — State office

University of Massachusetts, Tillson House

23 Tillson Farm Road,

Amherst, MA 01003

Phone: (413) 545-6301

Website: msbdc.org



Massachusetts Supplier Diversity Office (SDO)

What is the purpose of this resource?

The SDO's mission is to promote diversity, equity, and inclusion in state contracting for businesses owned by minorities, women, Portuguese, Veterans, service-disabled Veterans, those with a disability, and LGBT individuals, as well as small Massachusetts businesses. The SDO certifies these businesses and manages several programs that help them enhance their marketability when bidding on public contracts.

What benefits or services are offered by this resource to employers?

Certifications and Verifications: The SDO certifies Minority-Owned Business Enterprises (MBEs), Women-Owned Business Enterprises (WBEs), Veteran-Owned Business Enterprises (VBE), and Portuguese-Owned Business Enterprises (PBEs) as well as Minority, Women, and Veteran Non-Profit Organizations (M/NPO, W/NPO and V/NPO respectively). Additionally, the SDO accepts verified certifications from recognized certification partners for MBEs, WBEs, VBEs, Service-Disabled Veteran-Owned Businesses (SDVOBEs), Disability-Owned Business Enterprises (DOBEs), and Lesbian, Gay, Bisexual, and Transgender-Owned Business Enterprises (LGBTBEs).¹ A full directory of SDO certified businesses can be found at the website sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx.

Small Business Purchasing Program (SBPP): The SBPP offers eligible small businesses targeted contract opportunities with all Executive Departments conducting procurements of non-construction goods and services with an average annual value of less than or equal to \$250,000.² Additionally, Executive Departments have a benchmark goal of 3.3% for spending with SBPP members. Businesses that participate in the SBPP register in COMMBUYS and are included in the searchable COMMBUYS business directory specifically identified as small businesses.

Supplier Diversity Program (SDP): The Supplier Diversity Program (SDP) was established to promote supplier diversity in public contracting. The program encourages the award of state contracts in a way that strengthens and increases business opportunities for MBEs, WBEs, VBEs, SDVOBEs, LGBTBEs, and DOBEs.

Training support and other opportunities: The SDO offers free training classes and workshops to help businesses better understand and utilize COMMBUYS, SBPP, the SDP, and the SDO's new Supplier Diversity Hub, as well as opportunities to network with contractors and other businesses through conferences and events.

Municipal Construction Affirmative Marketing Program (MCAMP): This SDO program establishes and monitors compliance of MBE, WBE, and VBE/SDVOBE participation on Mass School Building Authority (MSBA) and other state-funded vertical construction projects throughout the Commonwealth's 351 municipalities.

1 SDO Certification and specific program participation are governed by applicable statutes, regulations, and policies.

2 Please note that the SBPP program also provides targeted small business contracting opportunities for non-recurring purchases of non-construction goods and services valued at less than \$10,000.

Who is eligible for these benefits and services?

Small Business Purchasing Program (SBPP): A business entity may participate in the SBPP if that entity (and all affiliates) meets the program eligibility criteria:

1. Has its principal place of business in Massachusetts;
2. Has been in business for at least one year;
3. Currently employs a combined total of 50 or fewer full-time equivalents in all locations;
4. Has gross revenues, as reported on the appropriate Massachusetts Department of Revenue tax form, of \$15 million or less, based on a three-year average; and
5. Is either a “for-profit” that is organized under the laws of the Commonwealth or is properly registered to do business in the Commonwealth as well as independently owned and operated or a “non-profit” that is registered as a non-profit or charitable organization, is up to date on its filings with the Massachusetts Attorney General's Office and is tax-exempt under Section 501(c) of the Internal Revenue Code.

Certifications/Verifications and Programs: As stated above, the SDO certifies MBEs, WBEs, and VBEs (including non-profit MBE, WBE, and VBE), as well as PBEs. Additionally, firms in other categories (SDVOBEs, DOBEs, and LGBTBEs) may have their certifications by other organizations verified by the SDO to be included in the Commonwealth’s directories of diverse firms. A full list of partner organizations is available on the SDO’s website mass.gov/sdo. Eligibility is dependent on each certification category’s guidelines. The principal (51% ownership) of the company applying for certification must be a member of the qualifying category—a woman, member of a minority group, a Veteran, etc. The principal(s) also must maintain control of the firm as an independent and ongoing company.

What is the process for a business to register/apply?

