

599 Data Entry OSOS Guide



TABLE OF CONTENTS

Background.....	2
Purpose	2
OSOS Data Entry.....	3
Customer Detail	3
Activities Tab.....	3
Comments Tab	5
RECORDING AN OSOS training service for all 599 approvals	6
599 Weekly report	6
Viewing Documents in FAF	7
Identifying the Funding Source.....	8
Adding a Service that is WIA/WIOA Funded.....	9
316.1M	9
Customer Search.....	10
Customer Detail	11
Services Tab	12
Offering Search	13
Review the Offering	16
Schedule the Offering	17
INitial Service Data Entry	18
Next contact date.....	20
Funding the Service.....	21
Select the Funding Source	22
ADDING A SERVICE FOR NON-WIA/WIOA FUNDED 599 TRAINING	25
316.1M	25
Customer Search.....	26
Customer Detail	27
Services Tab	28
Offering Search	29
INitial Service Data Entry	32
Next contact date.....	34



Funding the Service.....	35
Select the Funding Source	36
Ending a Service	39
Ending the service for 599 Terminations:.....	40
Follow Up	41
Resources and Assistance	43

BACKGROUND

The intent of Section 599 of the New York State Unemployment Insurance Law is to return the unemployed worker to the labor market with the necessary skills required to secure employment of a substantially equal or higher skill level than the customer’s past employment. Any public or private training designed to develop an occupational skill will be considered career and related training for the purposes of the 599 program.

The Career Center staff responsibility in this process includes helping the customer complete and submit the required application and supporting documentation to the 599 Central Unit. Staff are required to enter specific Activities and Comments in OSOS regarding the application process.

Each week a report of 599 Approvals, Disapprovals, and Terminations are emailed to specified local office contacts. Staff must enter the OSOS Training Service for all APPROVED applications. They must follow-up with all Original Claim Disapprovals and review the 599 Terminations to determine if the OSOS Training Service should be updated.

PURPOSE

This guide describes how to record 599 activities and comments and will demonstrate how to record an OSOS Training Service and attach the appropriate funding to the service. The guide will also provide instructions on how to end a service and the follow up that is required for specific customers.



OSOS DATA ENTRY

CUSTOMER DETAIL

Activities related to the 599 program are entered using the **Activities** and **Comments** tabs of the Customer Detail section.

ACTIVITIES TAB

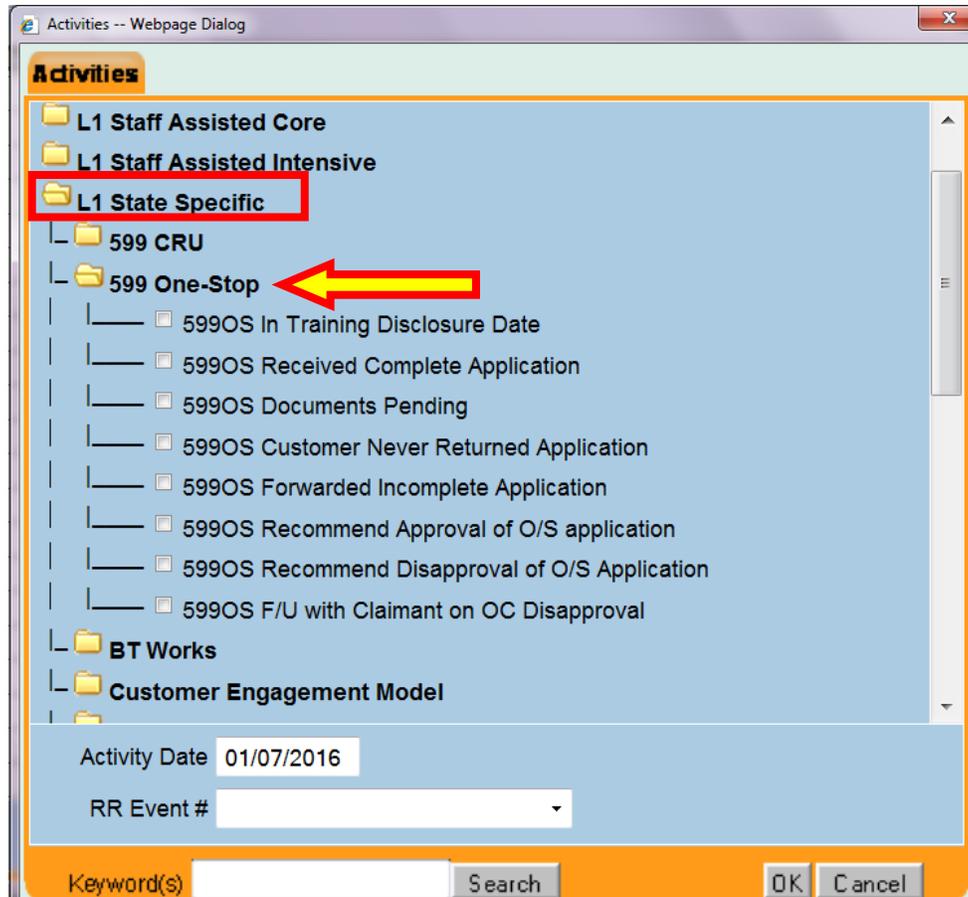
To enter a 599 activity click the **Activity** button at the bottom of the screen.

The screenshot displays the OSOS Customer Detail interface for MALINAK, TRAVIS S. The 'Activities' tab is selected, showing a list of activities with columns for Activity, Activity Date, Office, Staff, Employer, Job ID, SA, and FA. The 'Activity' button at the bottom is highlighted with a red arrow.

Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/> Self Service (OSOS)	10/19/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	10/01/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	08/03/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	07/21/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	07/20/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	07/15/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	07/14/2015	NY9999				No	
<input type="checkbox"/> WIA Enrollment	06/16/2015	NY9999				No	
<input type="checkbox"/> Common Measures Enrollment	06/16/2015	NY9999				No	
<input type="checkbox"/> Labor Exchange Enrollment	06/16/2015	NY9999				No	
<input type="checkbox"/> Self Service (OSOS)	06/16/2015	NY9999				No	
<input type="checkbox"/> Report of New Employment	08/08/2011	NY533-Schermerho				No	
<input type="checkbox"/> Not Hired	12/26/2009	NY9999				No	
<input type="checkbox"/> Job Search Planning	11/11/2009	NY533-Schermerho				No	
<input type="checkbox"/> WIA Enrollment	09/24/2009	NY533-Schermerho				Yes	
<input type="checkbox"/> Common Measures Enrollment	09/24/2009	NY533-Schermerho				Yes	
<input type="checkbox"/> Labor Exchange Enrollment	09/24/2009	NY533-Schermerho				Yes	
<input type="checkbox"/> Assessment Interview, Initial Assessment	09/24/2009	NY533-Schermerho				No	
<input type="checkbox"/> Interstate Job Referral	09/24/2009	NY533-Schermerho				No	
<input type="checkbox"/> Reported Following an FTR Hold (Prior to	09/24/2009	NY533-Schermerho				No	
<input type="checkbox"/> Orientation (UI Reemployment Service)	09/24/2009	NY533-Schermerho				No	



This will open the **Activities – Webpage Dialog** box. Click on the category **L1 State Specific** folder to view the 599 folders. Click on the **599 One-Stop** subfolder to view the activities.



Click on the box next to the Activity you need to record. For assistance you can view the [OSOS 599 Activity Guide](#)

The date will default to the date you enter the activity, if you need to modify this field to reflect the appropriate date you may do so. The 599 Activity Guide states: "All 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.)"



COMMENTS TAB

Comments are used to record case management notes. All users should post comments, details about activities, and case notes that concern the customer being served.

Click on the **Comments** button at the bottom of the screen. The **Comments -- Webpage Dialog** box will appear. Enter the comment and click the **Save** button.

The screenshot displays the OSOS Customer Detail interface for MALINAK, TRAVIS S. (SSN: ***-**-0448, OSOS ID: NY009063847). The 'Comments' tab is active, showing a table of comments with columns for 'Created' and 'Staff Assigned'. A 'Comment -- Webpage Dialog' box is open, featuring a text area for entering a comment and buttons for 'Save', 'Spell Check', and 'Cancel'. A red arrow points to the 'Save' button in the dialog. At the bottom of the main screen, a 'Comments' button is highlighted with a red arrow. The bottom navigation bar includes buttons for 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'IA Referrals', 'Correspond', 'IVR', 'Ret to Srch', and 'Comments'.



