

MOSES 104

JOB SEEKER

Data Entry Process

for

PROGRAM ELIGIBILITY

and

COURSE ENROLLMENT



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DEPARTMENT OF
CAREER SERVICES

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Introduction

Overview

Prior to this part of MOSES, a proper and thorough Job Seeker Assessment should have been done. With the determination that the customers best course of action is training to enhance their employability.

All this should be documented in the Job Seeker record. A complete record, documented services and corresponding Notes entered. As well as specific relevant tabs as needed.

In addition, Career Planning (*formerly Case Management*) should be enrolled in the MOSES record for the customer. With applicable Goals and Tasks (if needed) developed that address the identified barriers to employment. These should support the employment plan that has been developed by you with the customer.

Lastly, the documentation for the specific program you are enrolling the customer in is crucial, it should be detailed and comprehensive. The ramifications for not having the proper documentation and collateral will impact not only the job seekers outcome, but also your career center / offices financial health. Only enroll when you have the documentation that you need and supports the program enrollment requirements.

This is the most difficult part of MOSES, not from a data entry standpoint, but rather from a complete record standpoint and correct data entry. This manual addresses the data entry steps needed.

Registering a Customer for Programs/ Training

Overview

There may be several sources of funds that could pay for training and other programmatic functions. To determine which programs and funding sources the job seeker qualifies under, additional information, beyond what was collected for a full job seeker membership, is needed. Based on the personal information collected, MOSES displays a list of programs and funding sources for which the job seeker may be eligible.



The Job Seeker must have a **Full** membership to complete the Program Eligibility screens and you must resolve all pertinent **Alerts**.



You may refer or enroll a Job Seeker into a training course only from that Job Seeker's **Course/Activity** Service tab or from that Job Seeker's **Eligibility** screen. MOSES needs the Job Seeker record to associate it with a particular course/activity. *(You may not refer or enroll a Job Seeker from Training Course Search.)*

Registering a Job Seeker for Programs or Training (General Tab)

1. Open the **Job Seeker Membership** window for the job seeker.

The screenshot shows the 'Job Seeker Membership (Alott, Noah)' window. The title bar includes the name and SSN: XXX-XX-1234 ID: 13173603. The window has several tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The 'Basic' tab is active, showing 'General Information' with fields for First Name (Noah), Last Name (Alott), Date of Birth (01/01/1990), Sex (Chose not to answ), Military (No), and Release Information (No). There are also fields for Ethnicity and Race. The 'Programs' section shows a table with columns for Program Name, Apply, Program Status, and History. The 'Job Match' program is selected, with 'Apply' checked and 'Info. Complete - On' in the status. Other programs like 'Program Eligibility' and 'Career Planning' are also listed. The 'Address' section shows the residence address as 160 Mensa Way, Waban, MA 02468. The 'Contact' section shows a primary phone number and email address. The 'Special Accommodations' section is empty. At the bottom, there are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

2. Click the **Apply** check box next to **Program Eligibility**.

This close-up shows the 'Programs' section of the window. The title is 'Programs - Last Reportable Service Date: 10/05/2020'. It features a table with the following data:

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

3. Click the **Yes** button on the pop-up message that asks you if you are sure you want to include this person in this program.

The dialog box is titled 'Confirm Program Enrollment' and contains a question mark icon followed by the text: 'Are you sure you want to enroll the job seeker in this Program Eligibility program?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Job Seeker Membership (Alott, Noah)

Alott, Noah SSN: XXX-XX-1234 ID: 13173603

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

General Information

First Name: Noah Middle Initial:

Last Name: Alott Sex: Chose not to answ

Date of Birth: 01/01/1990 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: 10/05/2020

Program Name	Apply	Program Status	History
Job Match	<input checked="" type="checkbox"/>	Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/>	Info. Incomplete	
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: 160 Mensa Way

Country: United States of America

Zip: 02468 City: Waban

State: Massachusetts

Enterprise Empowerment Renewal

Address Not Available Mailing Address different

Confidential: Yes No HITG Confidential: Yes No

Contact

Primary Phone: (617)626-4455 Email: noahalott@mensa.com

Other Phone: (508)723-5896

Web Address: www.linkedin.com/7009ks/djksi Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



The **Program Status** will display **Info. Incomplete**.

This indicates that the information required to determine eligibility for programs and training funding sources has not been entered yet.

- Click the **Eligibility Criteria** button located at the bottom of the **Job Seeker Membership** window.

MOSES will state that you must save changes to proceed. Click **Yes**.

Eligibility Criteria

Job Seeker Membership (Alott, Noah)

Changes must be saved before you can proceed. Are you sure you want to save changes?

Yes No

5. MOSES opens the **Training Registration** window with the **General** tab visible.



Remember ▶ means this is a required field.
Make sure you have the appropriate documentation for the Citizen information you choose.

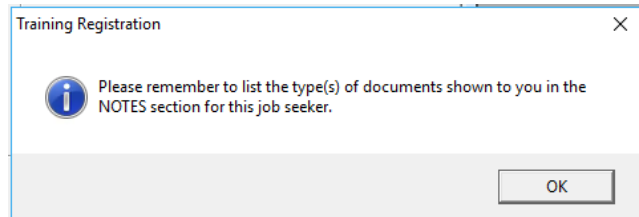
6. Type the job seeker's personal information into the following fields on the **General** tab:



It is important you enter all of the optional information available, because MOSES will use the information to determine whether the job seeker is eligible for any programs or training funds. MOSES pre-fills some of the fields based upon information already collected.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Citizen	▶	Select the job seeker's citizenship from the dropdown list.
Alien Registration Number		Type the applicant's alien registration number. MOSES displays the Alien Registration Number field only when you select a citizenship other than US Citizen . Residency Expiration Date is optional.
Selective Service Compliant	▶	Select whether the applicant has complied with Selective Service requirements. Yes should be selected for all women, young men under the age of 18, and men born before December 31, 1960. Document customer is Selective Service compliant by gender or age. You can check on www.SSS.gov to confirm a Selective Service compliance. Selective Service is based upon a persons gender at birth. Check Yes for males born on or after January 1, 1961 that have registered for Selective Service.
Last Updated Date		MOSES pre-fills this field.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Documents Presented		Check this box to indicate the supporting documentation has been presented by the Job Seeker. Make sure you record the documents presented in the Notes area. Follow office security protocols on documentation and copies.



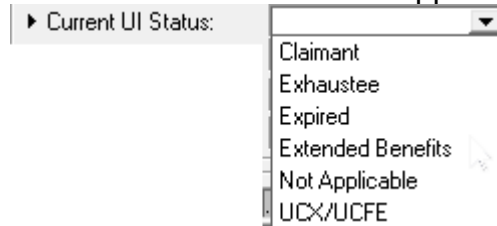
Permanent Resident		Check this box if the Resident Alien, Refugee, or Other Alien has permanent residence status. Make sure to add a Note to document this.
---------------------------	--	--

Labor Force Status		This carries over from the Job Seeker – Full tab – General Information sub tab – Employed question.
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Weeks Unemployed (In Last 26 Weeks)		The number of weeks the job seeker has been unemployed during the last 26 weeks will appear. (If applicable.)
--	--	---

Initial UI Status		This field will pre-fill from the UI interface.
--------------------------	--	---

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Current UI Status	▶	Select the current UI status that applies.



Claimant: Someone collecting Unemployment Insurance funds.

Exhaustee: Someone who has collected all their Unemployment Insurance funds. *(They have no money left.)*

Expired: Unemployment Benefits expire after a specific time frame / allotment. This is what this person would be designated, they have exceeded the time frame for their initial UI claim. *(It is usually 52 weeks.)*

Extended Benefits: Applicable when the Federal government has extended unemployment beyond the basic weeks allowed for a claim.

Not Applicable: Someone not eligible for Unemployment Assistance under Federal regulations and guidelines.

UCX / UCFE: Unemployment claim for Military (X) or Federal Employee (FE).

UI Start Date	Type the date that the job seeker's current UI claim began.
----------------------	---

Weeks Number	This field will pre-fill from the UI interface.
---------------------	---

Field Name

Required

Action

**Lay-off
Status**



Select the appropriate status.

▶ Layoff Status:

- Not Applicable
- Terminated / Laid Off
- Unemployed (Previously Self Employed)

Not Applicable: Job seeker has no lay off status.

Terminated / Laid Off: A job seeker who has been made redundant / terminated from their job and employer.

Unemployed (Previously Self Employed): Unemployed job seeker who was self-employed, but is no longer working.

**Workforce
Attachment**

Select **Yes** or **No**, if appropriate.

**Reading
Level**

Brought forward from the **Services** Tab, **Testing** sub-tab.

Click on the check box in the **Testing Details** screen to indicate the test from the **Testing** sub-tab you want brought to this area.

The box for *Use this test score for eligibility* must be checked for the score to appear here.