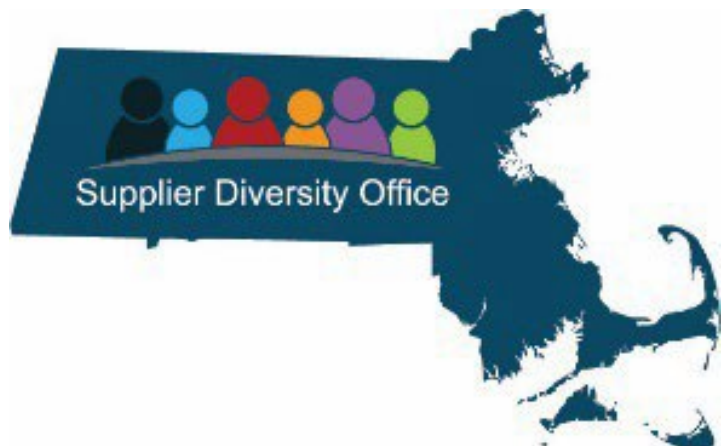
Certifications and Verifications: The SDO has an online tool for businesses interested in becoming certified. By taking a short self-assessment, users may learn the certification types for which they may qualify and how to complete the process:

1. To determine if your firm may qualify as a small or diverse business, visit the website mass.gov/sdo/start to complete the *Certification Self-Assessment*;
2. Attend a pre-certification class (required for Massachusetts’ businesses);
3. Apply; and
4. Market the business to public buyers and prime contractors as a diverse business.

Small Business Purchasing Program (SBPP): Registration for the SBPP is part of the COMMBUYS vendor registration process, which includes an optional set of SBPP terms and an eligibility questionnaire. Businesses should simply visit the website commbuys.com and complete the registration process to gain access to COMMBUYS. Participation in SBPP is renewed annually by agreeing to program terms and updating the company eligibility questionnaire in COMMBUYS. Information provided by vendors on the SBPP eligibility questionnaire at the time of initial program application or at the time of renewal is subject to verification of eligibility.

Contact Information:

Massachusetts Supplier Diversity Office
One Ashburton Place, Room 1017-A,
Boston, MA 02108-1552
Phone: (617) 502-8843
Website: mass.gov/sdo



MassHire Workforce Boards

What is the purpose of this resource?

MassHire Workforce Boards (MWBs), previously referred to as Workforce Investment Boards (WIBs), lead the workforce development system through regional policy and oversight responsibilities for multiple federal and state funding streams as well as programs associated with all aspects of workforce development. MWBs conduct labor market studies to identify trends and develop innovative partnerships and strategies to address those trends, so that businesses and labor stay ahead of the curve to remain competitive. They also charter and oversee the MassHire Career Centers.

A majority of an MWB's membership must come from private businesses. These business-led boards are charged with creating a more cohesive demand-driven, workforce development system, reflective of their region's specific needs and resources, indicated by local market factors. Seats are also designated for representatives from community-based organizations, labor unions, educational institutions, community development/economic development agencies, vocational rehabilitation, state employer services, and other non-profit entities. MWB members leverage their experience and their connections to enhance the training and educational programs available to both jobseekers and the employers wishing to hire them.

What benefits or services are offered to businesses by this resource?

- Several MWBs in Massachusetts also organize consortia/partnerships in specific industries in which employer representatives may participate to connect with other entities as well as help align training curriculum with employers' needs.
- Businesses may receive labor market information from MWBs to help make workforce development decisions.
- Through the MassHire Career Centers that the MWBs oversee, employers can access recruiting and hiring services.
- MWBs also oversee several youth employment and internship programs, which enable employers to assist with exposing youth to workplace expectations and career opportunities.
- MWBs can also provide support to businesses applying for funding opportunities such as the Workforce Training Fund Program, The Workforce Competitiveness Trust Fund, and others.

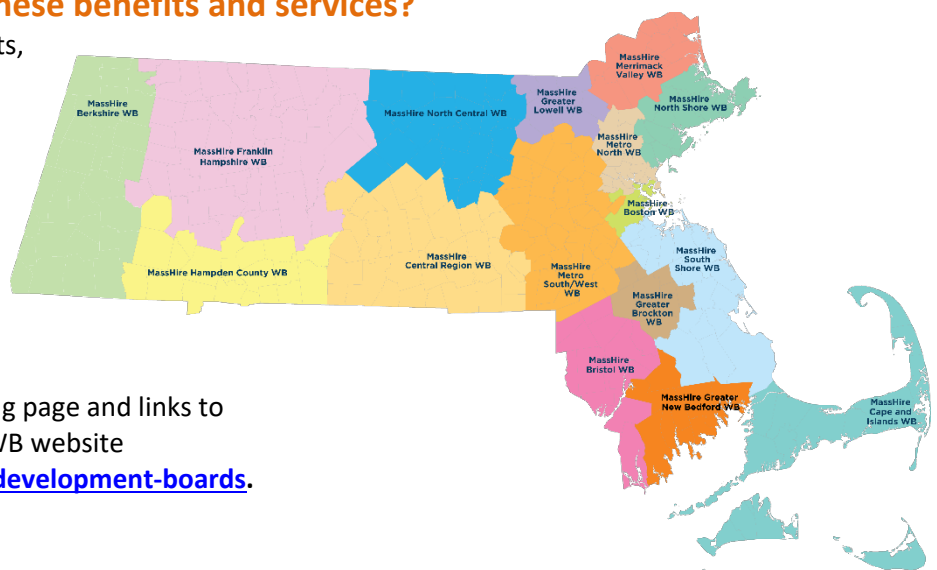
What businesses are eligible for these benefits and services?

