

Mass Workforce Issuance

100 DCS 02.119.1

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: April 10, 2018

Subject: **MOSES Data Entry of Hurricane Impacted Job Seekers and Employers Interested in Hiring Evacuees**

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. As well as tracking employers who express an interest in hiring hurricane evacuees.

Action Requested: Please discuss with all staff and partners as appropriate.

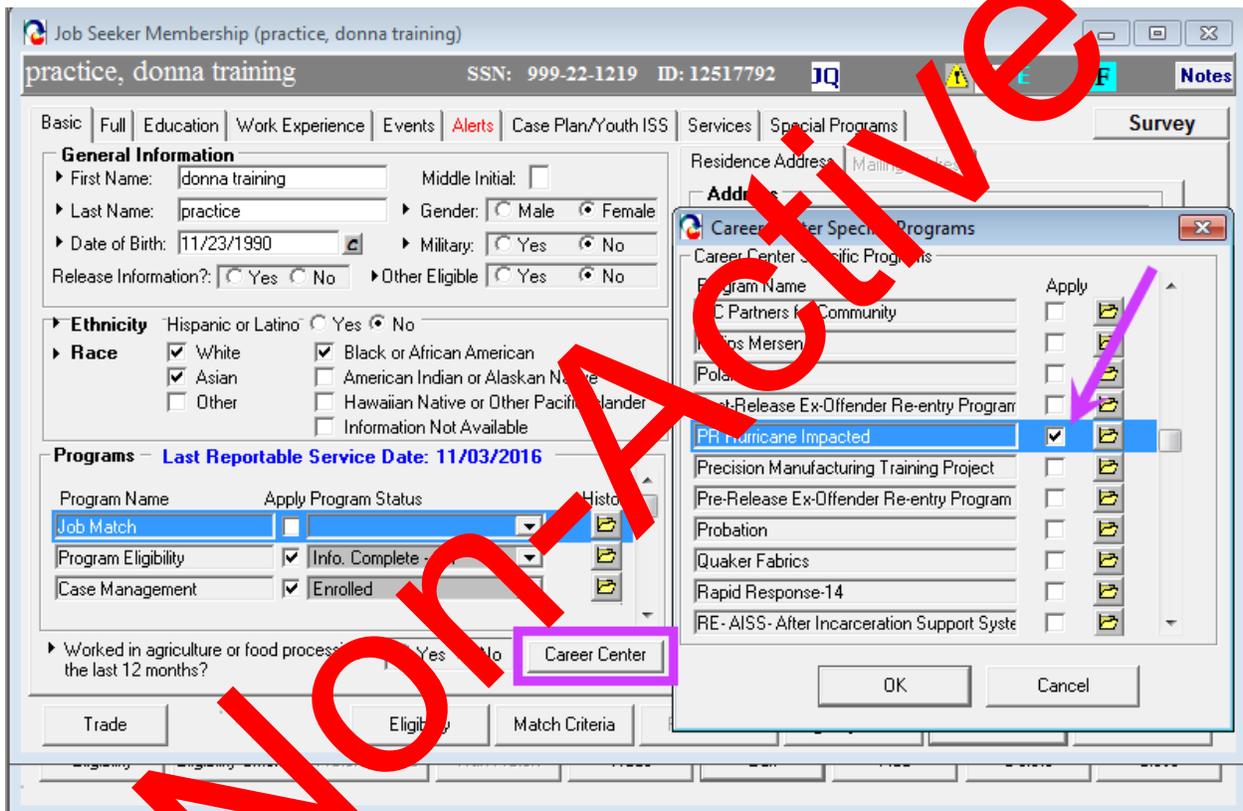
Effective: Immediately

MOSES Tracking of Job Seekers Impacted by the Hurricanes

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) due to 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.



