MOSES 104

JOB SEEKER

Data Entry Process

for

PROGRAM ELIGIBILITY
and
COURSE ENROLLMENT

MASSHIRE | DEPARTMENT OF CAREER SERVICES

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CAREER SERVICES

Table of Contents

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November 2022

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 that 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.

Register 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 **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.)*

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

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

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

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 **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.

4. 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**.

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

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

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

It is important that you enter all of the optional information that is 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.

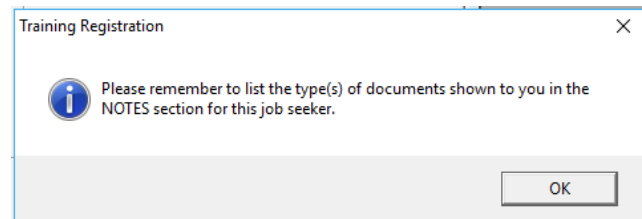| *Field Name*	*Required*	*Action*
Citizen	▸	Select the job seeker's citizenship from the dropdown list.
Alien Registration Number		Type the applicant's alien registration number. MOSES displays the **Alien Registration Number** field only when you select a citizenship other than **US Citizen**. Residency Expiration Date is optional.
Selective Service Compliant	▸	Select whether or not 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.

Field Name	*Required*	*Action*
Documents Presented		Check this box to indicate that 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.

Training Registration ✕

ⓘ Please remember to list the type(s) of documents shown to you in the NOTES section for this job seeker.

OK

Field Name	Required	Action
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.
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.

Field Name	*Required*	*Action*
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.

Not Applicable: As stated. This job seeker has no lay off status.

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

Unemployed (Previously Self Employed): As stated, an unemployed job seeker that was self-employed but is no longer working.

Workforce Attachment		Select **Yes** or **No,** if appropriate.
Reading Level		This will be 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		This will be 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.

Field Name	*Required*	*Action*
Reading Test Date		This will be 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		This will be brought forward from the **Services** Tab, **Testing** sub-tab. This is used only when "Other" is chosen as the test type.
Math Level		This will be 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 ☐

Field Name	*Required*	*Action*
Math Test		This will be brought forward from the **Services** Tab, **Testing** sub-tab.
Math Test Date		This will be 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		This will be brought forward from the **Services** Tab, **Testing** sub-tab. This is used only when "Other" is chosen as the test type.

Field Name	*Required*	*Action*
ESL Level		This will be 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 ▢

| **ESL Test** | | This will be 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.

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.

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

Field Name	Required	Action
TAFDC		Select the TAFDC check box to indicate that the job seeker is receiving *Transition Aid to Families with Dependent Children*. It is cash benefits, occasionally known as welfare. 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 that the job seeker is receiving *Emergency Aid to Elderly and Disabled Children*. EAEDC is a cash benefit for disabled adults, caretakers, and some children who are not able to get TAFDC (welfare). EAEDC is a state benefit. It is different from SSI, which is a federal benefit. You cannot get both at the same time.

Field Name	_Required_	_Action_
SSI		Select this check box to indicate that the job seeker is receiving _Supplemental Security Income._ Supplemental Security Income (SSI) is a United States means-tested tax payer 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 operations in 1974.
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 that the job seeker is receiving _Refugee Assistance._
SNAP / Food Stamps		Select this check box to indicate that the job seeker is receiving SNAP / _Food Stamps._ The Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, was first considered by congress to become a permanent program in 1964. 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 that can be exchanged for approved food items at millions of grocery and retail locations throughout the county.

Field Name	*Required*	*Action*
SSDI		Select this check box to indicate that the job seeker is receiving Social Security Disability Insurance (SSDI). 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).
Chapter 115 Benefits		Check if applicable to the Job Seeker / Veteran. The Chapter 115 Benefits Program is run by the Massachusetts Department Veterans' Services (DVS). 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.
Ticket to Work		Check if applicable Social Security's Ticket to Work Program supports career development for Social Security disability beneficiaries age 18 through 64 who want to work. The Ticket Program is free and voluntary. The Ticket Program helps people with disabilities progress toward financial independence. Individuals who receive Social Security benefits because of a disability and are age 18 through 64 probably already qualify for the program.
Previous SSDI Recipient		Check if applicable It is as stated.