Representatives from businesses, non-profits, and government agencies of all sizes, levels, and industries participate on MWBs and in related activities.

Contact Information:

An employer may contact its local MWB to inquire about employer engagement opportunities.

A list of MWBs can be found on the following page and links to the MWBs' website can be found at the MWB website mass.gov/service-details/local-workforce-development-boards.



Business Compliance

The Office of the Attorney General – Fair Labor Division and Civil Rights Division

What is the purpose of this resource?

The Office of the Attorney General Office (AGO) protects workers from exploitation and sets a level playing field for employers. The AGO enforces wage and hour, public construction, labor trafficking, and child labor laws.

The AGO also enforces the Massachusetts Equal Pay Act as well as certain laws relating to when individuals with criminal records seek employment.

What benefits or services are offered to businesses by this resource?

The Attorney General's Office can provide information to employers about certain obligations under Massachusetts law. These laws include, but are not limited to, the obligation to:

- Pay minimum wage and overtime
- Pay wages timely
- Pay workers in full at the time of separation or business closing
- Properly classifying worker as employees
- Give all tips to workers
- Provide earned sick time
- Comply with special laws relating to domestic workers, temporary workers, and workers under 18
- Provide meal breaks
- Comply with the Massachusetts law
- Comply with the rules related to seeking information about an applicant's criminal history

What businesses are eligible for these benefits and services?

All materials, posters, and hotline resources are available to the public.

Contact Information:

Fair Labor Division Hotline:

Phone: (617) 727-3465

Website: mass.gov/ago/fairlabor.

Free *Massachusetts Wage and Hour Laws* poster (required by law):

Website: mass.gov/ago/fldposter.

Civil Rights Hotline, for questions about pay equity and *CORI*:

Phone: (617) 963-2917

Website: mass.gov/guides/guide-to-criminal-records-in-employment-and-housing.

What is the purpose of this program?

The Department of Revenue's (DOR) mission is to gain full compliance with the tax, child support, and municipal finance laws of the Commonwealth. DOR is committed to enforcing these laws in a fair-minded and respectful manner.

Employer tax obligations:

An employer is any person, corporation, or organization for whom an individual performs a service as an employee. Your responsibilities as a Massachusetts employer range from registering your business and new employees to fulfilling employer obligations for state unemployment taxes.

Register your business with MassTaxConnect:

You can register your business in the Department of Revenue's web-based application MassTaxConnect at the website mtc.dor.state.ma.us/mtc/. You will need:

- **Your Social Security number:** If you are registering as a Sole Proprietor with no employees. Sole Proprietors have the option to register with either their Social Security number (SSN) or an Employer Identification number (EIN).
- **Your Employer Identification number:** If you don't have an EIN, you can apply for one with the IRS at the website irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.
- **Your legal name:** Corporations also need to include contact information for officer(s), including title(s), and Social Security number(s), business mailing address(es), and starting date of your business.
- **Non-profit organizations** need to submit the *IRS Determination Letter* recognizing the organization as a (501)(C)(3).
- **Withholding tax:** Withholding is when income tax is withheld from wages by employers to pay employees' personal income taxes. An employer is required by law to withhold Massachusetts personal income tax from the wages of:
 - Residents for services performed in Massachusetts and out-of-state.
 - Nonresidents for services performed in Massachusetts.

An employee is anyone who works for another person or organization. An employer is an entity for whom an individual performs a service as an employee and may be an:

- Individual
- Corporation
- Partnership
- Estate
- Trust
- Association
- Joint venture or
- Other unincorporated religious, charitable, and social organizations

Employers and employees can calculate withholding tax with *Circular M: Massachusetts Income Tax Withholding Tables* visit the website mass.gov/media/1760746.

Report newly hired employees

Employers must report newly hired employees and independent contractors to the Department of Revenue within 14 days of their first day of work. You need to include the new hire's: full name, date of the new hire's first day of employment, and work status: employee or independent contractor, mailing address, and Social Security number (SSN). Do **not** use an Individual Taxpayer Identification number or *Resident Alien (green card)* number in place of the SSN. When employers report newly hired employees, the information provided helps prevent or reduce erroneous benefit payments, such as unemployment insurance or workers' compensation, and public assistance fraud. Report new hires online via MassTaxConnect's website mtc.dor.state.ma.us/mtc. You can also download a *New Hire Reporting form* at mass.gov/doc/new-hire-reporting-form.

Information for employers about child support

Employers play a key role in ensuring the financial security of children by collecting child support through income withholding. You can make child support payments online at: ma.smartchildsupport.com/main.aspx. For more information, visit the website mass.gov/media/856686, or call (800) 332-2733 or (617) 660-1234 for local callers.

