

**Massachusetts COVID-19 Disaster Grant Tracking on MOSES**

Massachusetts Disaster Dislocated Worker Grant

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Tracking the Grant on MOSES

MassHire Department of Career Services

[Version 1.0]

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

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# **Massachusetts COVID-19 Disaster Grant Tracking on MOSES**

## **I. Overview**

This guide establishes tracking guidelines for participants served under the Massachusetts COVID-19 Disaster Dislocated Worker Grant in MOSES. Adherence to these guidelines will ensure consistent grant reporting both internally as well as to the federal government.

For those individuals that will be starting temporary, subsidized employment through the grant, once eligibility has been confirmed and documented, and the *Worksite Agreement Addendum* has been approved and executed by the Hampden Workforce Board, the individual should be enrolled in the COVID-19 Disaster Dislocated Worker Grant in MOSES as of the day that they begin their job. They then should be enrolled in the subsidized employment activity in MOSES. If they are also approved for ITA training, they should be enrolled in the ITA training course.

For those grant participants who will be receiving training only, once the eligibility has been confirmed and documented, and the eligibility and ITA request forms have been approved by the Hampden Workforce Board, they should be enrolled in the COVID-19 Disaster Dislocated Worker Grant in MOSES, and then enrolled in the ITA training course.

As with all WIOA participants, Massachusetts COVID-19 Disaster Dislocated Worker Grant participants must be enrolled in Career Planning on the basic tab of MOSES. In addition, after exit follow up is extremely important for assisting participants to secure permanent employment, and so staff should follow normal WIOA Dislocated Worker follow up guidelines for all grant participants.

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## II. Create (or update) the Job Seeker Record

If the participant has a previous MOSES Job Seeker record, update the record; i.e. address, phone number, email, etc.

If the participant does not have a previous MOSES Job Seeker Record, one must be added.

**Create or Update the MOSES Registration:** Go to the Job Seeker Search screen and add (or update) the participant in MOSES. If new to MOSES, click the Add button, enter the SSN and change the registration date, if necessary. For example, if the MOSES registration is added after the start date of the subsidized job then the date must be changed to a date that is before the subsidized job start date. Complete data entry on all tabs as thoroughly as possible and click OK to save changes.

The screenshot displays the 'Job Seeker Search' application window. The main window has a 'Type of Search' section with radio buttons for 'Job Seeker ID' (selected), 'Last Name', 'Social Security Number', and 'Claimant ID'. To the right, there is a 'Search Criteria' input field, a 'Search' button, and an 'Advanced Search...' button. Below this is a 'Search Results' table with columns for 'SSN#', 'First Name', and 'Last Name'. A 'New Job Seeker' dialog box is open in the foreground, containing a 'Search Criteria' section with fields for 'Social Security Number', 'Re-enter Social Security Number', and 'Registration Date' (set to 11/26/2018). The dialog box also has 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window, there is a 'More' button and a row of navigation buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

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## III. Eligibility and Enrollment into the Disaster Dislocated Worker Grant

Center staff must make the determination of eligibility for each participant before enrollment into the grant. Eligibility must be documented for all participants; make sure that you have indicated both *Selective Service Compliance* and *Citizenship* as part of your eligibility determination on the *Eligibility Criteria/General* tab in MOSES. Once you have verified the documentation, check the *Documents Presented* check box.

Training Registration (12517792)

practice, donna training      SSN: 999-22-1219    ID: 12517792

General | Family/Public Assistance

**General Information**

▶ Citizen: U S Citizen (dropdown) ←

▶ Selective Service Compliant:  Yes  No ←

Documents Presented

**Labor Force**

Labor Force Status: Not Employed

Weeks Unemployed (In Last 26 Weeks): [ ]

Initial UI Status: [ ]

▶ Current UI Status: Not Applicable (dropdown)

UI Start Date: 04/22/2016 (calendar icon) Weeks Number: [ ]

▶ Layoff Status: Not Applicable (dropdown)

Workforce Attachment:  Yes  No

Last Updated Date: 06/29/2020

**Testing**

Reading Level: .0 Reading Test Date: 00/00/0000

Reading Test: [ ]

Name: [ ]

Math Level: .0 Math Test Date: 00/00/0000

Math Test: [ ]

Name: [ ]

ESL Level: .0

ESL Test: [ ]

OK Cancel

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## Eligibility and Enrollment into the Disaster Dislocated Worker Grant (contd)

Once eligibility has been determined, and all documents presented, click the *Eligibility* button at the bottom of the screen and move the *COVID-19 Disaster Dislocated Worker Grant* over from *Potential* to *Actual Eligibility* side. If the grant does not appear in the *Potential* box, click *Initial Eligibility* or *Update Eligibility*.

