

WPP Expansion Program: Instructions for Enrollment and Reporting

Participants who receive WPP Expansion services supported by Pledge funds must be co-enrolled in the SNAP Path to Work program. As SNAP Path to Work participants, DTA clients may access SNAP transportation support if needed.

To qualify for SNAP Path to Work and WPP Expansion program enrollment, a participant:

- receives Supplemental Nutrition Assistance Program (SNAP) benefits;
- does not receive economic assistance through DTA (TAFDC/EAEDC); and
- is able to work with appropriate training, education and supports.

Boston based SNAP Path to Work provider, JVS has partnered with DTA to support WPP expansion by providing administrative and technical assistance to career centers. WPP Expansion program participants must be entered in both MOSES and DTA's Partner Activity Tracking Hub (PATH system). JVS will use 2 specially designed CRYSTAL reports to transfer required participant information from MOSES to PATH.

Career center staff responsibilities:

1. Correctly enroll WPP Expansion program participants in MOSES.
2. Obtain a signed Permission to Share Information (PSI) form enabling the exchange of information between DCS, JVS and DTA.
3. Inform JVS of newly enrolled participants (email template).
4. Enter all participation hours and outcomes on MOSES.

Step 1: Enroll the participant in WPP Expansion Program in MOSES

1. Ensure that the **Basic tab** has been completed in full. Next, check off the SNAP WPP Expansion Program box under the Career Center Specific programs list.

The screenshot displays the 'Job Seeker Membership (Testing, Testing)' form in the MOSES system. The 'Basic' tab is active, and the 'Career Center Specific Programs' dialog box is open. The dialog box lists various programs with checkboxes and 'Apply' buttons. The 'SNAP WPP Expansion Program' is selected, and its checkbox is checked. The background form shows fields for 'First Name', 'Last Name', 'Date of Birth', 'Sex', 'Race', and 'Ethnicity'. The 'Programs' section shows 'Job Match' as 'Info. Incomplete'.

Program Name	Apply	Program Status
Referral - Work, Inc.	<input type="checkbox"/>	
Referral for the Fee Service	<input type="checkbox"/>	
Retail Tech	<input type="checkbox"/>	
SNAP WPP Expansion Program	<input checked="" type="checkbox"/>	
SPAN Projects	<input type="checkbox"/>	
STEMPower - The Work Place	<input type="checkbox"/>	
TalentConnect	<input type="checkbox"/>	
VETS - VR&E program	<input type="checkbox"/>	
WTFP OJT	<input type="checkbox"/>	
Y13 Related TWP Only	<input type="checkbox"/>	

2. Ensure that the **Full** tab has been completed.

Job Seeker Membership (Test, Test)

Test, Test SSN: 999-16-1932 ID: 12498409 JQ

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

General Information Military Information Barriers Assistance/Disaster Relocation

Additional Information

Employed: Not Employed Immigrant: Yes No

Disability: Yes No Not Disclosed

Type: Mobility Mental Hearing Vision Cognitive
 Learning Disability Chronic Health Condition

Primary Language: English
Language Details:

Dislocated Worker
Summer Youth
Permanently Separated (HITG): Last Modified: 00/00/0000

Economically Disadvantaged

Family Size: 1
Is your family income for the last six months below \$5,885.00? Yes No

Education

In School: Yes Yes - In Alternative School No

Highest Degree: Some College
Highest Education Grade: 17

Work Search Verification
Date Verified:
Verified By:

Claimant ID

Migrant Status

Seasonal Farm Worker, Non Migrant
 Migrant Farm Worker
 Migrant Food Processor

Long-Term Unemployed (27+ weeks)

Career Objective / Summary
Viewable to Employers on the Internet (JobQuest) Yes No

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. On the **Assistance/Disaster Relocation** sub-tab, indicate that the participant receives SNAP by checking the SNAP box.

Job Seeker Membership (Test, Test)

Test, Test SSN: 999-16-1932 ID: 12498409 JQ

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

General Information Military Information Barriers **Assistance/Disaster Relocation**

Assistance Categories

TAFDC Long Term TAFDC: Yes No Refugee Assistance

EAEDC SNAP (Supplemental Nutrition Assistance) Chapter 115 Veteran Benefits

SSI Free/Reduced Price Lunch SSDI Previous SSDI Recipient Ticket to Work

Disaster Relocations

Relocation Date	Relocated From	Relocation Reason	Enter Other Description
-----------------	----------------	-------------------	-------------------------

Add
Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

IMPORTANT

These pages must be completed in full for the **SNAP WPP Expansion CRYSTAL report** to properly generate. JVS will use this report to co-enroll WPP Expansion program participants in the SNAP Path to Work program.

