

## OSOS DATA ENTRY CHART – One-Stop Center Staff Activities

### L1 STATE SPECIFIC

Revised: 7/10/09

**IMPORTANT REQUIREMENT:** One-Stop Center staff **must** enter the Activity at the time of occurrence to accurately capture the date the Activity was performed. (In the rare exceptions when it is not possible to enter the OSOS 599 Activity on the same date it occurs, please be sure to change the “Activity Date” when entering the Activity from the default (current) date to the actual date the Activity was performed.)

Code	Activity	Definition	Guidance
1040	599OS In Training Disclosure Date	<p>Records the date the UI claimant first discloses participation in a training program to the One Stop. This activity entry is only necessary in cases where the claimant is already in training when the claimant first discloses interest in training to the One Stop (i.e. the training start date is prior to the date of disclosure).</p> <p>This date will be used by SPU to determine “timely” disclosure of training which may impact the 599.2 eligibility calculation.</p> <p>As of the <i>In Training Disclosure Date</i>, the claimant is to be given a 14-day deadline for submitting a completed 599 application and all required documentation.</p>	<p>In COMMENTS, enter the 14-day deadline date that was established for the submission of a completed 599 application. Also enter a brief summary of the training program, if discussed at the time of disclosure.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Do not enter this Activity for UI claimants not already enrolled or participating in a training program.</li> <li>• It is especially important to accurately capture the correct date as it may impact the 599.2 benefits eligibility calculation. The disclosure date will also be used to “track” timely receipt of a completed 599 training application.</li> </ul>
1044	599OS Received Complete Application	Records the date the UI claimant gave the completed 599 application to One-Stop Center staff.	<p>No specific content documentation required in COMMENTS.</p> <p>Exception: In cases where a 14-day deadline from the training disclosure date was established, One Stop staff should indicate in OSOS Comments and also on the 599 Training Recommendation form whether the receipt of documentation is considered “timely” for 599.2 calculation purposes.</p>
1038	599OS Documents Pending	<p>Records the date the UI claimant received a completed <u>Section 599 Pending Documents Advisory</u> form listing all required documents needed for a complete application and a 14-day deadline date for submitting all required documents.</p> <p><b>NOTE:</b> The following supporting documentation is required for a complete 599 application:</p> <ol style="list-style-type: none"> <li>1. Confirmation of full-time student status</li> <li>2. Proof of acceptance into training</li> <li>3. In cases where the claimant was involved in prior training and/or training plan represents a continuation of training, proof that the claimant has the qualifications/aptitude to successfully complete the training is required.</li> </ol>	<p>In COMMENTS, list all required documents the UI claimant must provide and the 14-day deadline date (14 days from the date the UI claimant received and signed a completed <u>Section 599 Pending Documents Advisory</u> form).</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• This date will be used to track “timely” submission of pending documentation required for a complete application. Failure to meet this deadline may impact the “calculation date” used to determine eligibility for 599.2 benefits.</li> <li>• Follow-up may be required to remind the UI claimant to provide the documents before the 14-day deadline. Suggest setting up an “OSOS Appointment Scheduler” to trigger follow-up, if necessary.</li> </ul>
1043	599OS Pending Documents Received	Records the date One-Stop Center staff received all required documents needed for a complete 599 application from the UI claimant.	<p>In COMMENTS, enter a statement indicating whether or not the One-Stop staff considers the documents to be received “timely.” If the UI claimant failed to meet the 14-day deadline, but One-Stop staff considers receipt of the documentation to be “timely” include an explanation of the extenuating circumstances that justify this recommendation.</p> <p>Note: One Stop staff must also indicate on the 599 training Recommendation form whether the receipt of documentation is considered “timely” for 599.2 calculation purposes.</p>

