TO: NEG-OJT Grantees

SUBJECT: Data entry into OSOS for OJT/NEG.

ACTION: Local OJT/NEG Coordinators are responsible for ensuring the Local Area’s OJT/NEG program complies with the guidance provided in this letter.

The Department will be utilizing the One Stop Operating System (OSOS), the State’s case management system for the Workforce Investment Act and related programs, to assist in reporting on the On-the-Job Training National Emergency Grant (OJT/NEG). Therefore, local data entry staff must enter relevant OJT/NEG information into OSOS. This includes data entering participating businesses as providers, services provided to those participating businesses, and services to job seekers enrolled in OJT.

When recording services to job seekers participating in the OJT/NEG program, all services provided should be recorded. However, only OJT (Non-ITA training) and Supportive Services (excluding Needs Related Payments) can be provided using OJT/NEG funding. These services should be linked to the WIB level NEG ARRA – OJT funding stream. All other services to the job seeker, including any core and intensive services they receive, MUST be provided using local funds.


Any questions regarding OSOS Data Entry should be directed to the OSOS Help Desk at help.osos@labor.ny.gov. All other questions regarding the OJT/NEG program should be directed to OJT-NEG@labor.ny.gov.