



Commonwealth of Massachusetts  
Executive Office of Labor and  
Workforce Development

**SUMMER YOUTH  
ENROLLMENTS  
IN  
MOSES**

*2010*

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# Chapter 1

## **Search for a Summer Youth Provider using the Training Provider tab or Training Course tab**

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### ***Overview***

After completing this lesson, you should be able to:

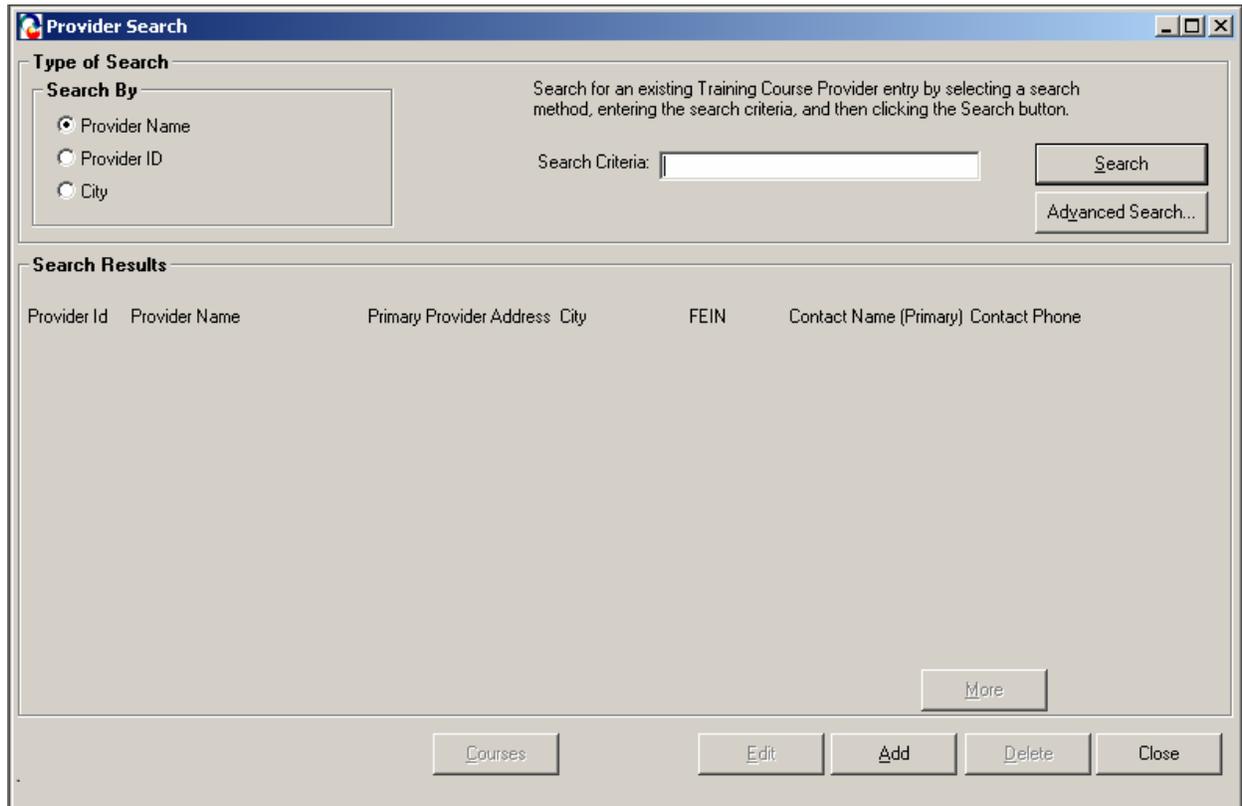
- Search for a Summer Youth Provider using the training provider tab
- Search for a Summer Youth Provider using the training course tab

## To Search for a Summer Youth Provider in the Training Provider tab if You Know the Name

1. Select **Training**, then select **Provider Maintenance** on the MOSES main menu bar.



2. MOSES displays the **Provider Search** window.

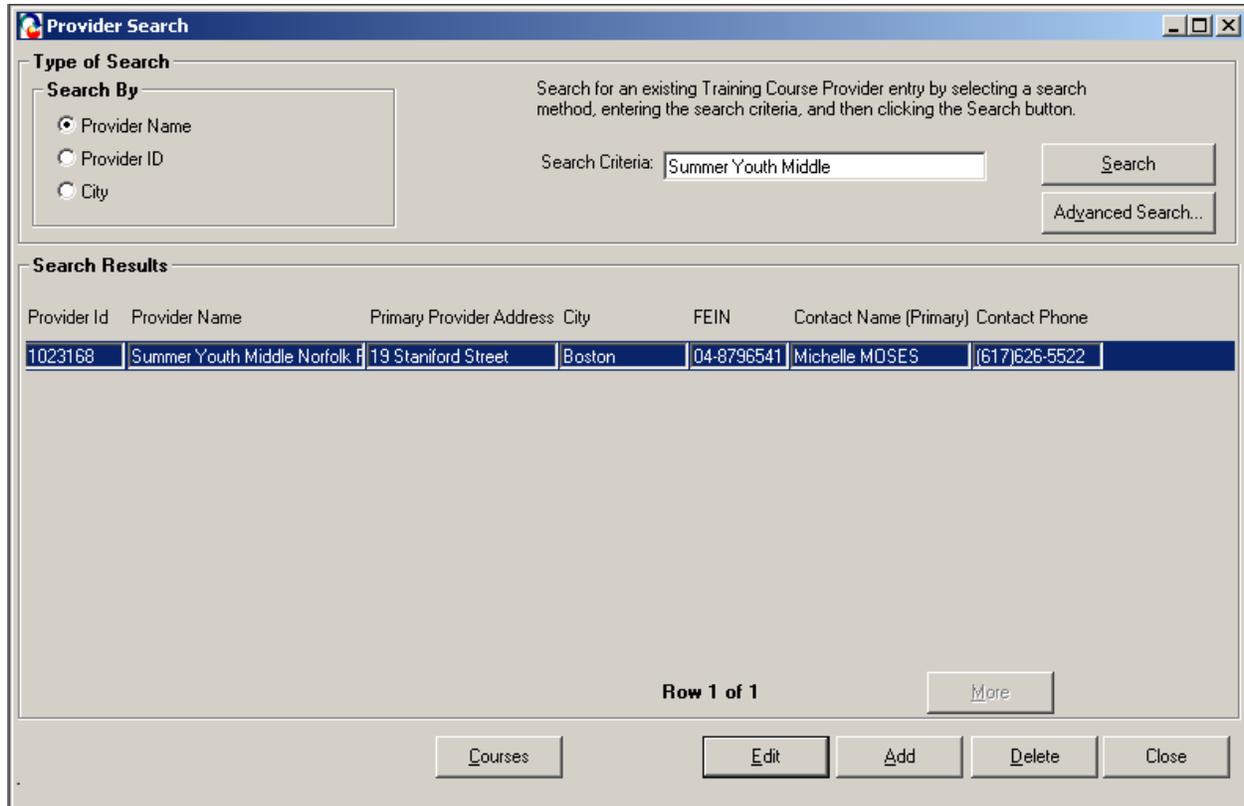


3. Select the **Provider Name** radio button located under **Search By**.



Follow a similar procedure to search by **Provider ID** or by the **City** where the provider is located.

4. Type the name of the provider in the **Search Criteria** box and click the **Search** button. MOSES displays the results of the search under **Search Results** on this window.



The screenshot shows a window titled "Provider Search". It has a "Type of Search" section with radio buttons for "Provider Name" (selected), "Provider ID", and "City". To the right, there is a "Search Criteria" text box containing "Summer Youth Middle" and a "Search" button. Below that is an "Advanced Search..." button. The "Search Results" section displays a table with the following data:

Provider Id	Provider Name	Primary Provider Address	City	FEIN	Contact Name (Primary)	Contact Phone
1023168	Summer Youth Middle Norfolk	19 Staniford Street	Boston	04-8796541	Michelle MOSES	(617)626-5522

Below the table, it says "Row 1 of 1" and has a "More" button. At the bottom of the window, there are buttons for "Courses", "Edit", "Add", "Delete", and "Close".



You can just type the first few letters of the provider name in the box, and MOSES will find the providers that begin with those letters.

5. Click the **More** button if it is active, to see the full list of providers that meet the search criteria.



The initial view shows just the first 50 names. If the **More** button is active, there are additional names that meet your search criteria. Each time you click the **More** button, you add another 50 names (if there are that many) to the list. The list format changes to show a list that you can scroll.

6. Select the provider you are looking for on the list, then click the **Edit** button to display detailed information about the provider.
7. You can also click the **Courses** button for a list of courses offered by that provider.

## To Do an Advanced Search for a Summer Jobs Youth Training Program

- Click the **Advanced Search** button on the **Training Course Search** window. MOSES displays the **Training Course Advanced Search** window.

- Type into one or more of the following fields to display a shorter list of Training Providers:

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Course Name</b>	Optional	Not relevant
<b>Provider Name</b>	Optional	Not relevant
<b>Provider Id</b>	Optional	Not relevant
<b>SDA</b>	Optional	Select the appropriate Service Delivery Area.
<b>Course Type</b>	Optional	Select the appropriate course program type from the drop down menu.

<b>Approval Status</b>	Optional	Select the appropriate approval status.
<b>FEIN</b>	Optional	Type the Federal Employer Identification number in for a provider.
<b>Provider City</b>	Optional	Not relevant
<b>Course Location City</b>	Optional	Not relevant
<b>Activity category</b>	Optional	Select <b>Work Experience / Summer (Youth)</b> from the drop menu.
<b>Occupation Category</b>	Optional	Not relevant
<b>Targeted Occupation</b>	Optional	Not relevant
<b>Occupation Title</b>	Optional	Not relevant

10. Click the **OK** button to display a list of providers meeting your criteria.

11. The easiest way to find summer youth programs is by selecting the **SDA** criteria and **Activity Category** (selecting **Work Experience / Summer Youth**). This will show you the summer programs in your area.

# Chapter 2

## Create a Record for a Summer Jobs Youth Provider

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### *Overview*

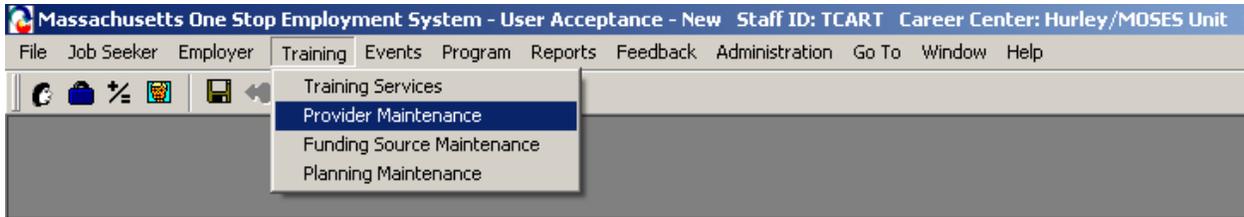
This lesson describes how to create a record for a new Summer Jobs youth provider. The user must have a **Security Profile** that includes the **Add Edit Training Providers** privilege.