REMINDER

If a participant receives both SNAP and TAFDC/EAEDC, s/he cannot be enrolled in WPP Expansion. Clients who receive economic assistance through DTA, may participate in WPP, but are not considered expansion program participants.

2. Obtain the client signature on the Permission to Share Information (PSI) form.

When a participant signs the PSI:

- S/he grants permission for JVS and DTA to communicate about their SNAP Path to Work participation for a period of two years or until the participants revokes access.
- A letter will be mailed to the client reminding them of the above and explaining how to revoke access.

Please write legibly when filling out the PSI. JVS will not be able to complete the SNAP Path to Work enrollment if they cannot read the information on the PSI. See example on next page.

3. Inform JVS of newly enrolled WPP Expansion program participants.

Complete the email template below. There are four data points that must be provided that JVS cannot access via MOSES:

- Full **social security number or the DTA AP ID** (DTA Agency identification number)
- **Barriers:**
 - Transportation
 - Dependent Care
 - Finances
 - Other (please describe)
- **Participation plan:**
 - Anticipated participation period (start/end)
 - Anticipated participation hours per week
- **Request for SNAP Transportation Support** if applicable, including county of residence

Below is the template to enroll participants. Please send it via SECURE EMAIL (see step 4) to jmontague@jvs-boston.org. Do not forget to attach the signed PSI. See template, sample and instructions below.

EMAIL TEMPLATE:

MassHire **XXX** requests enrollment of the following individual(s) into the SNAP Path to Work program. We confirm that we have completed the MOSES enrollment (Basic, Full, check off SNAP, and enroll in Career Center Specific Program) for each client, and that the signed Permission to Share Information (PSI) is attached.

Participant Name: **XXX**


Participant full Social Security Number or DTA Agency ID: **XXX-XX-XXXX**

This participant has the following barriers: Transportation, Dependent Care, Finances, Other (please list)

The participation plan is **XX** hours per week for 6 months from the approved enrollment date.

The cost of transportation presents a barrier to this participant. The participant lives in **XXX** County.

SAMPLE:

Send	To...	jmontague@jvs-boston.org
	Cc...	
	Bcc...	
Subject		SECURE: WPP Expansion Enrollment
Attached		 Smith_PSI Form.pdf 182 KB

MassHire Downtown Boston requests enrollment of the following individual(s) into the SNAP Path to Work program. We confirm that we have completed the MOSES enrollment (Basic, Full, check off SNAP, and enroll in Career Center Specific Program) for each client, and that the signed Permission to Share Information (PSI) is attached.

Participant Name: John Smith
Participant full Social Security Number or DTA Agency ID: 123-45-6789
This participant has the following barriers: Transportation, Finances
The participation plan is 20 hours per week for 6 months from the approved enrollment date.
The cost of transportation presents a barrier to this participant. The participant lives in Suffolk County.

TEMPLATE INSTRUCTIONS & EXPLANATIONS:

- JVS cannot enroll a participant without a signed PSI and the required assessment data entered in the Full and Education tabs in MOSES.
- To match the participant to the correct DTA client and enroll them in the SNAP Path to Work program via PATH, **JVS needs either the nine-digit SSN or the DTA Agency ID number AND the date of birth.** Most clients do not know their DTA Agency ID numbers.
- Please delete any barriers listed on the template that do not apply. If "Other" is used, please describe.
- The participation plan is a preliminary one. Should the plan change, please let JVS know so the participation plan can be updated on PATH. Reminder: SNAP clients subject to the ABAWD rules can elect to meet the work requirement by participating in the program for 20 hours per week.
- Delete this section if not applicable. The amount of SNAP Transportation funds received by a client depends on the county in which s/he lives.
- A signed PSI form must be attached for each enrollee.

- If requesting enrollment of multiple clients, please include a completed template and attach each PSI for each participant. It is not necessary to send separate emails for each enrollment request.
- Enrollment requests must be sent to Jenny Montague (jmontague@jvs-boston.org) via **SECURE** email.

4. Track Participation and outcomes.

SNAP client participation hours must be recorded on PATH monthly. Outcomes are entered as they become known. To ensure that JVS has the information needed to enter the information on behalf of the career centers:

- Weekly WPP check-in hours must be recorded as a Service to be captured as participation hours.
- Career counselors should also record client reported “homework” hours as a Service in MOSES.
- JVS will use MOSES records (via a CRYSTAL report) to report SNAP Path to Work participant hours to DTA monthly.

