

# Mass Workforce Issuance

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**Workforce Issuance No. 10-30**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** April 1, 2010

**Subject:** **Changes in MOSES Versions 28.2 and 29.0**

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**Purpose:** To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with information regarding changes to be implemented in MOSES Versions 28.2 and 29.0. MOSES Version 29 will be released to users when they sign onto MOSES on April 5, 2010. MOSES Version 28.2 was released on March 29, 2009.

**Background:** MOSES 29.0 incorporates several changes that address New Trade Regulations that apply to all Trade petitions filed on or after May 18, 2009. Under these new regulations the former ATAA program is now called RTAA. RTAA has some significant changes in business rules which MOSES 29.0 implements.

Additional features are the ability to administer the Microsoft Elevate America Vouchers program. Users may print vouchers and report the numbers issued to customers.

**Required:** IT Coordinators, MOSES Local Experts and One-Stop Career Center Managers should ensure that all MOSES users in their local areas have a copy of the document, Description of Changes in MOSES Versions 28.2 and 29.0, which is found in the following section.

**Inquiries:** Questions about the MOSES application should be directed to the MOSES Help Desk at (617)-626-5656.

# **Description of Changes in MOSES Versions 28.2 and 29.0**

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Microsoft Elevate America Vouchers program

## I. MOSES Staff View Changes for Trade

All Trade related changes in MOSES 29 result from the New Trade Regulations that apply to all Trade petitions filed on or after May 18<sup>th</sup>, 2009. Under the new Trade Regulations, the former ATAA now is called RTAA, which has some significant changes in business rules MOSES 29 is to implement. Please note, ATAA does still exist for those clients whose Petitions were filed before May 18, 2009. MOSES will function for ATAA or RTAA purposes based on the file date of the Petition the worker is covered under.

### 1. Trade – RTAA Applications Submission and Determination

- These fields have been added to this screen to determine a customer's eligibility, RTAA expiration date and RTAA benefit amount.
- **They will be used internally for the eligibility determination.**

The screenshot displays the 'RTAA/ATAA Details' window with the following data:

SSN: XXX-XX-4394 R/ATAA ID: 391 MOSES TAA ID: 831

Submission and Determination

Initial Determination:  
Submission Status: Submitted As of: 06/30/2009 Submitted Via: In Person By: TCART  
 Signature Obtained Signature Obtained Date: 06/30/2009  
Determination Status: Approved As of: 06/30/2009 By: TCART  Application Completed  
 Notification Sent Notification Sent Date: 00/00/0000  
 Benefits Revoked As of: 00/00/0000 Revocation Reason: By:

Ongoing Eligibility ( For This Application )

Ongoing Eligibility Status:	TRA Match Status:
R/ATAA Expiration Date: 06/30/2011	TRA Weeks Paid:
Benefit Amount Remaining: \$10,000.00	UI Benefit Exhaustion Date: 00/00/0000
Last Payment Week: 00/00/0000	R/ATAA Max Benefit Amount: 10,000.00
Total Weeks Paid:	
Cumulative Amount Paid to Date: \$.00	

Comments:

Buttons: View In Word, OK, Cancel

## 2. Trade – New Agent/Liable/Both Field for Trade TAPR Reporting

- Radio buttons of Agent, Liable and Both are added to TRA tab under Trade Application Details screen. Selection of one of the three buttons is required and its default value will be set according to the following conditions:
  - Agent: selected if State of Claim (UI claim) is not Massachusetts but services are being accessed in a MA Career Center.
  - Liable: selected if State of Claim is Massachusetts and Trade Application is submitted via Hurley Building. This would cover someone who is accessing Career Center services in another State. MA would approve training or a Waiver from training for TRA purposes. DCS Central Office handles these cases directly with the other state(s) in focus.
  - Both: selected if State of Claim (UI claim) and services are being accessed in MA
- **Again, these are for internal office use only.**

Massachusetts One Stop Employment System - System Test - 2 Staff ID: EZHAN Career Cent

File Job Seeker Employer Training Events Program Reports Feedback Administration Go To Window Help

Trade Application Details

SSN: XXX-XX-2287 MOSES TAA ID: 840

Application Info RTAA/ATAA Job Search / Relo Training Waiver **TRA** Hearings/HCTC

TRA 1667 Determination

Submission Status: [ ] As of: [00/00/0000] Submitted Via: [ ] By: [ ]

Customer Signature Obtained Signature Date: [00/00/0000]

Determination Status: [ ] As of: [00/00/0000] By: [ ] View 1667 in Word

TRA Information

This jobseeker would like to receive weekly cash benefits (1667)

BYE: [00/00/0000] First Separation Date: [00/00/0000] Application Date: [00/00/0000]

Eligibility Period From: [00/00/0000] To: [00/00/0000]

8 Week deadline: [00/00/0000] 16 Week deadline: [00/00/0000]

26 Week deadline: [04/24/2010] 104-week deadline: [00/00/0000]

Is Massachusetts an Agent, the Liable State, or both?