After completing this lesson, you should be able to:

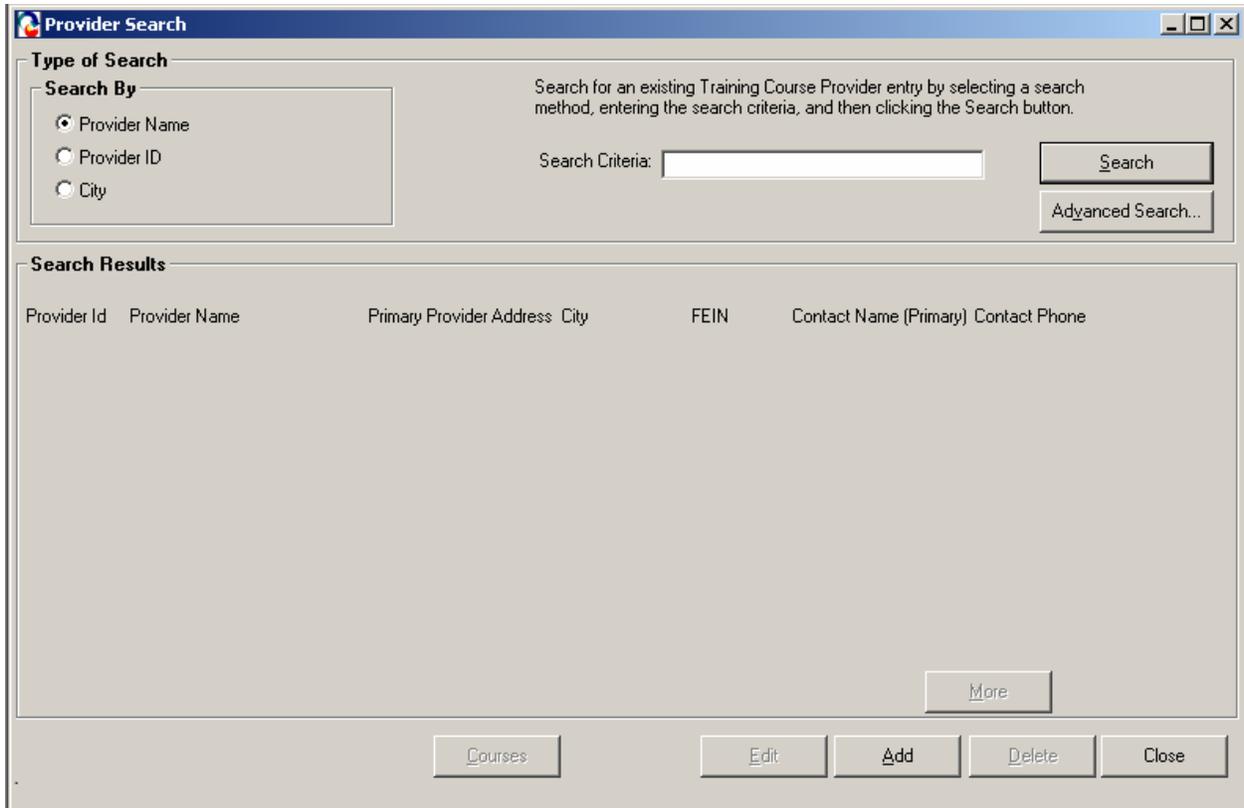
- Create a new record for a Summer jobs youth provider

## To Create a Record for a New Summer Jobs Youth Provider

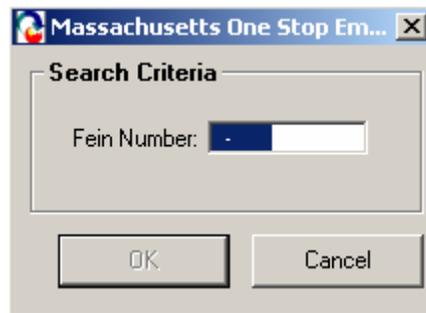
1. Select **Training** on the MOSES main menu bar, then select **Provider Maintenance**.



2. MOSES displays the **Provider Search** window.



- Click the **Add** button. MOSES displays the **Basic** tab of the **Training Provider Information** window. You will need an FEIN number to add the summer youth Provider.



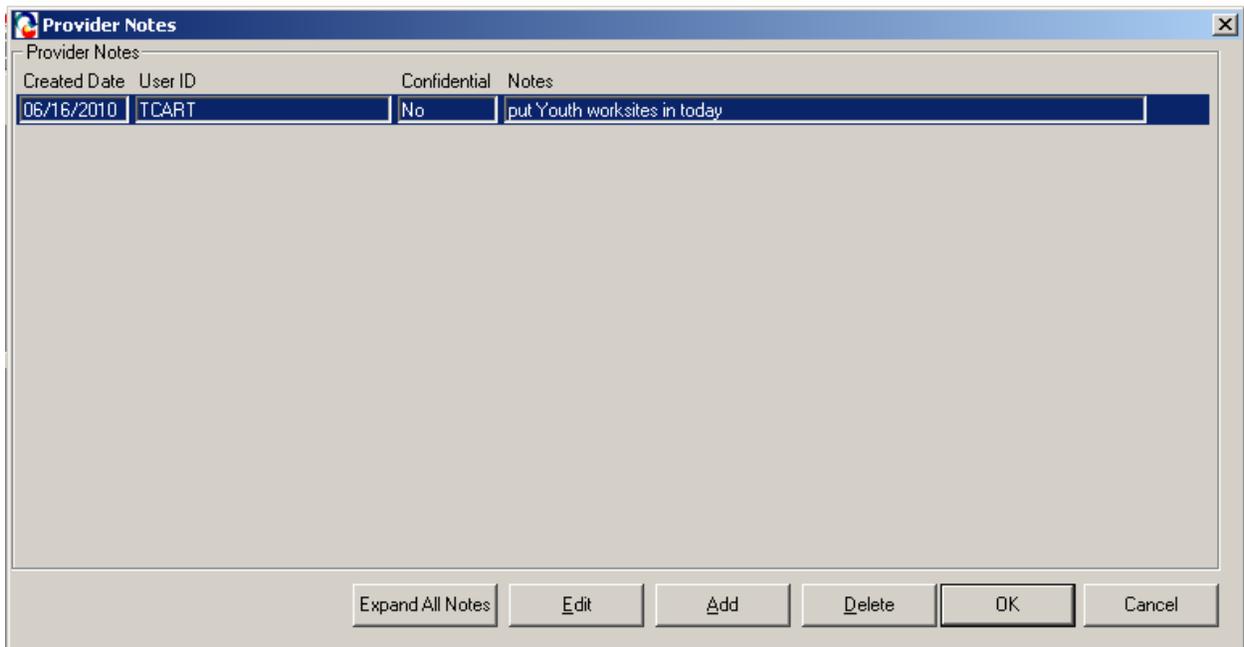
- Type into one or more of the following fields on the **Basic** tab.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Provider Name</b>	▶	Type the name of the school or other organization that will provide the training.
<b>Dept/Div</b>	Optional	Type the name of the division of the provider that will provide the training.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>D/B/A</b>	Optional	Not relevant
<b>Physical Address</b>	Optional	Type the address where the training provider is physically located.
<b>Mailing Address Different?</b>	Optional	Check mark this box if the provider uses a different mailing address.
<b>Mailing Address</b>	Optional	This sub tab becomes available only when the <b>Mailing Address Different</b> box is checked.
<b>Web Address</b>	Optional	Type the internet address for the provider's web site, if there is one.
<b>Tax Identification #</b>	▶	Type the Federal Tax Identification Number for the provider.
<b>MA State Vendor Code</b>	Optional	Type the Massachusetts State Vendor Code number for the provider.
<b>DET ID</b>	Optional	Type Massachusetts Unemployment Insurance Vendor number for the provider.
<b>Accredited/ Licensed</b>	Optional	Not relevant
<b>Provider/ School License Number</b>	Optional	Not relevant
<b>Exp. Date</b>	Optional	Not relevant
<b>No. of Employees</b>	Optional	Not relevant
<b>Annual Budget/Revenue</b>	Optional	Not relevant
<b>Year Began Operation</b>	Optional	Not relevant

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Average Teacher/Student Ratio</b>	Optional	Not relevant
<b>Type of Business Organization</b>	Optional	Not relevant
<b>Type of School or Organization</b>	Optional	Not relevant

5. Add appropriate **Notes** if needed or required.



- Click the **Additional Info** tab. MOSES displays the **Additional Info** tab of the **Training Provider Information** window.



The Contact information can be who in your office is working on the Summer youth program.

- Click the **Add** button to add the name of a contact person at the Summer Jobs Youth provider. MOSES adds a blank row to the list of **Contacts**.

8. Type information into the following fields on the blank row for the new contact:

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Type</b>	▶	Select the type of contact at the provider from the dropdown list: <b>Admissions</b> <b>Contract</b> <b>Manager</b> <b>Other</b> <b>Primary</b> <b>Secondary</b> <b>Signatory</b>
<b>Name</b>	▶	Type the name of the contact.
<b>Title</b>	Optional	Type the title of the contact.
<b>Phone</b>	Optional	Type the telephone number for the contact.
<b>Fax</b>	Optional	Type the fax number for the contact.
<b>Email</b>	Optional	Type the email address for the contact.

9. Click OK to save and add the contact to the record.

10. Continue to add contacts as appropriate.

11. Click the **OK** button when you have entered all the information about the Summer Jobs Youth provider. MOSES saves the data and returns to the desktop.

# CHAPTER 3

## Create a Record for a Summer Youth Worksite using the Training Course tab

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### *Overview*

This chapter describes how to create a record for Summer Youth Worksite in the training course tab.

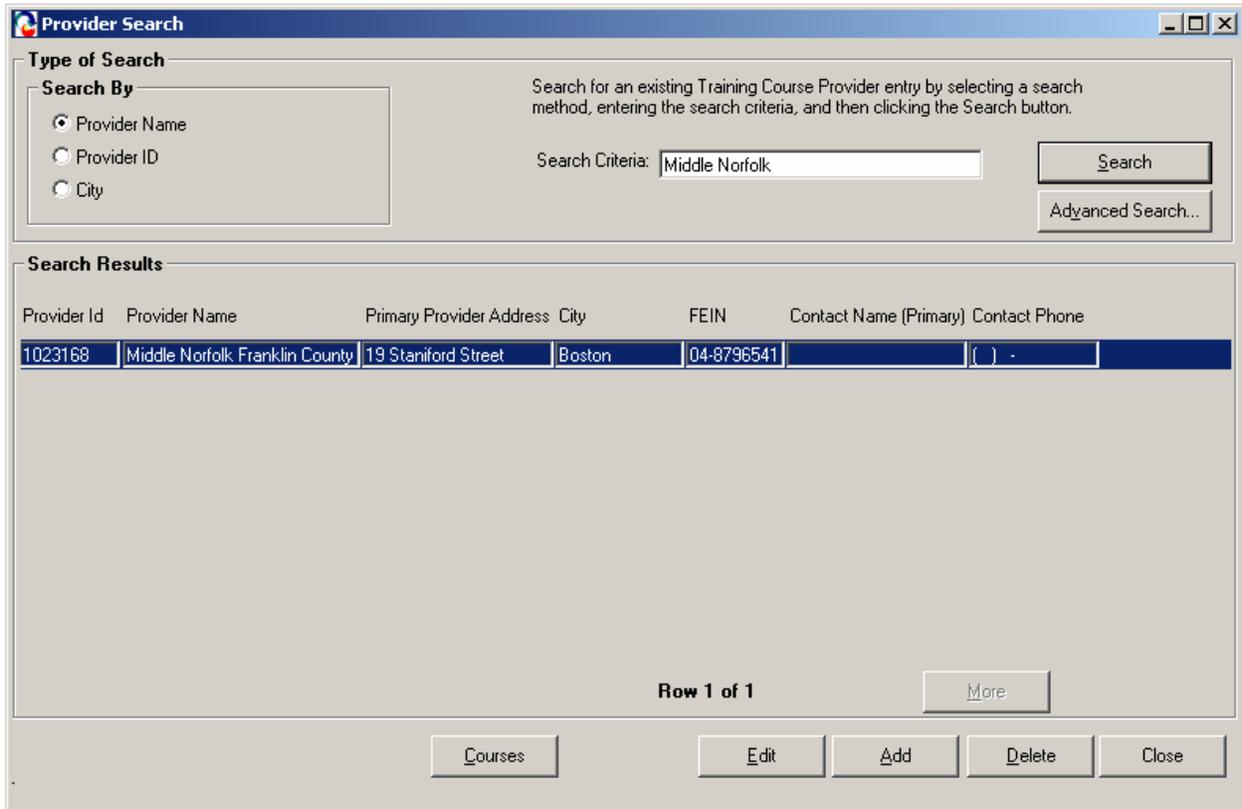
Normally this procedure would be used at the SDA level only. The user must have a **Security Profile** that includes the **Add Edit Training Courses** privilege.