Certain Activities require a corresponding Comment. Information about entering 599 Activity-related case notes can be found online at: [OSOS 599 Activity Guide](#)



RECORDING AN OSOS TRAINING SERVICE FOR ALL 599 APPROVALS

599 WEEKLY REPORT

The 599 Weekly Reports will include the Customer's OSOS ID, Customer Name, Office, Determination Issued, Determination Date, and Activity Type.

For each APPROVED 599 Application the Career Center is responsible for recording the Training Service in the OSOS Services Module. Career Center staff must also conduct follow-up and provide appropriate services to applicants who receive a disapproval of their Original Claim application, or who were terminated from the 599 program.

	A	B	C	D	E	F
1	OSOS_ID	NAME	OFFICE	DETERMINATION ISSUED	DETERMINATION DATE	ACTIVITY_TYPE
2	NY111111111	MALINAK, ROSE	YONKERS	599CRU Approval of Original Claim Application Issued	1/8/2016	APPROVAL
3	NY111111112	WALTER, MARIO	YONKERS	599CRU Approval of Original Claim Application Issued	1/4/2016	APPROVAL
4	NY012345978	YOUNG, SAMANTHA	YONKERS	599CRU Disapproval of Original Claim Application Issued	1/8/2016	DISAPPROVAL
5	NY000011123	GATES, JONATHAN	YONKERS	599CRU Termination 6 - Other	1/4/2016	TERMINATION



The training service in OSOS will keep the program enrollments active while in training. Entering the training service will avoid premature program exits and negative performance outcomes.



VIEWING DOCUMENTS IN FAF

To enter the service into the customer's OSOS record you must first obtain the necessary information from the customer's 599 approval letter (form 316.M). The 316.1M approval letter will have all of the required information needed to enter the service.



Select and display the most recent 316.1M document in FAF. Print the form so you can easily refer to it throughout the process of entering the service.

To learn how to view documents in FAF refer to the [Viewing Training Documents in FAF Procedures](#)

```
Session A - [24 x 80]
Folder Contents      123456789

KIM                COAR          801
 1=History  2=Workflow 3=Display document  4=Display details  5=Print
 8=Export   9=Versions
-----More: +

Act Description                Received  Filed    File Tab  Pages
- 599 GENERAL CORRESPONDENCE  01/20/2016 01/21/2016 599      002
- HEARING REQUEST-ROUTE       01/14/2016 01/14/2016 HEARING   003
- TCC413.2 - 599 CLMT STMT RE  01/12/2016 01/12/2016 NONMONM   001
  FOT DATE
 3 TCC316.1-M-TRAINING APPROVAL 01/12/2016 01/12/2016 NONMONM   002
  SECTION 599 - CLMT
- TCC316.1-R TRAINING APPROVAL S 01/11/2016 01/12/2016 NONMON   002
  ECTION 599 - CLMT REPLY
- TCC316.1-M-TRAINING APPROVAL 01/05/2016 01/12/2016 NONMONM   003
  SECTION 599 - CLMT
- TCC413.2 - GENERIC SUMMARY OF 01/05/2016 01/05/2016 NONMONM   001
  STATEMENT

F1=Help F3=Exit F6=More details F7=Bkwd F8=Fwd F12=Cancel
MA A 09/004
```



IDENTIFYING THE FUNDING SOURCE

Before entering the training service on the customer's record, identify if the 599 approved training is WIA/WIOA funded.

Review the comments in OSOS to identify if the training is being funded with WIA/WIOA money. If the information is not found in the comments, then contact your Supervisor or local WIOA Training Coordinator to identify if the training is WIA/WIOA funded.

If the customer's training is WIA/WIOA funded follow the guidance for **ADDING A SERVICE THAT IS WIA/WIOA FUNDED**.

If the 599 approved training is not WIA/WIOA funded follow the guidance for **ADDING A SERVICE FOR NON-WIA/WIOA FUNDED TRAINING**. (Page 26)



ADDING A SERVICE THAT IS WIA/WIOA FUNDED

316.1M

Throughout the process of adding the service to the customer record you will need to refer to the relevant 316.1M that is located in FAF.

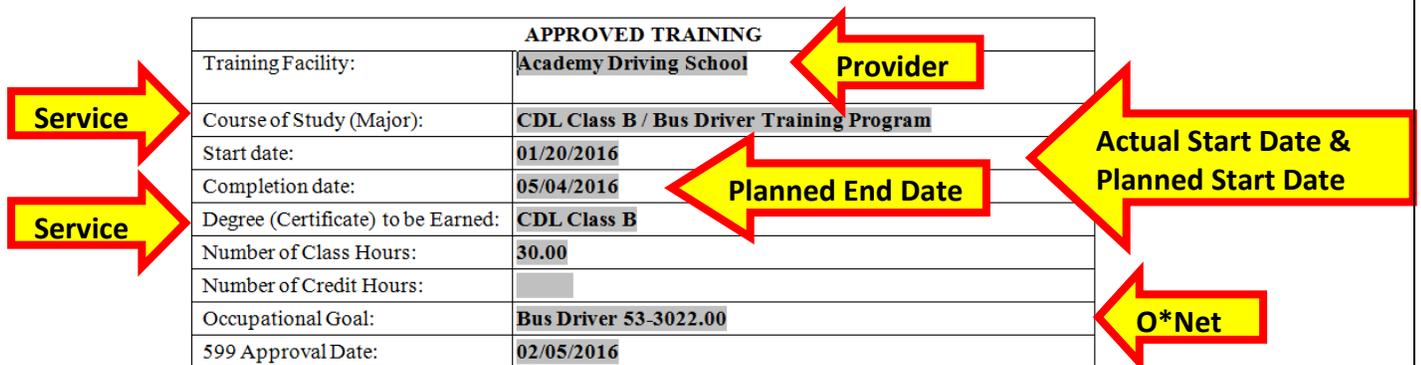
When entering a WIA/WIOA funded service:

- The Training Facility field is used to identify the Provider.
- The Course of Study (Major) and the Degree (Certificate) to be Earned are used to identify the service.
- The Start date will be used as the **Actual Start** and **Planned Start Dates** for Training.
- The Completion date will be used as the **Planned End Date**
- The O*Net code listed in the Occupational Goal Field will be used in the **O*Net** field in OSOS.

TRAINING APPROVAL Under Section 599 of NY Unemployment Insurance Law

The following training program has been approved by the Department of Labor under Section 599 of the Unemployment Insurance Law. Please review this training information carefully and advise the DEWS 599 Central Review Unit immediately if there are any inaccuracies. Failure to do so may result in a loss of benefits.

APPROVED TRAINING	
Training Facility:	Academy Driving School
Course of Study (Major):	CDL Class B / Bus Driver Training Program
Start date:	01/20/2016
Completion date:	05/04/2016
Degree (Certificate) to be Earned:	CDL Class B
Number of Class Hours:	30.00
Number of Credit Hours:	
Occupational Goal:	Bus Driver 53-3022.00
599 Approval Date:	02/05/2016



