



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-30

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 Directors
DCS Area Directors

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: April 12, 2004

Subject: Education Rewards Loan Program in MOSES Version 15.0

Purpose: To provide information on the Education Rewards Loan Program in MOSES Version 15.0, which will be released to users when they sign onto MOSES on Tuesday, April 20, 2004.

Action

Required: IT Coordinators, MOSES Local Experts and managers on the list to receive WIA Communications on MOSES changes are requested to see that all MOSES users in their office(s) have a copy of the document, Description of Changes in MOSES Version 15.0

Effective: April 20, 2004

Inquiries: Questions should be directed to the MOSES Help Desk at (617) 626-5656.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-30.

Description of Changes in MOSES Version 15.0

Reminder: With every new MOSES Build, the STAFF NAME (MOSES User ID) will not pre-fill when users log onto MOSES. **Users must enter their STAFF NAME** in the block on the *Welcome to MOSES* sign-in screen, along with their password and the last four digits of their Social Security number.

The key MOSES 15.0 changes are summarized below.

I. Education Rewards Loan Program

Background of Program

The Education Rewards Loan Program is a pilot initiative that will provide low-cost tuition loans through the Massachusetts Educational Financing Authority (MEFA) for training in occupations with a high number of vacancies. These loans will be available to individuals enrolled in post-secondary occupational training that result in recognized certificates, credentials, licenses, or Associate Degrees.

The Career Centers will be the entry point for customers wishing to access the Loan Program. Potential applicants will only be able to obtain Loan Program applications at a Career Center. Career Center staff will add this opportunity to the menu of support services available to customers and ensure that customers are informed of and have access to these resources if appropriate.

Vendor/Training Program Eligibility

Only training programs that meet the following criteria will be considered eligible for the Education Rewards Loan Program:

- Provider must be a not-for-profit institution
- Training must be targeted for occupations that have been identified as high demand or high growth occupations
- Program must lead to an industry-recognized certificate, credential, certification, or Associate Degree
- Duration of program must be a minimum of 45 hours

Training providers will be required to register their training program using TrainingPro. Upon registering, DCS will confirm that the training program meets the eligibility criteria and, if so, approve it for the Loan Program. The list of approved training programs will be maintained in MOSES so that customers can search for eligible training programs and staff users can track the enrollment of customers in these programs.

Customer Eligibility and Loan Application Process

To be eligible for the loan, a Career Center customer must be a resident of Massachusetts and be accepted for enrollment in an eligible training program. The loan applicant must also have good credit history (as verified by MEFA).

Customers will be required to fill out a loan application provided by a Career Center counselor and submit it to MEFA. However, prior to submitting the application to MEFA, the Career Center counselor will be required to sign the application form certifying that the program selected by the customer is an eligible program listed in MOSES. MEFA will then review the application and notify both the customer and Career Center of the loan decision. Upon receiving

this information, the Career Center counselor will enter the customer's enrollment information into MOSES.

All financial transactions related to the Loan Program will be managed by MEFA.

Training for Education Rewards Loan Program

Training will be provided to Career Center staff on the data entry requirements related to the Loan Program enrollment and tracking. MEFA will also meet with Career Center staff to discuss the loan process, training vendor issues, and the process for information sharing and facilitation of the loan process between the Career Centers and MEFA. Details on the training sessions will be sent out in a separate WIA Communication. Training sessions will last 3 hours. Staff can choose to attend either a morning session (9:00 AM to 12:00 Noon) or an afternoon session (1:00 PM to 4:00 PM). Registration requests should be sent to Margaret Dixon, mdixon@detma.org.

<u>Date</u>	<u>Day</u>	<u>Location</u>
4/27	Tuesday	Franklin/Hampshire Career Center, Northampton
4/28	Wednesday	CF Hurley Building, Minihan Hall, Boston
4/29	Thursday	DET Training Room, Employment & Training Resources, Marlborough
4/30	Friday	Greater New Bedford Career Center, New Bedford or
4/30	Friday	ValleyWorks Career Center, Lawrence
5/3	Monday	DET Training Room, Employment & Training Resources, Marlborough
5/4	Tuesday	Franklin/Hampshire Career Center, Northampton
5/5	Wednesday	CF Hurley Building, Minihan Hall, Boston
5/6	Thursday	DET Training Room, Employment & Training Resources, Marlborough
5/7	Friday	ValleyWorks Career Center, Lawrence
5/14	Friday	Greater New Bedford Career Center, New Bedford

Timeline for Implementation of Program

Modifications to TrainingPro and MOSES for the Loan Program will be implemented as part of the MOSES 15 production release on April 20. On that date, training providers will be able to submit applications for their programs of study to be approved by DCS for the training program.