Use this test score for eligibility

Reading Test

Brought forward from the **Services** Tab, **Testing** sub-tab. Click on the check box in the **Testing Details** screen to indicate the test from the **Testing** sub-tab you want brought to this area.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Reading Test Date		Brought forward from the Services Tab, Testing sub-tab. The test date should be the date the test was taken and not when it was entered into MOSES.
Name		Brought forward from the Services Tab, Testing sub-tab. Only used when “Other” is chosen as the test type.
Math Level		Brought forward from the Services Tab, Testing sub-tab. Click on the check box in the Testing Details screen to indicate the test from the Testing sub-tab you want brought to this area. The box for <i>Use this test score for eligibility</i> must be checked for the score to appear here. <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Use this test score for eligibility <input type="checkbox"/></div>
Math Test		Brought forward from the Services Tab, Testing sub-tab.
Math Test Date		Brought forward from the Services Tab, Testing sub-tab. The test date should be the date the test was taken and not when it was entered into MOSES.
Name		Brought forward from the Services Tab, Testing sub-tab. Only used when “Other” is chosen as the test type.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
ESL Level		<p>Brought forward from the Services Tab, Testing sub-tab. Click on the check box in the Testing Details screen to indicate the test from the Testing sub-tab you want brought to this area.</p> <p>The box for <i>Use this test score for eligibility</i> must be checked for the score to appear here.</p> <p>Use this test score for eligibility <input type="checkbox"/></p>
ESL Test		Brought forward from the Services Tab, Testing sub-tab.

Registration of a Job Seeker for Programs (Family / Public Assistance Tab)

- 1. Select the **Family / Public Assistance** tab on the **Training Registration** details window when you have finished entering data on the **General** tab.

The screenshot shows a software window titled "Training Registration (13173603)" for user "Alott, Noah" with SSN: XXX-XX-1234 and ID: 13173603. The "Family / Public Assistance" tab is selected. The form is divided into several sections:

- Assistance Categories:** Includes checkboxes for TAFDC, EAEDC, SSI, Free/Reduced Price Lunch, Refugee Assistance, SNAP (Supplemental Nutrition Assistance), SSDI, Previous SSDI Recipient, Other Income-Based Public Asst, and Chapter 115 Veteran Benefits. A note states: "The Assistance Categories can be edited on the Assistance tab, contained within the Full tab".
- Other:** Fields for DTA Case Number, DTA Case Closed Date (00/00/0000), TANF Exhaustee (Yes/No), ESP Registered (Yes/No), TANF 12 Mo Time Limit (Yes/No), DTA Post Employment Eligibility (Yes/No), and Non Custodial Parent (Yes/No).
- Family:** Includes a Status dropdown, Number of Dependent Children (0), Family Size (4), Verified Family Size (Yes/No), 6 mo. Family Income (Annualized), WIOA Low-Income (No), High Poverty Area checkbox, and Under poverty Line / 70% Lower Living Standard (No).

Buttons for "OK" and "Cancel" are located at the bottom right of the window.

2. The **Assistance Categories** section carries over from the **Job Seeker – Full tab – Assistance / Disaster Relocation** sub tab. Go to that location to select any appropriate **Assistance Categories** for your Job Seeker. To modify this section of the **Eligibility Criteria – Family / Public Assistance** tab.

The screenshot shows a software window titled "Training Registration (13173603)" with a sub-header for "Alott, Noah" and "SSN: XXX-XX-1234 ID: 13173603". The "Family/Public Assistance" tab is active. The "Assistance Categories" section includes checkboxes for TAFDC, EAEDC, SSI, Free/Reduced Price Lunch, Refugee Assistance, SNAP (Supplemental Nutrition Assistance), SSSI, Previous SSSI Recipient, and Other Income-Based Public Asst. A note states: "The Assistance Categories can be edited on the Assistance tab, contained within the Full tab". The "Other" section contains fields for DTA Case Number, DTA Case Closed Date (00/00/0000), TANF Exhaustee (Yes/No), ESP Registered (Yes/No), TANF 12 Mo Time Limit (Yes/No), DTA Post Employment Eligibility (Yes/No), and Non Custodial Parent (Yes/No). The "Family" section includes a Status dropdown, Number of Dependent Children (0), Family Size (4), Verified Family Size (Yes/No), 6 mo. Family Income (Annualized), WIDA Low-Income (No), High Poverty Area checkbox, and Under poverty Line / 70% Lower Living Standard (No).

(Job Seeker - Full tab – Assistance / Disaster Relocation sub tab)

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
TAFDC		Select the TAFDC check box to indicate the job seeker is receiving <i>Transition Aid to Families with Dependent Children</i> . Families with children can get TAFDC if their income is low enough. TAFDC includes monthly cash payments, a yearly clothing allowance for each child, and payments for childcare if the adult in the family is working or in an approved education and training program.
EAEDC		Select this check box to indicate the job seeker is receiving <i>Emergency Aid to Elderly and Disabled Children</i> . EAEDC is a cash benefit for disabled adults, caretakers, and some children who are not able to get TAFDC. EAEDC is a state benefit. It is different from SSI, which is a federal benefit. You cannot get both at the same time.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
SSI		<p>Select this check box to indicate the job seeker is receiving <i>Supplemental Security Income</i>.</p> <p>Supplemental Security Income (SSI) is a United States means-tested taxpayer funded program that provides cash payments to individuals residing in the United States who have paid into social security and are eligible to retire. SSI was created by the Social Security Amendments of 1972 and is incorporated in Title 16 of the Social Security Act. The program began in 1974.</p>
Long-Term TAFDC		Check the appropriate status that applies.
Free / Reduced Price Lunch		Check if the status applies.
Refugee Assistance		Select this check box to indicate the job seeker is receiving <i>Refugee Assistance</i> .
SNAP / Food Stamps		<p>Select this check box to indicate the job seeker is receiving <i>SNAP / Food Stamps</i>. The Supplemental Nutrition Assistance Program (SNAP), was first considered by congress to become a permanent program in 1964.</p> <p>Today, SNAP benefits provide healthy and affordable nutrition options to millions of Americans and help raise low-income households and families from poverty. The program offers eligible participants with funds to be exchanged for approved food items.</p>

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
SSDI		<p>Select this check box to indicate the job seeker is receiving Social Security Disability Insurance (SSDI).</p> <p>Social Security Disability Insurance (SSD or SSDI) is a payroll tax-funded federal insurance program of the United States government. It is managed by the Social Security Administration and designed to provide income supplements to people who are physically restricted in their ability to be employed because of a notable disability (usually physical).</p>
Chapter 115 Benefits		<p>Check if applicable to the Job Seeker / Veteran.</p> <p>The Chapter 115 Benefits Program is run by the Massachusetts Department Veterans' Services (DVS).</p> <p>DVS runs the program in partnership with local Veterans' Service Officers (VSOs). The Program provides financial aid for food, shelter/housing, clothing, and medical care to veterans and their dependents who have limited incomes.</p>
Ticket to Work		<p>Check if applicable</p> <p>Social Security's Ticket to Work Program supports career development for Social Security disability beneficiaries age 18 through 64 who want to work.</p> <p>The Ticket Program is free and voluntary. The Ticket Program helps people with disabilities progress toward financial independence.</p> <p>Individuals who receive Social Security benefits because of a disability and are age 18 through 64 probably already qualify for the program.</p>
Previous SSDI Recipient		<p>Check if applicable</p> <p>It is as stated.</p>

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Other Income Based Public Asst.		Check if applicable

- The **Other** section was previously used by the Department of Transitional Assistance (DTA) in Massachusetts to record information on their co-enrolled customers.
- The **Family** section is used to assist in determining program eligibility of customers and should be filled in accurately and as appropriate.

Training Registration (13173603)

Alott, Noah SSN: XXX-XX-1234 ID: 13173603

General Family/Public Assistance

Assistance Categories

TAFDC Long Term TAFDC: Yes No Refugee Assistance [The Assistance Categories can be edited on the Assistance tab, contained within the Full tab](#) Other Income-Based Public Asst

EAEDC SNAP (Supplemental Nutrition Assistance) Chapter 115 Veteran Benefits

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

Other

DTA Case Number: DTA Case Closed Date: 00/00/0000

TANF Exhaustee: Yes No ESP Registered: Yes No

TANF 12 Mo Time Limit: Yes No DTA Post Employment Eligibility: Yes No

Non Custodial Parent: Yes No

Family

► Status:

Number of Dependent Children:

Family Size:

Verified Family Size: Yes No

6 mo. Family Income (Annualized):

WIDA Low-Income: High Poverty Area

Under poverty Line / 70% Lower Living Standard: Under poverty Line: 70% Lower Living Standard:

OK Cancel

Field Name

Required

Action

Status



Select one of the following family status options from the dropdown list.

► Status:

- Other Family Member
- Parent in a two parent family
- Single Individual, not part of a family
- Single Parent

Other Family Member:

This is usually a son or daughter.

Parent in a two parent family:

As federally defined. Recognizes same sex marriage.

Single Individual, not part of a family:

As stated.

Single Parent:

As stated.

**Number of
Dependent
Children**

Type the number of dependent children in the job seeker's family.

Family Size

MOSES pre-fills the family size entered on the **Full** tab – **General Information** sub tab of the **Job Seeker Membership** window. *You cannot change the number here.* If the number needs to be adjusted, you must return to the Full tab – General Information sub tab, make the change and save the changes. Doing this will update the Family Size field.

**Verified
Family Size**

Select whether you have verified the family size.

**6 Mo. Family
Income
(Annualized)**

If provided, enter the actual gross income amount for the most recent 12-month period.