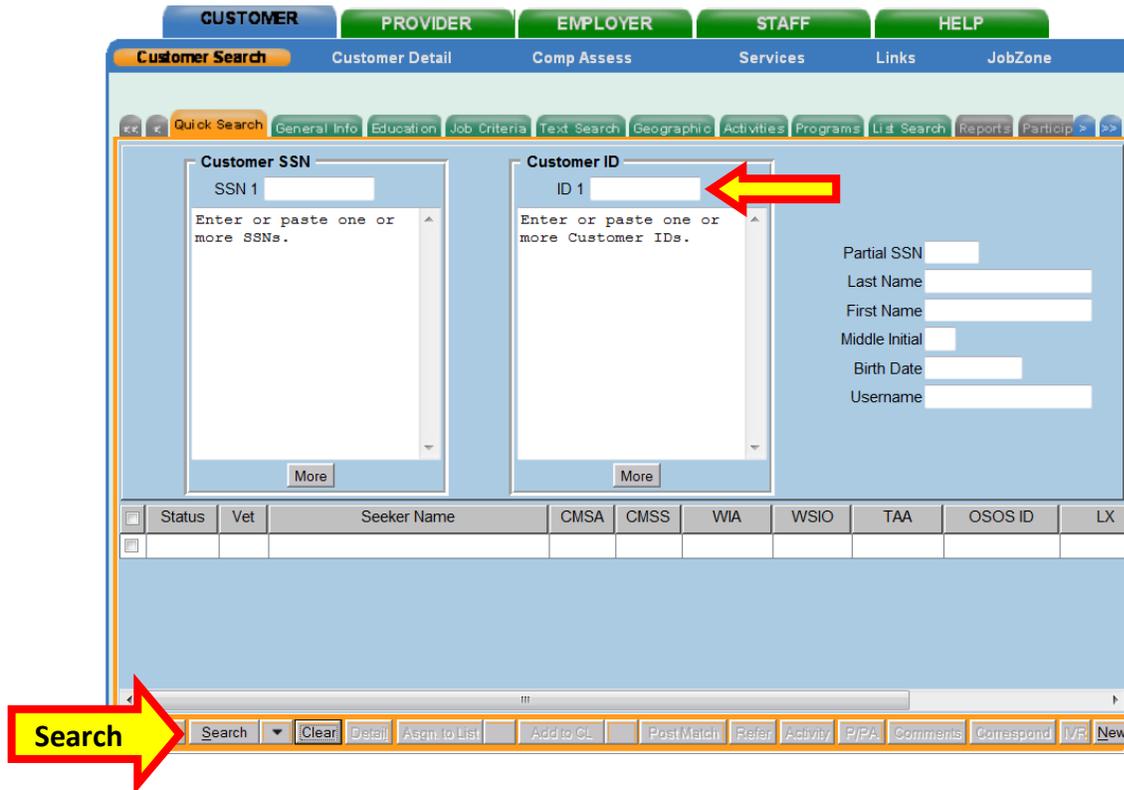
PLEASE SEE IMPORTANT INFORMATION ON SECOND PAGE

- This determination notice replaces the one previously sent, dated [REDACTED].
 If you want a hearing on this new determination, you must request it.

For the Commissioner of Labor,
 By: The DEWS 599 Central Review Unit

CUSTOMER SEARCH

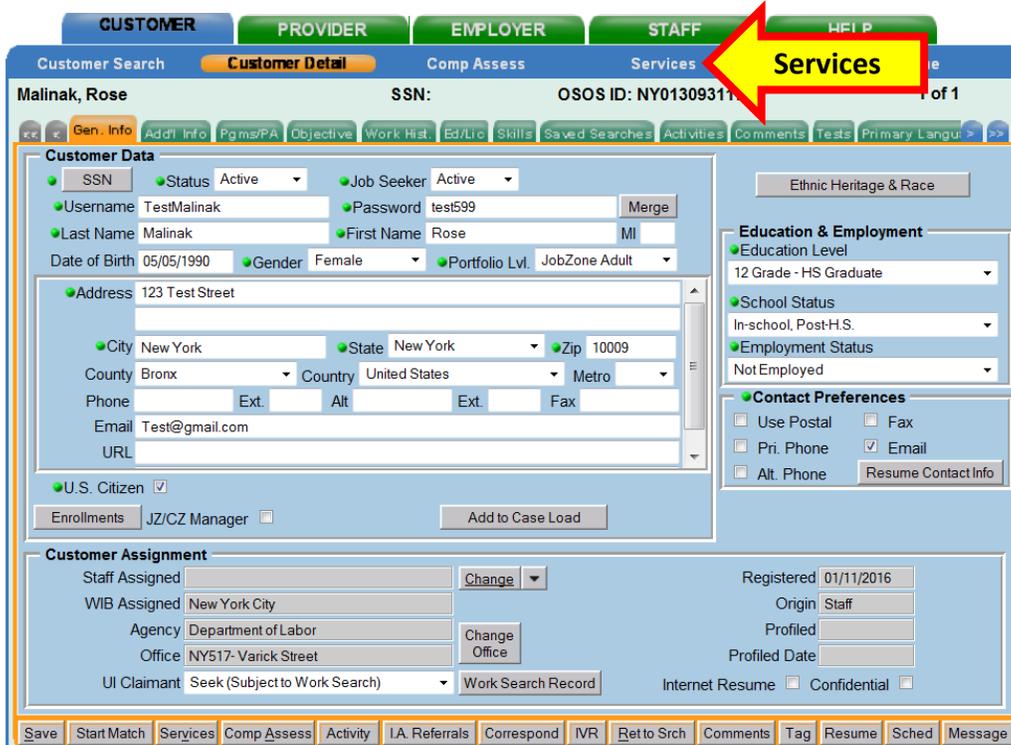
To add a training service to a customer's OSOS record you must first be in their record. Enter the customer's OSOS ID number into the Customer ID field to bring up their record. Then click the Search button.



The screenshot shows the OSOS Customer Search interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, Services, Links, and JobZone. A secondary row of tabs includes Quick Search, General Info, Education, Job Criteria, Text Search, Geographic, Activities, Programs, List Search, Reports, and Particip. The main form area contains two large text input fields: "Customer SSN" with a sub-field "SSN 1" and "Customer ID" with a sub-field "ID 1". Both fields have placeholder text: "Enter or paste one or more SSNs." and "Enter or paste one or more Customer IDs." respectively. To the right of these fields are smaller input fields for Partial SSN, Last Name, First Name, Middle Initial, Birth Date, and Username. Below the input fields is a table with columns: Status, Vet, Seeker Name, CMSA, CMSS, WIA, WSIO, TAA, OSOS ID, and LX. At the bottom of the interface is a toolbar with buttons: Search, Clear, Detail, Assign to List, Add to CL, Post Match, Refer, Activity, P/PA, Comments, Correspond, I/R, and New. Two red arrows with yellow text labels point to the "ID 1" field and the "Search" button.

CUSTOMER DETAIL

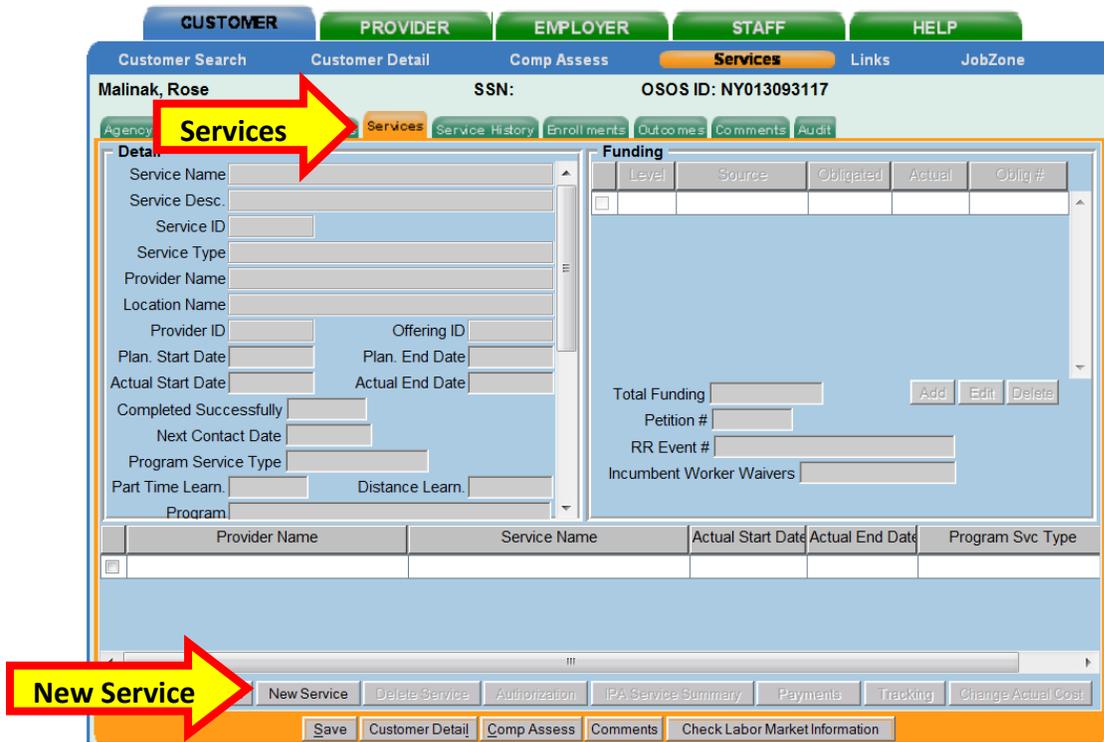
Once you are in the customer's record click the **Services** window.



