

# Workforce Issuance

100 DCS 02.132 □ Policy ☑ Information

**To**: Chief Elected Officials

MassHire Workforce Board Chairs
MassHire Workforce Board Directors

Title I Administrators

MassHire Career Center Directors

Title I Fiscal Officers

**MDCS Operations Managers** 

cc: WIOA State Partners

From: Alice Sweeney, Director

MassHire Department of Career Services

Date: January 8, 2020

Subject: MOSES Version 37.2 will be released on January 22, 2020

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and

other local workforce partners that MOSES 37.2 is scheduled for release to the

desktops on Wednesday, January 22, 2020.

**Background:** MOSES will be shut down at 4:00 p.m. on Tuesday, January 21 for the updates

and the maintenance of the MOSES software and MOSES Applications

(JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet

services will still be available.

Please plan on completing and saving your MOSES data entry by 4:00 p.m. on Tuesday, January 21 and then log off MOSES. This will ensure that when you log

into MOSES on Wednesday, January 22, you will have the new version of MOSES available and any work done prior will be saved.

The standard procedure to access the new MOSES build will be followed for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access. You must open up your WorkDocs Drive before opening MOSES.

The build is planned to be released Wednesday, January 22, 2020.

# Action

Requested:

MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Tuesday, January 21 and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

In addition, MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Wednesday, January 22, 2020 log into their Work Docs account <u>before</u> logging into MOSES.

**Effective:** Immediately

**Inquiries:** Please email all questions to Thomas.M.Cartier@detma.org. Please reference

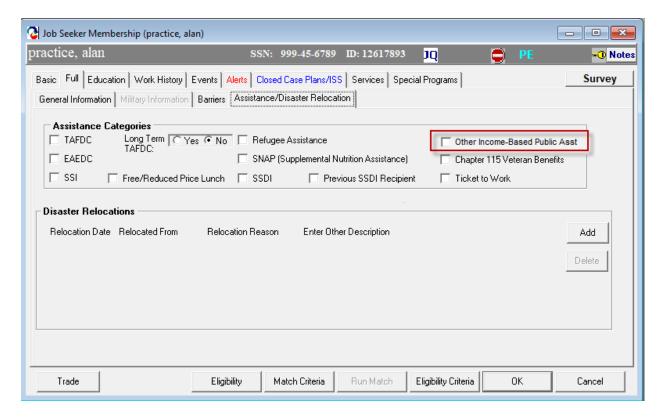
this MassWorkforce Issuance number in your inquiry.

### **Description of Key Changes in MOSES Version 37.2**

#### 1. Other Income Based Public Assistance

In order to capture all income based public assistance for reporting, we have added a new checkbox on the *Assistance/Disaster Relocation* tab of the *Full* tab labeled *Other Income-Based Public Asst.* Checking this box will indicate that the participant is receiving some kind of income-based public assistance such as a Massachusetts Section 8 housing voucher, fuel assistance, MassHealth, or any other *income-based public* assistance that can be documented. Checking this box will automatically designate the participant as *Low Income* for eligibility purposes as well as designating a Veteran as an SBE. A note should be added to the participant file stating the exact type of assistance the participant is receiving and documentation for that assistance should be maintained in the file.

<u>Policy Issuance 100 DCS 19.101.3 Attachment B</u> indicates what types of documentation are acceptable for *Income-Based Public Assistance*.



# 2. Three (3) New CAP Goals Added

Three new CAP goals have been added to the CAP tab screen in MOSES; *Open Savings Account, Increase Savings, Improve Credit Score.* While these goals were added primarily for the new Housing Choice Voucher (HCV) program, they are available to be used for any customer in MOSES.

