

Mass Workforce Issuance

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Policy

Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: November 3, 2017

Subject: **MOSES Data Entry for Job Seekers From Puerto Rico Impacted by Hurricanes**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES now allows for tracking job seekers impacted by the hurricanes in Puerto Rico.

Background: Once a job seeker has been registered in MOSES, and the career center staff has confirmed that the job seeker has relocated to Massachusetts (or nearby bordering states), and being impacted by the recent hurricanes in Puerto Rico, the job seeker should be added/enrolled in the Career Center Specific Program named *PR Hurricane Impacted*.

On the Basic tab of MOSES (see screen shot below), click the *Career Center* button at the bottom of the screen which will open the *Career Center Specific Programs* window. From there, scroll down until you locate the *PR Hurricane Impacted* program and check the *Apply* box.

There are no eligibility requirements to record. This checkoff will simply allow the creation of a weekly statewide report to help support the flow of job seekers and families from Puerto Rico.

Action

Requested: Please share with all staff and partners as appropriate.

Effective: Immediately

The screenshot shows a software window titled "Job Seeker Membership (practice, donna training)". The main window has tabs for "Basic", "Full", "Education", "Work Experience", "Events", "Alerts", "Case Plan/Youth ISS", "Services", "Special Programs", and "Survey". The "Basic" tab is active, showing fields for "First Name" (donna training), "Last Name" (practice), "Date of Birth" (11/23/1990), "Gender" (Female), "Race" (White, Asian), and "Ethnicity" (Black or African American). A "Programs" section shows a table with columns for "Program Name", "Apply Program Status", and "History". The "Job Match" program is selected. A "Career Center Specific Program" dialog box is open, listing various programs such as "PIC Partnership Community", "Philips Mersen", "Polarte", "Post-Release Ex-Offender Re-entry Program", "PR Hispanic Migrant", "Precision Manufacturing Training Project", "Pre-Release Ex-Offender Re-entry Program", "Preparation", "Quaker Services", "Vocational Response-14", and "RE-AISS-After Incarceration Support System". The "PR Hispanic Migrant" program is checked. A red "Non-Compliant" watermark is overlaid on the entire image, with a red circle and arrow pointing to the "PR Hispanic Migrant" program in the dialog box.