The screenshot shows the OSOS Customer Detail interface for a customer named Malinak, Rose. The interface includes a top navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HFI P. The 'Services' tab is highlighted with a yellow arrow. Below the navigation bar, the customer's name and SSN are displayed. The main content area is divided into several sections: Customer Data, Education & Employment, and Customer Assignment. The Customer Data section includes fields for SSN, Status, Job Seeker, Username, Last Name, First Name, Date of Birth, Gender, Portfolio Lvl., Address, City, State, Zip, County, Country, Metro, Phone, Email, and URL. The Education & Employment section includes fields for Education Level, School Status, and Employment Status. The Customer Assignment section includes fields for Staff Assigned, WIB Assigned, Agency, Office, UI Claimant, Registered date, Origin, Profiled, and Profiled Date. A bottom navigation bar contains buttons for Save, Start Match, Services, Comp Assess, Activity, IA Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

SERVICES TAB

Next, click the **Services** tab. Then click the **New Service** button at the bottom of the screen to add the training service to the customer record.

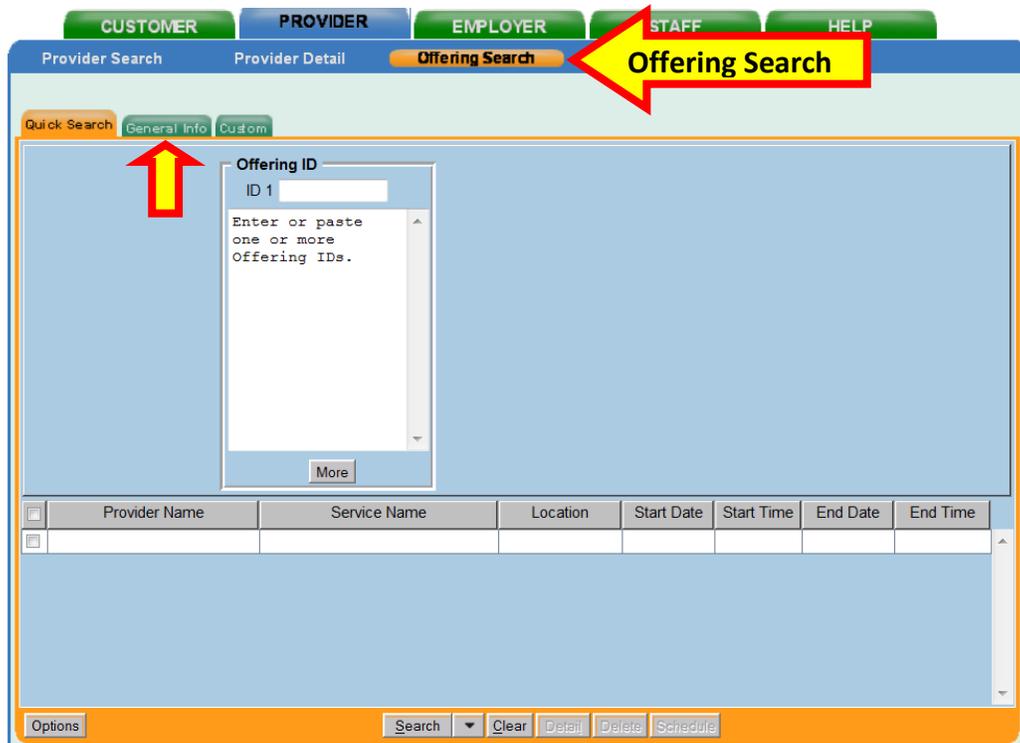


The screenshot shows the OSOS interface for customer Malinak, Rose. The 'Services' tab is selected, and the 'New Service' button is highlighted. The interface includes a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, there are sub-tabs for Agency, Services, Service History, Enrollments, Outcomes, Comments, and Audit. The main area contains a form for entering service details, including fields for Service Name, Service Desc., Service ID, Service Type, Provider Name, Location Name, Provider ID, Offering ID, Plan Start/End Dates, Actual Start/End Dates, Completed Successfully, Next Contact Date, Program Service Type, Part Time Learn, Distance Learn, and Program. A Funding table is also present, with columns for Level, Source, Obligated, Actual, and Oblig #. The table is currently empty. Below the table are fields for Total Funding, Petition #, RR Event #, and Incumbent Worker Waivers. At the bottom, there are buttons for Add, Edit, and Delete. The 'New Service' button is highlighted with a red arrow.

OFFERING SEARCH

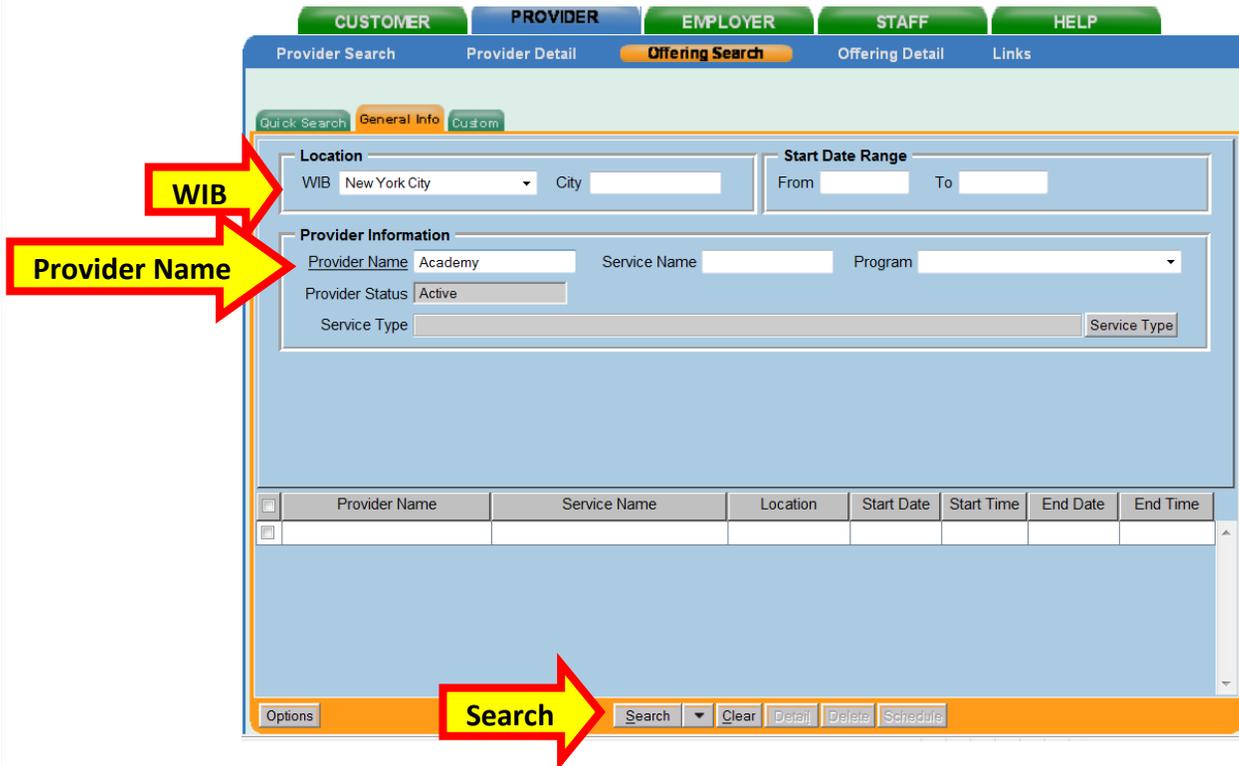
Clicking the **New Service** button will direct you to the **Offering Search** window. This is where you search and select the appropriate service to link to the customer. Click the **General Info** tab to bring up the search fields.

Quick Search is not used for the offering search when adding a service that is WIA/WIOA funded.



<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>							

The WIB field automatically defaults to the area of the user. Enter the name or partial name of the training provider-found in the Training Facility field on the 316.1M form. If a provider is not in the user's area, adjust the WIB to the appropriate area. Click the **Search** button to view the results.

