Workforce Issuance

100 DCS 02.133	☐ **Policy** ☑ **Information**

To: Chief Elected Officials
           MassHire Workforce Board Chairs
           MassHire Workforce Board Directors
           MassHire Career Center Directors
           MassHire Fiscal Officers
           MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
           MassHire Department of Career Services

Date: June 4, 2020

Subject: **MOSES Version 37.3 will be released on June 24, 2020**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.3 is scheduled for release to the desktops on Wednesday, June 24, 2020.

Background: MOSES will be shut down at 4:00 p.m. on Tuesday, June 23 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, June 23 and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, June 24, 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, June 24, 2020.

Action Requested: Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Tuesday, June 23 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 Local Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Wednesday, June 24, 2020 log into their Work Docs account before logging into MOSES.

Effective: Immediately

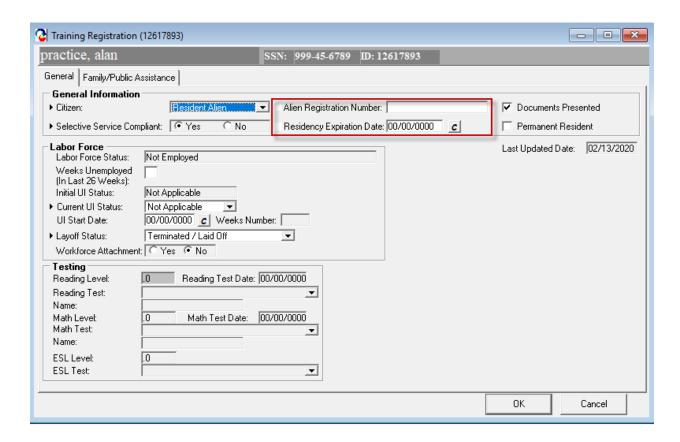**Inquiries:** Please email all questions to Thomas.M.Cartier@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.

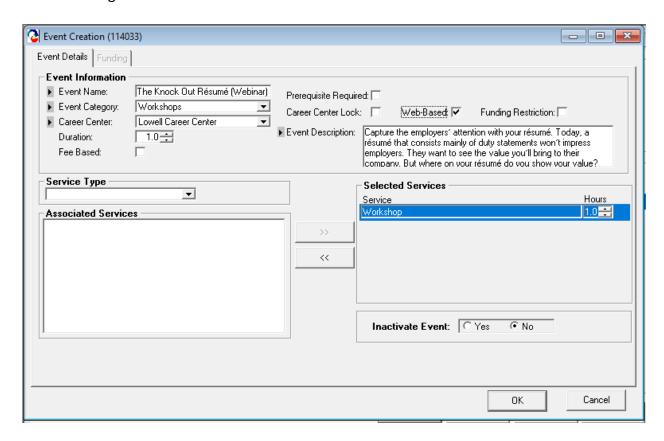# Description of Key Changes in MOSES Version 37.3

1. **Alien Registration Number and Residency Expiration Date No Longer Required Fields**
    While the alien registration number may be used to prove work authorization for non-US citizens, and while <u>the alien registration number should be entered if available</u>, according to Attachment B of Policy Issuance 100 DCS 19.101.3, it is not the only document that may be used to prove work authorization and therefore we have removed the requirement to enter it.

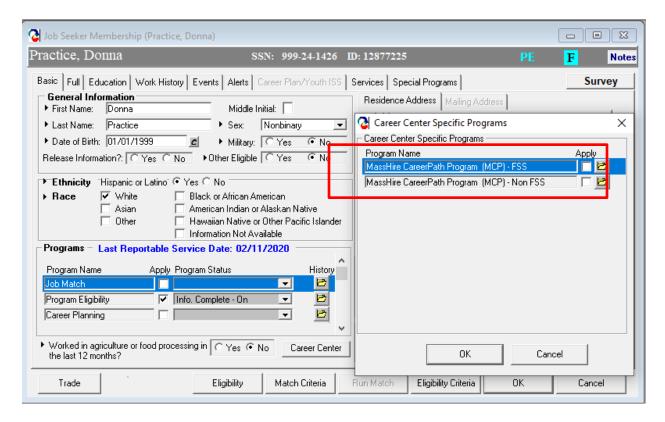   **[The requirement to prove work authorization has not been eliminated]**

    Refer to [Policy Issuance 100 DCS 19.101.3 Attachment B](#) for the types of documentation that are acceptable for U.S. Citizenship or Authorization to Work. While this attachment refers to youth, it applies to adults and dislocated workers as well as to youth.

2. **Added a Web-Based checkbox to event creation screen.** This box should be checked to indicate that the event is wed-based (virtual). Additionally, self-scheduling of all events will be a new feature on an upcoming release of MassHire JobQuest (MJQ), in preparation of this you should review all of your events and update as necessary, things to consider:

   ➢ Inactive any obsolete events
   ➢ Review and update event descriptions accordingly
   ➢ Review and update associated services, including the hours allocated to the event
   ➢ When scheduling events to your calendar remember to check the *'Do not display on internet'* checkbox for events that you do not want displayed on MJQ for self-scheduling

3. Increased the length of the Career Center Specific Program Name window

4. Added a Department of Housing and Community Development - DHCD Participant ID data entry field to the Assistance/Disaster Relocation tab, this will be used for cross match purposes of MassHire CareerPath Program participants.