After completing this chapter, you should be able to:

- Create a record to post Summer Youth Worksite being offered by a career center or service delivery area

## To Create a Record for a Summer Youth Worksite using the Training Course tab

1. Search for the Summer Jobs Youth provider. You should have a list of Summer Jobs Youth providers who meet your search criteria.



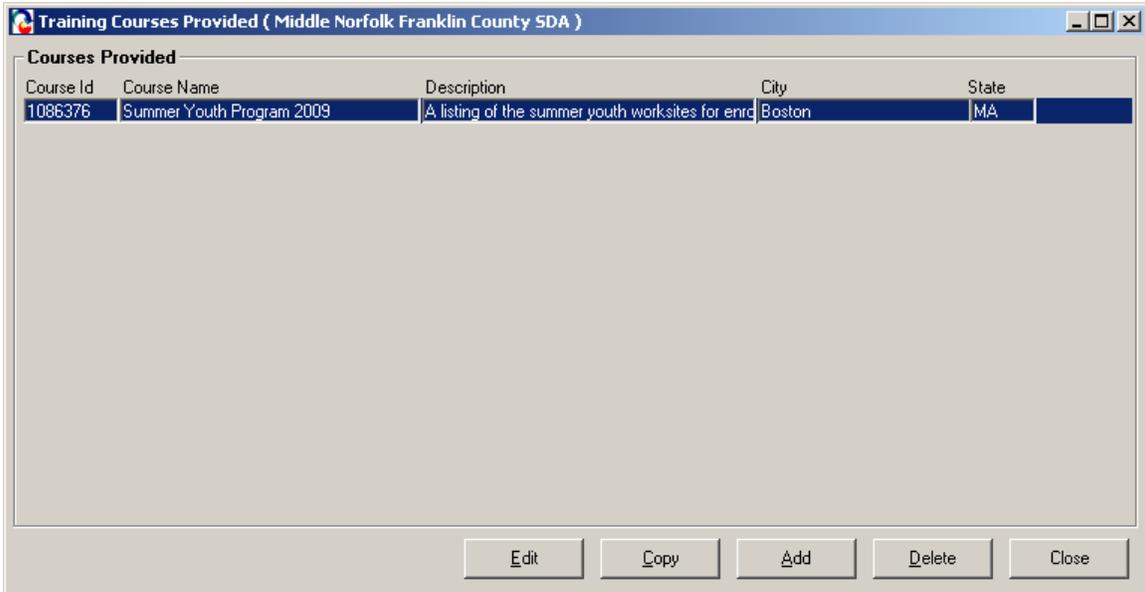
The screenshot shows a window titled "Provider Search". It contains a "Type of Search" section with radio buttons for "Provider Name" (selected), "Provider ID", and "City". To the right, there is a text box for "Search Criteria" containing "Middle Norfolk" and a "Search" button. Below the search criteria is an "Advanced Search..." button. The "Search Results" section displays a table with the following data:

Provider Id	Provider Name	Primary Provider Address	City	FEIN	Contact Name (Primary)	Contact Phone
1023168	Middle Norfolk Franklin County	19 Staniford Street	Boston	04-8796541	( )	-

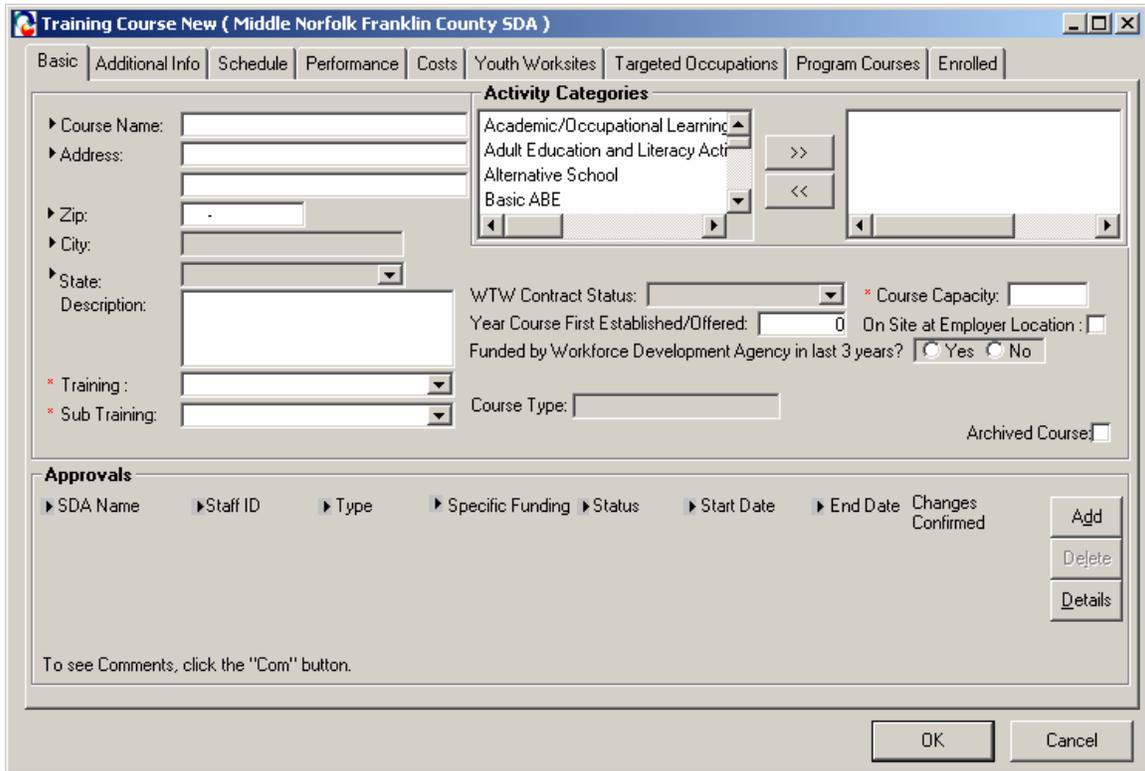
Below the table, it says "Row 1 of 1" and there is a "More" button. At the bottom of the window, there are buttons for "Courses", "Edit", "Add", "Delete", and "Close".

2. Select the name of the summer youth provider offering the new course. Click the **Courses** button.

- MOSES displays the **Training Courses Provided** window for that Summer Youth Provider. The programs already registered on MOSES are listed.



- Click the **Add** button. MOSES displays the **Basic** tab of the **Training Course New** window.



## ***To Complete the Course Description Information on the Basic and Additional Info Tabs***

5. Type into one or more of the following fields on the **Basic** tab.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Course Name</b>	▶	Type the name of the new course.
<b>Address</b>	Optional	Type the address where the course will be taught.
<b>Zip</b>	▶	Type the Zip Code.
<b>Description</b>	Optional	Type a description of the course.
<b>Activity Category</b>	▶	SELECT : <b>WORK EXPERIENCE / SUMMER (Youth)</b>
Other Activity Category	Optional	Type a description of the activity category. MOSES displays this field only when you select <b>Other</b> in the <b>Activity Category</b> field.
<b>WTW Contract Status</b>	Optional	Select a WTW (Welfare-to-Work) Contract Status from the dropdown list: <b>Contract</b> <b>Not WTW Funded</b> <b>Other Work Program</b> <b>Voucher</b>
<b>Course Capacity</b>	Optional	Type in the course capacity.
<b>Year Course First Established/ Offered</b>	Optional	Type the year when the course was initially offered by the training provider.
<b>Funded by Workforce Development Agency in last 3 years?</b>	Optional	Select whether this course has been funded by any workforce development agency in the past 3 years.
<b>Specify Agency and Year(s)</b>	Optional	Type the name of the workforce development agency and the years that were funded. MOSES displays this field only when you select <b>Yes</b> in the field above it.

- Click the **Add** button to add the **Approvals**. MOSES displays a blank row. Select data for the following fields:

**Field Name**

**Required**    **Action**

**SDA Name**



Select an **SDA Name** from the dropdown list which has approved this course.



The dropdown list shows only those SDA's that you have access to.

**Staff ID**



MOSES pre-fills this field with your **Staff ID**, but you can change it.

**Type**



Select:

**Youth**

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Specific Funding</b>		This field lists all funding sources associated with the selected SDA, and will only be enabled when <b>Specific Funding</b> is selected as the <b>Type</b> .
<b>Status</b>	▶	Select whether the course has been approved from the dropdown list: <b>Approved</b> <b>Denied</b> <b>Inactive</b> <b>Pending</b> <b>No Action Taken</b>
<b>Start Date</b>	▶	Type a date when the approval for the course starts.
<b>End Date</b>	▶	Type a date when the approval for the course ends.

7. Click the **Additional Info** tab. MOSES displays the **Additional Info** tab.

**Training Course New ( Middle Norfolk Franklin County SDA )**

Basic | **Additional Info** | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

**Contacts**

Type	Title	Name	Business Title	Phone	Ext.	Fax	Email
Add							
Delete							

**Course Results**

Degree     License  
 Certificate     Credential  
 Description of Degree/License/Certification/Credential  
 \_\_\_\_\_  
 If none of the above, how is the program recognized as meeting industry approved standards?  
 \_\_\_\_\_

**Program Eligibility/Entry Requirements**

\_\_\_\_\_

**Targeted Occupations**

Job Title #1: \_\_\_\_\_  
 Job Title #2: \_\_\_\_\_  
 Job Title #3: \_\_\_\_\_

Is this Course Full Time:  Yes  No

**Hours Per Course**

Credit Hours (if applicable): \_\_\_\_\_ 0  
 Total # Hours: \_\_\_\_\_  
 Avg. Hours / Week: \_\_\_\_\_ 0  
 Avg. # Weeks: \_\_\_\_\_ 0

**Course Options**

Internship:  Mandatory  
 Yes  
 No  
 Voluntary Lab Time:  Mandatory  
 Yes  
 No

**Section30**

Higher Ed.     ESL/ABE/GED  
 Vocation     Apprenticeship / Union  
 Comments:  
 \_\_\_\_\_

OK    Cancel

8. Click the **Add** button to add the name of a contact person at the summer youth provider. MOSES adds a blank row to the list of **Contacts**.

**Training Course New ( Middle Norfolk Franklin County SDA )**

Basic | **Additional Info** | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

**Contacts**

Type	Title	Name	Business Title	Phone	Ext.	Fax	Email
Manager	Ms.	Michelle MOSES	Youth Program Manager	(617)626-5522	( )	-	mmoses@detma.org
Other	Mr.	Bud Light	Youth Counselor	(617)626-5533	( )	-	blight@detma.org
Other	Ms.	Polly Ester	Youth Counselor	(617)626-5544	( )	-	pester@detma.org

Add    Delete

**Course Results**

Degree     License  
 Certificate     Credential  
 Description of Degree/License/Certification/Credential  
 \_\_\_\_\_  
 If none of the above, how is the program recognized as meeting industry approved standards?  
 \_\_\_\_\_

**Program Eligibility/Entry Requirements**

Enter Summer Youth Eligibility Requirements here!

\_\_\_\_\_

**Targeted Occupations**

Job Title #1: \_\_\_\_\_  
 Job Title #2: \_\_\_\_\_  
 Job Title #3: \_\_\_\_\_

Is this Course Full Time:  Yes  No

**Hours Per Course**

Credit Hours (if applicable): \_\_\_\_\_ 0  
 Total # Hours: \_\_\_\_\_  
 Avg. Hours / Week: \_\_\_\_\_ 0  
 Avg. # Weeks: \_\_\_\_\_ 0

**Course Options**

Internship:  Mandatory  
 Yes  
 No  
 Voluntary Lab Time:  Mandatory  
 Yes  
 No

**Section30**

Higher Ed.     ESL/ABE/GED  
 Vocation     Apprenticeship / Union  
 Comments:  
 \_\_\_\_\_

OK    Cancel

9. Type information into the following fields on the blank row for the new contact:

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Type</b>	▶	Select the type of contact at the provider from the dropdown list: <b>Admissions</b> <b>Contract</b> <b>Financial Aid</b> <b>Manager</b> <b>Other</b> <b>Primary</b> <b>Secondary</b> <b>Signatory</b>
<b>Name</b>	▶	Type the name of the contact.
<b>Title</b>	Optional	Type the title of the contact.
<b>Business Title</b>	Optional	Type the professional Business Title of the person.
<b>Phone</b>	Optional	Type the telephone number for the contact.
<b>Fax</b>	Optional	Type the fax number for the contact.
<b>Email</b>	Optional	Type the email address for the contact.

