

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**Workforce Issuance No. 10-68**

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

Nancy Snyder, President  
Commonwealth Corporation

**Date:** July 29, 2010

**Subject:** **Summer Youth Enrollments in MOSES Guide**

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**Purpose:** To distribute the *Summer Youth Enrollments in the MOSES* guide to Local Workforce Investment Boards (LWIBs) and Summer Youth program operators.

**Background:** A recent review by the State Auditor's office of the Commonwealth's ARRA Summer Youth program identified a need to insure that all Summer Youth program operators and staff are aware of the correct process for documenting Summer Youth enrollments in MOSES. The attached guide addresses that need.

Please note the specific instructions provided in Chapter 6 of the guide regarding the proper procedure to cancel Summer Youth enrollments for non-participants. Failure to cancel (delete) enrollments for Youth who do not show up at work sites or otherwise participate in activities after they have been enrolled, will result in an inaccurate count of Summer Youth program participants.

Local Workforce Investment Boards and their youth councils should assure that all appropriate administrators are informed of and knowledgeable of the correct MOSES procedures to accurately record and track youth enrollments and participation in Summer Youth activities as presented in the *Summer Youth Enrollments in MOSES* guide (Attachment A).

**Inquiries:** Please direct all inquiries to Tom Cartier, [tcartier@detma.org](mailto:tcartier@detma.org). Please cite this Issuance Number with all related inquiries.