1045	599OS Recommend Approval	Records the date One-Stop Center staff submits the 599 recommendation package (OS44R) to the DEWS Central Review Unit with all required documentation in support of application recommending approval.	In COMMENTS, enter: <ul style="list-style-type: none"> <li>the training acceptance date (i.e., date applicant is accepted into training).</li> <li>a brief summary of the training program, including the name of the school or training provider, training program title, what degree or certificate will be earned upon completion of training, training start and end dates, hours per week of classroom training as outlined in application recommended for approval; and,</li> <li>a list of all required documentation sent to the DEWS Central Review Unit in addition to the 599 application.</li> </ul>
New Activity -- Code Needed	599OS Automatic 599 Approval	Records confirmation the training program has WIA funding approval and meets the full-time and 24-month to complete criteria for automatic approval under Section 599.	No specific content documentation required in COMMENTS.
1035	599OS Advise Customer of Need for Corrected 599 Application	Records the date One-Stop Center staff advised the UI claimant of the minor corrections that are needed and given a 14-day turnaround date for submitting a corrected application and documentation, if required.	In COMMENTS, enter a brief summary of the conversation and the assigned 14-day due date.  NOTE: It is especially important to accurately capture the correct Activity Date when entering this Activity because it will be the date used to track “timely” receipt of the corrected 599 training application. Failure to meet this deadline may result in a disapproval of the original 599 application.
1037	599OS Date Corrected 599 Application Received by O/S	Records the date UI claimant gave the corrected 599 application to One-Stop Center staff for processing.	In COMMENTS, enter a statement indicating whether or not the One-Stop staff considers receipt of the corrected 599 application to be “timely.” If the UI claimant failed to meet the 14-day deadline, but One-Stop staff considers receipt of the documentation to be “timely” include an explanation of the extenuating circumstances that justify this recommendation.
1046	599OS Recommend Disapproval	Records the date One-Stop Center staff forwarded the 599 application to DEWS Central Review Unit recommending disapproval. This action would be needed in cases where the One-Stop staff is unsuccessful in working with the UI claimant to develop an approvable training plan.  In this situation, the One-Stop staff should advise the UI claimant of the continuing need to be available to search for and accept work while collecting UI benefits. If the UI claimant is unavailable for work due to participation in training that is not approvable within Section 599 of the UI Law, the UI claimant may jeopardize continued receipt of UI benefits	In COMMENTS, enter: <ul style="list-style-type: none"> <li>a brief summary of the training program, including the name of the school or training provider, training program title, what degree or certificate will be earned upon completion of training, training start and end dates, hours per week of classroom training</li> <li>a note confirming the applicant was given an availability advisory:</li> </ul> <p><b>Standard UI Availability Advisory:</b> In order to maintain your eligibility for UI benefits, you must demonstrate that you are ready, willing and able to immediately accept full-time employment in your regular occupation while in school. You must be actively seeking work and you must maintain a complete and accurate record of all your job search efforts.</p>

1055	599OS Disapproval 1 – Application Incomplete	Indicates disapproval because the claimant’s failed to provide One-Stop Center staff with a complete 599 application or the supporting documents required for a complete 599 application.	Include in COMMENTS the 14-day deadline date that was given to the UI claimant for submitting the requested information timely, a record, including dates, of all follow-up attempts, and confirm that the UI claimant has been told their 599 application will be submitted recommending disapproval because the claimant was not forthcoming with the 599 application and all required supporting documents to make it complete.
1056	599OS Disapproval 2 – Training Not Needed	Indicates disapproval because employment opportunities are not limited, the training is not likely to lead to more regular long-term employment or the training will not upgrade claimant’s existing skills.	Include in COMMENTS details regarding One-Stop staff’s reason for determining the need for training criteria was not met.
1057	599OS Disapproval 3 – Less than 12 Hours	Indicates disapproval because the claimant is not attending a full-time training program.	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing the less than full-time barrier to approval.
1058	599OS Disapproval 4 – Over 24 Months	Indicates disapproval because the training program will not be complete within 24 months of the training application or training start date.	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing the over 24 month to complete barrier to approval.
1059	599OS Disapproval 5 – Competent/Reliable Training Provider	Indicates disapproval because the training provider is not on the ETPL or the training provider’s State SED listings.	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing the not a competent/reliable training provider barrier to approval.
1060	599OS Disapproval 6 – Does not lead to Occupational Goal	Indicates disapproval because the training does not relate to the claimant’s identified occupational goal.	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing training does not lead to UI claimant’s chosen occupational goal barrier to approval.
1061	599OS Disapproval 7 – No Reasonable Employment Opportunities	Indicates disapproval because there is no reasonable expectation of employment in the occupation for which the claimant is being trained.	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing the no reasonable employment opportunities barrier to approval.
1062	599OS Disapproval 8– Lack Aptitude	Indicates disapproval because the claimant does not have qualifications to successfully complete training (this is based on documentation indicating poor grades and/or attendance).	Include in COMMENTS details regarding One-Stop staff’s efforts to assist the UI claimant in removing the lack of aptitude barrier to approval.
1039	599OS F/U with Customer on Disapproval of OC Applicant	Records the date One-Stop Center staff met with the UI claimant to discuss the disapproved training program, offers services and evaluates alternative next steps to assist the customer in meeting their employment goals.	<p>In COMMENTS, enter: the results of the meeting and any agreed upon next steps. Specifically, note if any discussion took place regarding the development of a new or corrected training program.</p> <p>Also, include a note confirming the Availability Advisory was given:</p> <p><b>Standard UI Availability Advisory:</b> In order to maintain your eligibility for UI benefits, you must demonstrate that you are ready, willing and able to immediately accept full-time employment in your regular occupation while in school. You must be actively seeking work and you must maintain a complete and accurate record of all your job search efforts.</p>

New Activity -- Code Needed	599OS Dropped Application	Records the date One-Stop Center staff dropped a 599 application because the UI claimant failed to bring in the completed 599 training application and/or supporting documentation required for a complete 599 application.	In COMMENTS, record follow-up attempts, including dates.
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