



DEPARTMENT OF  
CAREER SERVICES

# Workforce Issuance

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☒ **Policy**   ☐ **Information**

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

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** August 15, 2019

**Subject:** **Employer Record Creation in MOSES**

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**Purpose:** To provide guidance and uniform standard data entry procedures to staff of the MassHire Workforce Boards, MassHire Career Center and other workforce partners for creating Employer Records in MOSES.

This revision clarifies the following:

- Use of pseudo/fictitious employer ID numbers shall cease from this point forward, and as a best practice, career centers should conduct due diligence to make corrections to any existing Employer Record with a pseudo or fictitious ID number. However, at this time, MDCS is not requiring that all old records are corrected.
- The employer certificate of good standing is a requirement for employer eligibility for specific programs/incentives in MA. Those programs ensure that the certificate of good standing is in place for participating employers.

**Background:** The Massachusetts One-Stop Employment System (MOSES) database houses the Executive Office of Labor and Workforce Development (EOLWD) MassHire Department of Career Services (MDCS) records for Employers, Jobseekers and Training Providers. As the MOSES database is utilized across the MassHire workforce development system for tracking services, activities and programs, as well as Federal and Local reporting, it is important that records be as current and accurate as possible.

**Policy:** It is expected that the Federal Employer Identification Number (FEIN) be used to create the Employer Record in MOSES. It is mandatory that MOSES records for employers who are registered/enrolled/participating in the programs listed below are created using the employer's Federal Employer ID Number (FEIN).

**The FEIN for the following programs is required:**

- Trade
- Rapid Response
- On The Job Training
- Apprenticeships
- National Dislocated Worker Grants
- Veterans
- Migrant Farm Worker Employers
- Partner Agency Affiliates
- Any other designated employer

On the rare occasion that a "general" employer (i.e. an employer not included in a designated program) does not know or have their FEIN *and* is not in a program requiring it, there are two acceptable alternatives.

1. The Secretary of State Corporate databases (attachment A) may be used to obtain the company's Secretary of State registration number. The Secretary of State registration number is an approved alternative to the Federal Employer ID Number and may be used to create the Employer record in MOSES for a "general" employer. NOTE: employers are required to be registered in their state at the Secretary of State's Office.
2. Another acceptable alternative registration number that may be used to create the MOSES Employer Record for an employer designated as a "general" employer is the employer's Unemployment Insurance ID number.

If the company designated as a "general" employer eventually participates in a program that requires an FEIN, a new employer record must be created with the Federal Employer ID Number and the Secretary of State or Unemployment

Insurance ID-created record must be closed or merged with the FEIN-created record.

**Use of pseudo or fictitious employer ID numbers is not allowed.** Use of any pseudo number (e.g. 99-9999999, 12-3456789 or any variation) will be considered a violation of this policy.

As a best practice, career centers should conduct due diligence to make corrections to any existing Employer Record with a pseudo or fictitious ID number. However, at this time, MDCS is not requiring that all old records are corrected. The expectation is that from this point forward the practice of using pseudo/fictitious employer ID numbers shall cease.

In addition, employers should be in “*Good Standing*” when providing services. “Good Standing” refers to the fact that individuals, corporations, and other organizations have filed their tax returns and paid tax bills. A Certificate of Good Standing-Tax Compliance or a Corporate Tax Lien Waiver is obtained through the Massachusetts Department of Revenue.

The Certificate of Good Standing is a requirement for employer eligibility for specific programs/incentives in MA. Those programs ensure that the certificate of good standing is in place for participating employers.

**Action**

**Required:** MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners must ensure that all appropriate staff are cognizant of this MOSES data entry requirement.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Please reference this MassWorkforce Issuance number in your inquiry.

**Attachment:** A. Secretary of State New England Offices