Request a *Certificate of Good Standing-Tax Compliance* or a *Corporate Tax Lien Waiver*

Whether you are a business or an individual, you can learn how to request proof that you are in good standing with the Massachusetts Department of Revenue. Request a certificate at the website mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver. You will need your Social Security number (SSN) or employer Identification Number (EIN). If you are selling a business, you will need a legal description of assets to be sold. There is no fee to obtain a *Certificate of Good Standing-Tax Compliance* or a *Corporate Tax Lien Waiver*. A *Certificate of Good Standing-Tax Compliance* or a *Corporate Tax Lien Waiver* is required when individuals, corporations, and other organizations need proof they have filed their tax returns and paid tax bills, to obtain financing, renew a liquor or professional license, and enter a business transaction.

Related information:

There is a **video** about how to file for a *Certificate of Good Standing*, when you are logged in, at: youtube.com/watch?v=vLtIJZmc87o or when you are not logged in at: youtube.com/watch?v=vLtIJZmc87o. You can also setup a payment agreement through this website mass.gov/info-details/dor-payment-agreement-frequently-asked-questions.

To request a *Certificate of Good Standing*, visit the website mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver.

Contact Information:

Main Phone: (617) 887-6400

Customer Support Phone: (617) 887-6367 or (800) 392-6089

Monday to Friday from 8:30 a.m. to 4:30 p.m., Eastern time.



Paid Family and Medical Leave Program

Take Action: Employer Self-Registration is now open.

The Department of Family and Medical Leave oversees the Commonwealth's Paid Family and Medical Leave (PFML) program. Massachusetts employers can self-register a Leave Administrator. Each company's Leave Administrator is responsible for confirming the accuracy of, and providing details on, employee claims for paid leave benefits. This could be an administrator, Human Resources representative, or a manager. If your business or organization employs a professional employer organization (PEO) or a payroll company, they may be managing employee leave benefits.

Self-registration only takes a couple of minutes.

How do I register?

1. Visit the website paidleave.mass.gov/employers/create-account/,
2. Provide an email address,
3. Create a password, and
4. Enter the Employer Identification number (EIN), once an employer has registered its Leave Administrator, the employer will receive notices from the Department of Family and Medical Leave (DFML) when an employee begins an application and submits an application for paid leave.

To learn more about what to expect as a Leave Administrator, visit the website mass.gov/info-details/employer-role-in-reviewing-paid-family-and-medical-leave-applications.

If you have any questions, call **(833) 344-7365**, Monday to Friday, between the hours of 8 a.m. to 5 p.m., Eastern Time.

Contact Information:

Department of Family and Medical Leave

Website: mass.gov/dfml

Forms Website: mass.gov/forms/contact-the-department-of-family-and-medical-leave

The Massachusetts Center for Employee Ownership (MassCEO)

What is the purpose of this resource?

The Massachusetts Center for Employee Ownership (MassCEO) provides business owners with free support for succession planning. If you are a Massachusetts business owner who is retiring or considering selling your company, we can help you explore your available options, including selling to your employees.

Our professional advisors can:

- **Identify and assess your transition options**, including employee ownership
- **Learn what your business is worth**, and how to get the financial return you need from the sale of your business
- **Assess whether employee ownership is financially and operationally feasible** for your business

If you choose to make the transition to employee ownership after our assessment, we can help you:

- **Connect with technical assistance providers and mission-based lenders** to support your transition to employee ownership
- **Determine the right mix of financing** and access to loans to enable employees to purchase the business, without risking their personal assets
- **Structure the sale** of all or part of your business in partnership with your company's stakeholders, accountants, and attorneys
- **Increase employee engagement at your business** with training and support for managers and key staff before, during, and after the transition

MassCEO's *Keep the Doors Open Business Resilience Program* helps business owners determine whether sharing or transferring ownership to their employees could help save the business. Due to COVID-19, local businesses are facing an unprecedented risk of closure. At stake are good jobs, local ownership, and retirement savings of business owners. With financing for a partial or full buyout, employees become the new generation of owners, and owners can secure a fair price for the business.

MassCEO provides training, education, and direct assistance to businesses to grow and sustain a strong network of employee-owned businesses in The Commonwealth. MassCEO helps strengthen employee leadership and engagement at your business through trainings including Worker Cooperatives 101, Governance 101, and Financial Statements 101. Additionally, MassCEO helps employee-owned businesses achieve stability and growth through technical assistance in the areas of entity structure and selection, cooperative bylaws, professional services needs and recommendations, and access to capital.

MassCEO is administered by the ICA Group, a leading expert on worker ownership and the oldest national organization dedicated to the development of employee-owned companies. Their work is supported by The Commonwealth through the Massachusetts Office of Business Development.

What businesses are eligible for these benefits and services?