**Eligibility**  
MassHire Workforce Board:  Initial Date:  Last Update Date:

**Potential System Calculated Eligibility**  
Disaster Hurricane (Irma/Maria)  
Opioid - Hampden  
WIOA Title I - Adults  
WIOA Title I - Dislocated Workers  
WIOA Title I - Youth

**Actual System Calculated Eligibility**  
COVID-19 Disaster Dislocated Worker Grant

**Potential Non-System Calculated Eligibility**  
Advance Manufacturing 2020  
Disability Employment Initiative (DEI VII)  
DTA Work Program Participant (WPP)  
Energy  
HUD - City of Springfield

**Actual Non-System Calculated Eligibility**

**Non-Eligible Funding Sources**

Type	Description	Criteria
Trade	TAA	
DTA	DTA - Skills Education	

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## Eligibility and Enrollment into the Disaster Dislocated Worker Grant (contd)

Once eligibility has been established in MOSES, go to the Basic tab and click the **Career Center** button to view the list of Career Center Specific programs. Check the *Apply* box on the *COVID-19 Disaster Dislocated Worker Grant* line. Click OK. The participant is now enrolled in the grant and will count in reporting. Click the file icon to the right to update the start date of the enrollment if necessary.

Remember, as with all WIOA participants, Massachusetts COVID-19 Disaster Dislocated Worker Grant participants must be enrolled in Career Planning on the basic tab of MOSES.

The screenshot shows the 'Job Seeker Membership' form for 'practice, donna training'. The 'Basic' tab is active. The 'Career Center Specific Programs' dialog box is open, displaying a list of programs with checkboxes for 'Apply' and file icons for updates. The 'COVID-19 Disaster Dislocated Worker Grant' is highlighted with a red box and has its 'Apply' checkbox checked. In the background, the 'Programs' section shows 'Job Match', 'Program Eligibility', and 'Career Planning' with their respective statuses. A 'Career Center' button is also highlighted with a red box. The 'Worked in agriculture or food processing in the last 12 months?' question is at the bottom with 'Yes' selected.

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

Program Name	Apply	File Icon
Community Works	<input type="checkbox"/>	[File Icon]
Connections	<input type="checkbox"/>	[File Icon]
Construction - September 2019	<input type="checkbox"/>	[File Icon]
<b>COVID-19 Disaster Dislocated Worker Grant</b>	<input checked="" type="checkbox"/>	[File Icon]
CYIE	<input type="checkbox"/>	[File Icon]
Day Reporting Center (DRC)	<input type="checkbox"/>	[File Icon]
Disability Employment Initiative (DEI VII)	<input type="checkbox"/>	[File Icon]
Disability Employment Initiative (DEI)	<input type="checkbox"/>	[File Icon]
Disability Initiative Project	<input type="checkbox"/>	[File Icon]
Disabled	<input type="checkbox"/>	[File Icon]
DOR	<input type="checkbox"/>	[File Icon]

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## IV. Adding the Subsidized Temporary Employment Activity Enrollment

For those participants entering temporary, subsidized employment, a COVID-19 NDWG Temporary Employment course has been established in MOSES to be used for enrollment. The MOSES course id is **1126037** and the provider name is **DTC Enterprises** in Boston. This is the course that the participant should be enrolled in to indicate temporary, subsidized employment in the grant.

**Training Course Search**

**Type of Search**

**Search By**

Course Name

Course ID

Provider Name

Search for an existing Training course entry by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