DCS is targeting the week of May 17 to formally introduce the Loan Program to Career Center customers. However, the introduction of the program may be delayed to give vendors more time to register their courses for the program.

Summary of MOSES Modifications for the Education Rewards Loan Program

- The Education Rewards Loan Program will be added to the list of statewide programs on the Job Seeker – Basic Tab in which applicants can be enrolled.
- As part of the program, customers will be required to validate their employment and education history prior to attending training financed by the Loan Program. This data will be captured in MOSES using the Job Seeker Work Experience and Education tabs.
- The Education Rewards Loan Program will be added as a funding source for training programs. Upon enrolling an applicant in the Loan Program, a staff user will select this funding source for the applicant (on the Eligibility screen).
- The Course Enrollment screen will be used to record a customer's enrollment in training programs financed by the Loan Program.

- Customers will be required to complete a survey about their employment status six and twelve months after completing a training program financed by the Loan Program. Responses to these surveys will be captured using Employment Services.
- Several changes to the Training Services module enable authorized staff users to approve training programs for the Education Rewards Loan Program.

Changes to MOSES Screens

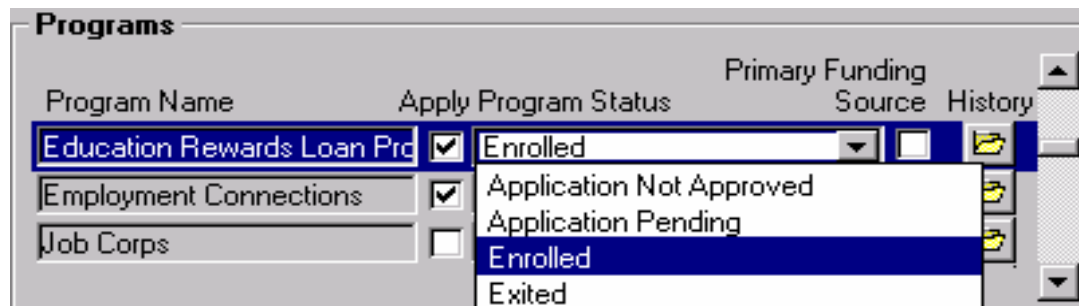
Provided below is an overview of the major changes to the MOSES staff view for the Education Rewards Loan Program.

1. Basic Tab - Programs

The Education Rewards Loan Program has been added to the list of programs in the Programs section of the Job Seeker Basic tab. (Career Center staff should check off Program Eligibility in order to activate the NAICS and occupation fields on the Work Experience tab). Career Center staff will enroll applicants into the Education Rewards Loan Program by checking the Apply box next to the name of the program. Upon checking the box, the Program Status dropdown list becomes enabled. This dropdown will be used to track the status of a customer’s loan application and enrollment in the program. Status options include the following:

- **Application Pending** – This is the default status displayed when a staff user clicks the Apply check box. This status should be used to indicate that an initial Education Rewards Loan application has been submitted to MEFA (and a response is still pending)
- **Application Not Approved** – If the customer’s application is not approved, a staff user should change the Program Status to “Application Not Approved.”
- **Enrolled** – Upon approval of the customer’s loan application, a staff user should change the Program Status dropdown to “Enrolled.”
- **Exited** – If a customer withdraws from the Education Rewards Loan Program, a staff user would set the program status to “Exited”.

The history button (folder Icon) will continue to be used to open the Program History pop-up window that displays historical data about a customer’s enrollment in the Loan Program.



2. Determine Eligibility

The Eligibility window will be used to select the Education Rewards Loan Program as an eligible funding stream for a customer enrolled in the program. This funding stream must be selected in order to enroll a customer into a training program financed by the Loan Program.