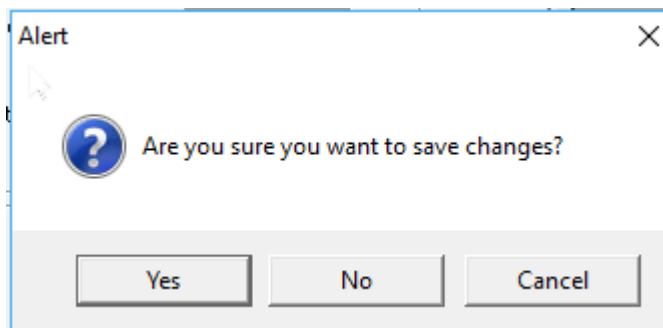
If not provided, enter an “annualized” amount based on the most recent gross earnings information provided and calculated in accordance with accepted WIOA / Federal program methods.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
WIOA Low-Income		MOSES fills this field with Yes or No if the answers provided meet the standards.
Under Poverty Line / 70% Lower Living Standard		MOSES fills this field with Yes if the income you entered is under either the Poverty Line or the 70% Lower Living Standard.
Under Poverty Line		MOSES fills this field with Yes if the income you entered is under the Poverty Line.
70% Lower Living Standard		MOSES fills this field with Yes if the income you entered is under the 70% Lower Living Standard.
High Poverty Area		Check this box off if the Youth lives in a High Poverty Area as defined by the Commonwealth of Massachusetts.

5. Click the **OK** button to save all the changes you have made to the job seeker's **Program Eligibility** registration.

Click **Yes** to save changes.

This returns to this Job Seeker Basic tab.



6. Now go to the **Full** tab – **Barriers** sub tab.
 Check off the barriers to employment and eligibility barriers you have selected for this customer.
 Remember to document it in the **Barrier Notes** section at the bottom of the tab.
(This should be done before Eligibility / Eligibility Criteria is completed. Traditionally this is part of the Career Planning enrollment in MOSES.)

The screenshot shows a software window titled "Job Seeker Membership (Alott, Noah)". The window has a header bar with the name "Alott, Noah" and "SSN: XXX-XX-1234 ID: 13173603". Below the header is a navigation menu with tabs: "Basic", "Full", "Education", "Work History", "Events", "Alerts", "Career Plan/Youth ISS", "Services", "Special Programs", and "Survey". The "Full" tab is selected, and within it, the "Barriers" sub-tab is active. The main content area is divided into three columns of checkboxes:

- Left Column:**
 - Below Grade Level
 - DCF Youth
 - Displaced Homemaker
 - DYS Youth
 - Financial
 - Health
 - Housing
 - Labor Market Discrimination/Cultural Barrier
 - Lack of Childcare/Eldercare
 - Lack of Credentials, Certification, Licensing
 - Lack of Marketable/Occupational Skills
- Middle Column:**
 - Lack of Self-Sufficiency
 - Lack of Transportation
 - Legal
 - Limited Basic Educational Skills
 - Limited Job Search Skills
 - Other
 - Probation/Court Involvement
 - Substance Abuse
 - Underemployed
 - Work History (limited,gaps,none,etc.)
- Right Column (Eligibility):**
 - Disability
 - English Language Learner
 - Foster Child
 - Homeless
 - Low Levels of Literacy
 - Offender/Subject to Justice System
 - Pregnant/Parenting Issues
 - Runaway Youth
 - Youth Not Attending, but of Compulsory Age
 - Youth Requiring Additional Assistance

Below the checkboxes is a note: "Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility." Below the note is a text area labeled "Barrier Notes" with an "Expand" button. At the bottom of the window is a row of buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

Barriers (Employment Barriers)

Potential barriers to employment the customer has self-identified.

(For more guidance, please see Issuances.).

Full Tab – Barriers (Employment Barriers)

Term

Definition

Below Grade Level

BASIC SKILLS DEFICIENT, BASIC LITERACY SKILLS DEFICIENT *– an

individual youth or adult who computes or solves problems, reads, writes, or speaks English

- at or below their age-appropriate grade level (if less than ninth grade age), or
- at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

**This definition was adopted by the WIA Youth Subcommittee and approved by the WIA Steering Committee, giving further definition to the one found at §101(4).*

Full Tab – Barriers (Employment Barriers)

<u>Term</u>	<u>Definition</u>
DCF Youth	<p>This Non-Eligibility Barrier for Youth is a sub-set of the Foster Child Eligibility Barrier. If the DSS Youth Barrier is checked off, an explanation must be included on the Barrier Notes. First, the name of the barrier (DSS Youth) must be listed and what criteria were used to make this determination and where this information is located must be included. Also, please enter the date the note was created and the initials of the individual who entered the note. DSS Youth can be documented by Telephone Verification using the Telephone Verification Form, as per WIA Issuance 05-74.</p>
Displaced Homemaker	<p>DISPLACED HOMEMAKER – §101(10); §663.120 - an individual who has been providing unpaid services to family members in the home and who;</p> <ul style="list-style-type: none">(A) has been dependent on the income of another family member but is no longer supported by that income, and(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Full Tab – Barriers (Employment Barriers)

<u>Term</u>	<u>Definition</u>
DYS Youth	<p><u>DYS Youth:</u> This Non-Eligibility Barrier for Youth is a sub-set of the <u>Foster Child</u> Eligibility Barrier.</p> <p>If the <u>DYS Youth</u> Barrier is checked off, an explanation must be included on the Barrier Notes. First, the name of the barrier (<u>DYS Youth</u>) must be listed and what criteria were used to make this determination and where this information is located must be included. Also, please enter the date the note was created and the initials of the individual who entered the note.</p> <p><u>DYS Youth</u> can be documented by Telephone Verification using the Telephone Verification Form, as per WIA Issuance 05-74.</p>
Financial	To be defined by the local workforce area.
Health	To be defined by the local workforce area.
Housing	To be defined by the local workforce area.
Labor Market Discrimination / Cultural Barrier	To be defined by the local workforce area.
Lack of Childcare / Eldercare	To be defined by the local workforce area.
Lack of Credentials, Certification, Licensing	To be defined by the local workforce area.
Lack of Marketable / Occupational Skills	To be defined by the local workforce area.

Full Tab – Barriers (Employment Barriers)

<u>Term</u>	<u>Definition</u>
Lack of Self-Sufficiency	Lack of Self-Sufficiency – The local board must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide self-sufficiency means employment paying at least the lower living standard income level. Self –sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage. §663.230
Lack of Transportation	To be defined by the local workforce area.
Legal	To be defined by the local workforce area.
Limited Basic Educational Skills	To be defined by the local workforce area.
Limited Job Search Skills	To be defined by the local workforce area.
Other	To be defined by the local workforce area.
Probation / Court Involvement	To be defined by the local workforce area.
Single Parent	the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).
Substance Abuse	To be defined by the local workforce area.
Underemployed	UNEMPLOYED INDIVIDUAL – an individual who is without a job and who wants and is available for work. §101(47)
Work History (limited, gaps, none, etc...)	To be defined by the local workforce area.

Barriers (Eligibility Barriers)

Potential Employment Barriers that may result in Eligibility into various federally funded programs.

They are identified as Eligibility Barriers. Documentation to substantiate the customer's claim of eligibility is required; see Issuances for more detailed instructions.

(For more guidance please see Issuances).

Full Tab – Barriers (Eligibility Barriers)

<u>Term</u>	<u>Definition</u>
Disability	DISABILITY – §101(17) - an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).
Foster Child	FOSTER CHILD – any youth under the age of eighteen (18) who is placed into substitute care under the legal responsibility of the Massachusetts Department of Social Services (DSS). The term “substitute care” means the provision of planned, temporary twenty-four hour a day care when the parent or principal caretaker is unable or unavailable to provide care on a daily basis. “Substitute care” encompasses the provision of foster care, community residential care and supervised independent living (110CMR 2.00(49)). This definition of foster child may include children who are: <ul style="list-style-type: none">(A) receiving services from the Massachusetts DSS pursuant to a voluntary placement agreement; or(B) placed in the custody of the Massachusetts DSS through a court order (including a court order arising and of a Child in Need of Services (CHINS) petition) or through an adoption surrender.

Full Tab – Barriers (Eligibility Barriers)

Term

Definition

Homeless

HOMELESS – pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either:

- (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill),
- (B) an institution providing a temporary residence for individuals intended to be institutionalized, or
- (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Full Tab – Barriers (Eligibility Barriers)

Term

Definition

Low Levels of Literacy

BASIC SKILLS DEFICIENT, BASIC LITERACY SKILLS DEFICIENT *– an

individual youth or adult who computes or solves problems, reads, writes, or speaks English

- at or below their age appropriate grade level (if less than ninth grade age), or
- at or below grade level 8.9 on a generally accepted standardized test or a comparable score of a criterion-referenced test; or
- is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

**This definition was adopted by the WIOA Youth Subcommittee and approved by the WIOA Steering Committee, giving further definition to the one found at §101(4).*

Offender / Subject to Justice System

OFFENDER –

Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under WIOA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. §101(27)

Pregnant / Parenting Issues

PREGNANT/PARENTING YOUTH

A youth who is pregnant or providing custodial care for one or more dependents under age 18.