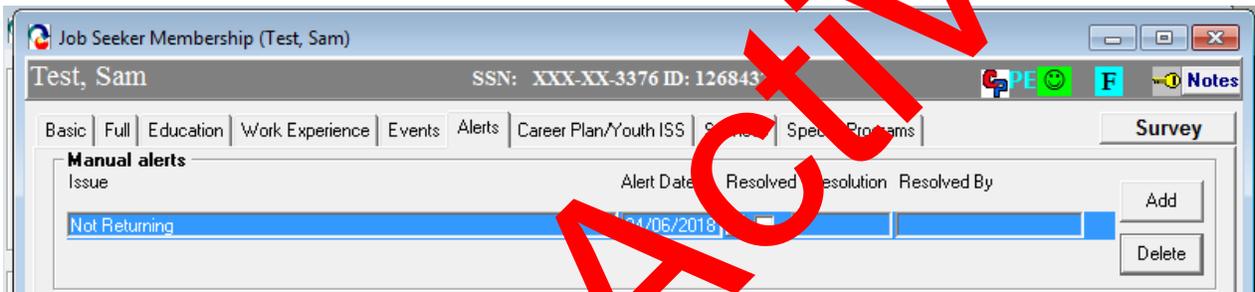
Tracking Evacuee Relocation Status in MOSES using Manual Alert

As we continue to support hurricane evacuees, we need to identify those who are planning to stay in Massachusetts, those who are planning to return home and those that are undecided at this time.

Please record this information in MOSES by adding **One (1) Manual Alert** described as either; **Returning, Not Returning or Undecided** on the **Alerts tab** in MOSES. You can append other text to the alert such as; Returning to San Juan or Not Returning, plan to stay in Holyoke or Not Returning, plan to move to Fall River, etc. but you must prefix the Alert as Returning, Not Returning or Undecided.

If the individual's situation changes, for example, if they were 'Undecided' at first but subsequently decide to stay, you should change the text of the Alert from 'Undecided' to 'Not Returning' versus adding another alert.

Moses Example of a Not Returning Manual Alert:



Non-Active

MOSES Tracking of Employers Interested in Hiring Hurricane Evacuees

An ‘Evacuee Friendly’ checkbox and icon will be added with the release of MOSES 36.7 on April 18, 2018 to the **Employer/General Info** tab and will be available as an advanced search option in MOSES to track employers who have expressed an interest in hiring hurricane evacuees. If you receive notice from an employer interested in accepting referrals of hurricane evacuees to available jobs you must enter information in MOSES as follows:

- Is the employer registered in MOSES? If so, make sure to identify them by checking the new ‘Evacuee Friendly’ checkbox. If the employer is not registered, you should set up the employer registration in MOSES and check the ‘Evacuee Friendly’ checkbox.

Employer Registration (B&V Testing)

B&V Testing FEIN: ## ####7770 ID: 1234567

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing | Layout | Notes

Company Information

▶ Name: B&V Testing

▶ FEIN Number: ## ####7770 UI Account #: -

Number Of Employees:

Web Address:

Doing Business As:

▶ Employer Type: Private FLC GTF

▶ Federal Contractor: Yes No Company Closed

▶ Primary Phone: (800)851-1111 Evacuee Friendly

▶ Career Center: The Career Place

Company Address

▶ Address:

▶ Country: United States of America

▶ Zip: 01945-1111 City: Waltham

▶ State: Massachusetts

Is the mailing address different?

Industry

▶ NAICS Code: 541380 SIC:

▶ NAICS Sector: Professional, Scientific, and Technical Services

▶ NAICS Subsector: Professional, Scientific, and Technical Services

▶ NAICS Ind Group: Architectural, Engineering, and Related Services

▶ NAICS Industry: Testing Laboratories

▶ NAICS US Industry: Testing Laboratories

Trade Names

B&V Testing

B&V Testing

All Job Orders

Total Job Orders: 0

Total Openings:

Total Openings Filled:

Open Job Orders

Total Job Orders:

Total Openings:

Total Openings Filled:

Status

Access Approve Access Denied

Validated By: JCPATT

Created Date: 04/30/2018 Created By: JCPATT

Industry Code Search

- Does the employer have a job order in MOSES? If not, set up the job order(s) in MOSES, otherwise locate the job order(s). Once the job order(s) are established, you should refer appropriate hurricane evacuees. You should also follow-up on all referrals to record the outcome of the referrals (i.e. hired, not hired etc.).

Job Order (10036999) - Paraprofessional - Autism Inclusion

Holyoke Public Schools FEIN: ## ####1393 ID: 1019212

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History | Notes

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone	
04/06/18	JBOUC	Job Referral - Staff	Hired	Test ,Sam	###-###-3376	12684320	-	<input type="button" value="Add"/> <input type="button" value="Filter"/>