Field Name	*Required*	*Action*
Other Income Based Public Asst.		Check if applicable

3. The **Other** section was previously used by the Department of Transitional Assistance (DTA) in Massachusetts to record information on their co-enrolled customers.

4. The **Family** section is used to assist in determining program eligibility of customers and should be filled in accurately and as appropriate.

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.

| Field Name		Action
Number of Dependent Children		Type the number of dependent children in the job seeker's family.
Family Size		MOSES pre-fills the family size that was 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.

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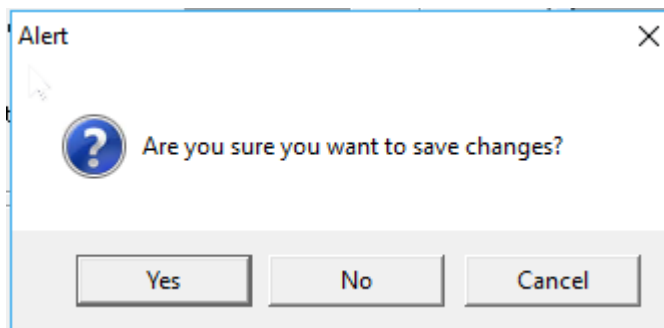
6. Now go to the **Full** tab – **Barriers** sub tab.
Check off the barriers to employment and eligibility barriers that you have selected for this customer.
Remember to document it in the **Barrier Notes** section at the bottom of the tab.
(*This should be done before Eligibility / Eligibility Criteria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

Barriers (Employment Barriers)

Potential barriers to employment that 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)

Term	**Definition**
DCF Youth	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.
Displaced Homemaker	**DISPLACED HOMEMAKER –** §101(10); §663.120 - an individual who has been providing unpaid services to family members in the home and who; (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)

Term	Definition
DYS Youth	**DYS Youth:** This Non-Eligibility Barrier for Youth is a sub-set of the **Foster Child** Eligibility Barrier. If the **DYS Youth** Barrier is checked off, an explanation must be included on the Barrier Notes. First, the name of the barrier (**DYS 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. **DYS Youth** can be documented by Telephone Verification using the Telephone Verification Form, as per WIA Issuance 05-74.
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)

Term	**Definition**
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 that self-sufficiency means employment that pays 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.
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)

Term	Definition
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 career and supervised independent living (110CMR 2.00(49)). This definition of foster child may include children who are: (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 that provides 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)

Term	Definition
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** A youth 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 that requires additional assistance will include an individual that: (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 *defined by the youth council and approved by the local board*. (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

- 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.

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
- 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.

DISABLILITY
- the participant indicates that 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.

Determine Eligibility and Select Programs or Funding Sources for Training

Overview

In the previous section you collected all of 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.

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).

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 that will 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.

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 can not fully be determined by the data collected on the Eligibility Criteria window. Career center staff will have to determine if the job seeker is actually 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 that MOSES has not listed on the potential eligibility panels above, because MOSES has determined that 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 can not be viewed in MOSES.

6. Click the **OK** button to save all the 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.

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..

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.

Past Employment Problem   ✕

ⓘ   There are no Work History records that indicate the Employer of
    Dislocation and/or the Date of Dislocation.
    Dislocated Workers must have a work history record with an
    End/Dislocation Date that is less than or equal to today plus 180 days.
    Please enter this information on the Work History tab.