After setting a customer's Program Status for the Education Rewards Loan Program to "Enrolled", the staff user must click the Eligibility button and click the Initial Eligibility or Update Eligibility button. When this is done, the "Education Rewards Loan Program" funding source should appear in the Potential Non-System Calculated Eligibility box. The staff user should select this funding source and click the ">>" button to move the funding source to the Actual Non-System Calculated Eligibility box.

Determine Eligibility
Test, Adult SSN: 999-00-0907 ID: 10013690

Eligibility
Service Delivery Area: Boston Initial Date: 01/09/2003 Last Update Date: 03/30/2004

Potential System Calculated Eligibility

Potential Non-System Calculated Eligibility

Actual System Calculated Eligibility

Actual Non-System Calculated Eligibility
Education Rewards Loan Program

Non-Eligible Funding Sources

Type	Description	Criteria
Youth	WIA Title I - Youth	
WTW	WTW - 70% Hard To Employ (Year 1)	
WTW	WTW - 30% Dependent Characteristics (Year 1)	
DTA	DTA - Skills Education	
DTA	DTA - Direct Placement	

Initial Eligibility Update Eligibility Course Search OK Cancel

3. Work Experience Details

Customers enrolled in the Education Rewards Loan Program will be required to provide certain information about their current job (or most recent job if the customer is unemployed). At a minimum, the following employment information will be collected from each customer:

- Current occupation code
- Number of hours/week worked
- Salary
- Medical benefits provided by employer

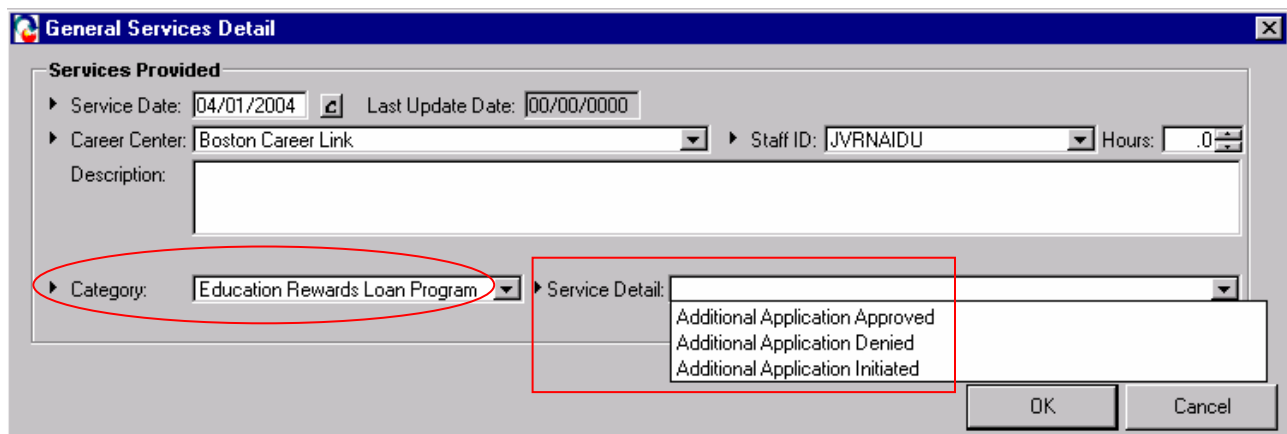
A Benefits field has been added to this screen to collect the types of benefits provided by the customer's employer. Options for this dropdown list box include:

- Medical Insurance and Pension Plan/SS
- Medical Insurance Only
- Pension/SS Only
- None

4. New General Services for Education Rewards Loan Program

Customers currently receiving loans in the Loan Program are allowed to submit applications to MOSES for additional student loans. Three additional General Service Detail options have been added to the MOSES system for recording services provided to customers who request these additional loans. All three are associated with the new “Education Rewards Loan Program” category. The following are definitions for each of these new Service Detail options:

- **Additional Application Approved** – This service is selected when an enrolled customer’s secondary loan application is approved by MEFA.
- **Additional Application Denied** – This service is selected when an enrolled customer’s secondary loan application is denied by MEFA.
- **Additional Application Initiated** – This service is selected when a customer already enrolled in the MEFA program submits a secondary loan application to MEFA for additional educational loans.