**Search Results**

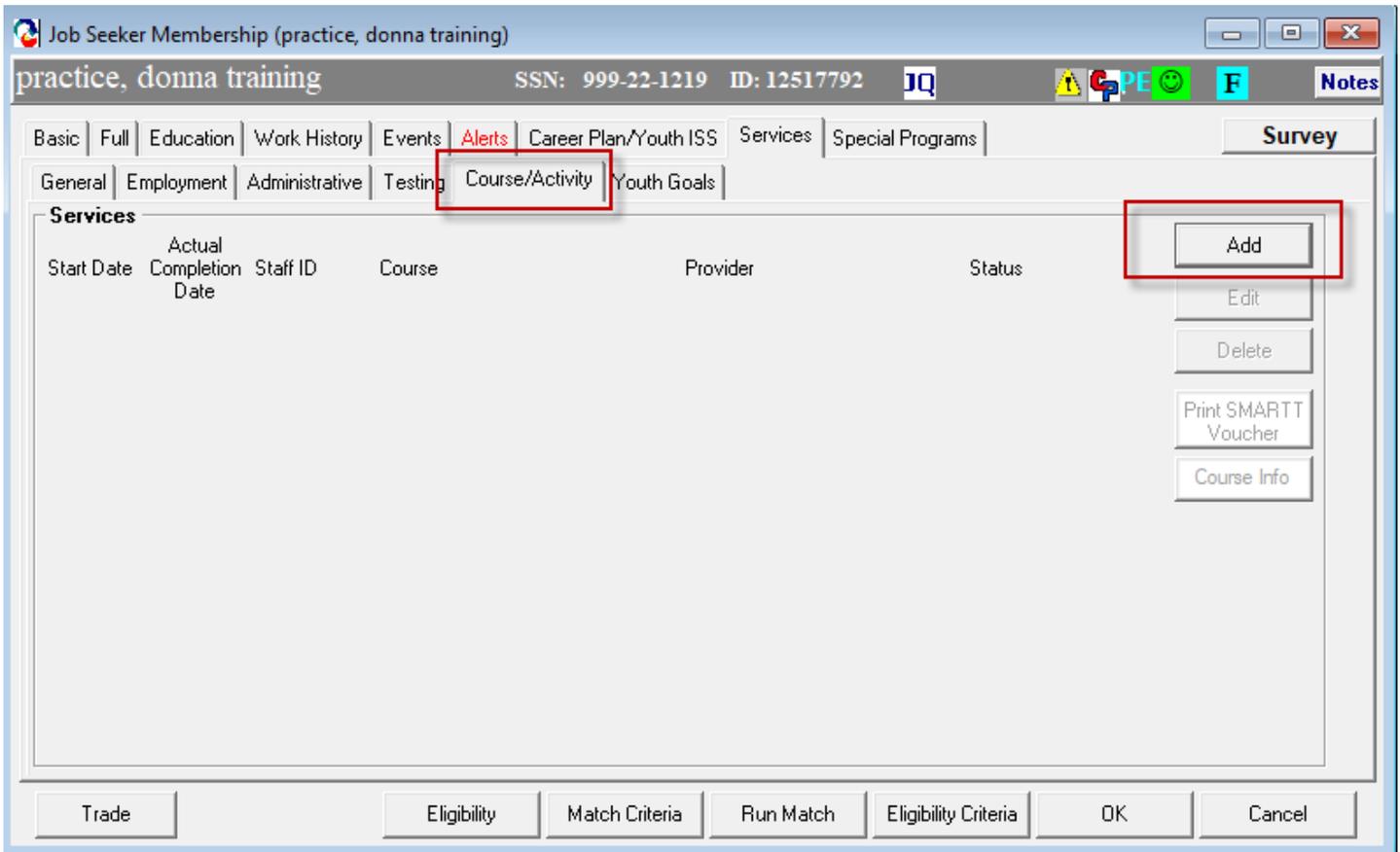
Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
1115326	Cook 2 150 Hour RTI	174 Worthington Street	Springfield, MA	1015833	DTC Enterprises Inc.	xx-xxx0451
1115327	Cook 2 Apprentice	174 Worthington Street	Springfield, MA	1015833	DTC Enterprises Inc.	xx-xxx0451
1126037	COVID-19 NDWG TEMPORARY EMPLOYMENT	420 WASHINGTON STREET	Boston, MA	1015833	DTC Enterprises Inc.	xx-xxx0451

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# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## Adding the Subsidized Employment Activity Enrollment for the Participant (contd)

On the *Course/Activity* tab in MOSES, click the *Add* button to add a course enrollment for the participant.



# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## Adding the Subsidized Employment Activity Enrollment for the Participant (contd)

On the *Training Enrollment Detail* screen, enter the course id **1126037**, COVID-19 NDWG TEMPORARY EMPLOYMENT, as the *Training Course ID*. Add the worksite corresponding to the Addendum Worksite Agreement from the dropdown list in the *Location/Worksite* field, and make sure the *COVID-19 Disaster Dislocated Worker Grant* funding source is moved over to the right side indicating the funding.

**The start date of the activity should be the start date of the job.**

Also be sure to enter the *Hourly Wage*, the *Hourly Wage Subsidy*, and the *Hours/Week*. The hourly wage and hours per week may be found on the *Addendum Worksite Agreement*. The hourly subsidy amount should match the hourly wage amount.

Also add the *Cost Obligated to the Funding Source*. This amount should match the *Total Temporary Wage Cost* on the *Addendum Worksite Agreement*.