10. Repeat steps 8 and 9 to add additional contacts as appropriate.

11. Type a description into the **Program Eligibility/Entry Requirements** box on the right. This is a description of any requirements for entry into the Summer Youth program.

Training Course New ( Middle Norfolk Franklin County SDA )

Basic Additional Info Schedule Performance Costs Youth Worksites Targeted Occupations Program Courses Enrolled

**Contacts**

Type	Title	Name	Business Title	Phone	Ext.	Fax	Email
Manager	Ms.	Michelle MOSES	Youth Program Manager	(617)626-5522	( ) -		mmoses@detma.c
Other	Mr.	Bud Light	Youth Counselor	(617)626-5533	( ) -		blight@detma.org
Other	Ms.	Polly Ester	Youth Counselor	(617)626-5544	( ) -		pester@detma.org

Add Delete

**Course Results**

Degree  License  
 Certificate  Credential

Description of Degree/License/Certification/Credential

If none of the above, how is the program recognized as meeting industry approved standards?

**Program Eligibility/Entry Requirements**

Enter Summer Youth Eligibility Requirements here!

**Targeted Occupations**

Job Title #1:   
 Job Title #2:   
 Job Title #3:

Is this Course Full Time:  Yes  No

**Hours Per Course**

Credit Hours (if applicable):   
 Total # Hours:   
 Avg. Hours / Week:   
 Avg. # Weeks:

**Course Options**

Internship:  Mandatory  Yes  No  
 Voluntary Lab Time:  Mandatory  Yes  No

**Section30**

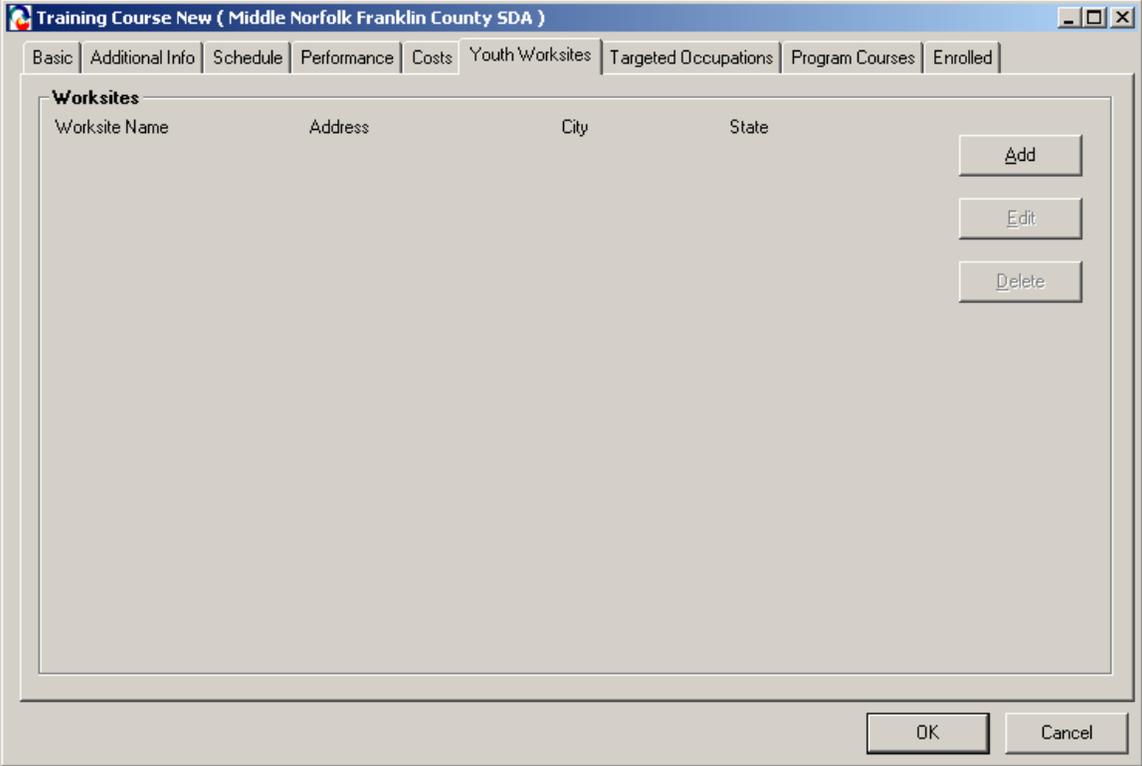
Higher Ed.  ESL/ABE/GED  
 Vocation  Apprenticeship / Union

Comments:

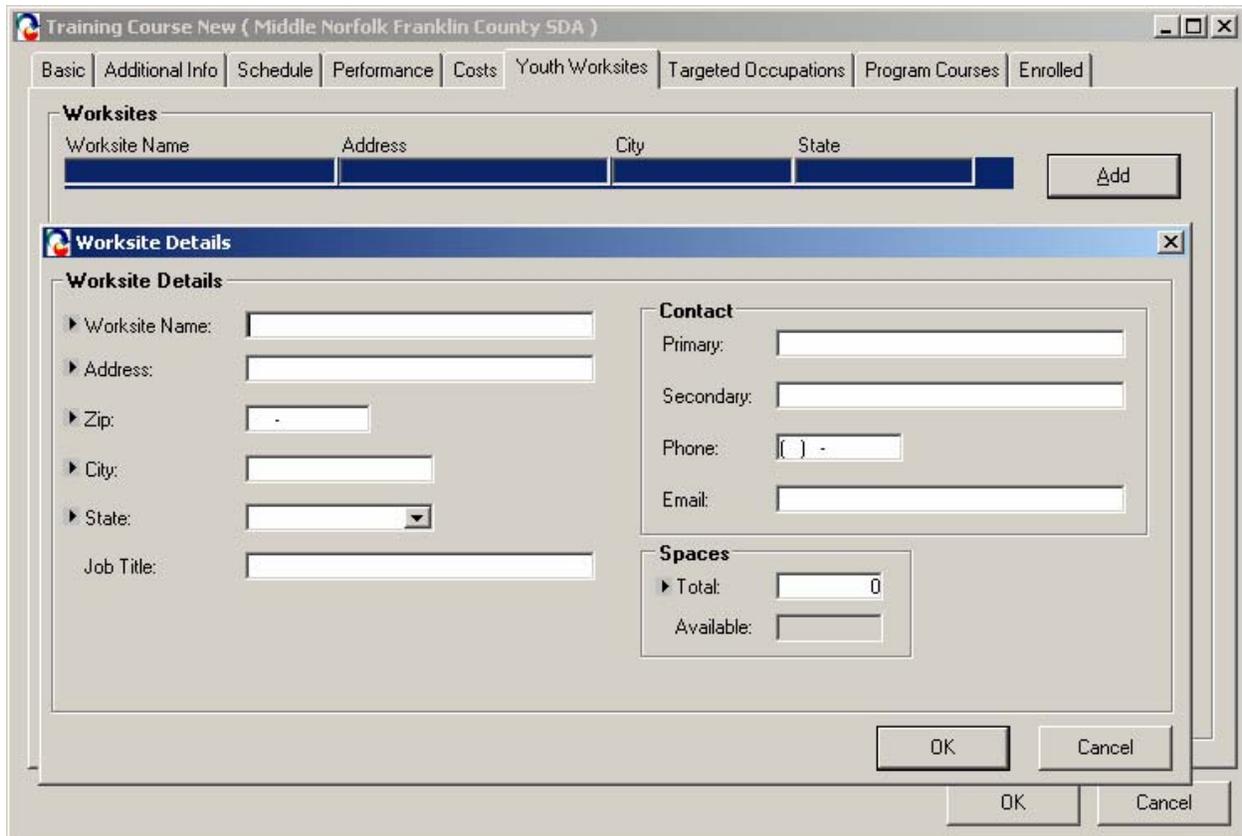
OK Cancel

**To Create Youth Worksite Information in the Youth Worksites Tab**

12. Click the Youth Worksites tab.



13. Click the **Add** button to identify work sites associated with the course. MOSES displays the **Worksite Details** window.



<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Worksite Name</b>	▶	Type the name of the work site.
<b>Address</b>	▶	Type the address of the work site.
<b>Zip</b>	▶	Type the zip code of the work site.
<b>City</b>	▶	Type the city of the work site.
<b>State</b>	▶	Type the state of the work site.
<b>Job Title</b>	Optional	Type the job title the student will have on the work site.
<b>Primary</b>	Optional	Type the name of the primary contact at the work site.

<b><u>Field Name</u></b>	<b><u>Required</u></b>	<b><u>Action</u></b>
<b>Secondary</b>	Optional	Type the name of the secondary contact at the work site.
<b>Phone</b>	Optional	Type the contact's telephone number at the work site.
<b>Email</b>	Optional	Type the contact's email address at the work site.
<b>Spaces</b>	▶	Type the total number of spaces available for course participants at the work site.



MOSES calculates the **Spaces Available**.

14. Click the **OK** button when you have completed the work site description. MOSES returns to the **Youth Worksites** tab of the **Training Course New** window, and displays a row of data describing the work site.

Worksite Name	Address	City	State
Big City Park Department	123 Main Street	Boston	Massachusetts
City Swimming Pool	55 Elm Street	Boston	Massachusetts
YMCA	14 Maple Street	Boston	Massachusetts
Senior Citizen Center	99 Old Persons Road	Boston	Massachusetts
Lost Pet Shelter	55 Missing Way	Boston	Massachusetts
Police Department	11 Fast lane	Boston	Massachusetts
Public School Department	52 Learning Blvd	Boston	Massachusetts

15. Click the **OK** button on the **Training Course New** window when you have entered all the available data on all tabs. MOSES will save your data and return to the MOSES desktop.

# Chapter 4

## Enroll a Youth in a Summer Youth program

### Overview

This lesson deals with enrolling a youth from the **Course/Activity** sub tab of the **Services** tab on the **Job Seeker Membership** window.

This lesson assumes that you have already enrolled and determined the youth's eligibility for the summer youth program and done the appropriate program enrollment.