5. Employment Services Details

Customers will be required to complete follow-up surveys six and twelve months after finishing a training program financed by the Education Rewards Loan Program. These surveys will be used to collect information about a customer’s post-training employment status. The Employment Services Detail screen will be used to enter a majority of this information. In order to record information collected during the survey, a staff user will record an Employment Service record for the customer. This information will be collected by MEFA and provided to the Career Centers for “data entry”.

Two new options will appear in the Service Type dropdown list for customers enrolled in the Education Rewards Loan Program. These Service Types will be used to record the type of follow-up that Loan Program customers receive:

- **Education Rewards Loan Program – 6 Month Follow-Up** – This Service Type should be entered when a customer completes the 6 month follow-up survey for the Loan Program.
- **Education Rewards Loan Program – 12 Month Follow-Up** – This Service Type should be entered when a customer completes the 12 month follow-up survey for the Loan Program.

One of two Service Result options can be selected for each of the above Service Types:

- **Employed** – This service result is selected when a customer is employed at the time of the survey. When this option is selected, the Employment Details and Additional Information sections of the screen are displayed to enable users to enter employment details collected from the customer
- **Not Employed** – This service result is selected when a customer is not employed at the time of the survey

Note: Three new fields will appear in the Additional Info section of the Employment Services Detail screen when a user selects one of the two new follow-up service types and selected “Employed” as the Service Result option. These fields are used to record the amount of the customer’s loan from the Education Rewards Loan Program that the employer is expected to pay. The following are definitions for these fields:

- **Total Education Rewards Loan** – This field records the total amount of the loans the customer received from the Education Rewards Loan Program.

- **Loan Amount Paid by Employer (\$)** - This field records the total amount of the customer's loans that the employer agreed to pay.
- **Estimated/Actual Payoff Date** – This is the date the employer is expected to payoff the amount the employer agreed to pay.

MEFA will provide this data to Career Centers.

6. Training Course Enrollment Screen

Estimated Completion Date will be a required field when a user is enrolled in a training program funded by the Education Rewards Loan Program. The training program end date will be used to schedule the follow-up surveys customers are required to complete six and twelve months after finishing a program financed by the Loan Program.

Training Enrollment Detail

Career Center: Boston Career Link
 Created Date: 04/01/2004
 Training Course ID: 1002546
 Training Course: Dental Hygienist Certification
 Training Provider: Cambridge College
 CIP Code Description:
 Location / Worksite:
 Referral Date: 04/01/2004
 Enrollment: Yes No
 Start Date: 04/01/2004
 Section 30:
 Section 30 Start Date: 00/00/0000

Last Update Date:
 Staff ID: JVRNAIDU
 Hourly Wage (\$): .00
 Hourly Wage Subsidy (\$): .00
 Hours / Week: 0
 Pell Recipient: Yes No
 Amount (\$): .00
 Estimated Completion Date: 00/00/0000

Completion Information

Completion Status: Pending
 Actual Completion Date: 00/00/0000
 Actual Hours of Participation:

Eligible Funding Streams

Education Rewards Loan Program

Cost of Course/Activity (\$): .00
 Voucher: Not Issued

Evaluations

Notification Method: N/A
 Notification Sent Date: 00/00/0000
 Evaluation Status: N/A

Display Voucher OK Cancel

7. Changes to Training Course Screens

The Training Course screens have been modified to support the requirements of the Education Rewards Loan Program. These changes are described below.

Training Course – Basic Tab

There are two changes to the Training Course – Basic Tab:

1. The Occupation Code field has been removed from this screen. The entry of occupations targeted by a training course has been moved to the new tab labeled Targeted Occupations (described below). This new tab will allow staff users to specify more than one occupation targeted by the training program.
2. The Approvals group box will now display course approval information for the Education Rewards Loan Program. Courses approved for the Education Rewards Loan Program should display a row in the Approvals section with the following column values:
 - **SDA Name** = “All”
 - **Staff ID** = User ID of authorized staff user who approved course
 - **Type** = “Specific Funding”
 - **Specific Funding** = “Education Rewards”
 - **Status** = “Approved”
 - **Start Date/End** = Current date should be between Start Date and End Date