Full Tab – Barriers (Eligibility Barriers)

<u>Term</u>	<u>Definition</u>
Runaway Youth	RUN-AWAY YOUTH – Pursuant to the Runaway and Homeless Youth Act, an individual under 18 years of age who absents himself or herself from home or place of legal residence without permission of the parent(s) or legal guardian.
Youth Not Attending, but of Compulsory age	YOUTH NOT ATTENDING Youth is not attending school, but of compulsory age.
Youth Requiring Additional Assistance	YOUTH REQUIRING ADDITIONAL ASSISTANCE to complete an educational program, or to secure and hold employment (the sixth barrier). The definition of a youth requiring additional assistance will include an individual who: <ul style="list-style-type: none">(A) is one or more grade levels below their age-appropriate grade level;* or has a disability, including a learning disability;* or(B) requires additional assistance as <u>defined by the youth council and approved by the local board.</u> (Long term unemployment may not be used as a criterion to meet this definition of eligible youth.)*

Youth Eligibility Barrier Definitions

(from PIRL ETA9172)

HOMELESS/ RUNAWAY

- (a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:
 - (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - (iii) is living in an emergency or transitional shelter;
 - (iv) is abandoned in a hospital; or
 - (v) is awaiting foster care placement;
- (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
- (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or
- (d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).

OFFENDER/ Subject to Justice System

- the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.

ENGLISH LANGUAGE LEARNER

- the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

SKILLS DEFICIENT/ LOW LITERACY LEVELS

- the participant is, at program entry:
 - A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

- B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.

Demonstrated by TABE / Testing scores

SINGLE PARENT

- the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).

FOSTER CARE (Child)

- the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system.

DISABILITY

- the participant indicates he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.

YOUTH REQUIRING ADDITIONAL ASSISTANCE

- the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.

PREGNANT / Parenting Issues

A youth who is pregnant or providing custodial care for one or more dependents under age 18.

Youth Not Attending, But of Compulsory Age

A federal recognized youth barrier. Not applicable in Massachusetts.

Determine Eligibility and Select Programs or Funding Sources for Training

Overview

In the previous section you collected all the information needed by MOSES to determine the programs and funding sources for which the job seeker is eligible.

In this section, you will use the **Eligibility** window / program to make the determination.

To Determine Programs and Funding Sources for a Job Seeker

1. Click the **Eligibility** button located on the **Job Seeker Membership** window.

Job Seeker Membership (Alott, Noah)

Alott, Noah SSN: XXX-XX-1234 ID: 13173603

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

General Information

First Name: Noah Middle Initial:

Last Name: Alott Sex: Chose not to answ

Date of Birth: 01/01/1990 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: 10/05/2020

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

Address

Address: 160 Mensa Way

Country: United States of America

Zip: 02468 City: Waban

State: Massachusetts

Enterprise Empowerment Renewal

Address Not Available Mailing Address different

Confidential: Yes No HITG Confidential: Yes No

Contact

Primary Phone: (617)626-4455 Email: noahalott@mensa.com

Other Phone: (508)723-5896

Web Address: www.linkedin.com/7009ksl/djksj Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel



You must complete the procedure in the previous section for the **Eligibility Criteria** window before attempting to determine eligibility.



You can also go to the Eligibility screen directly from the Job Seeker Search Results. Simply highlight the record you want and click the Eligibility button in the lower right-hand corner.

2. MOSES will display the **Eligibility** window for that job seeker.



The MassHire Workforce Board areas (*Service Delivery Area*) dropdown list is restricted to those to which the current staff user has access. Your assigned office(s).

Type	Description	Criteria
JTA	Opioid - Hampden	
JTA	WIOA Title I - Adults	
Trade	TAA	
JTA	WIOA Title I - Dislocated Workers	
DTA	DTA - Skills Education	

3. Click the **Initial Eligibility** button. MOSES displays a list of funding sources in one or both panels on the left and clears the panels on the right.



The **Initial Eligibility** button becomes inactive after the first time it is clicked. After this point, you may only use the **Update Eligibility** button.

4. Select a program or funding source in the **Potential System Calculated Eligibility** panel on the left, then click the >> to move that item to the **Actual System Calculated Eligibility** panel on the right. While you can move more than one program or funding source to the right, **ONLY** move those to be used.



The **Potential System Calculated Eligibility** list shows funding sources or programs where eligibility can be determined by the data MOSES has collected on the Eligibility Criteria window. These sources are usually available statewide.

Type	Description	Criteria
Trade	TAA	
DTA	DTA - Skills Education	
Youth	WIOA Title I - Youth	

5. Select a funding source in the **Potential Non-System Calculated Eligibility** panel on the left, then click the >> to move that item to the **Actual Non-System Calculated Eligibility** panel on the right. While you can move more than one program or funding source to the right, **ONLY** move those that will be used.



The **Potential Non-System Calculated Eligibility** list indicates additional sources of programs and training funds that may apply to the job seeker. These sources usually include local or limited access programs and/or cannot fully be determined by the data collected on the Eligibility Criteria window. Career center staff will have to determine if the job seeker is eligible for these programs and funding sources.



The **Non-Eligible Funding Sources** panel at the bottom of the **Determine Eligibility** window lists all programs and funding sources MOSES has not listed on the potential eligibility panels above, because MOSES has determined the job seeker is not eligible for these programs and funding sources. If programmatic and funding source eligibility information has been specified in MOSES by career center management, you will be able to click the folder icon next to the specific funding source to view the details. If the folder icon is not available, eligibility information for that funding source cannot be viewed in MOSES.

Determine Eligibility
 Alott, Noah SSN: XXX-XX-1234 ID: 13173603

MassHire Workforce Board: Central Initial Date: 10/07/2020 Last Update Date: 10/02/2020

Potential System Calculated Eligibility
 WIOA Title I - Adults

Actual System Calculated Eligibility
 WIOA Title I - Dislocated Workers

Potential Non-System Calculated Eligibility
 COVID-19 Disaster Dislocated Worker Grant
 DTA Work Program Participant (WPP)
 RR Central Covid 19 Employer 2020
 SNAP WPP Expansion Program
 VETS - VR&E Program

Actual Non-System Calculated Eligibility
 Section 30

Non-Eligible Funding Sources

Type	Description	Criteria
Trade	TAA	
DTA	DTA - Skills Education	
Youth	WIOA Title I - Youth	

Initial Eligibility Update Eligibility Course Search OK Cancel

6. Click the **OK** button to save changes you have made to the job seeker's **Eligibility** window and return to the **Job Seeker Membership** window for this job seeker.
7. Click the **Basic** tab on the **Job Seeker Membership** window.
8. Select the specific program enrollments in the Programs panel by selecting the appropriate check box in the **Apply** column. Only those programs where job seeker eligibility has been determined will accept an enrollment. If you neglect to do this, when you attempt to enroll a job seeker in a course, a window will appear and lead you through selecting the proper program(s) on the **Basic** window.

Job Seeker Membership (Alott, Noah)

Alott, Noah SSN: XXX-XX-1234 ID: 13173603

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

General Information

First Name: Noah Middle Initial:

Last Name: Alott Sex: Chose not to answ

Date of Birth: 01/01/1990 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: 10/05/2020

Program Name	Apply	Program Status	History
WIOA Title I - Adult	<input type="checkbox"/>		
WIOA Title I - Dislocated Wo	<input checked="" type="checkbox"/>	Enrolled	
WIOA Title I - Youth	<input type="checkbox"/>		

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

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Residence Address | Mailing Address

Address

Address: 160 Mensa Way

Country: United States of America

Zip: 02468 City: Waban

State: Massachusetts

Enterprise Empowerment Renewal

Address Not Available Mailing Address different

Confidential: Yes No HITG Confidential: Yes No

Contact

Primary Phone: [(617)626-4455 Email: noahalott@mensa.com

Other Phone: [(508)723-5896

Web Address: www.linkedin.com/7009k.sl/djksl Prefers Emails

Special Accommodations



The standard pop up: *Are you sure you want to enroll the job seeker in this XXXXX XXXXXX program?* appears. Click **Yes** to save and enroll..

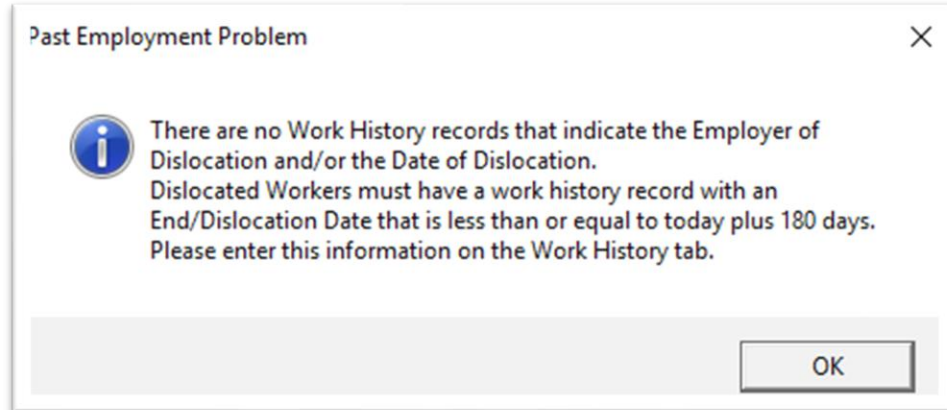
Confirm Program Enrollment

Are you sure you want to enroll the job seeker in this WIOA Title I - Dislocated Workers program ?