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window. The title bar includes the name 'Sumner, Sunny', SSN: 999-19-1072, ID: 11739227, and icons for 'YY', a warning, 'PE', 'F', and 'Notes'. The 'Alerts' tab is selected. The 'General Information' section contains fields for First Name (Sunny), Last Name (Summer), Date of Birth (01/01/1994), Gender (Female), Military (No), and Release Information (No). The 'Race / Ethnicity' section has 'Other' selected. The 'Programs' section shows a table with columns for Program Name, Apply Program Status, and History. The row 'WIA ARRA Title I Youth Sum' is selected with a status of 'Enrolled'. The 'Residence Address' section shows 22 Beach Lane, Boston, MA 02114. The 'Contact' section has fields for Home Phone, Other Phone, and Email. The 'Special Accommodations' section is empty. At the bottom, there are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	<input type="checkbox"/>	[icon]
WIA ARRA Title I Youth Sum	<input checked="" type="checkbox"/> Enrolled	[icon]
WIA ARRA Wagner-Peyser	<input type="checkbox"/>	[icon]

After completing this lesson, you should be able to:

- Enroll a youth in a summer youth program
- Change Worksite / Location

# To Enroll a Youth in a summer youth job

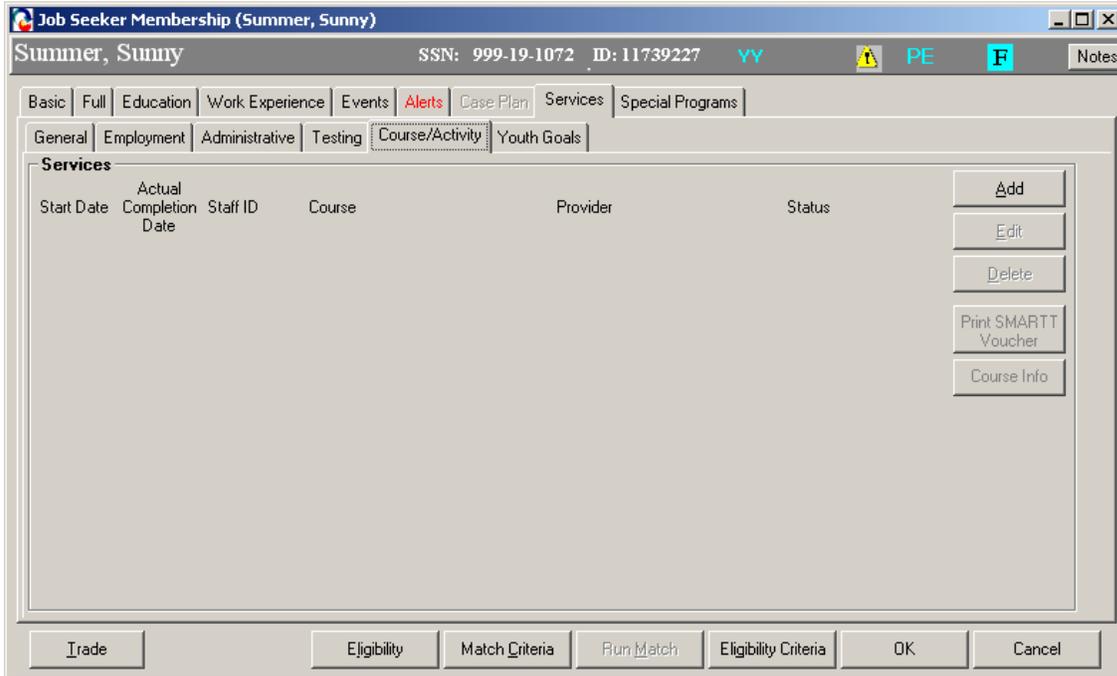
1. Open the **Job Seeker Membership** window.

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window. The title bar includes the name and SSN/ID. The 'Basic' tab is active, with sub-tabs for 'General Information', 'Residence Address', and 'Mailing Address'. The 'General Information' section contains fields for First Name (Sunny), Last Name (Summer), Date of Birth (01/01/1994), Gender (Female), Military status, and Release Information. The 'Race / Ethnicity' section has several checkboxes, with 'Other' selected. The 'Programs' section shows a table of programs with 'WIA ARRA Title I Youth Sum' selected and 'Enrolled' status. The 'Residence Address' section shows 22 Beach Lane, Boston, MA. The 'Contact' section has fields for Home Phone, Other Phone, and Email. The 'Special Accommodations' section is empty. At the bottom are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

2. Click the **Services** tab on the **Job Seeker Membership** window for the member.

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window with the 'Services' tab selected. The 'Course/Activity' sub-tab is active. The 'Services' section contains a table with columns: Start Date, Actual Completion Date, Staff ID, Course, Provider, and Status. To the right of the table are buttons for 'Add', 'Edit', 'Delete', 'Print SMARTT Voucher', and 'Course Info'. At the bottom are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

3. Click the **Course/Activity** sub tab on the **Services** tab.



4. Click the **Add** button on the **Course/Activity** sub tab. MOSES displays the **Training Enrollment Detail** window.

5. Type information into the appropriate field(s) on the **Training Enrollment Detail** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Training Course ID</b>	▶	Type the ID number for the course. Or click the <b>Course Search</b> button to display the <b>Training Course Search</b> window. You can then search and select a course. Use the Enroll button to enter the training course information.
<b>Training Course</b>		MOSES pre-fills this field with the name of the course after you enter a <b>Training Course ID</b> into the field above.
<b>Training Provider</b>		MOSES pre-fills this field with the name of the training provider after you enter a <b>Training Course ID</b> into the field above.
<b>Location / Worksite</b>	<i>(For summer youth enrollment this is where their worksite / location is recorded)</i>	<b>This field is used for the Summer Youth program. Select a work site from the dropdown list.</b>
<b>Referral Date</b>	▶	Enter the date when you referred the member to the Provider for this training.
<b>Enrollment</b>		Select whether or not the member was accepted into the training course.
<b>Start Date</b>		Select the date that the member started or will start the Training Course. This field is not active until the member has been enrolled.
<b>Last Update Date</b>		MOSES pre-fills this field if you are editing an existing course enrollment.
<b>Staff ID</b>		MOSES pre-fills this field with your Staff ID.
<b>Hourly Wage</b>		Type an hourly wage in dollars and cents, if the member is receiving a wage for taking this course.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Hourly Wage Subsidy</b>		Type an hourly subsidy in dollars and cents, if the funding source pays a subsidy to the employer.
<b>Hours/Week</b>		MOSES pre-fills this field with the number in the course description.
<b>Pell Recipient</b>	▶	Select whether or not the Job Seeker member is receiving a Pell Grant for education.
<b>Estimated Completion Date</b>		<b>Enter the date when you expect the Youth to complete this Summer program.</b> This is important for Youth activities.

6. Enter the Course Id for the summer youth program desired or do a course search for the program.

The screenshot shows a 'Training Enrollment Detail' window with the following fields and values:

- Career Center: Boston Career Link
- Created Date: 06/23/2010
- Training Course ID: 1086377 (with a 'Course Search' button next to it)
- Training Course: Summer Youth Program 2010
- Training Provider: Middle Norfolk Franklin County SDA
- Occupation Description: (empty)
- Location / Worksite: (empty)
- Referral Date: 06/23/2010
- Enrollment:  Yes  No
- Start Date: 00/00/0000
- Section 30:
- Section 30/TAA Start Date: 00/00/0000
- Last Update Date: (empty)
- Staff ID: TCART
- Hourly Wage (\$): .00
- Hourly Wage Subsidy (\$): .00
- Hours / Week: 0
- Pell Recipient:  Yes  No
- Amount (\$): .00
- Estimated Completion Date: 00/00/0000

**Completion Information**

- Course Completion Status: Pending
- Course Completion Date: 00/00/0000
- Course Completion Hours: (empty)

**Eligible Funding Streams**

- WIA ARRA Title I Youth Summer
- Group Contract Enrollment:  Yes  No
- Cost of Course/Activity (\$): .00
- Voucher: Not Issued

**Evaluations**

- Notification Method: N/A
- Notification Sent Date: 00/00/0000
- Evaluation Status: N/A

Buttons: Display Form, OK, Cancel

7. Select the **Location / Worksite** drop menu. Chose the appropriate worksite for the youth.

**Training Enrollment Detail**

Career Center: Boston Career Link  
 Created Date: 06/23/2010  
 Training Course ID: 1086377 Course Search  
 Training Course: Summer Youth Program 2010  
 Training Provider: Middle Norfolk Franklin County SDA  
 Occupation Description:  
 Location / Worksite: [Dropdown Menu]  
 Referral Date:  
 Enrollment:  
 Start Date:  
 Section 30  
 Section 30/TAA Start Date:

Eligible Funding Streams  
 WIA ARRA Title I Youth Summer  
 >>  
 <<  
 Group Contract Enrollment:  Yes  No

Cost of Course/Activity (\$): .00  
 Voucher: Not Issued

**Evaluations**  
 Notification Method: N/A Notification Sent Date: 00/00/0000  
 Evaluation Status: N/A

Display Form OK Cancel

8. Click on **Enrollment – Yes**. Now enter a **Start Date**.

9. Select the appropriate funding source/program for this summer youth program in the panel on the left, and click the >> button to move it to the panel on the right. Only move the funding sources/programs that will be used to support this summer youth program.

The screenshot shows a software window titled "Training Enrollment Detail". It contains several sections:

- General Information:** Career Center (Boston Career Link), Created Date (06/23/2010), Training Course ID (1086377), Training Course (Summer Youth Program 2010), Training Provider (Middle Norfolk Franklin County SDA), Occupation Description, Location / Worksite (Senior Citizen Center), Referral Date (06/23/2010), Enrollment (Yes selected), Start Date (06/23/2010), Section 30, and Section 30/TAA Start Date (00/00/0000).
- Financials:** Last Update Date, Staff ID (TCART), Hourly Wage (\$), Hourly Wage Subsidy (\$), Hours / Week, Pell Recipient (No selected), and Amount (\$).
- Completion Information:** Course Completion Status (Pending), Course Completion Date (00/00/0000), and Course Completion Hours.
- Eligible Funding Streams:** A list on the left is empty, and a list on the right contains "WIA ARRA Title I Youth Summer". Navigation buttons >> and << are present. Below this section are radio buttons for Group Contract Enrollment (No selected) and a field for Cost of Course/Activity (\$) (.00) with a Voucher dropdown (Not Issued).
- Evaluations:** Notification Method (N/A), Notification Sent Date (00/00/0000), and Evaluation Status (N/A).

Buttons at the bottom include "Display Form", "OK", and "Cancel".

10. Click the **OK** button to save all your entries on this window and to return to the **Course/Activity** tab.

11. Click the **OK** button on the bottom of the **Course/Activity** tab to return the **Job Search Results** window.

The screenshot shows a software window titled "Job Seeker Membership (Summer, Sunny)". The window has a header bar with the name "Summer, Sunny", SSN: 999-19-1072, ID: 11739227, and several icons. Below the header is a navigation menu with tabs: Basic, Full, Education, Work Experience, Events, Alerts, Case Plan, Services, and Special Programs. The "Services" tab is active, and within it, the "Course/Activity" sub-tab is selected. The main area displays a table of services with the following data:

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status
06/23/10	00/00/00	TCART	Summer Youth Program 2010	Middle Norfolk, Franklin County S	Pending

To the right of the table are buttons for "Add", "Edit", "Delete", "Print SMARTT Voucher", and "Course Info". At the bottom of the window is a row of buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

# To Create a Youth Goal for the Summer Youth program

1. Open the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Sunny Middle Initial:   
 Last Name: Summer Gender:  Male  Female  
 Date of Birth: 01/01/1994 Military:  Yes  No  
 Release Information?:  Yes  No Other Eligible:  Yes  No

**Race / Ethnicity**

White  Black or African American  
 Hispanic or Latino  American Indian or Alaskan Native  
 Asian  Hawaiian Native or Other Pacific Islander  
 Other  Information Not Available

**Programs** Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	
Program Eligibility	<input checked="" type="checkbox"/> Info. Complete - On	
Case Management	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months?  Yes  No Career Center

**Residence Address** Mailing Address

**Address**

Address: 22 Beach Lane  
 Country: United States of America  
 Zip: 02114 City: Boston  
 State: Massachusetts  
 Enterprise  Empowerment  Renewal

Address Not Available  Mailing Address different  
 Confidential:  Yes  No HITG Confidential:  Yes  No

**Contact**

Home Phone: ( ) - Email:   
 Other Phone: ( ) -   
 Web Address:   Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab on the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