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed	
All	.IVRNAIDII	Section 30	Education Rew	Approved	03/22/2004	03/22/2005	<input checked="" type="checkbox"/>	Delete
ALL	SARUN1	Specific Fu	Education Rew	Approved	03/30/2004	03/30/2005	<input checked="" type="checkbox"/>	Details
Boston	LPOWE	Specific Fu	Grant's Cool Gr.	Approved	10/01/2001	10/18/2005	<input checked="" type="checkbox"/>	

Training Course – Additional Info Tab

A new field has been added to the Additional Info tab to record the description of the degree, license, certification, or credential granted by the training program. Providers are required to enter this information when submitting a training program application using TrainingPro. As described above, in order to be eligible for the Education Rewards Loan Program, a training program must lead to an industry-recognized license, certification, credential or Associate Degree.

Training Course (Test Provider, Boston Testing Group)

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

Contacts

Type	Title	Name	Business Title	Phone	Ext.	Fax	Email
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Add
Delete

Course Results

Degree License
 Certificate Credential

Description of Degree/License/Certification/Credential
Associate Degree in Nursing

If none of the above, how is the program recognized as meeting industry approved standards?

Program Eligibility/Entry Requirements

Targeted Occupations

Job Title #1: _____
Job Title #2: _____
Job Title #3: _____

Hours Per Course

Credit Hours (if applicable):
Total # Hours:
Avg. Hours / Week:
Avg. # Weeks:

Course Options

Internship: Mandatory
 Yes
 No

Voluntary Lab Time: Mandatory
 Yes
 No

Section30

Higher Ed. ESL/ABE/GED
 Vocation Apprenticeship / Union

Comments:

OK Cancel

Training Course – Schedule Tab

The “Semester/Quarterly Schedule” checkbox has been added to this screen. This box should be checked to indicate that the training program is offered during the provider’s regularly scheduled semesters or quarters.

Training Course [Test Provider, Nursing Training]

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

Course Schedule

Start Date	End Date	Last Enroll Date
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Semester/Quarterly Schedule

Weekly Schedule

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
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Open Entry/Open Exit Course?: Yes No

OK Cancel

Training Course – Targeted Occupations Tab

The Targeted Occupations tab has been added to the Training Course module. This tab displays the list of occupations (and associated codes) that are targeted by the training program. Prior to this release of MOSES, only a single targeted occupation could be specified when a course had an activity category of On the Job Training, In the Job Training, or Subsidized Employment. This screen enables an authorized user to record targeted occupations for all training programs.

This screen also indicates whether or not a selected occupation is currently eligible for the Education Rewards Loan Program. As described above, in order to be eligible for the Education Rewards Loan Program, a course must provide training in an occupation that has been identified as high demand or high growth occupations. Occupations classified as such will be listed on this screen with a checked box in the column labeled “Approved for the Education Rewards Loan Program.”

The screenshot shows a software window titled "Training Course (Test Provider, Nursing Training)". The window has a menu bar with the following tabs: Basic, Additional Info, Schedule, Performance, Costs, Youth Worksites, Targeted Occupations (which is the active tab), Program Courses, and Enrolled. The main content area is titled "Targeted Occupation Codes" and contains a table with the following data:

Occupation Code	Description	Approved for Education Rewards Loan Program
29206100	Licensed Practical and Licensed Vocational Nurses	<input checked="" type="checkbox"/>

To the right of the table are two buttons: "Add" and "Delete". At the bottom right of the window are "OK" and "Cancel" buttons.

Occupation Code Search Screen

Authorized users may add additional occupation codes by clicking the “Add” button. This will cause the Occupation Code Search screen to appear. Using this screen, users can search for occupation codes based on occupation code, occupation description, or occupation category. In addition, users may choose to only search for occupation codes that are eligible for the Education Rewards Loan Program by clicking the appropriate checkbox under the Search By group box. The search results will display a checked box in the column labeled “Eligible for Education Rewards” for each occupation code that is eligible for the Loan Program.

To add an occupation to the list of occupations targeted for the training program, highlight the appropriate row in the search results and then click “Select”.