MassCEO serves businesses statewide across all industries, including both existing employee-owned firms and conventionally structured businesses considering their options. We also partner with municipalities, service providers, and community organizations to provide education and technical assistance.

Whether you are considering employee ownership as a retirement strategy, a solution that helps you share the responsibility of businesses ownership with your workers, to provide incentives to attract and retain employees, to secure financial benefits, or to align your business with your personal values, MassCEO can help.

MassCEO also strengthens existing employee-owned companies by providing technical assistance, education, and training.

What is the process for a business to apply or register?

For more information or to sign up for a free consultation: contact Shavon Prophet, email sprophet@icagroup.org, or call **(617) 232-8765, Extension 1106**. You may also contact us through our website.

To apply for the *Keep the Doors Open Business Resilience Program*: Please fill out the simple application form on our website. We will contact you within 3 business days of receiving your application to discuss your eligibility. Eligible businesses that submit applications will receive a free consultation. Email keepdoorsopen@icagroup.org with any questions.

MassCEO provides **free** succession planning services, valued at over \$10,000 in the private sector. We provide both direct business assistance as well as connections to our network of service providers across Massachusetts.

Contact Information:

Shavon Prophet

Phone: **(617) 232-8765, Extension 1106**

Twitter: [@MassCEO](#) and [@The ICA Group](#)

Email: sprophet@icagroup.org

Dara Nussbaum-Vazquez

Phone: **(617) 383-6685**

Twitter: [@MassCEO](#) and [@The ICA Group](#)

Email: sprophet@icagroup.org, dara@icagroup.org

Emergency Resources

Emergency Resources

MassHire Rapid Response Disaster Assistance

The MassHire Rapid Response Team helps businesses and workers affected by disasters of all kinds. We respond immediately, so workers and business owners bounce back as quickly as possible. Our services assist with economic recovery.

Types of disasters

The MassHire Rapid Response Team can help after any form of disaster. They can be:

- Large-scale emergencies that affect multiple businesses
- Smaller emergencies that affect a single business
- Natural disasters, such as tornadoes, floods, or fires

Contact Information:

MassHire Rapid Response
100 Cambridge Street, 5th Floor,
Boston, MA 02114

Phone: (617) 626-5300

Website: mass.gov/rapid-response

Massachusetts Emergency Management Agency (MEMA)

MEMA provides Massachusetts residents and visitors emergency preparedness resources, emergency alerts, and information during and after emergencies and disasters. MEMA coordinates with federal, state, and local government agencies, non-profits, and businesses to prepare, respond and recover from emergencies and disasters.

Contact Information:

MEMA Headquarters
400 Worcester Road, (Route 9 East),
Framingham, MA 01702-5399

Phone: (508) 820-2001. Monday to Friday 8 a.m. to 4 p.m., Eastern Time, for any business calls

24/7 Communications Center: (508) 820-2000

For emergency support or coordination, visit mass.gov/mema

Corporate Emergency Access System (CEAS)

CEAS is a post-disaster business continuity program that facilitates travel and access into restricted areas for key private sector personnel and resources using a common credential.

Contact Information:

CEAS is administered by Business Network of Emergency Resources (BNET) and is available via a fee-based annual subscription to eligible businesses and organizations across Massachusetts. To enroll or learn more about the Corporate Emergency Access System, visit the website ceas.com/ma.

Federal Emergency Management Agency (FEMA)

When business is disrupted, it can cost money. Lost revenues plus extra expenses mean reduced profits. Insurance does not cover all costs and cannot replace customers that defect to the competition. A business continuity plan to continue business is essential.

For assistance developing a plan or updating an existing one, visit ready.gov/business-continuity-plan.

Contact Information:

Phone: (800) 621-FEMA (3362)

TTY: (800) 462-7585

Massachusetts Growth Capital Corporation (MGCC)

MGCC is committed to providing Massachusetts with the most effective response possible to assist small businesses with loan funds in the wake of emergencies. Supporting the vitality of our communities is our highest priority.

Contact Information:

Massachusetts Growth Capital Corporation

529 Main Street, Suite 201,

Charlestown, MA 02129

Phone: (617) 523-6262

Website: mgcc@massgcc.com

Small Business Administration (SBA)

SBA provides low-interest disaster loans to help businesses recover from declared disasters.

Who can use an SBA disaster loan?

Businesses of all sizes located in declared disaster areas, visit disasterloanassistance.sba.gov/ela/s/search-declarations, private nonprofit organizations, homeowners, and renters affected by declared disasters, including civil unrest and natural disasters such as hurricanes, flooding, and wildfires.

For assistance with SBA non-COVID Economic Injury Disaster Loan (EIDL) and physical loss loans, visit sba.gov/disaster related to natural disasters, call (800) 659-2955 from, Monday to Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, or email disastercustomerservice@sba.gov. If you are deaf, hard of hearing, or if you have a speech disability, dial 711 to access telecommunications relay services.