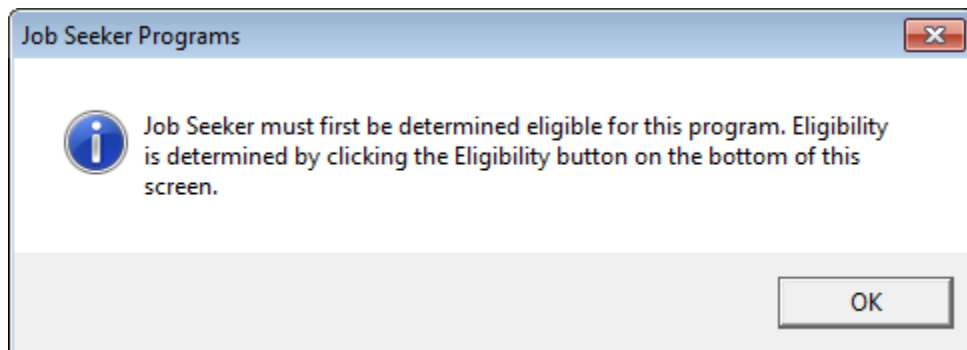
Yes No



Note: For Dislocated Worker enrollments a pop up appears when the Job Seeker record does **not** have a **work history**, or a **separation date** recorded in the MOSES record.



This is the pop up that you will get when you try to select (check off) a program on the Basic tab, but have not completed the Eligibility Criteria and Eligibility sections in the customers record. You will not be able to enroll the job seeker until this is done.




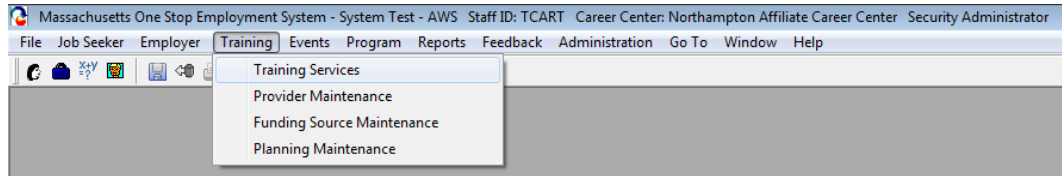
Search for Courses

Overview

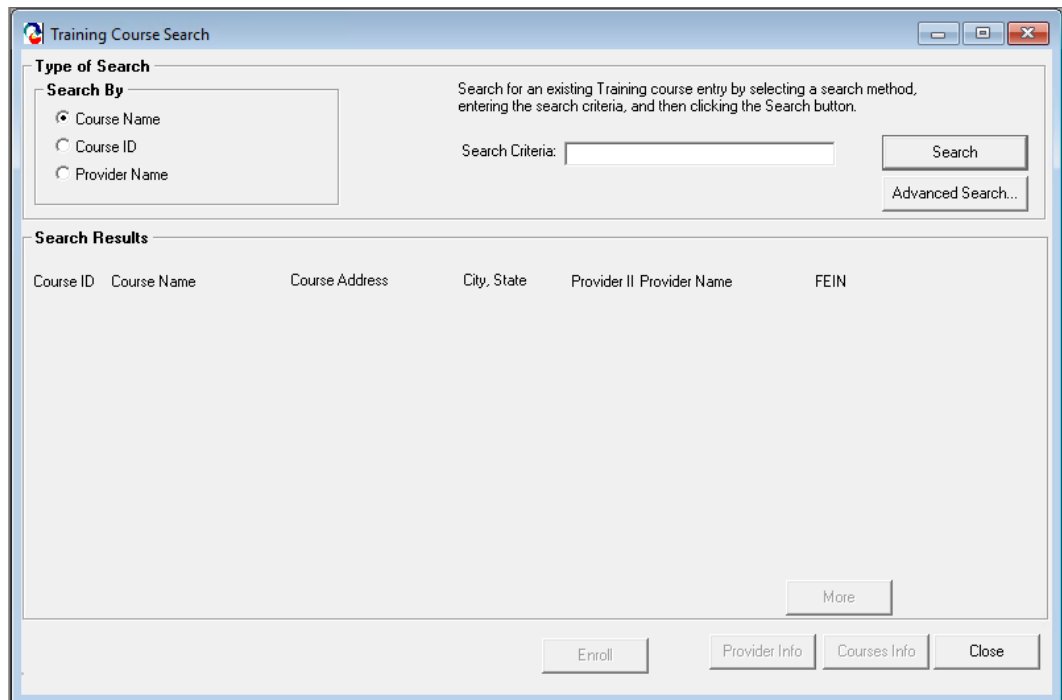
You can search for a course if you know the course name, the course ID number, or the provider name. Use the **Training Course Search** window to search for courses.

Display the **Training Course Search** window by using the Training dropdown menu at the Main Menu bar, and select Training Services. You can also click on the Training Services icon. Once the search is complete, you can highlight a course and review the Course record and/or the Provider record.

1. To Search for a Course by Name
2. Click **Training** on the MOSES main menu bar and select **Training Services** or click on the  icon.



3. MOSES displays the **Training Course Search** window.



4. Select the **Course Name** radio button located under **Search By**.

5. You can also search by Provider Name (School name) or Course ID, if you know them.



Notice that the **Enroll** button is not enabled when you search from Training Course Search after using the Main Menu bar or Icon option. The **Enroll** button is only enabled when you search from the actual Job Seeker record.

6. Type the name, or part of the name, of the course in the **Search Criteria** box, and click the **Search** button or hit the **Enter** button. MOSES displays the results of the search under **Search Results** on this window.



Type between 3 and 7 continuous letters from the name of the course. The more unique letters you use, the more focused your results will be. MOSES will find the courses that contain this string of letters anywhere in their name.

7. Click the **More** button if it is active, to see the full list of courses that meet the search criteria.



The initial view shows just the first 50 courses. If the **More** button is active, there are more than 50 courses that meet your search criteria. You can see the rest of the list by clicking the **More** button. The next 50 courses are appended to the list. Click the **More** button until it becomes disabled to get the complete list of courses.



If your list is too lengthy for you to search, include more letters in the **Search Criteria** box.

- Select the course you are looking for on the list, then click the **Courses Info** button to display detailed course information.

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	
1127087	Forest Bathing Guide Training	22 Cyprus Circle	Acton, MA	1034256	New England Nature & Forest Therapy Institute	xx-xxx0154	<input checked="" type="checkbox"/>
1127086	Forest Therapy Certification Program	374 Beartown State Forest	Tyringham, MA	1034258	Global Institute Of Forest Therapy (GIFT)	xx-xxx2473	<input checked="" type="checkbox"/>
1127088	Forest Therapy Shinrin-Yoku Class	971 Pine Hollow Drive	Santa Rosa, CA	1034257	Association of Nature & Forest Therapy	xx-xxx9615	<input checked="" type="checkbox"/>

Row 1 of 3



Unless you are assigned specific security rights in MOSES, you can only read the information on any of the tabs for any course. Usually, someone in your career center has authority to create and edit course information.

Training Course (New England Nature & Forest Therapy Institute, Forest Bathing Guide Training)

Basic | Additional Info | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

Course Name: Forest Bathing Guide Training

Address: 22 Cyprus Circle

Zip: 01720

City: Acton

State: Massachusetts

Description: The framework NENFT uses was created by the Association of Nature and Forest Therapy Guides and Programs and draws on the latest

Activity Categories:

- Academic/Occupational Learning
- Adult Education and Literacy Act
- Alternative School
- Apprenticeship Training
- Occupational Skills Training
- Customized Training

WTW Contract Status: **Course Capacity:** 6

Year Course First Established/Offered: 0 **On Site at Employer Location:**

Funded by Workforce Development Agency in last 3 years?: Yes No

Training: **Sub Training:** **Course Type:** **TAACCT:** Yes No

Approvals

Workforce Board	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed	
ALL	TCART	Section 30		Pending	10/01/2020	10/01/2021	<input checked="" type="checkbox"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Details"/>

To see Comments, click the "Com" button. Show all approval records Show approvals within one year



The **Additional Info** tab displays information about course contacts. (Course administrator, Financial Aid, and Registrant / Admissions contact names.)



The **Schedule** tab displays information about the course start and end dates, as well as the weekly and/or daily course schedule.



The **Performance** tab displays information, provided by the training provider, such as the aggregate number of course participants, the number of course completions, the number of participants who were placed in jobs, etc. This information is not specific to Title I. It is information the provider has collected regarding ALL course participants for all applicable years.



The **Costs** tab displays information on the types of costs involved with the course such as books and fees, financial aid, skills plus, and vouchers.



The **Youth Worksites** tab displays information on worksites specific to the Youth Summer program.



The **Targeted Occupations** tab shows all the occupations attached to this course.



The **Program Courses** tab shows all the courses needed to finish a program that requires more than one course/term for successful completion. The course curriculum.



The **Enrolled** tab shows all the Job Seekers enrolled in this course. (Current and Past enrollees.)

9. Click the **OK** or **Cancel** button when you have finished reading the **Training Course** window. MOSES closes the **Training Course** window and displays the **Training Course Search** window again.

Training Provider Information (Global Institute Of Forest Therapy (GIFT))

Global Institute Of Forest Therapy (FEIN: ##-###2473 ID: 1034258) Notes

Basic | Additional Info | Section 30 | WTF | WTF-Continued | Industry | Approvals

Training Provider Information

Provider Name: Global Institute Of Forest Therapy (GIFT)

Dept/Div:

D/B/A:

Subsidiary of a larger company:

Training Provider Address

Physical Address | Mailing Address

Street Address: 374 Beartown State Forest Road

Zip: 01264

City: Tyringham State: Massachusetts

Mailing Address Different?