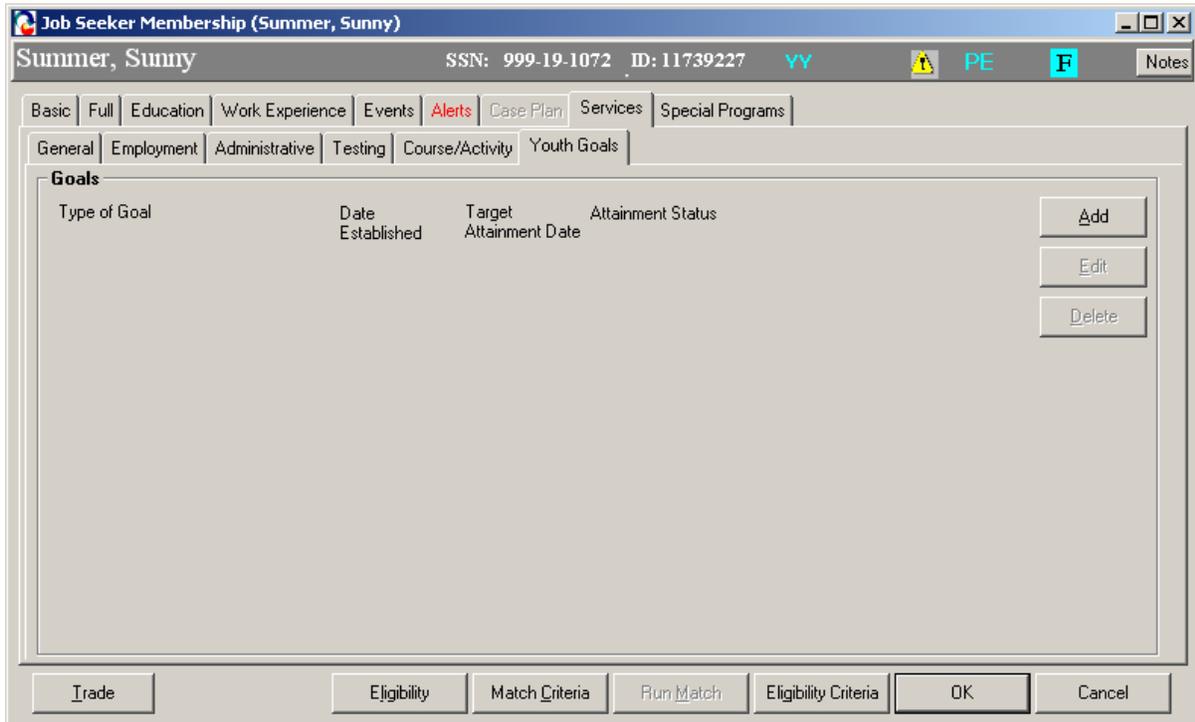
**Services**

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
06/23/2010	TCART	Training - Entered	Title I Course	Boston Career Link		Add
06/23/2010	TCART	Program Enrollment	WIA ARRA Title I Youth Surr	Boston Career Link		Edit
						Delete
						Retention

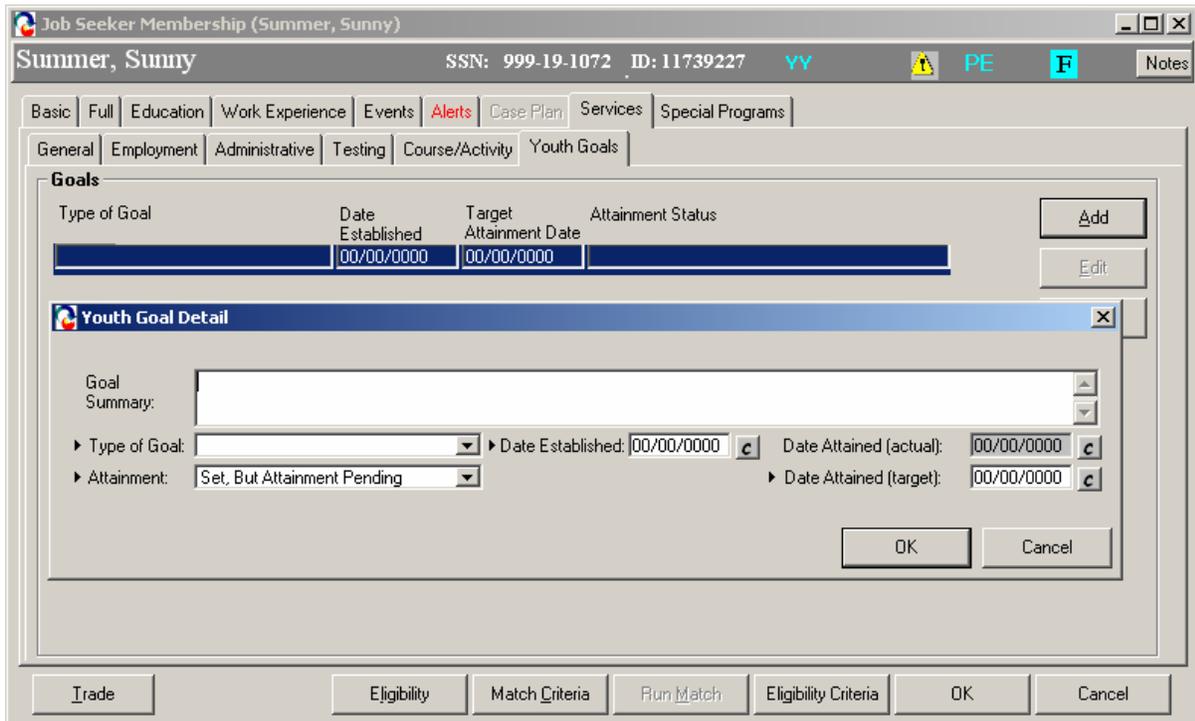
Row 1 of 2 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Youth Goals** sub tab on the **Services** tab.



4. Click **ADD** in the **Youth Goals** sub tab on the **Services** tab.



5. Select **Work Readiness** as the **Type of Goal** in the **Youth Goals** sub tab on the **Services** tab. Enter a **Date Established**. Enter a **Date Attained (Target)**. This should reflect when the summer program ends.  
**Goal Summary** box can state summer youth Program enrollment information.

**Youth Goal Detail**

Goal Summary: Enter Summer Youth program information here

Type of Goal: Work Readiness Date Established: 06/23/2010 Date Attained (actual): 00/00/0000

Attainment: Set, But Attainment Pending Date Attained (target): 09/30/2010

OK Cancel

6. Click the **OK** button to save all your entries on this window.

**Job Seeker Membership (Summer, Sunny)**

Summer, Sunny SSN: 999-19-1072 ID: 11739227 YY PE F Notes

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

**Goals**

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Work Readiness	06/23/2010	09/30/2010	Set, But Attainment Pending

Add Edit Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## To Change Location / Worksites of Youth

- Open the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Sunny Middle Initial:   
 Last Name: Summer Gender:  Male  Female  
 Date of Birth: 01/01/1994 Military:  Yes  No  
 Release Information?:  Yes  No Other Eligible:  Yes  No

**Race / Ethnicity**

White  Black or African American  
 Hispanic or Latino  American Indian or Alaskan Native  
 Asian  Hawaiian Native or Other Pacific Islander  
 Other  Information Not Available

**Programs** Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	
Program Eligibility	<input checked="" type="checkbox"/> Info. Complete - On	
Case Management	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months?  Yes  No Career Center

**Residence Address** Mailing Address

**Address**

Address: 22 Beach Lane  
 Country: United States of America  
 Zip: 02114 City: Boston  
 State: Massachusetts  
 Enterprise  Empowerment  Renewal

Address Not Available  Mailing Address different  
 Confidential:  Yes  No HITG Confidential:  Yes  No

**Contact**

Home Phone: ( ) - Email:   
 Other Phone: ( ) -   
 Web Address:   Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

- Click the **Services** tab on the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

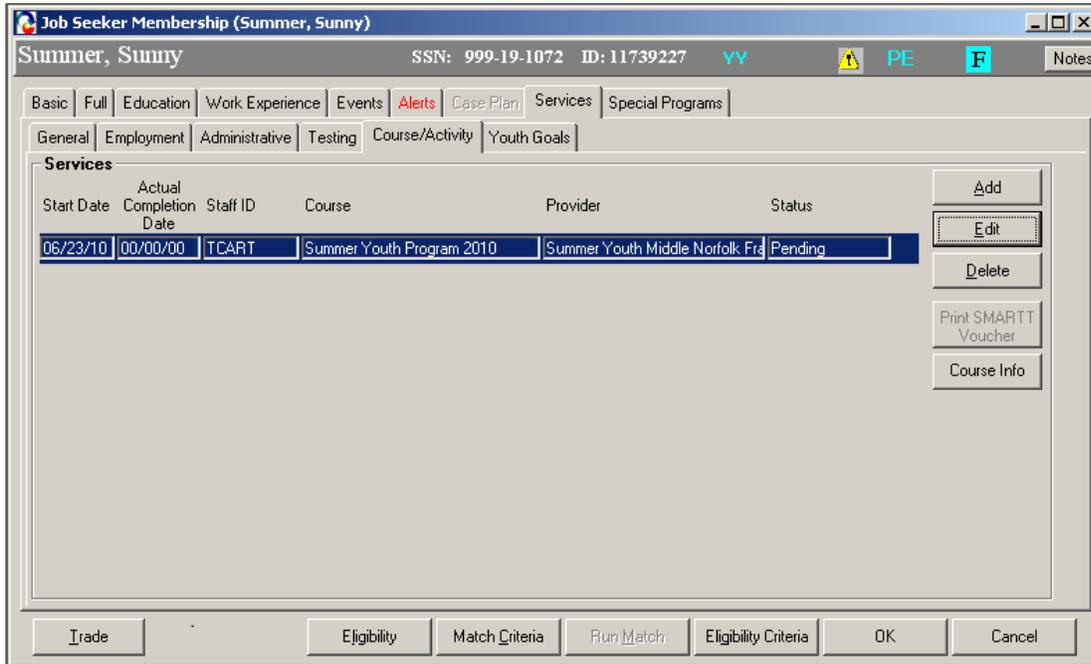
**Services**

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
06/23/2010	TCART	Training - Entered	Title I Course	Boston Career Link	
06/23/2010	TCART	Program Enrollment	WIA ARRA Title I Youth Surr	Boston Career Link	

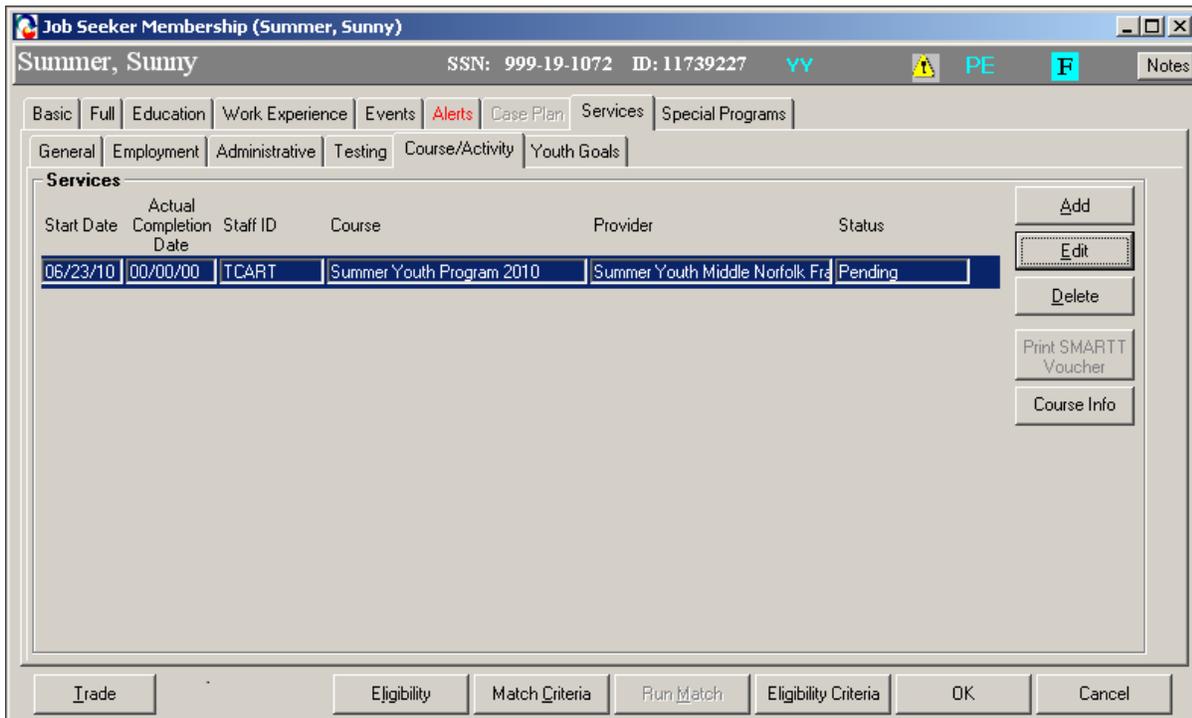
Row 1 of 2 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

9. Click the **Course / Activity** sub tab on the **Services** tab.



10. Highlight the Summer Job enrollment and Click **Edit** in the **Course Activity** sub tab on the **Services** tab.



- On the **Training Enrollment Detail** screen click the **Location / Worksite** drop menu this will allow you to change / update the Youths Summer job location. Select the new **Location / Worksite** for this Youth.