Contact Information:

Small Business Administration - Boston Main Office

10 Causeway Street, Room 265,

Boston, MA 02222

Phone: (617) 565-5590

Email: disastercustomerservice@sba.gov

Non-State Government Affiliated Resources

Non-State Government Affiliated Resources

The following resources have more of an independent structure, compared to the previous resources, which fall outside the overall umbrella of the Commonwealth of Massachusetts government structure:

1. **Massachusetts Manufacturing Extension Partnership (MassMEP)**
2. **Office of Federal Contract Compliance Programs (OFCCP)**
3. **United States Small Business Administration (SBA)**
4. **SBA Massachusetts District Office**

1. Massachusetts Manufacturing Extension Partnership (MassMEP)

MassMEP helps transform companies and drive manufacturing growth and innovation into the 21st century. It is funded by the state and federal government to work primarily with manufacturers and warehouse distribution businesses. Ideally, companies are small to midsize (under 500 employees). MassMEP is also an affiliate of NIST's Hollings Manufacturing Extension Partnership (MEP), a national network of 51 centers that provide assistance to small- and mid-size manufacturers. The three core competencies of the center are: operational excellence, workforce strategies, and innovative growth solutions. MassMEP provides:

- Workshops and simulations conducted at various locations including, but not limited to, a company's facility or at MassMEP's facility
- Mentoring and leadership guidance to help transform manufacturing companies
- In-house training at a company's facility
- Case studies about various manufacturers which support the impact that the Next Generation Manufacturing (NGM) framework of strategies can have on a company

Contact Information:

Massachusetts Manufacturing Extension Partnership
27A Midstate Drive, Suite 200,
Auburn, MA 01501

Main Office Phone: (508) 831-7020

Website: massmep.org

2. Office of Federal Contract Compliance Programs (OFCCP)

The purpose of the Office of Federal Contract Compliance Programs is to ensure that employers doing business with the Federal government comply with the laws and regulations requiring nondiscrimination. In carrying out its responsibilities, the OFCCP uses the following enforcement procedures:

- Offers technical assistance to federal contractors and subcontractors to help them understand the regulatory requirements and review process
- Conducts compliance evaluations and complaint investigations of federal contractors and subcontractors' personnel policies and procedures
- Obtains Conciliation Agreements from contractors and subcontractors who are in violation of regulatory requirements
- Monitors contractors' and subcontractors' progress in fulfilling the terms of their agreements through periodic compliance reports
- Forms linkage agreements between contractors and Labor Department job-training programs to help employers identify and recruit qualified workers
- Recommends enforcement actions to the Solicitor of Labor

Contact Information:

United States Department of Labor for OFCCP, Northeast Region,
201 Varick Street, Room 750,
New York, NY 10014

Main Office Phone: (646) 264-3170

TTY National Office Phone: (877) 889-5627

Pre-Award Email: ofccp-ne-preaward@dol.gov

Complaint Department's website: dol.gov/ofccp/regs/compliance/pdf/pdfstart.htm

3. United States Small Business Administration (SBA)

The SBA helps Americans start, build, and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the country. The SBA helps primarily through its four programmatic functions:

- Access to Capital, including business financing;
- Entrepreneurial Development including education, information, technical assistance, and training;
- Government Contracting including federal procurement; and
- Advocacy for small businesses. The SBA also assesses the impact of the regulatory burden on behalf of small businesses as well as conducts a vast array of research on American small businesses and the small business environment.

Contact Information:

United States Small Business Administration, Region I
10 Causeway Street, Room 265,
Boston, MA 02222

Main Office Phone: (617) 565-5590

Website: sba.gov/offices/district/ma/boston

4. SBA Massachusetts District Office

About the United States Small Business Administration

The United States Small Business Administration makes the American dream of business ownership a reality. As the only go-to resource and voice for small businesses backed by the strength of the federal government, the SBA empowers entrepreneurs and small business owners with the resources and support they need to start and grow their businesses. It delivers services to people through an extensive network of SBA field offices and partnerships with public and private organizations. **2019 SBA Massachusetts Resource Guide:** sba.gov/sites/default/files/files/resourceguide_3162.pdf

SBA Resource Partner Network

Statewide SCORE Chapters

- SCORE Boston Chapter's website: boston.score.org
SCORE Worcester Chapter's website: worcester.score.org
- SCORE Northeastern Massachusetts Chapter's website: scorenemass.org/index.php
- SCORE Southeastern Massachusetts Chapter's website: sema.score.org
- SCORE Western Massachusetts Chapter's website: westernmassachusetts.score.org
- SCORE Cape Cod Chapter's website: capecod.score.org
SCORE Rhode Island's-Serving Fall River, New Bedford's website: ri.score.org

Women's Business Center

- Center for Women and Enterprise-Eastern Massachusetts' website: cweonline.org/about-cwe/cwe-eastern-massachusetts
- Center for Women and Enterprise-Central Massachusetts' website: cweonline.org/about-cwe/cwe-central-massachusetts

Veterans

- Veterans Business Outreach Center's website: cweonline.org/about-cwe/veterans-business-outreach-center

Small Business Development Centers

- Northeast Regional Office at Salem State University's website: sbdc.salemstate.edu
- Central Regional Office at Clark University's website: clarku.edu/offices/sbdc
- Southeast Regional Office at Bristol County Chamber of Commerce's website: msbdc.org/semass
- Western Regional Office at UMass Amherst's website: msbdc.org/wmass
- Berkshire Regional Office in Pittsfield's website: msbdc.org/berkshire

Access to capital resources

Lending resources

If you need access to capital to help you achieve your business goals, the SBA offers a variety of funding programs for all kinds of small business ventures.