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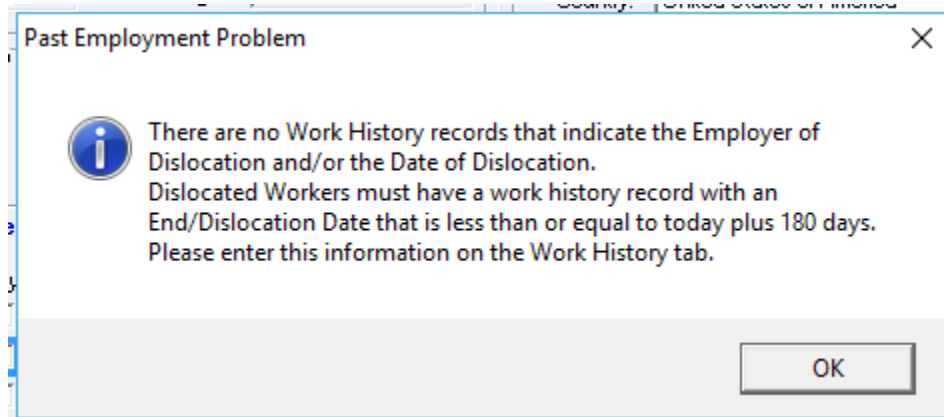
This is the pop up that you will get when you try to select (check off) a program on the Basic tab, but have not completed the Eligibility Criteria and Eligibility sections in the customers record.
You will not be able to enroll the job seeker until this is done.

Job Seeker Programs   ✕

ⓘ   Job Seeker must first be determined eligible for this program. Eligibility
    is determined by clicking the Eligibility button on the bottom of this
    screen.

                                                        [OK]
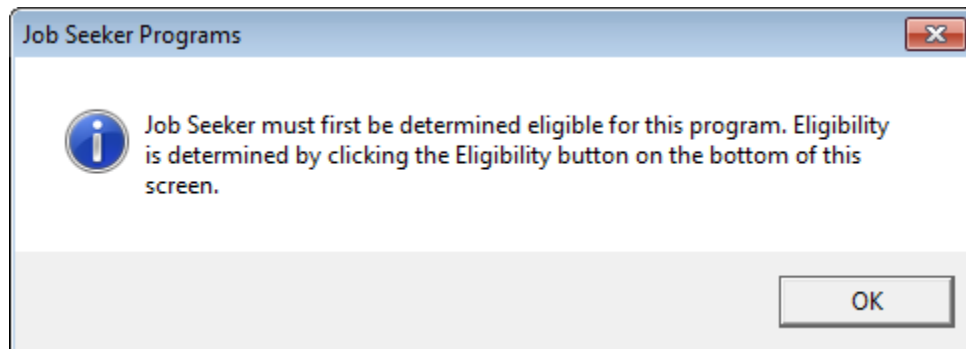
Search for Courses

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 $\frac{x+y}{=?}$ icon.
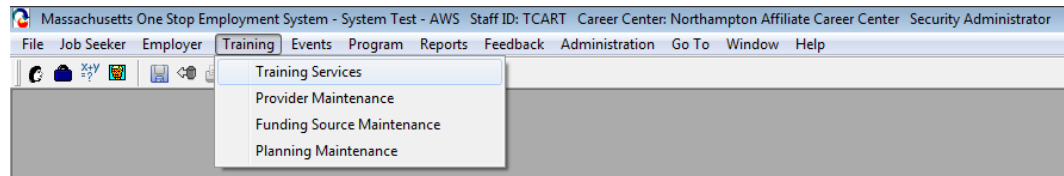
3. MOSES displays the **Training Course Search** window.
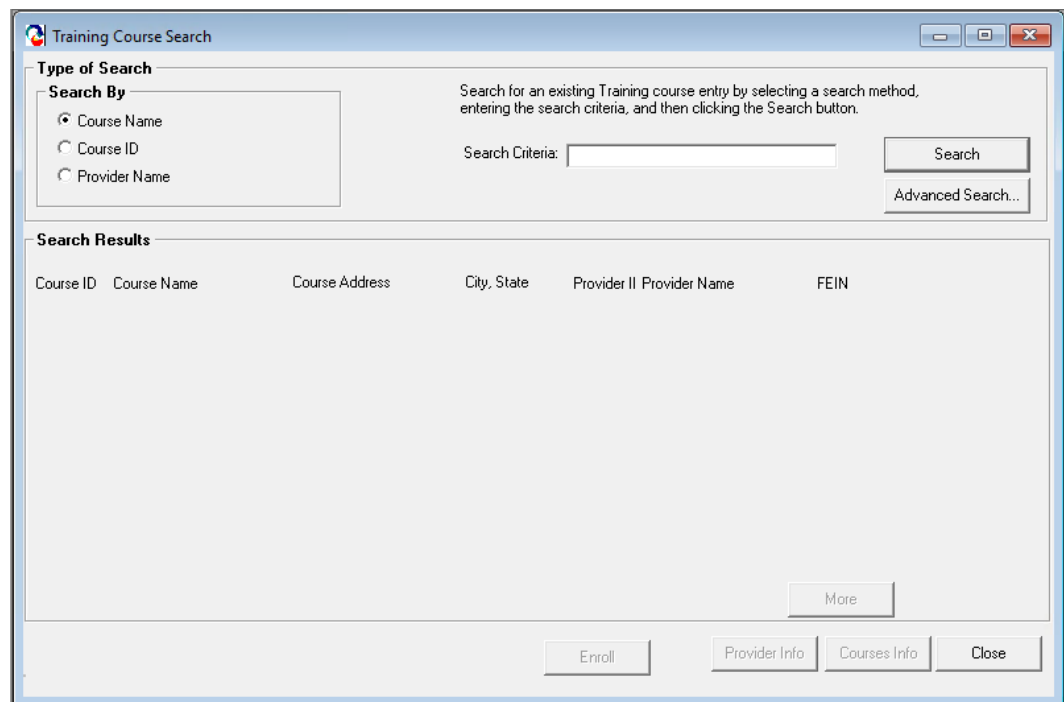
4. Select the **Course Name** radio button located under **Search By**.