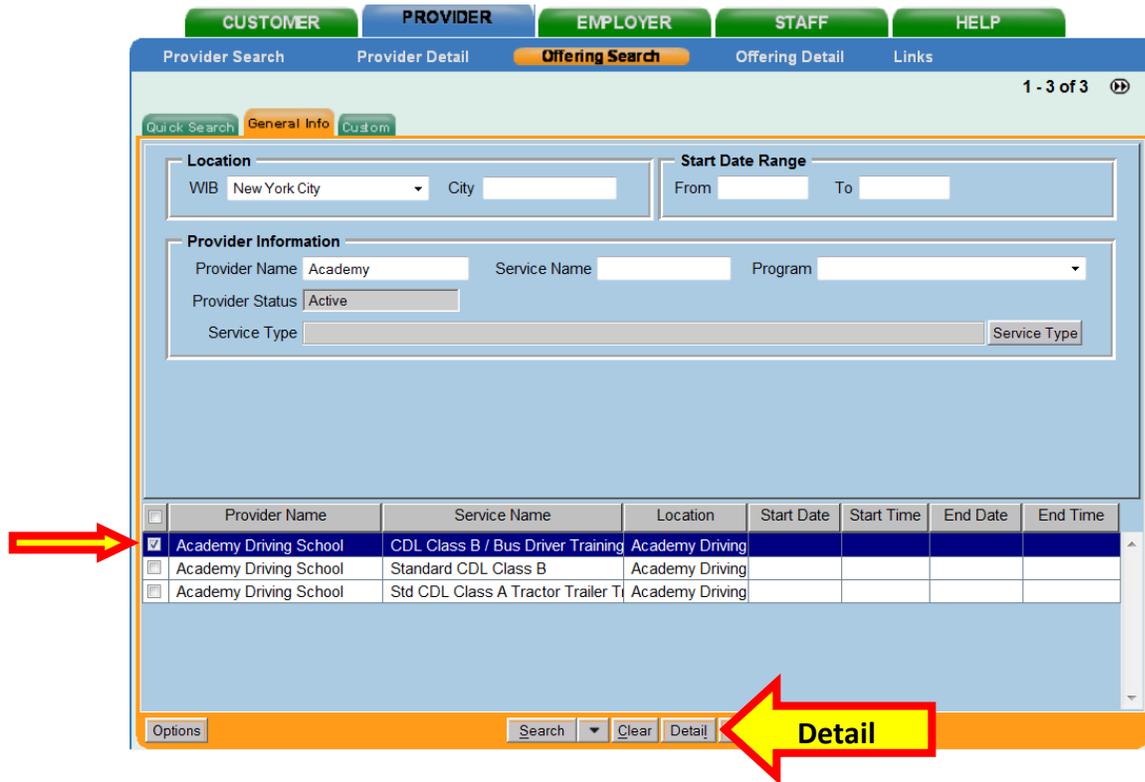


The screenshot shows the 'Offering Search' interface with the following fields and annotations:

- Location:** WIB New York City (dropdown), City (text input). A red arrow labeled 'WIB' points to the dropdown.
- Start Date Range:** From (text input) To (text input).
- Provider Information:**
 - Provider Name: Academy (text input). A red arrow labeled 'Provider Name' points to this field.
 - Service Name: (text input)
 - Program: (dropdown)
 - Provider Status: Active (dropdown)
 - Service Type: (text input) with a 'Service Type' button.
- Table:** A table with columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, End Time.
- Buttons:** Options, Search, Clear, Detail, Delete, Schedule. A red arrow labeled 'Search' points to the 'Search' button.

After clicking the Search button, review the search results.

To view the offering details check the box next to the **Provider Name** and click the **Detail** button to review the details of the offering.



The screenshot shows the 'Offering Search' interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (active), Offering Detail, and Links. The page shows search filters for Location (WIB New York City) and Start Date Range. The 'Provider Information' section includes fields for Provider Name (Academy), Service Name, Program, Provider Status (Active), and Service Type. A table of results is displayed below, with the first row selected. A red arrow points to the checkbox next to 'Academy Driving School'. At the bottom, a 'Detail' button is highlighted with a red arrow.

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	Academy Driving School	CDL Class B / Bus Driver Training	Academy Driving				
<input type="checkbox"/>	Academy Driving School	Standard CDL Class B	Academy Driving				
<input type="checkbox"/>	Academy Driving School	Std CDL Class A Tractor Trailer T	Academy Driving				

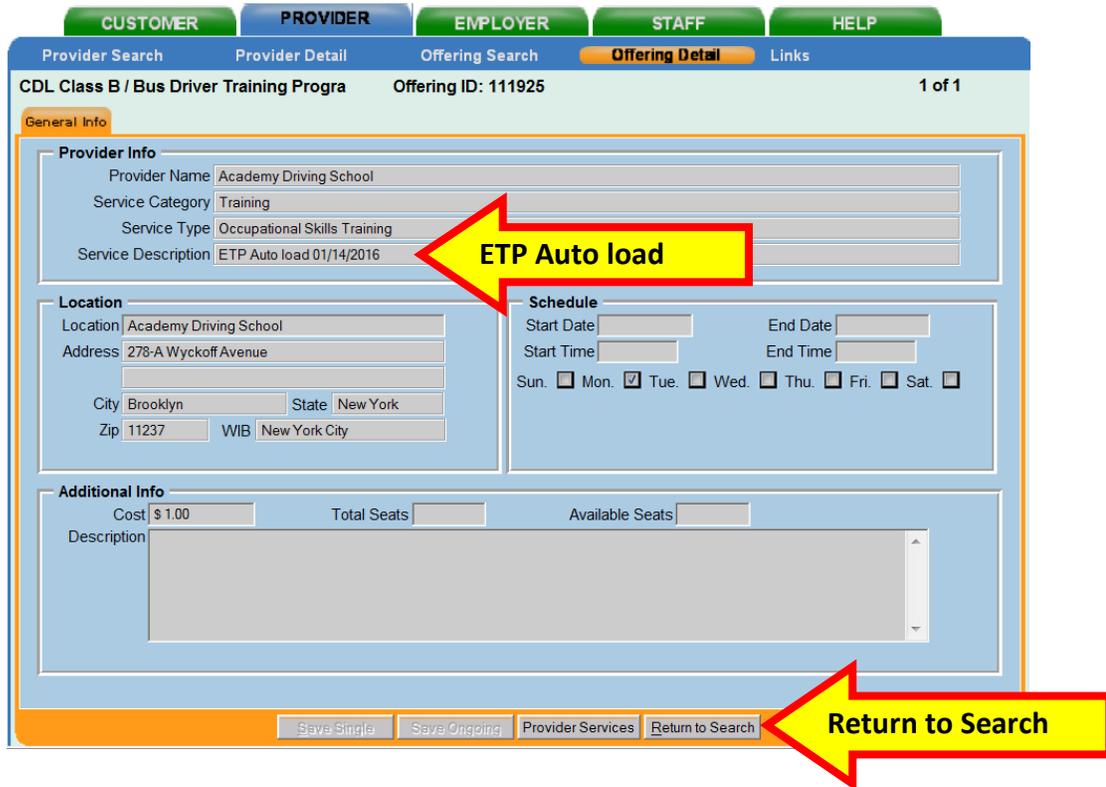
REVIEW THE OFFERING

Review the Provider info for a WIA/WIOA funded service. The **Service Description** field should always read: ETP Auto Load. (ETP is the acronym for Eligible Training Provider.)



If the service description does not have ETP Auto load do not choose this offering. Go back to the search results to identify the correct offering.

To return back to the search results click the **Return to Search** button at the bottom of the screen.



CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Provider Search Provider Detail Offering Search **Offering Detail** Links

CDL Class B / Bus Driver Training Progra Offering ID: 111925 1 of 1

General Info

Provider Info

Provider Name Academy Driving School

Service Category Training

Service Type Occupational Skills Training

Service Description ETP Auto load 01/14/2016

Location

Location Academy Driving School

Address 278-A Wyckoff Avenue

City Brooklyn State New York

Zip 11237 WIB New York City

Schedule

Start Date End Date

Start Time End Time

Sun. Mon. Tue. Wed. Thu. Fri. Sat.