Training Provider Details

Web Address: <https://www.giftoftheforest.co> Type of Business Organization: Not-For-Profit Corporation

Tax Identification # /FEIN: ##-###2473

MA State Vendor Code:

DET ID:

Accredited/Licensed: Yes No Exempted

Provider/School License Number:

Expiration Date: 00/00/0000

No. of Employees: 0

Annual Budget/Revenue: \$0.00

Year Began Operation: 00/0000

Average Number of Students per teacher: 5

Permanent Employees: 0

Temporary Employees: 0

Authorized Signature:

Type of School or Organization

Available	Selected
4 Year Private School	Other Secondary School
4 Year Public School	
2 Year Private School	

Courses OK Cancel

10. Select the course you are looking for on the list, then click the **Provider Info** button to display detailed provider information.



Unless you are assigned specific security rights in MOSES, you can only read the information on any of the tabs for any provider. Usually, someone in your career center has authority to create and edit provider information.

Training Provider Information (Global Institute Of Forest Therapy (GIFT))

Global Institute Of Forest Therapy (FEIN: ##-###2473 ID: 1034258) Notes

Basic | Additional Info | Section 30 | WTF | WTF-Continued | Industry | Approvals

Training Provider Information

▶ Provider Name: Global Institute Of Forest Therapy (GIFT)

Dept/Div: _____

D/B/A: _____

Subsidiary of a larger company:

Training Provider Address

Physical Address: Mailing Address

Street Address: 374 Beartown State Forest Road

Zip: 01264-

City: Tyringham State: Massachusetts

Mailing Address Different?

Training Provider Details

Web Address: <https://www.gitoftheforest.co> Type of Business Organization: Not-For-Profit Corporation

▶ Tax Identification # /FEIN: ##-###2473

MA State Vendor Code: _____

DET ID: _____

Accredited/Licensed: Yes No Exempted

Provider/School License Number: _____

Expiration Date: 00/00/0000

No. of Employees: 0 Permanent Employees: 0

Annual Budget/Revenue: \$0.00 Temporary Employees: 0

Year Began Operation: 00/0000

Average Number of Students per teacher: 5 Authorized Signature:

Type of School or Organization

Available	Selected
4 Year Private School	Other Secondary School
4 Year Public School	
2 Year Private School	

Courses OK Cancel



The **Additional Info** tab displays information such as training provider contact information, support services offered, tuition refund policy, and value-added services.



The **Section 30** tab displays information specific to this program.



The **WTF** tab, the **WTF –** and the **Continued** tab, all contain information needed for providers of Workforce Training Fund courses.



The **Industry** tab – all contain information needed for providers of Workforce Training Fund courses.



The **Approvals** tab – displays what boards have approved / not approved the provider.

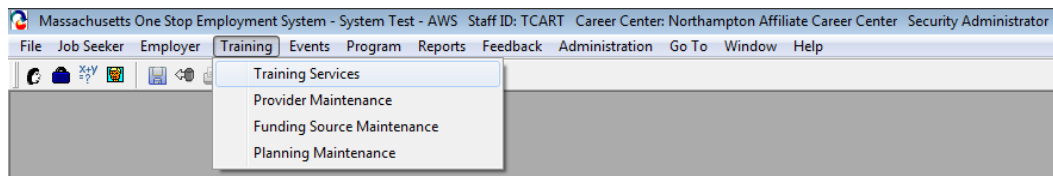


The computer icon on the Training Provider Search indicates that the training course information was entered by the training provider using Training Pro (computer icon).

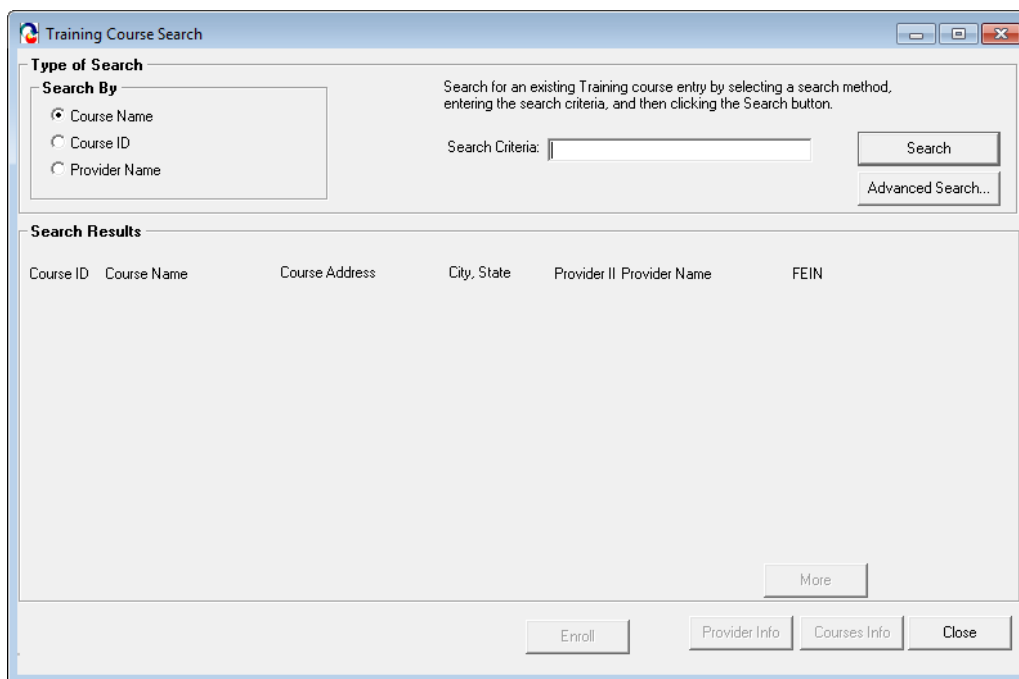


Do an Advanced Search for a Training Course

1. Click **Training** on the MOSES main menu bar and select **Training Services**.

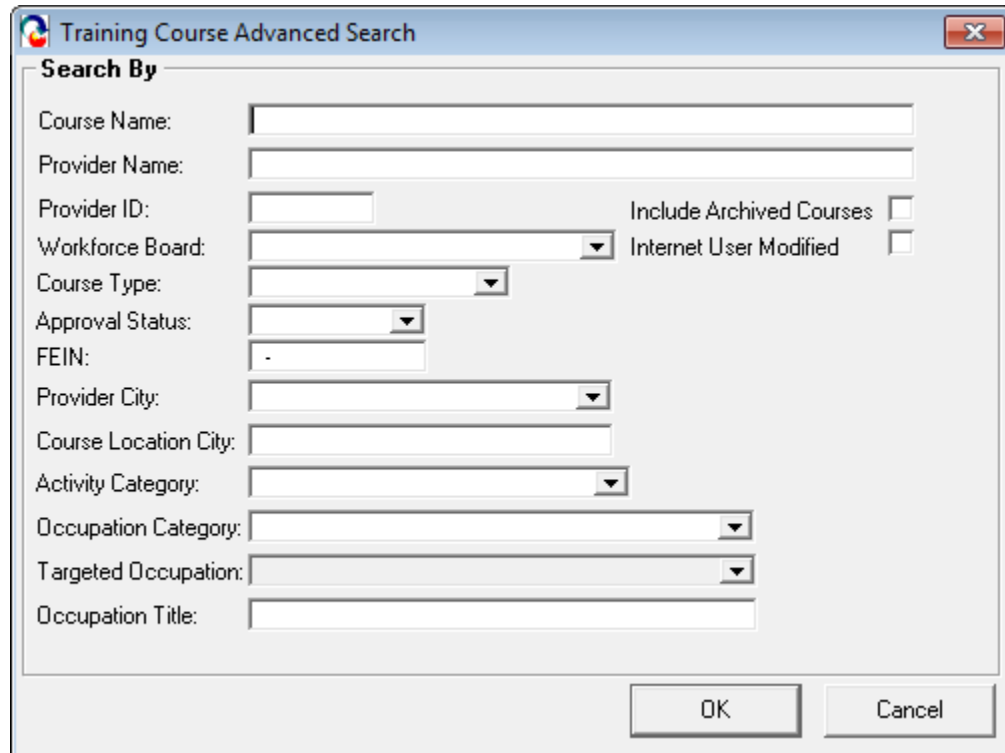


2. Click the **Advanced Search** button on the **Training Course Search** window.

A screenshot of the Training Course Search window. The window title is "Training Course Search". It has a "Type of Search" section with a "Search By" dropdown menu. The dropdown menu is open, showing three options: "Course Name" (selected), "Course ID", and "Provider Name". To the right of the dropdown menu is a "Search Criteria:" label and a text input field. Below the input field are two buttons: "Search" and "Advanced Search...". Below the search section is a "Search Results" section with a table header. The table header has the following columns: "Course ID", "Course Name", "Course Address", "City, State", "Provider ID", "Provider Name", and "FEIN". Below the table header is a "More" button. At the bottom of the window are four buttons: "Enroll", "Provider Info", "Courses Info", and "Close".

Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
-----------	-------------	----------------	-------------	-------------	---------------	------

MOSES displays the **Training Course Advanced Search** window.