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 you 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.

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

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.

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 that 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.

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 <u>read</u> the information on any of the tabs for any provider. Usually, someone in your career center has authority to create and edit provider information.

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.

43

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
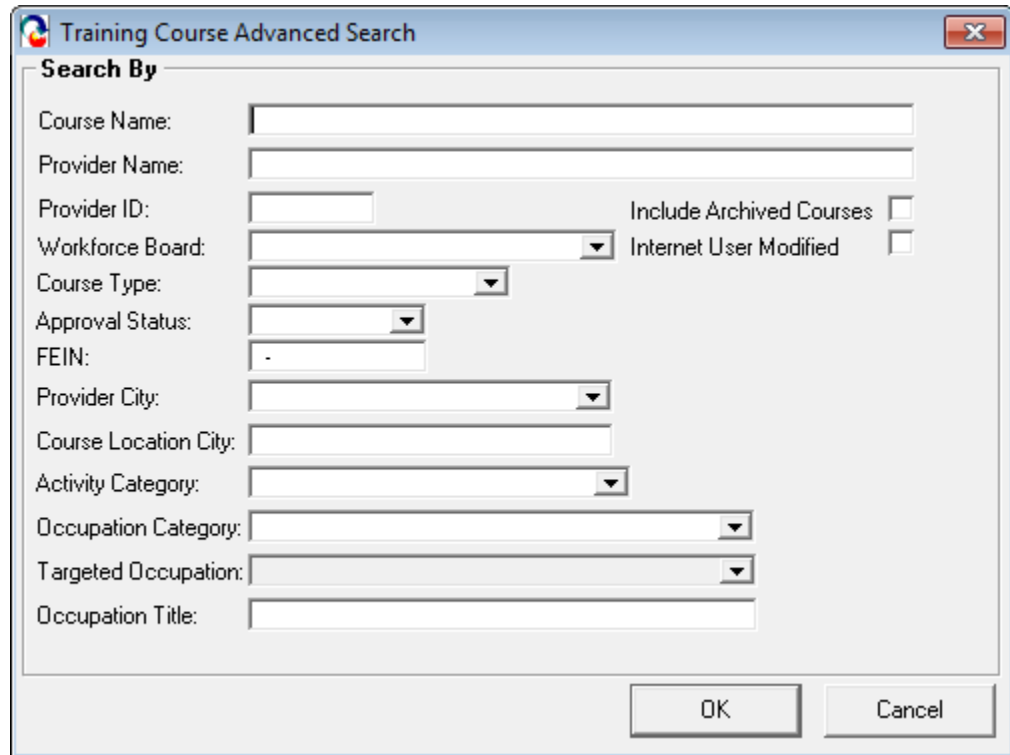
1. Click **Training** on the MOSES main menu bar and select **Training Services**.
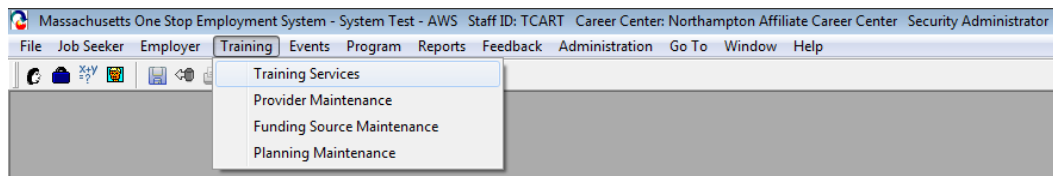
2. Click the **Advanced Search** button on the **Training Course Search** window.