Additional Info

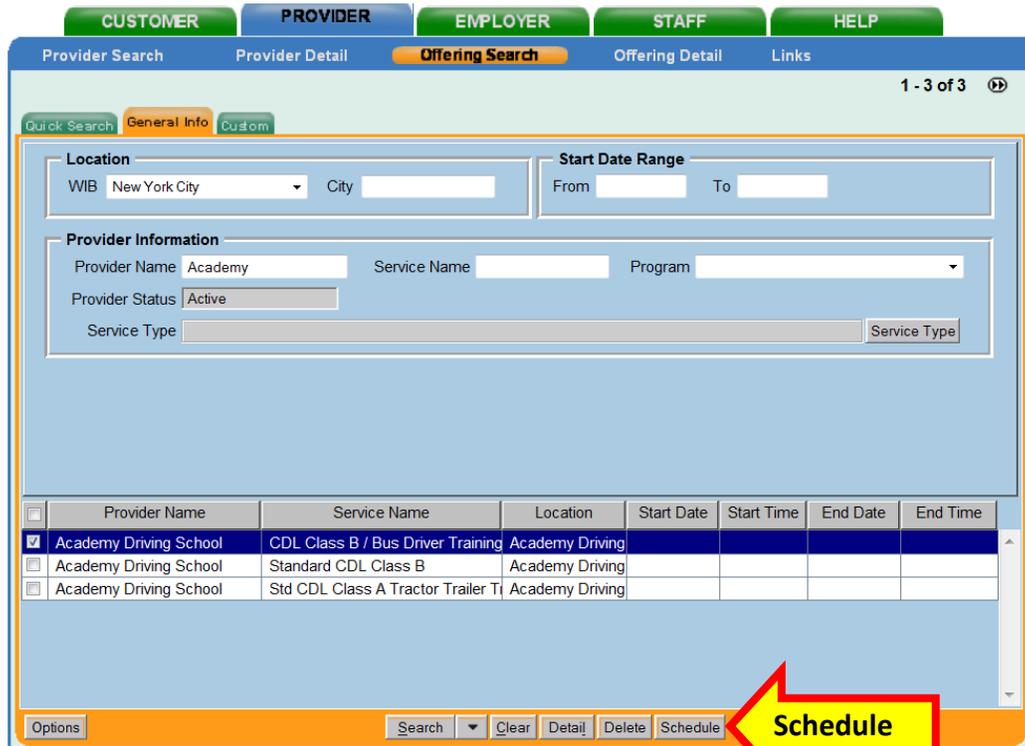
Cost \$ 1.00 Total Seats Available Seats

Description

Save Single Save Ongoing Provider Services **Return to Search**

SCHEDULE THE OFFERING

After the correct offering has been identified, click the **Schedule** button. This will return you to the customer's **Services** tab and the chosen service will be added to the lower part of the **Services** screen.



Provider Search Provider Detail **Offering Search** Offering Detail Links

1 - 3 of 3

Quick Search General Info Custom

Location
 WIB New York City City
Start Date Range
 From To

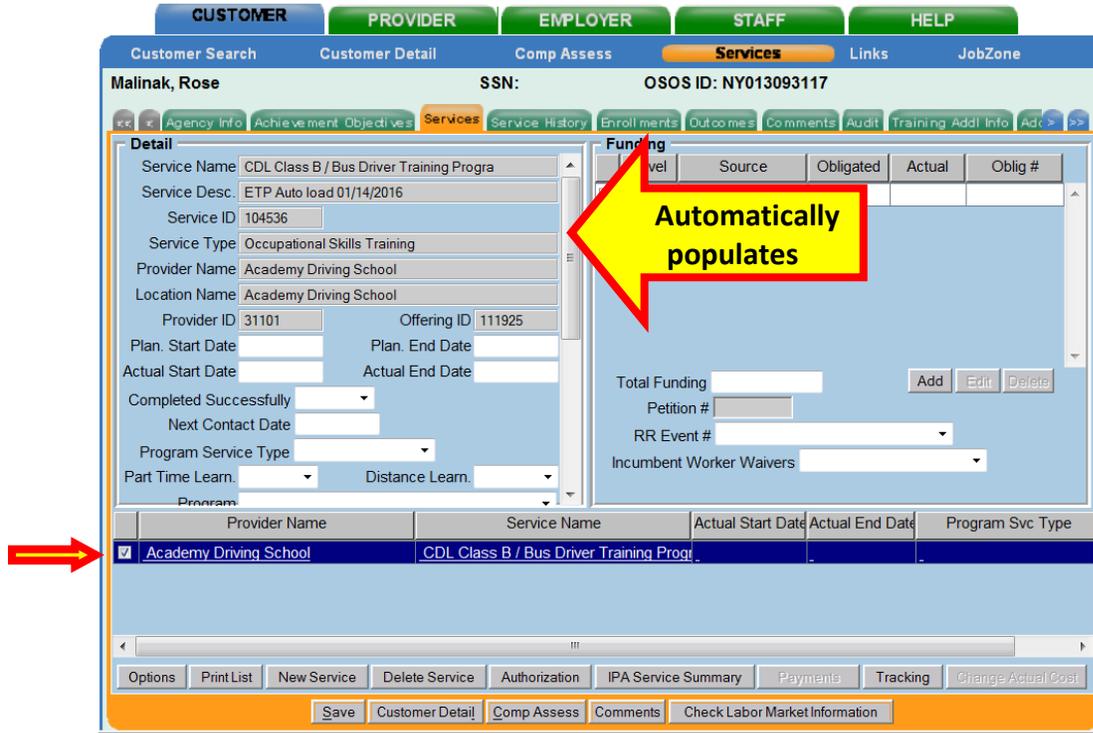
Provider Information
 Provider Name Academy Service Name Program
 Provider Status Active
 Service Type Service Type

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	Academy Driving School	CDL Class B / Bus Driver Training	Academy Driving				
<input type="checkbox"/>	Academy Driving School	Standard CDL Class B	Academy Driving				
<input type="checkbox"/>	Academy Driving School	Std CDL Class A Tractor Trailer T	Academy Driving				

Options Search Clear Detail Delete **Schedule**

INITIAL SERVICE DATA ENTRY

Click the Service checkbox to activate the fields. The details from the Service provider will automatically populate in the Detail section.



The screenshot shows the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, Services (highlighted), Links, and JobZone. The user information is Malinak, Rose, SSN: [redacted], OSOS ID: NY013093117. The 'Services' tab is active, showing a table with columns: Provider Name, Service Name, Actual Start Date, Actual End Date, and Program Svc Type. The first row is checked, showing 'Academy Driving School' and 'CDL Class B / Bus Driver Training Progra'. A red arrow points to this checked row. To the right, the 'Detail' section is populated with data from the selected service, including Service Name, Service Desc, Service ID, Service Type, Provider Name, Location Name, Provider ID, Offering ID, Plan Start/End Dates, Actual Start/End Dates, and various other fields. A yellow arrow points to this 'Detail' section with the text 'Automatically populates'. At the bottom, there are buttons for Options, Print List, New Service, Delete Service, Authorization, IPA Service Summary, Payments, Tracking, Change Actual Cost, Save, Customer Detail, Comp Assess, Comments, and Check Labor Market Information.



The **Actual Start Date, Planned End Date, Program Service Type, Part Time Learn, Distance Learn and O*Net** fields **MUST** be entered in order to save the service. OSOS will not allow funding to be added to the service unless all of these fields are completed. Complete as follows:

- **Actual Start Date and Planned Start Date:**
 - If training has already started, enter the Start date from the 316.1M into the **Actual Start Date** field in OSOS and enter the same date in the **Planned Start Date** field.
 - If the customer's training will start in the future: Leave the **Actual Start Date** field blank. Enter the Start date from the 316.1M into the **Planned Start Date** in OSOS to indicate the anticipated training start date. Enter the same date in the **Next Contact Date** field, which will send a reminder to your Inbox. On that day enter the **Actual Start Date**, and then add the funding. (see FUNDING THE SERVICE pg. 22)
- **Planned End Date:** this date should reflect the anticipated date of the completion of the training. This date is located on the 316.1M in the Completion date field. (see 316.1 M screen shot on pg.9)
- **Program Service Type:** Select **ITA-Training** from the dropdown field. **All classroom training is considered ITA for reporting purposes.**
- **Part Time Learn & Distance Learn:** Select **No** for both fields from the dropdown field.
- **O*NET:** Enter the 8 digit **O*Net code** provided on the 316.1 M in the Occupational Goal field. If the O*Net code is not provided on the 316.1 M click the **O*Net button** and search for the correct O*Net title based on the title provided on the 316.1M.