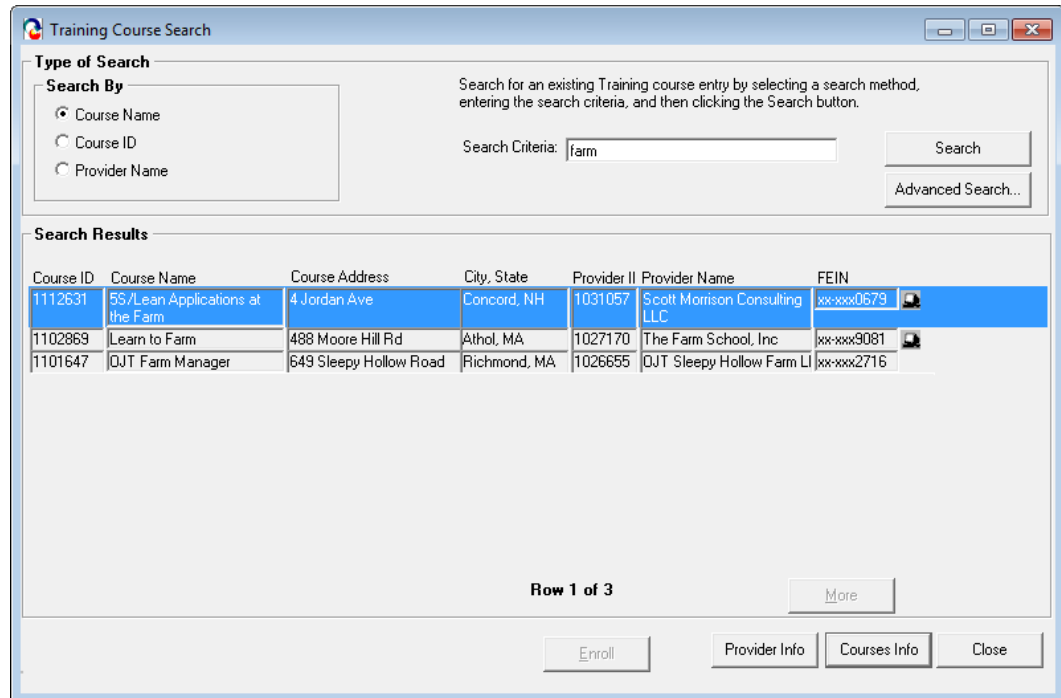


3. Enter your search criteria. You must enter at least one.



You can type one or more of the first letters of the **Course Name** and MOSES will display all courses containing that string of letters anywhere in the course name. Text fields (not drop down lists) will search for the listed string of letters anywhere in the field used in the search.

4. Click the **OK** button. MOSES will display a list of courses matching your criteria.



The screenshot shows a window titled "Training Course Search". It has a "Type of Search" section with radio buttons for "Course Name", "Course ID", and "Provider Name". The "Course Name" option is selected. To the right, there is a "Search Criteria" text box containing the word "farm" and a "Search" button. Below the search criteria is an "Advanced Search..." button. The "Search Results" section contains a table with the following data:

Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
1112631	5S/Lean Applications at the Farm	4 Jordan Ave	Concord, NH	1031057	Scott Morrison Consulting LLC	xx-xxx0679
1102869	Learn to Farm	488 Moore Hill Rd	Athol, MA	1027170	The Farm School, Inc	xx-xxx9081
1101647	OJT Farm Manager	649 Sleepy Hollow Road	Richmond, MA	1026655	OJT Sleepy Hollow Farm LI	xx-xxx2716

Below the table, it says "Row 1 of 3" and there is a "More" button. At the bottom of the window, there are buttons for "Enroll", "Provider Info", "Courses Info", and "Close".

5. Select the Training course from the list and click the **Courses Info** button or double click on the Training course to review the Training course record.



You can also click the **Provider Info** button to review the Training Provider record.

Enroll in a Course

Overview

This section deals with enrolling a Customer first way is from the **Course/Activity** sub tab of the **Services** tab on the **Job Seeker Membership** window.

The second way is from the **Eligibility** screen.

After the Job Seeker member completes the course, you must record the completion status of the training.

To Enroll a Member in a Course

1. Open the **Job Seeker Membership** window.

Job Seeker Membership (Alott, Noah)
 Alott, Noah SSN: XXX-XX-1234 ID: 13173603

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

General Information

First Name: Noah Middle Initial:
 Last Name: Alott Sex: Chose not to answ
 Date of Birth: 01/01/1990 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: 10/05/2020

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

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

2. Click the **Services** tab on the **Job Seeker Membership** window for the member.

Job Seeker Membership (Alott, Noah)
 Alott, Noah SSN: XXX-XX-1234 ID: 13173603

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

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

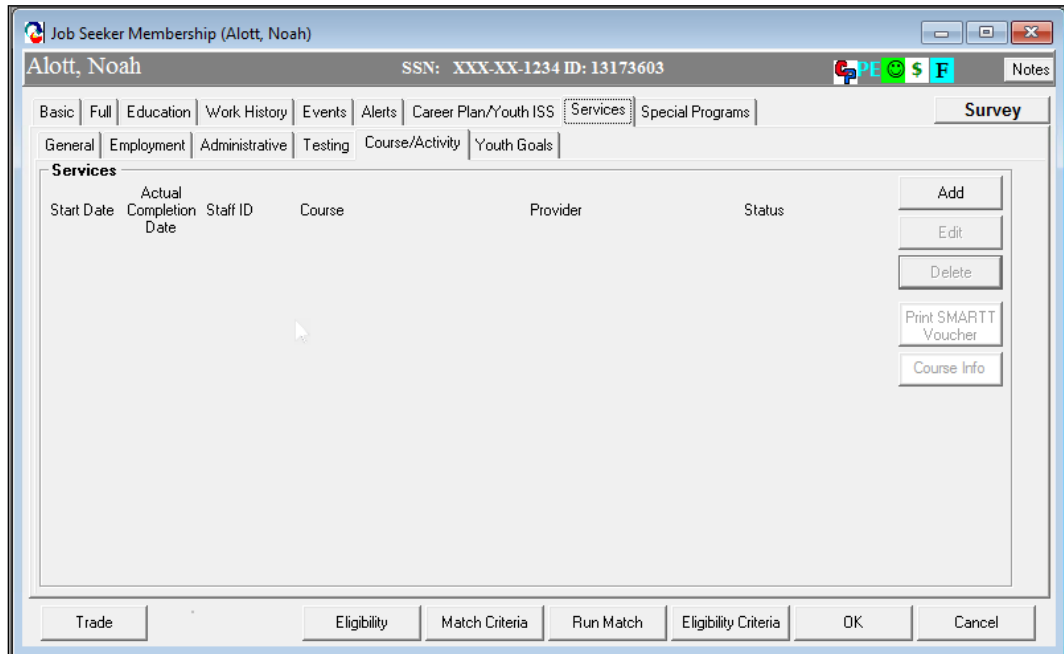
Services

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
10/07/2020	MOSES101	Program Enrollment	WIDA Title I - Dislocated Wo	Southbridge Career Center		Add
10/05/2020	TCART	Job Search	Individual Assistance	Southbridge Career Center	1.0	Edit
10/02/2020	TCART	Program Enrollment	Career Planning	Southbridge Career Center		Delete
10/02/2020	TCART	Career Planning	EDP/IEP	Southbridge Career Center		
09/28/2020	TCART	Assessment	Initial Assessment Interv	Southbridge Career Center	2.0 *	Retention

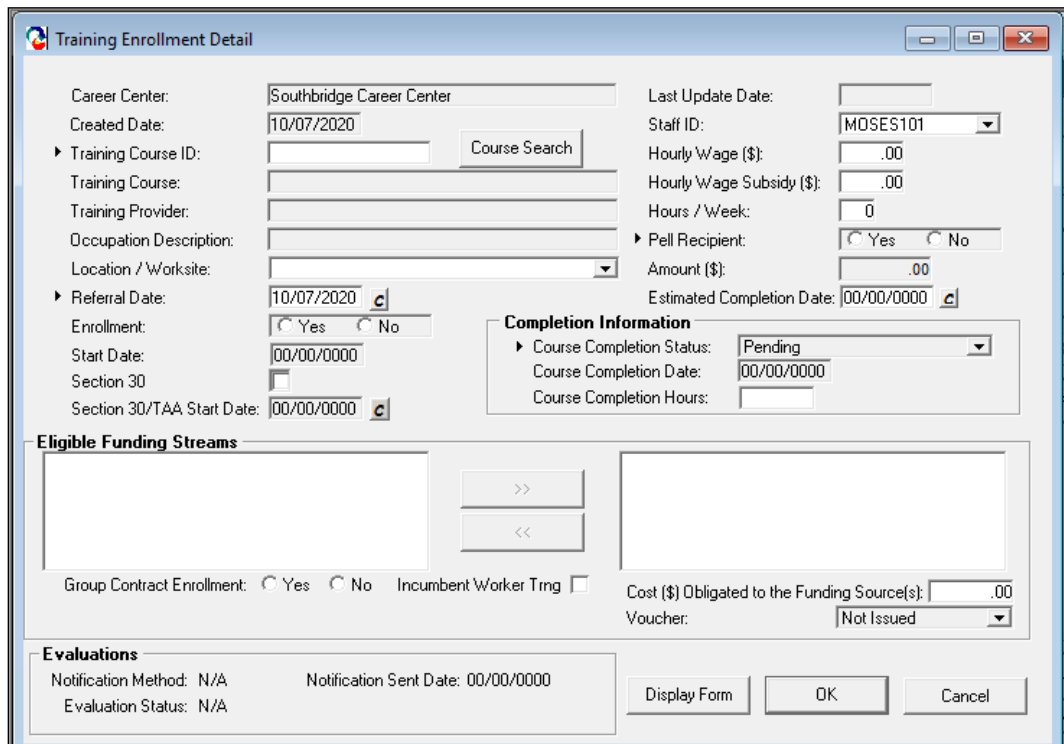
Row 1 of 5 More

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

3. Click the **Course/Activity** sub tab on the **Services** tab.



4. Click the **Add** button on the **Course/Activity** sub tab. MOSES displays the **Training Enrollment Detail** window.