The screenshot shows a window titled "Occupation Code Search". It is divided into several sections:

- Type of Search:** Contains a "Search By" group box with three radio buttons: "Occupation Code", "Occupation Description", and "Occupation Category". A checkbox labeled "Only show codes eligible for Education Rewards" is checked and highlighted with a red box. To the right, there is a text input field for "Search Criteria" containing the word "nurse" and a "Search" button.
- Search Results:** A table with three columns: "Occupation Code", "Description", and "Eligible for Education Rewards".

Occupation Code	Description	Eligible for Education Rewards
29206100	Licensed Practical and Licensed Vocational Nurses	<input checked="" type="checkbox"/>
29111100	Registered Nurses	<input checked="" type="checkbox"/>

Below the table, it says "Row 1 of 2".
- Occupation Category:** A text box containing "Healthcare Practitioner and Technical Occupations".
- Alternate Title:** An empty text box.
- Buttons:** "More", "Select", and "Close" buttons are located at the bottom right.

Training Course - Program Courses tab

The Program Courses tab has been added to the Training Course module. This tab displays the list of individual courses that must be completed as part of the training program. This data is provided for informational purposes only. It is intended to provide customers with a more complete picture of the curriculum of the training program.

To add a course, click “Add”. This will create a new row on the screen. For each course added, users will be able to specify the course name, course duration (in weeks), and the number of credit hours associated with the course (if applicable). To delete a course, select the row and click “Delete”.

Training Course [Test Provider, Nursing Training]

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

Courses Required to Complete Training Program

Course Name	Duration (Weeks)	Credit Hours
Economics 101	10	4
Math 202	10	3

Add

Delete

OK Cancel

II. Other Changes to MOSES 15.0

1. **Changes to the Referral Information Section on Job Orders:** Name, Address, Country, Zip Code, City and State are now mandatory fields. Two buttons, “Employer Address” and “Job Location Address” have been added to pull the address information from the Job Specification Tab. “Referral Instructions for the Job Seeker” field will appear on the Job Order displayed on the Internet. Do not put instructions to Career Center staff in this field. Always put instructions to Career Center staff in the Notes section. When you save the Job Order the system will add the message “Check Staff Notes” in red letters to inform MOSES users that there are special instructions for staff. Click on the Notes button to view the instructions.

The screenshot shows a web form titled "Referral Information (will appear on the internet)". It has two tabs: "Employer Address" and "Job Location Address". The form contains the following fields and options:

- Name: Bob Smith
- Title: Manager
- Address: 100 Main St.
- Country: United States of America (dropdown)
- Zip Code: 02382
- City: Whitman
- State: Massachusetts (dropdown)
- Phone: (781) 447-5000
- Ext: []
- Fax: [] - []
- Email: []
- Referral Instructions for the Job Seeker (will appear on the internet): Mail 2 copies of your resume to Bob Smith. Call to make an appointment.
- Buttons: "Employer Address", "Job Location Address", "Check Staff Notes" (in red text), and "OK".

2. **Two New Types of Military Discharge have been added to the Job Seeker Military Tab:** To accommodate required reporting for Veterans reports MOSES must track veterans about to separate (within one year), as well as veterans planning on retiring. On the Military sub tab, Military Group box, two new types of discharges have been added:
TAP/ACAP Separatees - Release Date can be ≤ 12 months in the future.
TAP/ACAP Retirees - Release Date >13 and ≤ 48 months in the future.
(TAP is the Transitional Assistance Program.)
3. **A Date Filter has been added to the Job Match – Run Match Screen:** MOSES users can now select to match against job orders created or modified in the last 7 days, last 15 days, last 30 days, or all open job orders.

The screenshot shows a dialog box titled "Filter Criteria". It has a dropdown menu with the following options:

- All Open Job Orders
- Job Order Created / Modified last 7 days
- Job Order Created / Modified last 15 days
- Job Order Created / Modified last 30 days

To the right of the dropdown is a note: "Note: Changes made here will not affect the Jobseeker's saved match criteria." Below the note is an "OK" button.