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Addl Info Adv >>

Detail		Funding			
Level	Source	Obligated	Actual	Oblig #	

Provider Name: Academy Driving School
 Location Name: Academy Driving School
 Provider ID: 31101 Offering ID: 111925
 Plan. Start Date: 01/20/2016 Plan. End Date: 05/04/2016
 Actual Start Date: 01/20/2016 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: ITA-Training
 Part Time Learn: No Distance Learn: No
 Program:
 Minimum Hours: Number of Weeks:
 O*Net: 53302200 Bus Drivers, School or Special Client O*Net
 NAICS: NAICS

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
Academy Driving School	CDL Class B / Bus Driver Training Prog	01/20/2016		ITA-Training



NEXT CONTACT DATE

Enter a **Next Contact Date** 60 days prior to the **Planned End Date**. If the Planned End Date is less than 60 days in the future use the **Planned End Date** as the **Next Contact Date**.

60 Days Prior

When you receive an OSOS inbox reminder 60 days prior to the completion of training, contact the customer to determine if their **Planned End Date** is still accurate. **If it is, offer job placement and career counseling services.** Adjust the **Planned End Date** if the customer indicated it has changed. Document the conversation with the customer in OSOS. After this outreach has occurred enter the **Planned End Date** into the **Next Contact Date** field.



If the customer indicates that the planned end date of their training has changed you must send an email to the 599 Central Review Unit, 599.dews@labor.ny.gov. In the email include the customer's name, NY ID number and the updated planned end date. Document this in comments in OSOS.

Confirm completion of Training

When you receive an OSOS inbox reminder on the customer's **Planned End Date** contact the customer to confirm they have completed training, end the service, and set up a one-on-one appointment to assist them with job placement and career counseling services.

Once all of these fields are complete click the **Save button**.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117 Record Saved

Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Training Add Info Ad >>

Detail

Service Type: Occupational Skills Training
Provider Name: Academy Driving School
Location Name: Academy Driving School
Provider ID: 31101 Offering ID: 111925
Plan. Start Date: 01/20/2016 Plan. End Date: 05/04/2016
Actual Start Date: 01/20/2016 Actual End Date:
Completed Successfully: [dropdown]
Next Contact Date: 03/04/2016
Program Service Type: ITA-Training
Part Time Learn: No Distance Learn: No
Program: [dropdown]
Minimum Hours: [input] Number of Weeks: [input]
O*Net: 53302200 Bus Drivers, School or Special Client O*Net
NAICS: [input] NAICS: [input]

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

Total Funding [input] Add Edit Delete
Petition # [input]
RR Event # [dropdown]
Incumbent Worker Waivers [dropdown]

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	Academy Driving School	CDL Class B / Bus Driver Training Progr	01/20/2016	ITA-Training

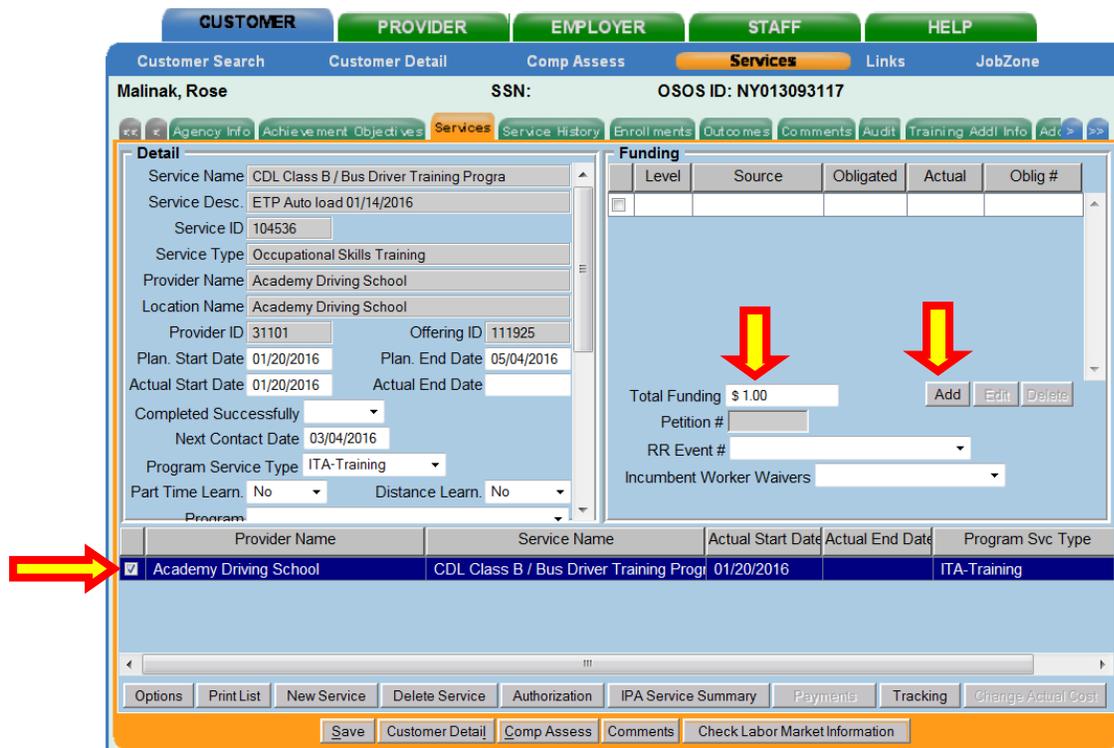
Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Save Customer Detail Comp Assess Comments Check Labor Market Information

FUNDING THE SERVICE

Connecting funding to the service will trigger an extended enrollment. To fund a service, highlight the service at the bottom of the screen.

Enter \$1 to the **Total Funding** field. Click the **Add** button.



CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Addl Info Ad >>

Detail

Service Name: CDL Class B / Bus Driver Training Progra
 Service Desc: ETP Auto load 01/14/2016
 Service ID: 104536
 Service Type: Occupational Skills Training
 Provider Name: Academy Driving School
 Location Name: Academy Driving School
 Provider ID: 31101 Offering ID: 111925
 Plan. Start Date: 01/20/2016 Plan. End Date: 05/04/2016
 Actual Start Date: 01/20/2016 Actual End Date:
 Completed Successfully:
 Next Contact Date: 03/04/2016
 Program Service Type: ITA-Training
 Part Time Learn. No Distance Learn. No

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

Total Funding \$ 1.00 Add Edit Delete
 Petition #
 RR Event #
 Incumbent Worker Waivers

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> Academy Driving School	CDL Class B / Bus Driver Training Progra	01/20/2016		ITA-Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

SELECT THE FUNDING SOURCE

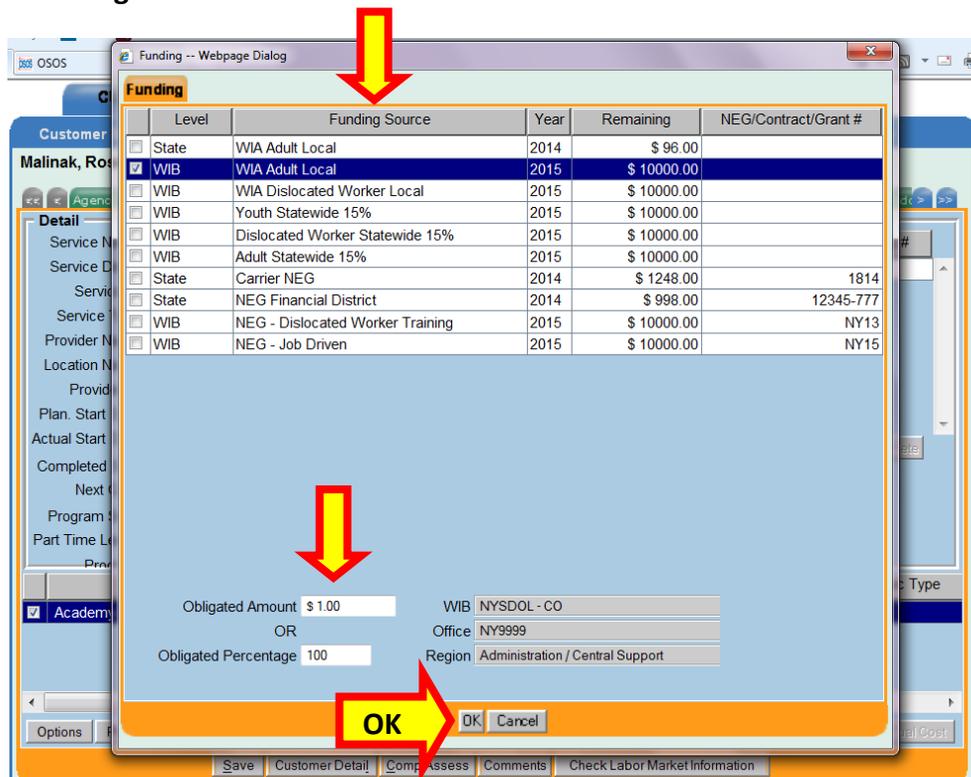
The **Funding - Webpage Dialog** box will appear showing funding sources in OSOS.