5. Type information into the following fields in the **Training Enrollment Detail** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Training Course ID	▶	Type the ID number for the course. Or click the Course Search button to display the Training Course Search window. You can then search and select a course. <u>Use the Enroll button to enter the training course information.</u>
Training Course		MOSES pre-fills this field with the name of the course after you enter a Training Course ID into the field above.
Training Provider		MOSES pre-fills this field with the name of the training provider after you enter a Training Course ID into the field above.
Location / Worksite		This field is used only for the Summer Youth program. Select a work site from the dropdown list.
Referral Date	▶	Enter the date when you referred the member to the Provider for this training.
Enrollment		Select whether or not the member was accepted into the training course.
Start Date		Select the date that the member started or will start the Training Course. This field is not active until the member has been enrolled.
Last Update Date		MOSES pre-fills this field if you are editing an existing course enrollment.
Staff ID		MOSES pre-fills this field with your Staff ID.
Hourly Wage		Type an hourly wage in dollars and cents, if the member is receiving a wage for taking this course.

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Hourly Wage Subsidy		Type an hourly subsidy in dollars and cents, if the funding source pays a subsidy to the employer.
Hours/Week		MOSES pre-fills this field with the number in the course description.
Pell Recipient	▶	Select whether the Job Seeker member is receiving a Pell Grant for education.
Estimated Completion Date		Enter the date when you expect the Job Seeker member to complete this course. <i>(This is important for Youth activities.)</i>

6. Select one or more funding sources/programs for this course in the panel on the left, and click the >> button to move it to the panel on the right. Only move the funding sources/programs that will be used to support this course.

The screenshot shows a 'Training Enrollment Detail' window with the following sections:

- General Information:** Career Center (Springfield Career Center), Created Date (10/24/2022), Training Course ID (1139995), Training Course (Help desk technician), Training Provider (OpenClassrooms), Occupation Description (Computer User Support Specialists), Location / Worksite, Referral Date (10/24/2022), Enrollment (Yes/No), Start Date (00/00/0000), Section 30, Section 30/TAA Start Date (00/00/0000).
- Financials:** Last Update Date, Staff ID (TCART), Hourly Wage (\$), Hourly Wage Subsidy (\$), Hours / Week (40), Pell Recipient (Yes/No), Amount (\$), Estimated Completion Date (00/00/0000).
- Completion Information:** Course Completion Status (Pending), Course Completion Date (00/00/0000), Course Completion Hours.
- Eligible Funding Streams:** A list containing 'WIOA Title I - Adults' with '>>' and '<<' buttons for moving items between panels.
- Enrollment Options:** Group Contract Enrollment (Yes/No), Incumbent Worker Trng (checkbox).
- Costs and Vouchers:** 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).
- Buttons:** Display Form, OK, Cancel.



You must select a funding source/program if you want to enroll the member in the course in MOSES. The list on the left is determined by the funding sources that the member is eligible for and by whether the course is approved for that funding source.

For example, if the member is eligible for Section 30 and WIA Title I, and the course is only approved for WIA Title I, then only WIA Title I will appear on the box on the left.

7. Type the amount of money obligated to this course in the **Cost Obligated to the Funding Source(s)** field. This is a required field.

8. Click the **OK** button to save all your entries on this window and to return to the **Course/Activity** tab.

9. Click the **OK** button on the bottom of the **Course/Activity** tab to return the **Job Search Results** window.

10. They are now enrolled in a training program.

To Record that a Member Has Completed a Course

1. Open the Job Seeker Membership window.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window. The title bar includes the name 'Job, Anita', SSN: 911-01-0010, ID: 12803529, and icons for GPE, F, and Notes. The main menu includes Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The 'General Information' tab is active, displaying fields for First Name (Anita), Last Name (Job), Date of Birth (01/01/1990), Gender (Female), and Ethnicity (White, Black or African American). A 'Programs' table is visible with columns for Program Name, Apply, Program Status, and History. The table contains three rows: 'Job Match' (Info, Complete - On), 'Program Eligibility' (Info, Complete - On), and 'Career Planning' (Enrolled). The 'Last Reportable Service Date' is 03/18/2019. At the bottom, there are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

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	

2. Click the Services tab – Course / Activity sub tab on the Job Seeker Membership window.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window with the 'Services' tab selected. The 'Course/Activity' sub-tab is active, displaying a table with columns for Start Date, Actual Completion Date, Staff ID, Course, Provider, and Status. A single row is visible: 03/18/19, 00/00/00, TCART, Learn to Farm, The Farm School, Inc, Pending. To the right of the table are buttons for Add, Edit, Delete, Print SMARTT Voucher, and Course Info. At the bottom, there are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Start Date	Actual Completion Date	Staff ID	Course	Provider	Status
03/18/19	00/00/00	TCART	Learn to Farm	The Farm School, Inc	Pending

3. Select the course in the list on the **Course/Activity** sub tab, then click the **Edit** button. MOSES displays the **Training Enrollment Detail** window for that course.



To record a completion, you must select a course in which the member is already enrolled. The fields under **Completion Information** are only active when you are editing a course in which the member is already enrolled.

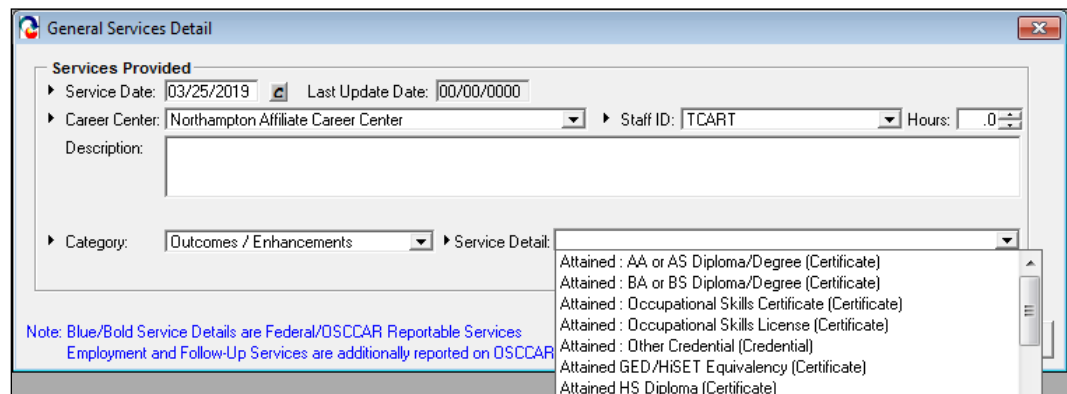
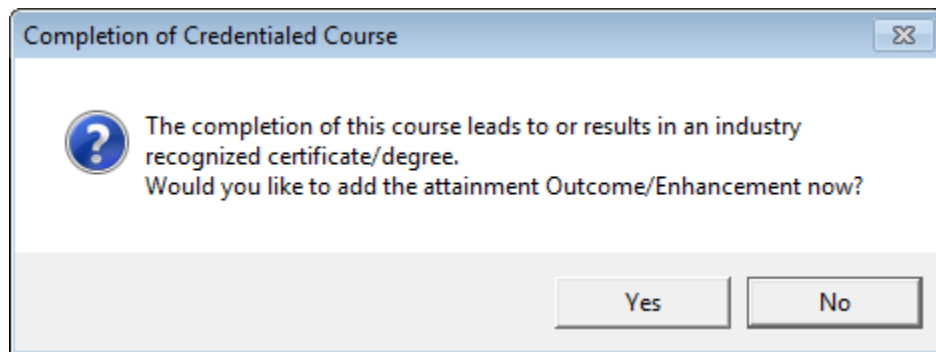
4. Type information into the following fields in the **Training Enrollment Detail** window:

<u>Field Name</u>	<u>Required</u>	<u>Action</u>
Course Completion Status	▶	Select whether the member successfully completed the course.
Course Completion Date	▶	Enter the actual date when the member completed the course.
Course Completion Hours:	▶	Type the actual number of hours that the member participated in this course.

5. Click the **OK** button to save your entries on this window and to return to the **Course Enrollment** tab.

6. Click the **OK** button on the bottom of the **Course Enrollment** tab to save your enrollment changes and close the **Job Seeker Membership** window.

7. When you **Complete Satisfactorily** the program you get a pop up. Answer as appropriately **Yes** or **No**. Does the course completion result in an industry recognized certificate / degree? If so, make sure it is added to the General Services tab.



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