

Mass Workforce Issuance

Workforce Issuance No. 10-81

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: October 6, 2010

Subject: **New Auto Exit Feature in MOSES**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a new feature in MOSES that will automatically exit participants after 90 days of no service.

Background: Training and Employment Guidance Letter (TEGL) No. 17-05, Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues (2/17/06) iterated the U.S. Department of Labor's federal reporting requirement to standardize the exit date across all programs. *A program exit means a participant has not received a service funded by the program or partner program for 90 consecutive calendar days...and that the exit date is the last date of service.*

While this rule has been in effect since the inception of the Workforce Investment Act, there are several programs (e.g., WIA Title I Adult, Dislocated Worker, Youth, Trade, etc.) where the responsibility has rested with individual career centers to identify those program participants who have not received a program service for 90 days and to exit them in MOSES.

On or about October 9, 2010, DCS will implement a nightly process that will automatically exit any active participant that has not had a program service in 90 days. As a result of implementing this feature, manually exiting program participants in MOSES is no longer allowed. This will ensure conformance with the requirement and reduce the data entry burden on career centers.

Programs for which the 90 day exit requirement will be automated include:

- WIA Title I (Adult, Dislocated Worker, Youth)
- ARRA Adult, Dislocated Worker, Youth
- ARRA Wagner-Peyser, ARRA RES/REA
- Veterans, Trade, NEG, and Rapid Response Additional Assistance

Action

Required: Local Workforce Investment Boards, One-Stop Career Center Operators and program administrators should assure that all appropriate staff are knowledgeable of this policy and are familiar with local program operations and MOSES data entry procedures as described in Attachment A to ensure that program participation is accurately recorded in MOSES in keeping with Federal requirements.

To view the full text of TEGL No. 17-05 and its associated attachments, please click on the following link:

[TEGL No. 17-05](#)

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Attachment: Revised Exit Functionality in MOSES to Align with TEGL 17-05 (Attachment A)