**Training Enrollment Detail**

Career Center: Springfield Career Center  
Created Date: 06/30/2020  
Training Course ID: 1126037  
Training Course: COVID-19 NDWG TEMPORARY EMPLOYMENT  
Training Provider: DTC Enterprises Inc.  
Occupation Description: Food Preparation and Serving Related Workers, All  
Location / Worksite: 001-Amherst Senior Center  
Referral Date: 06/30/2020  
Enrollment: Yes  
Start Date: 06/30/2020  
Section 30:   
Section 30/TAA Start Date: 00/00/0000

Last Update Date:   
Staff ID: LABRA  
Hourly Wage (\$): 18.00  
Hourly Wage Subsidy (\$): 18.00  
Hours / Week: 25  
PELL Recipient: Yes  
Amount (\$): .00  
Estimated Completion Date: 00/00/0000

**Completion Information**  
Course Completion Status: Pending  
Course Completion Date: 00/00/0000  
Course Completion Hours:

**Eligible Funding Streams**  
COVID-19 Disaster Dislocated Worker Grant  
Cost (\$ Obligated to the Funding Source(s)): 3600.00  
Voucher: Not Issued

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

Display Form OK Cancel

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## V. Adding the ITA Training Course for Participants

For those grant participants who will be receiving training only, and for those in a subsidized job who will also be receiving training through the grant, enrollment into an ITA training course must be entered in MOSES.

Once the eligibility has been confirmed and documented, and the eligibility and ITA request forms have been approved by the Hampden Workforce Board, and enrollment in the COVID-19 Disaster Dislocated Worker Grant in MOSES has been made, the course enrollment may be entered.

On the *Course/Activity* tab in MOSES, click the *Add* button to add a course enrollment for the participant. Then fill in the ITA course details on the *Training Enrollment Detail* screen in MOSES.

The screenshot displays the MOSES software interface for a participant named Donna Training. The 'Course/Activity' tab is selected and highlighted with a red box. An 'Add' button is also highlighted with a red box. The 'Training Enrollment Detail' dialog box is open, showing the following fields:

- Career Center: Springfield Career Center
- Created Date: 07/01/2020
- Training Course ID: [Empty]
- Training Course: [Empty]
- Training Provider: [Empty]
- Occupation Description: [Empty]
- Location / Worksite: [Empty]
- Referral Date: 07/01/2020
- Enrollment:  Yes  No
- Start Date: 00/00/0000
- Section 30:
- Section 30/TAA Start Date: 00/00/0000
- Last Update Date: [Empty]
- Staff ID: LABRA
- 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]

The 'Eligible Funding Streams' section includes a table with navigation arrows and checkboxes for 'Group Contract Enrollment' (Yes/No) and 'Incumbent Worker Trng'.

The 'Evaluations' section shows 'Notification Method: N/A', 'Notification Sent Date: 00/00/0000', and 'Evaluation Status: N/A'. Buttons for 'Display Form', 'OK', and 'Cancel' are at the bottom.

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## VI. Add All Services Delivered to the Participant to the MOSES Record

All services delivered to the participant should be added to the MOSES record, including any unsubsidized employment that is obtained. Add unsubsidized employment to the *Employment* tab in MOSES.

Job Seeker Membership (practice, donna training)

practice, donna training SSN: 999-22-1219 ID: 12517792 JQ PE F Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

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

**Services**

General Services Detail

**Services Provided**

Service Date: 06/29/2020 Last Update Date: 06/29/2020

Career Center: Springfield Career Center Staff ID: LABRA Hours: .0

Description: Provided participant with all necessary PPE for job.

Category: Supportive Services Service Detail: Equipment/Clothes

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

Trade Eligibility Match Criteria

- Equipment/Clothes
- Food Bank Services
- Fuel Assistance
- Health/Medical
- Health/Stress Management
- Housing/Rental Payments
- Job Corps
- Meals
- Needs Related Payment
- Other
- Relocation Assistance
- TRA Additional Benefits

# Massachusetts COVID-19 Disaster Grant Tracking on MOSES

## VII. Auto Exit After 90 Days with No Reportable Service (Blue/Bold)

Disaster grant participants will be automatically exited from the Career Center Specific Program after 90 days of not receiving a reportable service. The exit date reflected will be the date of the last reportable service. Reportable services should be entered timely to avoid inadvertent exit from the programs. The last reportable service date is shown on the basic tab and is updated each time a new reportable service is added.

The screenshot shows the 'Job Seeker Membership' form for 'practice, donna training'. The form is divided into several sections: 'General Information', 'Ethnicity', 'Race', 'Programs', 'Residence Address', 'Mailing Address', 'Contact', and 'Special Accommodations'. The 'Programs' section is highlighted with a red box, showing a table of programs with their status and a 'Last Reportable Service Date' of 06/26/2020. The 'Residence Address' section shows the address '758 morton street' in Boston, Massachusetts. The 'Contact' section includes fields for phone and email. The 'Special Accommodations' section is currently empty.

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

**Last Reportable Service Date: 06/26/2020**