Agent  Liable  Both

TRA Comments

[ ]

Go To Job Seeker OK Cancel

### 3. Trade – RTAA Application Form

RTAA application form (generated after clicking the “View In Word” button) is different from ATAA application form. The system will generate the appropriate form based on the file date of the Petition the worker is covered under.

The screenshot shows a software window titled "RTAA/ATAA Details". At the top, it displays "SSN: XXX-XX-6060 R/ATAA ID: 381; MOSES TAA ID: 43512". Below this are three tabs: "Detailed Information", "Submission and Determination", and "Monthly Certification".

The "Detailed Information" tab is active and contains several sections:

- RTAA/ATAA Certified Employment History:** Applicant DDB: 05/25/1969, Annualized Former Salary: \$26,020.80, Separation Date: 01/15/2010, 26 Week Deadline: [empty].
- Past Employment Summary:** A table with columns: Company Name, Address, Job Title, Salary, Start Date, End Date. It lists two entries: "3M-Aearo Technologies" (90 Mechanic Street, Southbridge, MA, 01550, Machine op, \$20,820.80, 05/28/2009, 01/15/2010) and "My Test employer" (detroit, MI, tester, \$5,200.00, 06/01/2009, 00/00/0000). A "Go To" button is to the right. A total salary of \$26,020.80 is shown below the table.
- New Employment:** A table with columns: Company Name, Address, Job Title, New Annualized Salary, Start Date. It lists one entry: "Express Personnel Services" (176 Main Street Southbridge, MA, 01550, Machine Op, \$16,640.00, 02/01/2010). Buttons for "Add", "Go To", and "Delete" are to the right.
- New Employment Summary:** Date of First Qualifying Re-employment: 02/01/2010, New Total Number of Hours Worked Per Week: 40.00, Total Calculated New Annual Salary: \$16,640.00. A "Comments:" field is empty.

At the bottom right, there are three buttons: "View In Word" (highlighted with a red box), "OK", and "Cancel".

#### 4. Trade – Training Forms

- The four-page forms generated after clicking the “View In Word” button, have some significant wording changes as a result of new Trade Regulations and require Trade staff’s close attention. For example, you are now required to give the client a copy of his/her approval page (page 1 of the 4 documents that this generates).

The screenshot shows a web-based form titled "Training Details" with a blue header bar. The form is divided into several sections:

- Course Information:** A table with columns for Course Id, Course Name, Provider Id, and Provider Name. The data row shows Course Id: 1062329, Course Name: Physical Therapist Assistant, Provider Id: 1000821, and Provider Name: SPRINGFIELD TECH. COM. COLLEGE.
- Recommendation:** A section with various fields including Recommendation (Recommended Course), Submission Status (Submitted), As of (05/19/2009), Submitted Via (In Person), Apprenticeship (Yes/No), Customer Signature Obtained (checked), Signature Date (05/19/2009), By (JCHAB), Full-Time (Yes/No), Determination Status (Approved), As of (07/02/2009), By (BDRUM), Pre-Requisite(s) (Yes/No), Notification Sent (checked), Notification Sent Date (07/02/2009), Disqualification Reason (dropdown), and Training Start/End Dates (09/06/2009 to 05/31/2011).
- Break Information:** A table with columns for Break Type, Start Date, End Date, Total Days, Actual Break Days, and Individual Verification Recd. There are "Add" and "Delete" buttons.
- Best Option:** Three radio button options: Best Price Option?, Best Performance Option?, and Best Commuting Option?, each with Yes/No choices.
- Comments / Justification for Vendor Selection:** A text area containing the text "less cost, less travel".
- Buttons:** At the bottom right, there are three buttons: "View In Word" (highlighted with a red box), "OK", and "Cancel".