MOSES displays the **Training Course Advanced Search** window.
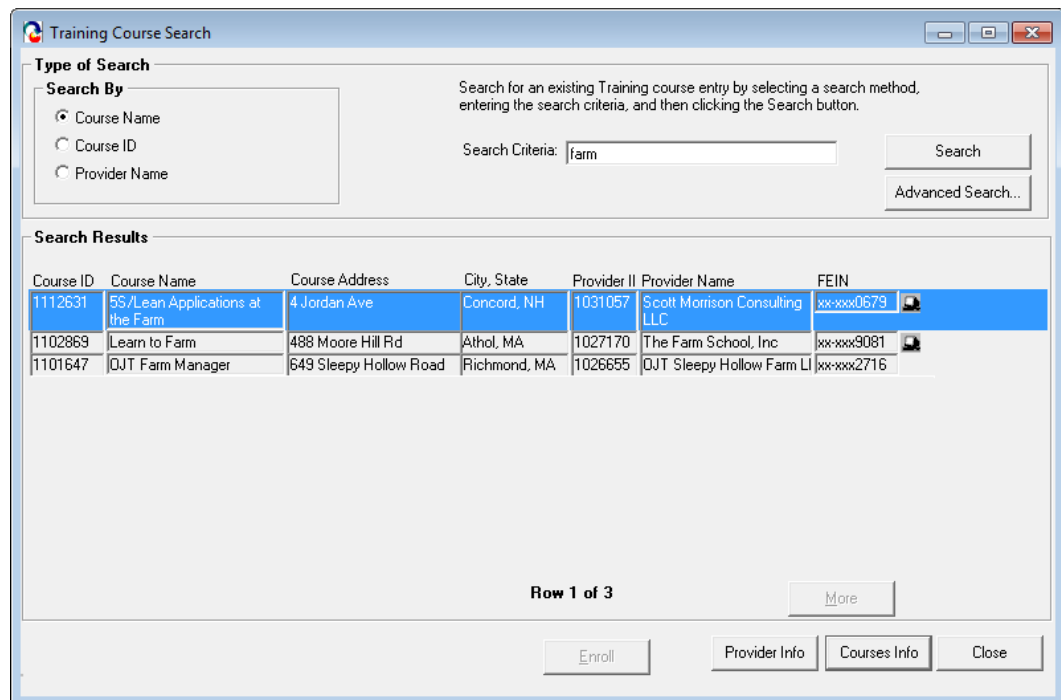
3. Enter your search criteria. You must enter at least one.

You can type one or more of the first letters of the **Course Name** and MOSES will display all courses that contain 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 that match your criteria.

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.

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

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 on the **Training Enrollment Detail** window:

Field Name	*Required*	*Action*
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.

Field Name	*Required*	*Action*
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 or not 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. (*This is important for Youth activities.*)

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.

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.

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

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 on the **Training Enrollment Detail** window:

Field Name	*Required*	*Action*
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 all 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.

NOTES