



Workforce Issuance

100 DCS 02.170

Policy Information

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

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: June 18, 2025

Subject: **FY25 Year-End Data Entry Reminder**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that all data entry must be entered into MOSES by July 11, 2025 in order to be included in the FY2025 annual performance report.

In addition, the Performance Review Tool Crystal Report has been made available for local areas to monitor their performance: <https://www.mass.gov/doc/wioa-performance-review-tool/download>

Background: The 2025 Fiscal Year will end on June 30, 2025, and data will be captured from the MOSES database on July 12, 2025 for the annual federal report. All data entry must be completed by July 11, 2025 to be included in the FY25 year-end federal report.

Action

Required: All MOSES data entry must be completed by July 11, 2025.

Effective: Immediately.

Inquiries: Please email all questions to MOSES@mass.gov. Please reference this MassWorkforce Issuance number in your inquiry.