

Massachusetts Disaster Dislocated Worker Grant

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. It features 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 and 'Search' and 'Advanced Search...' buttons. Below this is a 'Search Results' section with columns for 'SSN#', 'First Name', and 'Last Name'. A 'New Job Seeker' dialog box is open in the foreground, containing 'Search Criteria' fields for 'Social Security Number', 'Re-enter Social Security Number', and 'Registration Date' (set to 11/26/2018). The dialog has 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window, there is a 'More' button and a row of 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

► Selective Service Compliant: ☒ Yes ☐ No

Labor Force

Labor Force Status: Not Employed

Weeks Unemployed (In Last 26 Weeks): 0

Initial UI Status:

► Current UI Status: Not Applicable

UI Start Date: 04/22/2016 Weeks Number:

► Layoff Status: Not Applicable

Workforce Attachment: ☒ Yes ☐ No

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:

Last Updated Date: 06/29/2020

Documents Presented ☒

OK Cancel

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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*.

Determine Eligibility

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

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)
- Entergy
- HUD - City of Springfield

Actual Non-System Calculated Eligibility

Non-Eligible Funding Sources

Type	Description	Criteria
Trade	TAA	
DTA	DTA - Skills Education	

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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 MOSES Job Seeker Membership form for a user named 'practice, donna training'. The form includes tabs for Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The Basic tab is active, showing General Information, Ethnicity, Race, and Programs sections. A red box highlights the 'Career Center' button at the bottom of the form. A dialog box titled 'Career Center Specific Programs' is open, showing a list of programs with checkboxes for 'Apply' and 'Info'. The 'COVID-19 Disaster Dislocated Worker Grant' is highlighted in blue, and its 'Apply' checkbox is checked. The 'Info' icon for this program is also highlighted. The 'Programs' section in the background shows 'Job Match', 'Program Eligibility', and 'Career Planning' with their respective status and history icons.

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

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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

Row 3 of 3

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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.

The screenshot shows the MOSES Job Seeker Membership interface for a user named 'practice, donna training'. The window title is 'Job Seeker Membership (practice, donna training)'. The top bar displays the user's SSN (999-22-1219) and ID (12517792). The interface has a tabbed menu at the top with options: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, and Special Programs. Below this is a secondary tabbed menu with options: General, Employment, Administrative, Testing, Course/Activity, and Youth Goals. The 'Course/Activity' tab is currently selected and highlighted with a red box. On the right side of the 'Course/Activity' tab, there is a vertical stack of buttons: 'Add', 'Edit', 'Delete', 'Print SMARTT Voucher', and 'Course Info'. The 'Add' button is highlighted with a red box. The main area of the 'Course/Activity' tab is a table with the following columns: Start Date, Actual Completion Date, Staff ID, Course, Provider, and Status. The table is currently empty. At the bottom of the window, there is a row of buttons: Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status
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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 Course Search
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 No
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
Full 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:
Eligible Funding Streams
COVID-19 Disaster Dislocated Worker Grant
Group Contract Enrollment: Yes No Incumbent Worker Trng ☐
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

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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.

Job Seeker Membership (practice, donna training)

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

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

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

Services

Start Date Actual Completion Staff ID Course Provider Status

Add

Training Enrollment Detail

Career Center: Springfield Career Center Last Update Date:

Created Date: 07/01/2020 Staff ID: LABRA

Training Course ID: Course Search

Training Course:

Training Provider:

Occupation Description:

Location / Worksite:

Referral Date: 07/01/2020

Enrollment: Yes No

Start Date: 00/00/0000

Section 30

Section 30/TAA Start Date: 00/00/0000

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:

Eligible Funding Streams

Group Contract Enrollment: Yes No Incumbent Worker Trng

Cost (\$ Obligated to the Funding Source(s): .00

Voucher: Not Issued

Evaluations

Notification Method: N/A Notification Sent Date: 00/00/0000

Evaluation Status: N/A

Display Form OK Cancel

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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.

The screenshot displays the MOSES Job Seeker Membership (practice, donna training) interface. The top navigation bar includes tabs for Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, and Special Programs. The Services tab is active, and the General Services Detail form is open. The form contains the following fields:

- 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

A dropdown menu for Service Detail is open, showing a list of services: Equipment/Clothes, Food Bank Services, Fuel Assistance, Health/Medical, Health/Stress Management, Housing/Rental Payments, Job Corps, Meals, Needs Related Payment, Other, Relocation Assistance, and TRA Additional Benefits. A note at the bottom of the form states: "Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR." The bottom of the form has buttons for Trade, Eligibility, and Match Criteria.

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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.

Job Seeker Membership (practice, donna training)

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

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

General Information

First Name: donna training Middle Initial: X
Last Name: practice Sex: Nonbinary
Date of Birth: 11/23/2000 Military: Yes No
Release Information?: Yes No Other Eligible: Yes No

Ethnicity Hispanic or Latino: Yes No
Race White Black or African American
Asian American Indian or Alaskan Native
Other Hawaiian Native or Other Pacific Islander
Information Not Available

Programs Last Reportable Service Date: 06/26/2020

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	

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

Residence Address Mailing Address

Address

Address: 758 morton street
Country: United States of America
Zip: 02121 City: Boston-Dorchester/Gro
State: Massachusetts
Enterprise Empowerment Renewal

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

Contact

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

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel