

ATTACHMENT E

MOSES Data Entry Guidance for MassHire Career Center Staff

Temporary Authorized Training Tax Credit for Emergency Assistance (TATTCEA)

IMPORTANT: Please remember that MassHire Career Center (MCC) staff creating and entering the various components of this data **MUST** have the proper security rights to do so.

Key Reminders for Reporting Purposes

- Employers must be enrolled in the Strategic Workforce Development Initiative (SWDI) program.
- Courses must have “Specific Funding: Employment Support for Immigrants in Shelters” funding approval.
- Job seekers must be enrolled in the following:
 - The career center-specific program, “Employment Support for Immigrants in Shelters” AND a course with the funding source “Employment Support for Immigrants in Shelters” selected.
- Employments should be recorded as:
 - “Obtained Employment” or “Found Employment”
 - **IMPORTANT: Perform a search for the employer to ensure the Employer ID is recorded on the job record.**

LOCATING, VERIFYING, UPDATING AND/OR CREATING THE EMPLOYER RECORD

Reference pages 7-10 in the “MOSES 102 Business Services Manual.”

<https://www.mass.gov/doc/mdcs-moses-102-business-services-manual-2020/download>

1. Locate the Employer Record in MOSES by verifying the employer’s name and Federal Employer Identification Number (FEIN). Ensure the profile is correct by verifying the employer’s name, address, and other identifying information (as multiple employer records may exist).
2. If the FEIN does not match OR if Employer Record does not exist, create a new Employer Record.
3. If necessary, update the “General Info” and “Employer Contact” tabs.
4. Once the Employer Profile is located or created, enroll the employer in the SWDI program (enrollment is necessary for reporting purposes):

- a. On the “General Info” tab, in the “Company Information” box, select the box, “English Not Essential.”
- b. Go to the “Programs and Benefits” tab and check the “Applied” box next for “Shelter Workforce Development Initiative (SWDI).”

The screenshot shows the 'Employer Registration (3M)' window. The top bar displays '3M', 'FEIN: ### ####0786', and 'ID: 1197467'. The 'Programs and Benefits' tab is selected. The 'Programs' table has columns for 'Program Name' and 'Applied'. The 'Shelter Workforce Development Initiative' is highlighted with a yellow background and has a checkmark in the 'Applied' column. The 'Standard Employee Benefits' table has columns for 'Benefit' and 'Included'. The 'Included' column has checkboxes for each benefit listed.

5. Go to the “Employer Services” tab and select the following:
Reference pages 18-19 in the “MOSES 102 Business Services Manual.”
<https://www.mass.gov/doc/mdcs-moses-102-business-services-manual-2020/download>
 - Service Category: “Business Information and Incentive”
 - Type of Service: “Other Public Incentives or Business Service”
 - Under Summary, enter “Employer is participating in the TATTCEA”

CREATING A TRAINING – EMPLOYER PROPRIETARY/PRIVATE TRAINING OR TRAINING ON THE JOB (TOJ)

Reference pages 38-48 in the “MOSES 104 Manual.”

<https://www.mass.gov/doc/mdcs-moses-104-manual-program-eligibility-and-course-enrollment/download>

1. Select “Training” on the main MOSES menu bar, and then click “Provider Maintenance.”
2. A new window will appear, select “Add.”
3. Complete the “Basic” tab
 - a. To create a new Training Vendor/Employer profile (if TOJ)
 - Select “Training” on the main MOSES menu bar and click “Provider Maintenance.” At the bottom of the box, click “Add.”
 - Enter the FEIN in a new window. You will then be directed to provide basic information for the employer/training provider in another window.
 - At the bottom on the box, click “Courses.”
 - A new window will appear, select “Add” and complete the “Basic” tab.

4. Select Authorized SWDI-P (Private/Proprietary) to ensure the course is NOT searchable on MassHire JobQuest.

The screenshot shows a web-based form titled "Training Course (Amaral Auto Truck Driving School, Inc., CDL Class B w/ School Bus Certification)". The form has several tabs: Basic, Additional Info, Schedule, Performance, Costs, Youth Worksites, Targeted Occupations, Program Courses, and Enrolled. The "Basic" tab is active. It contains fields for Course Name, Address, Zip, City, State, and Description. The "Activity Categories" section has a list of categories on the left and a list of selected categories on the right. The "Authorized SWDI" section has two radio buttons: "Not Private" and "Private", with "Private" selected and highlighted by a red box. Other fields include "Course Capacity", "Funded by Workforce Development Agency in last 3 years?", "Specify Agency(s) and Years", "Course Type", "TAACCCT", and "On Site at Employer Location".

5. Under the "Approvals" section, click "Add" and enter the following information:
 - b. Workforce Board: Enter your Workforce Board (as you are doing the data entry).
 - c. Type: "Specific Funding"
 - d. Specific Funding: "Employment Support for Immigrants in Shelters"
 - e. Status: "Approved"
 - f. Start Date: This is the start date of your specifically designed program.
 - g. End Date: This is the end date of your specifically designed program.
6. Click OK to save

ENROLLING THE EMERGENCY ASSISTANCE (EA) SHELTER JOB SEEKER INTO THE TATTCEA PROGRAM

Reference pages 45-53 in the "MOSES 101 Basic Manual."

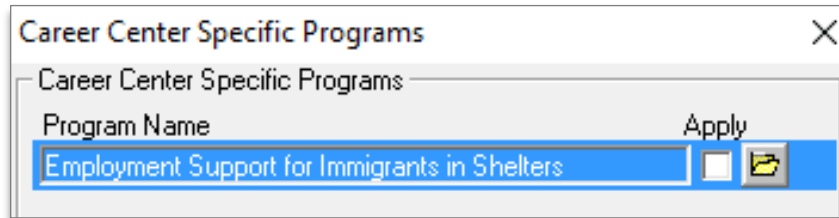
<https://www.mass.gov/doc/moses-101-basic-manual-2020/download>

1. Once the employer has provided the required information, search for the job seeker based on their Social Security Number (SSN).

IMPORTANT: Please perform due diligence when searching job seeker records to prevent duplication.

 - a. If needed, click "Advance Search" to enter additional parameters to help locate the correct job seeker profile (for example, to ensure the profile does not already exist with a pseudo).
 - b. If the job seeker is not found, create a new job seeker profile.
 - Click "add" at the bottom of the box and enter the jobseeker information provided by the employer.
2. Enroll the jobseeker into the "Career Center-Specific Programs."

- a. At the bottom of the “Basic” tab, click “Career Center” (next to the agriculture question).
 - A new window will appear, “Career Center Specific Programs.” Click the “Apply” box to enroll the job seeker into the program “Employment Support for Immigrants in Shelter.”



ASSIGNING ELIGIBILITY TO THE JOB SEEKER

1. From the Basic Tab, click the ELIGIBILITY button at the bottom of the screen.
2. A new window will appear select “Employment Support for Immigrants in Shelter’ under “Potential Non-System Calculated Eligibility”
3. Move it from the left-hand box to the right-hand box (Actual Non-System Calculated Eligibility). You can use the arrows or double click to complete this.
4. Click Ok to save.

Type	Description	Criteria
JTA	BOS Neigh. Jobs Trust (NJ) ITAs	
Trade	TAA	
DTA	DTA - Skills Education	
Youth	WIDA Title I - Youth	

ENROLL THE EMERGENCY ASSISTANCE (EA) SHELTER JOB SEEKER IN THE COURSE

1. Enter the job seeker’s profile and go to the “Services” tab and click the “Course/Activity” tab
2. Click “Add” and enter the “Training Course ID” number
3. Select “Funding Source Employment Support for Immigrants in Shelters” and move it from the left-hand box (Eligible Funding Stream) to the right. You can use the arrows or double click to complete this.

Training Enrollment Detail

Career Center: Hurley / Saltonstall MOSES Unit
 Created Date: 09/26/2024
 Training Course ID: 1106635 Course Search
 Training Course: Test DWD 34.4
 Training Provider: DWD Testers
 Occupation Description:
 Location / Worksite:
 Referral Date: 09/26/2024
 Enrollment: ☒ Yes ☐ No
 Start Date: 09/30/2024
 Section 30
 Last Update Date:
 Staff ID: AGRAN
 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
 Employment Support for Immigrants in Shelters
 Group Contract Enrollment: ☐ Yes ☐ No Incumbent Worker Trng ☐
 Cost (\$): 00
 Obligated to the Funding Source(s):
 Voucher: Not Issued
 Evaluations
 Notification Method: N/A Notification Sent Date: 00/00/0000
 Evaluation Status: N/A
 Display Form OK Cancel

ENTER EA SHELTER JOB SEEKER OBTAINED EMPLOYMENT

Reference page 222 in the “MOSES 101 Basic Manual.”

<https://www.mass.gov/doc/moses-101-basic-manual-2020/download>

1. Enter the job seeker’s profile and go to the “Services” tab.
2. Click the “Employment” tab, and then click “Add.”
3. Under Service type, select “Found employment or obtained employment.” A new window will open.
4. Perform a search for the employer to ensure the Employer ID is on the record.
 - a. Service Result: “Obtained employment after tax credit”
 - b. Training related: “YES”