While the SBA has many specialty loan lines, our loan programs can be divided into three main categories:

- The 7(a) Loan
- 504 Certified Development Company Loan Program
- SBA Microloan Program

SBA lender match's website: sba.gov/funding-programs/loans/lender-match

Lender Match is a free, online referral tool that connects small businesses with participating SBA-approved lenders.

Funding from private investors

Small Business Investment Companies invest in qualifying small businesses with guaranteed capital and private funds.

Funding programs for research and development

Small Business Innovation Research and Small Business Technology Transfer programs provide more than \$2.5 billion annually in early-stage capital through more than 4,000 new awards. Visit the website: sbir.gov to find funding opportunities and helpful program tutorials.

Funding to make you more competitive

Surety bonds are often required to win construction, supply, and service contracts. The SBA's Surety Bond Program is for small businesses that lack the financial resources or performance track record needed to secure bonding through traditional commercial channels.

Government Contracting Resources

Government contracting can be a valuable tool to grow your small business, but it is not for everyone. Visit the district office or visit sba.gov/contracting for more information.

SBA Certify's website: certify.sba.gov

Is there an SBA Contracting Program for me? The Federal Government is the largest buyer of products and services in the United States. The SBA has a variety of programs to help small businesses compete for these federal contracts. Is your business eligible for one of our contracting programs?

- The 8(a) Business Development (BD) Program offers a broad scope of assistance to firms that are owned and controlled by at least 51% socially and economically disadvantaged individual(s).
- The Historically Underutilized Business Zone (HUBzone) Program allows federal contract set-asides for small businesses in economically depressed communities.

- The Women-Owned Small Business (WOSB) Federal Contract Program allows set-asides for WOSBs in industries where firms are underrepresented. WOSBs must be at least 51% owned and controlled by women.

The Massachusetts Procurement Technical Assistance Center's website is msbdc.org/vets.

Procurement Technical Assistance Center (PTAC) business advisors help in bidding, managing, and performing on government contracts. Much of the counseling is performed at the client's firm location, making the technical support delivery available in a timely and cost-effective manner.

Contact Information:

SBA Massachusetts District Office

10 Causeway Street, Room 265

Boston, MA 02114

Phone: (617) 565-5590

Email: massachusettsdo@sba.gov

Twitter: [@SBA_MA](https://twitter.com/SBA_MA)



Helpful Websites

Helpful Websites

Mass.gov Business Portal

The Mass.gov business portal is an online resource for current businesses or entities starting up and provides information, tools, and more to help businesses succeed in Massachusetts.

For more information, visit mass.gov/topics/business-resources.

The Department of Economic Research (DER)

The Department of Economic Research (formerly the Labor Market Information Division) produces, analyzes, and distributes various data, labor market reports, and other resources related to employment, unemployment, occupations, industries, and other components of the Massachusetts labor market.

For more information visit mass.gov/orgs/department-of-economic-research.

Health Connector

The Health Connector is an independent state agency that helps Massachusetts employers find the right health insurance plan for their business. Small businesses with 25 or fewer employees can earn a rebate of up to 15% on their premium contribution through the Business Express Wellness Track by promoting a healthy workforce. Health Connector staff may also provide information regarding the Federal Small Business Health Care Tax Credit.

For more information, visit mahealthconnector.org/business.

The Health Connector is an independent state agency that can help small employers in Massachusetts find the right health insurance plan for their business, while providing plan options to employees. Small businesses with 50 or fewer employees are eligible to enroll in coverage. Employers with 25 employees or fewer can earn a rebate of up to 15 percent on their premium contribution by participating in our wellness program – ConnectWell. When a business enrolls in coverage through the Health Connector, it may qualify for Federal Small Business Health Care Tax Credit.

For more information, visit mahealthconnector.org.

Massachusetts AFL-CIO Rapid Response Services for Unionized Workers

The Massachusetts AFL-CIO Rapid Response Team partners with the state Rapid Response team to assist unions and workers who are experiencing layoffs or downsizing.

For more information, visit massaflcio.org/rapid-response.