General Services Detail

Services Provided

▶ Service Date: 11/01/2019 Last Update Date: 00/00/0000

▶ Career Center: Hurley/MOSES Unit ▶ Staff ID: BDRUM Hours: 10.0

Description:

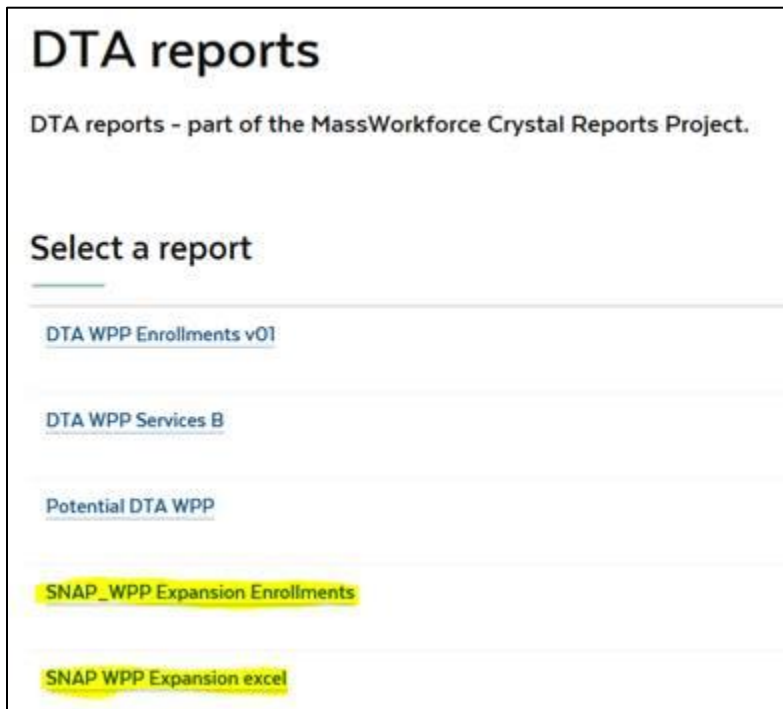
▶ Category: Job Search ▶ Service Detail: Job Order Search With No LO Contact

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

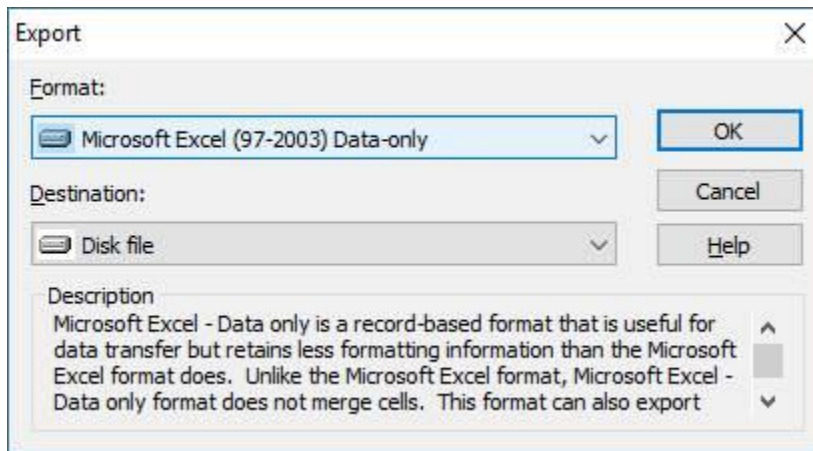
OK Cancel

Crystal reports

Reports are available at: <https://www.mass.gov/service-details/dta-reports>



CRYSTAL reports can be exported to excel. When exporting, select the excel data-only option in the format dropdown window (see below), this will ensure a 'clean' column/row export:



Contact DTA

Laura Reiman

WIOA Coordinator

laura.reiman@state.ma.us

(617) 348-5061

Contact Laura with general WPP questions, requests for technical assistance, etc.

Rosa Moniz

SNAP Employment and Training Specialist

rosa.moniz@mass.gov

(617) 728-6815

Contact Rosa with questions about the SNAP Path to Work program, WPP Expansion program eligibility and SNAP transportation requests.

Participants' Questions about SNAP Benefits and Exemptions:

Questions about the ABAWD work rules and other SNAP questions:

DTA Statewide Assistance Line: 877-382-2363

Online Resources:

DTA Connect Mobile app: <https://www.mass.gov/service-details/learn-what-you-can-do-on-the-dta-connect-mobile-app-and-website>

SNAP Work Rules: <https://www.mass.gov/service-details/work-rules-for-snap-clients>

DTA via mass.gov: <https://www.mass.gov/orgs/department-of-transitional-assistance>

Questions about the SNAP Path to Work program or to locate an ABAWD volunteer site:

DTA SNAP Path to Work Line: 888-483-0255

SNAP Path to Work Website: <https://www.snappathtowork.org/>