4. **The Enrolled tab on the Training Course Record now displays two sub tabs - Current and Past, plus a “Go to Job Seeker” button has been added:** Trainees with a status of Pending will be displayed on the Current tab. Job Seekers with a status other than Pending will be displayed on the Past tab. Both screens will have a “Go to Job Seeker” button so that staff can highlight a job seeker enrolled in the course, then click on the Go to Job Seeker button to open the job seeker record and make any edit changes that need to occur (changing status, deleting enrollment, etc.).

Last Update Date	Staff ID	Social Security Number	Name	Provider	Status
05/28/2002	DCHAN	116-67-7991	Smith, Franklin	Tom Jones Enterprises	Pending
11/15/2002	JVRNAIDU	666-66-6666	Bird, Larry	Tom Jones Enterprises	Pending
12/19/2002	JBOUC	032-38-7087	DAFONTE, MARIA	Tom Jones Enterprises	Pending
01/08/2003	JVRNAIDU	015-36-9383	FAMULARI, RICHARD	Tom Jones Enterprises	Pending

Last Update Date	Staff ID	Social Security Number	Name	Provider	Status
03/09/2004	JVRNAIDU	598-11-1111	Test, Ana	Tom Jones Enterprises	Completed Satisfactorily
10/27/2003	DPARK	888-12-1243	Bannister, Anand	Tom Jones Enterprises	Completed Satisfactorily
10/27/2003	JVRNAIDU	023-33-3333	Abcd, Abcd	Tom Jones Enterprises	Completed Satisfactorily
10/07/2003	LPOWE	565-65-6565	5656, 5656	Tom Jones Enterprises	Completed Satisfactorily
09/22/2003	DPARK	909-99-9999	ABCD, TARIK	Tom Jones Enterprises	Did Not Complete

Table of Detailed MOSES Changes

Item	MOSES 15.0 – Subject and Description of Changes
1.	<u>Job Seeker – Match Criteria and Job Bank Browse – Industry Preference has been added</u> (7603) – Staff can now search for jobs by the NAICS Industry Sector, for example, Construction, Retail, Utilities, or Finance & Insurance. Select the “Industry” tab to access the Industry drop-down list.
2.	<u>Job Seeker – Full – Military – Military Branches – New types of discharge and new release dates for them</u> (8155) – To accommodate required reporting for Veterans reports MOSES must track veterans about to separate (within one year), as well as veterans planning on retiring. (TAP is the Transitional Assistance Program.) On the Military sub tab, Military Group box, two new types of discharges have been added: TAP/ACAP Separatees (Release Date can be <= 12 months in the future) TAP/ACAP Retirees (Release Date >13 and <= 48 months in the future)
3.	<u>Job Seeker – Services – “More” Button added to General, Employment and Administrative Sub Tabs</u> (8331) – MOSES will now retrieve the first 50 records on the General, Employment or Administrative tabs if the job seeker record contains more than 50 services in that category. The More button can be used to retrieve the next 50 services.

Item	MOSES 15.0 – Subject and Description of Changes
4.	<u>Job Seeker – Job Match – Run Match</u> (7178) - MOSES users can now select to match against job orders created or modified in the last 7 days, last 15 days, last 30 days, or all open job orders.
5.	<u>Employer – Job Order – Referral Information – Mandatory Fields – Check Staff Notes</u> (7372) – Name, Address, Country, Zip Code, City and State are now mandatory fields. Two buttons, “Employer Address” and “Job Location Address” have been added to pull the address information from the Job Specification Tab. “Referral Instructions for the Job Seeker” field will appear on the Job Order displayed on the Internet. Do not put instructions to Career Center staff in this field. Always put instructions to Career Center staff in the Notes section. When you save the Job Order the system will add the message “Check Staff Notes” in red letters to inform MOSES users that there are special instructions. Click on the Notes button to view the instructions.
6.	<u>Training – Courses – Enrollments – Current and Past sub tabs have been added, “Go to Job Seeker” button added to expedite editing the job seeker record</u> (7155)
7.	<u>Events – Event Scheduling – Add Participant – Quick Search – Job Seeker Phone Number has been added to search results</u> (7610) – The Quick Search Results screen now displays name, phone number, date of birth and address.

Please contact the MOSES Help Desk (617-626-5656) if you have any questions on the above changes.