United States Department of Labor (US DOL) Wage and Hour Division (WHD)

The Wage and Hour Division's (WHD) mission is to promote and achieve compliance with labor standards to protect and enhance the welfare of the Nation's workforce. The WHD enforces Federal minimum wage, overtime pay, recordkeeping, and child labor requirements of the Fair Labor Standards Act. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, wage garnishment provisions of the Consumer Credit Protection Act, and several employment standards and worker protections as provided in several immigration related statutes. Additionally, WHD administers and enforces the prevailing wage requirements of the Davis Bacon Act and the Service Contract Act and other statutes applicable to Federal contracts for construction and for the provision of goods and services.

For more information, visit dol.gov/agencies/whd, or call the Wage and Hour Division's toll-free helpline:

1 (866) 4-USWAGE (1-866-487-9243), Monday to Friday 8 a.m. to 8 p.m., Eastern Time.

Contact List

Contact List

Name	Title	Phone	Email	Other Contact
MassHire Department of Career Services (MDCS) – Work Opportunity Tax Credit (WOTC)				
Jack Sprince	State Coordinator, Work Opportunity Tax Credit	(617) 626-5730	jackson.e.sprince@mass.gov	Fax: (617) 727-8671
MassHire Department of Career Services' (MDCS) – Veterans' Employment and Training Services (VETS) Program				
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Architectural Barrier Removal Tax Deduction				
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MassHire Department of Career Services (MDCS) – Re-Entry Employment Unit				
Lisa Caissie	Program Coordinator	(617) 626-5691	lisa.j.caissie@mass.gov	
Massachusetts Rehabilitation Commission (MRC)				
		(617) 204-3600		
Department of Transitional Assistance (DTA)				
Denielle Johnston		(857) 283-2438	denielle.johnston@mass.gov	Main: (877) 382-2363
Massachusetts Commission for the Blind				
Brooke Karanovich			brooke.karanovich2@state.ma.us	
Adults and Community Learning Services – Workplace Education Program				
Franklin Peralta	Campaign Organizer	(617) 982-6863	fperalta@englishfornewbostonians.org	
Commonwealth Corporation – Workforce Training Fund Programs (WTFP)				
			wtfp@commcorp.org or express@commcorp.org	
Megan Kelly	Program Coordinator, Express Program	(617) 717-6903	express@commcorp.org	
The Division of Apprentice Standards (DAS) – Apprenticeship Programs				
General Inquiries		(617) 626-5442	apprenticeship@mass.gov	Fax: (617) 626-5427
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Margaret Gilligan	Program Director	(617) 626-6973	margaret.m.gilligan@mass.gov	
Josh Cutler	Undersecretary of Apprenticeship, Work-Based Learning, and Policy	(617) 626-7109	josh.s.cutler@mass.gov	Cell: (857) 283-4937
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Department of Industrial Accidents (DIA) – Safety Grant Program				
Maryann Falvey	Director of Safety	(857) 321-7546	maryann.falvey@mass.gov	
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Department of Labor Standards (DLS) – OSHA Consultation Program				
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MassHire Department of Career Services (MDCS) – Rapid Response				
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MassDevelopment				
		(617) 330-2000		

Contact List

Name	Title	Phone	Email	Other Contact
Massachusetts Office of Business Development (MOBD) – The Economic Development Incentive Program (EDIP)				
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Massachusetts Growth Capital Corporation				
Chuck Merrill	Community Group Loan Officer	(617) 337-2803	cmerrill@massgcc.com	
Massachusetts Small Business Development Center Network				
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Massachusetts Supplier Diversity Office (SDO)				
Robert Keane	Director, Marketing Communications	(857) 319-8033	robert.keane@mass.gov	
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Massachusetts Manufacturing Extension Partnership (MassMEP)				
Kristy Grignon	Marketing Director	(508) 831-7020	kristyg@massmep.org	
Department of Unemployment Assistance (DUA) – WorkShare Program				
Lee Glasser	Administrator of Special Programs	(781) 656-4285	lee.glasser@detma.org	
Department of Revenue				
Edward Coyle, Jr.	Chief/Director	(617) 887-6182	coyle@dor.state.ma.us	
Department of Paid Family and Medical Leave				
Mary Tibma	Deputy Registrar of Customer Service	(617) 626-6117	mary.b.tibma@mass.gov	
United States Department of Labor (US DOL) – Wage and Hour Division				
		(617) 624-6700		
Office of the Attorney General (AGO) – Fair Labor Division (FLD)				
Lauren Goldman- Moran	Deputy Chief, Fair Labor Division	(617) 963-2264	lauren.moran@mass.gov	
Small Business Association (SBA) Massachusetts District Office				
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Federal Bonding Program (FBP)				
Lisa Caissie	Bonding Program Coordinator	(857) 445-2045	lisa.j.caissie@mass.gov	
Executive Office of Elder Affairs (EOEA)				
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MassHire Department of Career Services –On-the-Job Training (OJT) Program				
Melissa Scibelli	Director of Workforce Development Programs		mscibelli@masshirehcbw.com	

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