## II. Other MOSES Staff View Changes in Version 28.2

### Microsoft Elevate America Vouchers Reporting Requirements And Instructions on Assigning Vouchers

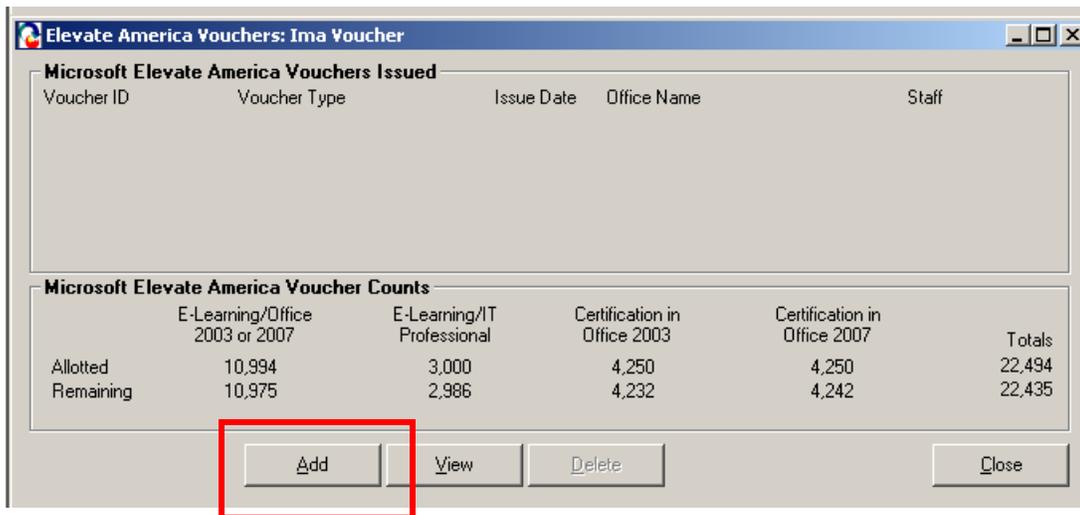
<b>Demographics</b>	<b>MOSES Location</b>	<b>MOSES Data Entry Instructions</b>
Age	Basic	Enter the Date of Birth
Gender	Basic	Select Male or Female
Zip Code	Basic	Enter Zip Code
Employment Status	Full	Enter Y for Yes or N for No
Education Level	Full	Record Highest Degree
Length of Unemployment	Work Experience	Enter a Work Experience record; you must enter the job end date. Length of Unemployment will be determined using the end date of this record compared to the current date.
Length of Time in Current Job and Current Wage	Work Experience	Enter a Work Experience record leaving the job end date blank. You must also enter a salary and unit. Length of Time in Current Job will be determined by comparing the start date of the job to the current date. Current Wage will be derived from salary.
<b>Voucher Elements</b>	<b>MOSES Location</b>	<b>MOSES Data Entry Instructions</b>
Voucher Type	Voucher Screen	Select Type from Dropdown List: <ul style="list-style-type: none"> <li>- Certification Exam/Office 2003</li> <li>- Certification Exam/Office 2007</li> <li>- E-Learning/IT Professional</li> <li>- E-Learning/Office 2003 or 2007</li> </ul>
Voucher Code	Voucher Screen	Automatically generated based on Voucher Type
Voucher Issued Date	Voucher Screen	Defaults to current date
Name of Exam, Exam Date, Pass/Fail (Certifications Only)	Certiport Match or Education Tab	On Education Tab, Enter Other Training Record. Institution: Enter Testing Site Name, Course Title: Enter Exam Name (i.e. Certification in Office 2003 or Certification in Office 2007, Status: Select Complete (Pass) or Incomplete (Fail)

## HOW TO ACCESS AND ASSIGN MICROSOFT VOUCHERS

1. Register or search for the job seeker in MOSES and open the Job Seeker record and select “Microsoft Vouchers” from the “Job Seeker” menu.



2. Click the “Add” button on the Elevate America Vouchers Window.



3. Select a Voucher Type from the dropdown list, a Voucher ID is automatically assigned based on the Voucher Type selected. Click “Print Voucher”, the voucher will automatically open as a Word document. Print a copy of the voucher for the customer.

**Microsoft Elevate America Voucher**

Name: Ima Voucher Date of Birth: 12/25/1960

Voucher Type: E-Learning/Office 2003 or 2007 Voucher ID: 8585-EAWA0709-2907

Issuing Information

Date: 03/12/2010 E-Learning Office (Word, Excel, Access, etc.) and IT Professional - Activate by July 31, 2010, good for one (1) year from activation date.

Staff ID: JBOUC Certification Exam - Redeem at a Certiport Testing Center by July 31, 2010.

Office: Hurley/MOSES Unit

**Print Voucher** Cancel

4. If a voucher was issued by mistake you can delete it by highlighting the voucher on the list and clicking “Delete”.

**Elevate America Vouchers: Ima Voucher**

**Microsoft Elevate America Vouchers Issued**

Voucher ID	Voucher Type	Issue Date	Office Name	Staff
8585-EAWA0709-2907	E-Learning/Office 2003 or 2007	03/12/2010	Hurley/MOSES Unit	MBURK

**Microsoft Elevate America Voucher Counts**

	E-Learning/Office 2003 or 2007	E-Learning/IT Professional	Certification in Office 2003	Certification in Office 2007	Totals
Allotted	10,994	3,000	4,250	4,250	22,494
Remaining	10,974	2,986	4,232	4,242	22,434

Add View **Delete** Close

If the customer loses their voucher you can print another copy by clicking “view” and then “Print Voucher”.

**Elevate America Vouchers: Ima Voucher**

**Microsoft Elevate America Vouchers Issued**

Voucher ID	Voucher Type	Issue Date	Office Name	Staff
8585-EAWA0709-2907	E-Learning/Office 2003 or 2007	03/12/2010	Hurley/MOSES Unit	MBURK

**Microsoft Elevate America Voucher Counts**

	E-Learning/Office 2003 or 2007	E-Learning/IT Professional	Certification in Office 2003	Certification in Office 2007	Totals
Allotted	10,994	3,000	4,250	4,250	22,494
Remaining	10,974	2,986	4,232	4,242	22,434

Add **View** Delete Close