**Training Enrollment Detail**

Career Center: Boston Career Link  
 Created Date: 06/23/2010  
 Training Course ID: 1086377  
 Training Course: Summer Youth Program 2010  
 Training Provider: Summer Youth Middle Norfolk Franklin County SDA  
 Occupation Description:  
 Location / Worksite: Senior Citizen Center (selected)  
 Referral Date:  
 Enrollment: Big City Park Department (selected)  
 Start Date:  
 Section 30  
 Section 30/TAA Start Date:  
 Eligible Funding Streams: WIA ARRA Title I Youth Summer  
 Group Contract Enrollment:  Yes  No  
 Evaluations: Notification Method: N/A, Notification Sent Date: 00/00/0000, Evaluation Status: N/A

- Click **Ok** to save the new Worksite location.

**Job Seeker Membership (Summer, Sunny)**

Summer, Sunny    SSN: 999-19-1072    ID: 11739227    YY    PE    F    Notes

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status
06/23/10	00/00/00	TCART	Summer Youth Program 2010	Summer Youth Middle Norfolk Fr	Pending

Buttons: Add, Edit, Delete, Print SMARTT Voucher, Course Info

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

# Chapter 5

## Exit a Youth from the Summer Youth program

### Overview

This lesson deals with exiting a youth from the Summer Youth Program on the **Course/Activity** sub tab of the **Services** tab on the **Job Seeker Membership** window. After the youth completes the summer youth program, you must record the completion status of the program.

This lesson assumes that you have already enrolled and determined the youth's eligibility for the summer youth program, done the appropriate enrollment, enrolled them at a Youth Worksite, and created a pending Work Readiness Youth goal.

After completing this lesson, you should be able to:

- Change the status of a summer youth enrollee to indicate whether or not the youth has successfully completed the training

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window. The 'Services' tab is active, and the 'Alerts' sub-tab is selected. The 'Programs' section shows a table with the following data:

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	[Dropdown]	[Icon]
WIA ARRA Title I Youth Sum	Exited	[Icon]
WIA ARRA Wagner-Peyser	[Dropdown]	[Icon]

The 'WIA ARRA Title I Youth Sum' program is highlighted, and its status is set to 'Exited'. Other fields in the window include 'General Information' (First Name: Sunny, Last Name: Summer, Date of Birth: 01/01/1994), 'Race / Ethnicity' (Other selected), 'Residence Address' (22 Beach Lane, Boston, MA), and 'Contact' information.

## To Record that a Youth Has Completed a Summer Job

1. Open the **Job Seeker Membership** window.

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window. The title bar includes the name and SSN/ID. The 'Alerts' tab is selected. The 'General Information' section contains fields for First Name (Sunny), Last Name (Summer), Date of Birth (01/01/1994), Gender (Female), Military (No), and Other Eligible (No). The 'Race / Ethnicity' section has several checkboxes, with 'Other' selected. The 'Programs' section shows a table with columns for Program Name, Apply Program Status, and History. The 'Job Match' program is selected. The 'Residence Address' section shows 22 Beach Lane, Boston, MA. The 'Contact' section has fields for Home Phone, Other Phone, and Email. The 'Special Accommodations' section is empty. Buttons at the bottom include Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	[Icon]
Program Eligibility	<input checked="" type="checkbox"/> Info. Complete - On	[Icon]
Case Management	<input type="checkbox"/>	[Icon]

2. Click the **Services** tab on the **Job Seeker Membership** window.

The screenshot shows the 'Job Seeker Membership (Summer, Sunny)' window with the 'Services' tab selected. The 'Services' section contains a table with columns for Service Date, Staff ID, Category, Service Detail, Career Center, and Hours. The table has two rows of data. Buttons at the bottom include Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
06/23/2010	TCART	Training - Entered	Title I Course	Boston Career Link	
06/23/2010	TCART	Program Enrollment	WIA ARRA Title I Youth Sum	Boston Career Link	

3. Click the **Course/Activity** sub tab on the **Services** tab.

Job Seeker Membership (Summer, Sunny)

Summer, Sunny SSN: 999-19-1072 ID: 11739227 YY PE F Notes

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | **Services** | Special Programs

General | Employment | Administrative | Testing | **Course/Activity** | Youth Goals

**Services**

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status	
06/23/10	00/00/00	TCART	Summer Youth Program 2010	Middle Norfolk Franklin County S	Pending	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print SMARTT Voucher"/> <input type="button" value="Course Info"/>

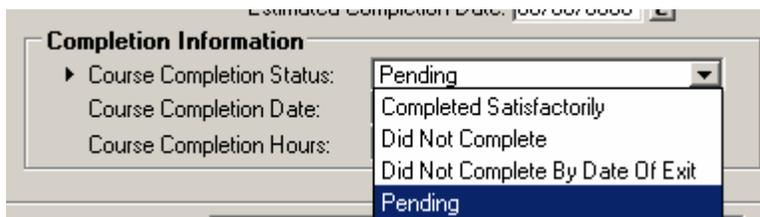
- Select the program in the list on the **Course/Activity** sub tab, then click the **Edit** button. MOSES displays the **Training Enrollment Detail** window for that program.



To record a completion you must select a course in which the member is already enrolled. The fields under **Completion Information** are only active when you are editing a course in which the member is already enrolled.

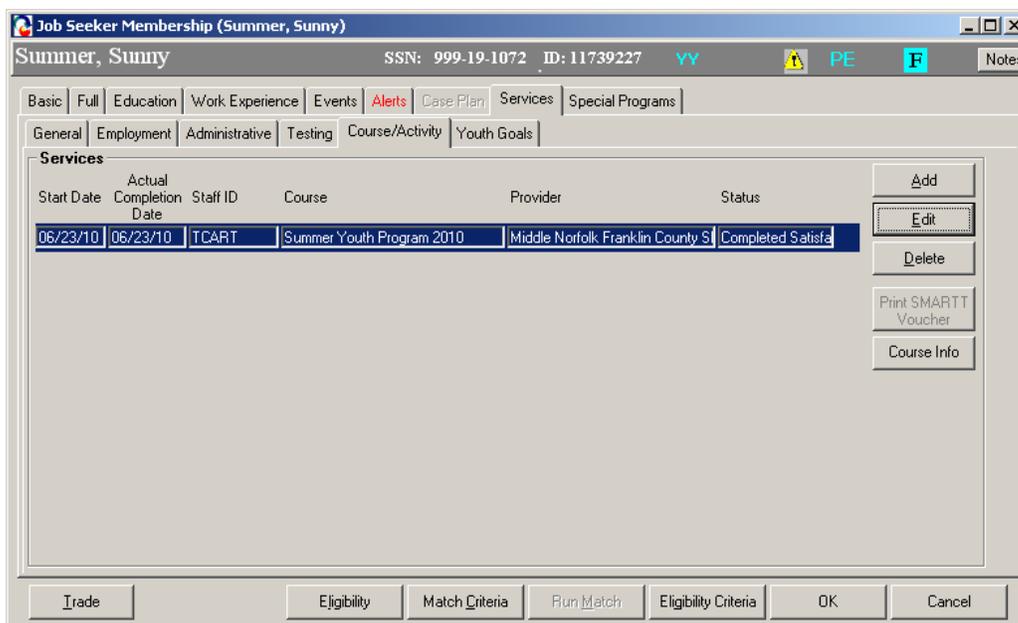
Training Enrollment Detail			
Career Center:	Boston Career Link	Last Update Date:	06/23/2010
Created Date:	06/23/2010	Staff ID:	TCART
▶ Training Course ID:	1086377	Hourly Wage (\$):	.00
Training Course:	Summer Youth Program 2010	Hourly Wage Subsidy (\$):	.00
Training Provider:	Middle Norfolk Franklin County SDA	Hours / Week:	0
Occupation Description:		▶ Pell Recipient:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Location / Worksite:	Senior Citizen Center	Amount (\$):	.00
▶ Referral Date:	06/23/2010	Estimated Completion Date:	00/00/0000
Enrollment:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Completion Information</b>	
▶ Start Date:	06/23/2010	▶ Course Completion Status:	Pending
Section 30	<input type="checkbox"/>	Course Completion Date:	00/00/0000
Section 30/TAA Start Date:	00/00/0000	Course Completion Hours:	
<b>Eligible Funding Streams</b>			
		WIA ARRA Title I Youth Summer	
Group Contract Enrollment: <input type="radio"/> Yes <input type="radio"/> No		Cost of Course/Activity (\$):	.00
		Voucher:	Not Issued
<b>Evaluations</b>			
Notification Method: N/A		Notification Sent Date: 00/00/0000	
Evaluation Status: N/A		<input type="button" value="Display Form"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5. Select the appropriate information in the following field on the **Training Enrollment Detail** window – **Completion Information**:



<u>Field Name</u>	<u>Required</u>	<u>Action</u>
<b>Completion Status</b>		Select whether the member successfully completed the summer program.
<b>Actual Completion Date</b>		Enter the actual date when the member completed the course.
<b>Actual Hours of Participation</b>		Type the actual number of hours that the member participated in this course.

6. Click the **OK** button to save your entries on this window and to return to the **Course Enrollment** tab.
7. Click the **OK** button on the bottom of the **Course Enrollment** tab to save all your enrollment changes and close the **Job Seeker Membership** window.



8. Click on the **Youth Goals** tab in **Services** to update the **Work Readiness Goal**.

Job Seeker Membership (Summer, Sunny)

Summer, Sunny SSN: 999-19-1072 ID: 11739227 VY PE F Notes

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

**Goals**

Type of Goal	Date Established	Target Attainment Date	Attainment Status	
Work Readiness	06/23/2010	09/30/2010	Set, But Attainment Pending	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

9. Click on **Edit** on the **Youth Goals** tab in **Services** to update the **Work Readiness Goal**.

Job Seeker Membership (Summer, Sunny)

Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

**Goals**

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Work Readiness	06/23/2010	09/30/2010	Set, But Attainment Pending

Buttons: Add, Edit

**Youth Goal Detail**

Goal Summary: Enter Summer Youth program information here

Type of Goal: Work Readiness Date Established: 06/23/2010 Date Attained (actual): 00/00/0000  
 Attainment: Set, But Attainment Pending Date Attained (target): 09/30/2010

Buttons: OK, Cancel

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

10. Select the appropriate outcome from the **Attainment** Drop menu. Enter the **Date Attained (Actual)**.

**Youth Goal Detail**

Goal Summary: Enter Summer Youth program information here

Type of Goal: Work Readiness Date Established: 06/23/2010 Date Attained (actual): 00/00/0000  
 Attainment: **Attained** Date Attained (target): 09/30/2010

Buttons: OK, Cancel

11. Select **Ok** to save the information.

Job Seeker Membership (Summer, Sunny)

Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

**Goals**

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Work Readiness	06/23/2010	09/30/2010	Attained

Add Edit Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



Note: This is the only way successful participation is reported and tracked. All Summer youth participants are required to have and followed using the Youth Goals – Work Readiness goal.

12. Click on the **Basic** tab. In the **Programs** box locate the appropriate Youth Summer jobs program enrollment. **Exit** them from the program.

**Job Seeker Membership (Summer, Sunny)**

Summer, Sunny      SSN: 999-19-1072    ID: 11739227    YY    PE    F    Notes

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Sunny    Middle Initial:   
 Last Name: Summer    Gender:  Male  Female  
 Date of Birth: 01/01/1994    Military:  Yes  No  
 Release Information?:  Yes  No    Other Eligible:  Yes  No

**Race / Ethnicity**

White     Black or African American  
 Hispanic or Latino     American Indian or Alaskan Native  
 Asian     Hawaiian Native or Other Pacific Islander  
 Other     Information Not Available

**Programs** — Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	<input type="checkbox"/>	
WIA ARRA Title I Youth Sum	<input checked="" type="checkbox"/> Exited	
WIA ARRA Wagner-Peyser	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months?  Yes  No    Career Center

**Residence Address** | Mailing Address

**Address**

Address: 22 Beach Lane  
 Country: United States of America  
 Zip: 02114-    City: Boston  
 State: Massachusetts  
 Enterprise     Empowerment     Renewal

Address Not Available     Mailing Address different  
 Confidential:  Yes  No    HITG Confidential:  Yes  No

**Contact**

Home Phone: ( ) -    Email:   
 Other Phone: ( ) -      
 Web Address:      Prefers Emails

**Special Accommodations**

Trade    Eligibility    Match Criteria    Run Match    Eligibility Criteria    OK    Cancel



Note: Now they are exited completely from the Summer Youth program.

# Chapter 6

## Non-Participation in the Summer Youth program

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### *Overview*

This lesson deals with resolving Youth non-participation in the program after enrollment.

While we would not expect to see this happen very often, there are times when deleting a youth's summer activity record is appropriate; i.e. the youth never shows up at the job site and never receives services funded by the program.

This lesson assumes that you have already enrolled and determined the youth's eligibility for the summer youth program, done the appropriate enrollment, enrolled them at a Youth Worksite, and created a pending Work Readiness Youth goal.

After completing this lesson, you should be able to:

- Resolve No Shows / Canceling Enrollments for Non-Participants

# No Shows / To Cancel Enrollments for non-Participants

1. Open the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Sunny Middle Initial:   
 Last Name: Summer Gender:  Male  Female  
 Date of Birth: 01/01/1994 Military:  Yes  No  
 Release Information?:  Yes  No Other Eligible:  Yes  No

**Race / Ethnicity**

White  Black or African American  
 Hispanic or Latino  American Indian or Alaskan Native  
 Asian  Hawaiian Native or Other Pacific Islander  
 Other  Information Not Available

**Programs** Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	
Program Eligibility	<input checked="" type="checkbox"/> Info. Complete - On	
Case Management	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months?  Yes  No Career Center

**Residence Address** | Mailing Address

**Address**

Address: 22 Beach Lane  
 Country: United States of America  
 Zip: 02114 City: Boston  
 State: Massachusetts  
 Enterprise  Empowerment  Renewal

Address Not Available  Mailing Address different  
 Confidential:  Yes  No HITG Confidential:  Yes  No

**Contact**

Home Phone: ( ) - Email:   
 Other Phone: ( ) -   
 Web Address:   Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab on the **Job Seeker Membership** window.

**Job Seeker Membership (Summer, Sunny)**  
 Summer, Sunny SSN: 999-19-1072 ID: 11739227

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

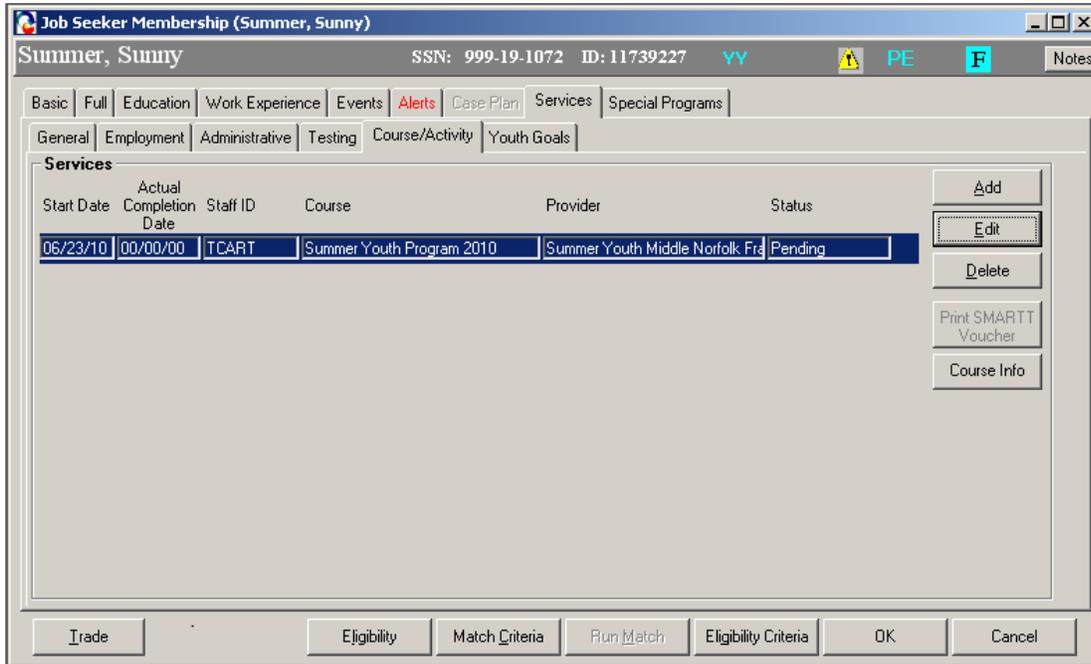
**Services**

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
06/23/2010	TCART	Training - Entered	Title I Course	Boston Career Link	
06/23/2010	TCART	Program Enrollment	WIA ARRA Title I Youth Surr	Boston Career Link	

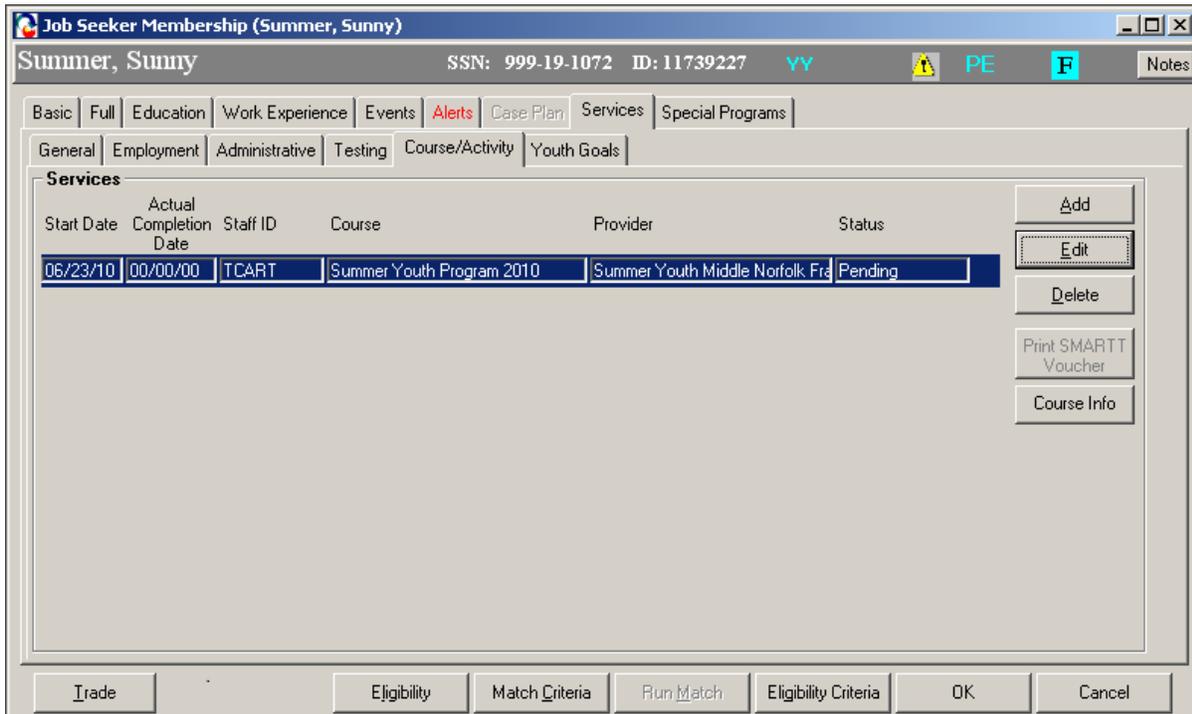
Row 1 of 2 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

- Click the **Course / Activity** sub tab on the **Services** tab.



- Highlight the Summer Job enrollment and Click **Delete** in the **Course Activity** sub tab on the **Services** tab.



5. Since no funding was used on this Youth, the Deletion of this Course / Activity is appropriate. Make sure to add a **Note** regarding his non-participation / enrollment so you have some history to refer to.

Notes

Job Seeker Membership (Summer, Sunny)

Summer, Sunny SSN: 999-19-1072 ID: 11739227 YY PE F Notes

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

**Services**

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status
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Add Edit Delete Print SMARTT Voucher Course Info

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

6. Do not forget to **Delete** the Summer Job Youth Work Readiness Goal in the **Youth Goals** section to reflect this change as well.

**Delete**

Job Seeker Membership (Summer, Sunny) SSN: 999-19-1072 ID: 11739227 YY PE F Notes

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

**Goals**

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Work Readiness	06/23/2010	09/30/2010	Set, But Attainment Pending

Add Edit Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

- Click on the **Basic** tab. In the **Programs** box locate the appropriate Youth Summer jobs program enrollment. Click on the *Yellow Folder* icon. **Delete** them from the program.

Job Seeker Membership (Summer, Sunny)

Summer, Sunny      SSN: 999-19-1072    ID: 11739227    YY    PE    F    Notes

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

**General Information**

First Name: Sunny    Middle Initial:

Last Name: Summer    Gender:  Male  Female

Date of Birth: 01/01/1994    Military:  Yes  No

Release Information?:  Yes  No    Other Eligible:  Yes  No

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Hispanic or Latino     American Indian or Alaskan Native

Asian     Hawaiian Native or Other Pacific Islander

Other     Information Not Available

**Programs**    Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	<input type="checkbox"/> [Dropdown]	[Yellow Folder Icon]
WIA ARRA Title I Youth Sum	<input checked="" type="checkbox"/> Enrolled	[Yellow Folder Icon]
WIA ARRA Wagner-Peyser	<input type="checkbox"/> [Dropdown]	[Yellow Folder Icon]

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**Address**

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Country: United States of America

Zip: 02114-    City: Boston

State: Massachusetts

Enterprise     Empowerment     Renewal

Address Not Available     Mailing Address different

Confidential:  Yes  No    HITG Confidential:  Yes  No

**Contact**

Home Phone: ( ) -    Email: [Field]

Other Phone: ( ) -    [Dropdown]

Web Address: [Field]     Prefers Emails

**Special Accommodations**

[Field]

Trade    Eligibility    Match Criteria    Run Match    Eligibility Criteria    OK    Cancel

Program History

Program History    Program History Log

**Program History**

History No.	Program Name	Program Status	Start Date	End Date
	WIA ARRA Title I Youth Summer	Enrolled	06/23/2010	

Delete    OK    Cancel

**Job Seeker Membership (Summer, Sunny)** SSN: 999-19-1072 ID: 11739227

Summer, Sunny

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

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Last Name: Summer Gender:  Male  Female

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 Other  Information Not Available

**Programs** Last Reportable Service Date: 06/23/2010

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	<input type="checkbox"/>	
WIA ARRA Title I Youth Sum	<input checked="" type="checkbox"/>	
WIA ARRA Wagner-Peyser	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months?  Yes  No Career Center

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Enterprise  Empowerment  Renewal

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Other Phone: ( ) -

Web Address:   Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



Note: Now they are completely removed from the Summer Youth program.