The funding window displays the list of available funding options. Select **WIB Level WIA Adult Local** if the funding is from WIA/WIOA adult funds. Select **WIB Level WIA Dislocated Worker Local** if the funding is from WIA/WIOA Dislocated worker funds.



To determine what funding source to select, review the comments in the customer's OSOS record or contact your Supervisor or local WIOA Training coordinator.

Add **\$1** to the **Obligated Amount** then click **OK**.



Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	State WIA Adult Local	2014	\$ 96.00	
<input checked="" type="checkbox"/>	WIB WIA Adult Local	2015	\$ 10000.00	
<input type="checkbox"/>	WIB WIA Dislocated Worker Local	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Youth Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Dislocated Worker Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Adult Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	State Carrier NEG	2014	\$ 1248.00	1814
<input type="checkbox"/>	State NEG Financial District	2014	\$ 998.00	12345-777
<input type="checkbox"/>	WIB NEG - Dislocated Worker Training	2015	\$ 10000.00	NY13
<input type="checkbox"/>	WIB NEG - Job Driven	2015	\$ 10000.00	NY15

Obligated Amount: \$ 1.00
 OR
 Obligated Percentage: 100

WIB: NYSDOL - CO
 Office: NY9999
 Region: Administration / Central Support

OK OK Cancel



If no funding appears or the appropriate funding is missing, check that WIA/WIOA eligibility data has been entered, such as the Date of Birth, Gender, or Selective Service into Customer Detail, or other WIA/WIOA eligibility barriers into the Comprehensive Assessment module.



Once the service has been funded, click the **Save** button.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117 Record Saved

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Add Info Ad >

Detail

Service Name: CDL Class B / Bus Driver Training Progra

Service Desc: ETP Auto load 01/14/2016

Service ID: 104536

Service Type: Occupational Skills Training

Provider Name: Academy Driving School

Location Name: Academy Driving School

Provider ID: 31101 Offering ID: 111925

Plan. Start Date: 01/20/2016 Plan. End Date: 05/04/2016

Actual Start Date: 01/20/2016 Actual End Date:

Completed Successfully:

Next Contact Date: 03/04/2016

Program Service Type: ITA-Training

Part Time Learn: No Distance Learn: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input checked="" type="checkbox"/>	WIB	WIA Adult Local	\$ 1.00	\$ 0.00

Total Funding \$ 1.00

Petition #

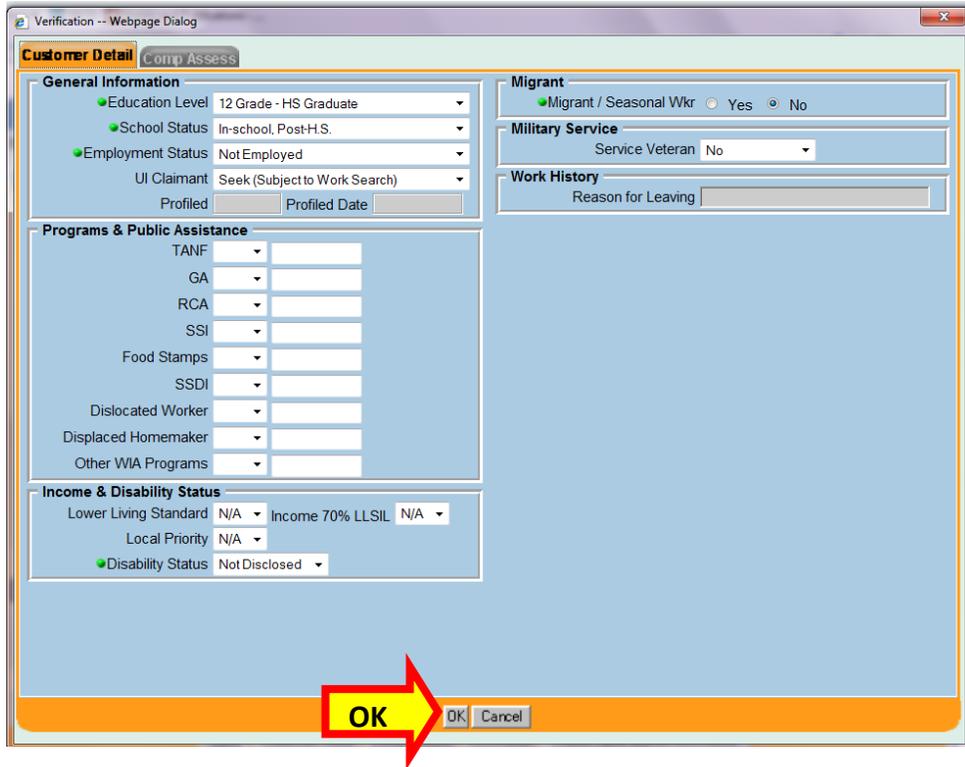
RR Event #

Incumbent Worker Waivers

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	Academy Driving School	CDL Class B / Bus Driver Training Progra	01/20/2016		ITA-Training

Options Print List **Save** New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

The **Verification- - Webpage Dialog** box may appear if the service creates a new enrollment. Verify the customer's information, make any changes and click **OK to create the enrollment**.




Entering a training service requires compliance with all Customer Service Indicators (CSI).



ADDING A SERVICE FOR NON-WIA/WIOA FUNDED 599 TRAINING

316.1M

Throughout the process of adding the service to the customer record you will need to refer to the 316.1M that you identified in FAF.

When entering a Non-WIA/WIOA service:

- The Completion date field is used to identify the **Planned End Date**.
- The O*Net code listed in the Occupational Goal Field will be used in the **O*Net** field.

CONDITIONAL TRAINING APPROVAL Under Section 599 of NY Unemployment Insurance Law

The following training program has been approved by the Department of Labor under Section 599 of the Unemployment Insurance Law. Please review this training information carefully and advise the DEWS 599 Central Review Unit immediately if there are any inaccuracies. Failure to do so may result in a loss of benefits.

APPROVED TRAINING	
Training Facility:	SUNY University at Buffalo
Course of Study (Major):	Accounting
Start date:	01/08/2016
Completion date:	12/21/2017
Degree (Certificate) to be Eamed:	Associates
Number of Class Hours:	
Number of Credit Hours:	12.0
Occupational Goal:	Accounting Clerk 43-3031.00
599 Approval Date:	02/11/2016

Planned End Date

O*Net

Please note that you must have the attached verification form on page 3 completed by your training facility and returned to the above address or faxed to (518) 457-9492 no later than ten (10) days from the mailing of this notice. If the verification is not received, this training approval will be terminated which may adversely affect your rights to receive unemployment insurance.

Note for Faxes: This letter is designed for electronic handling through a FAX server. Therefore, you must send the "Third Page" of this inquiry as the first page of your fax, with any "cover" page or attachments following. The fax number provided should only be used to respond to this inquiry and not for any other correspondence to the Department of Labor.

PLEASE SEE IMPORTANT INFORMATION ON SECOND PAGE

- This determination notice replaces the one previously sent, dated [redacted].
 If you want a hearing on this new determination, you must request it.

For the Commissioner of Labor,
 By: The DEWS 599 Central Review Unit

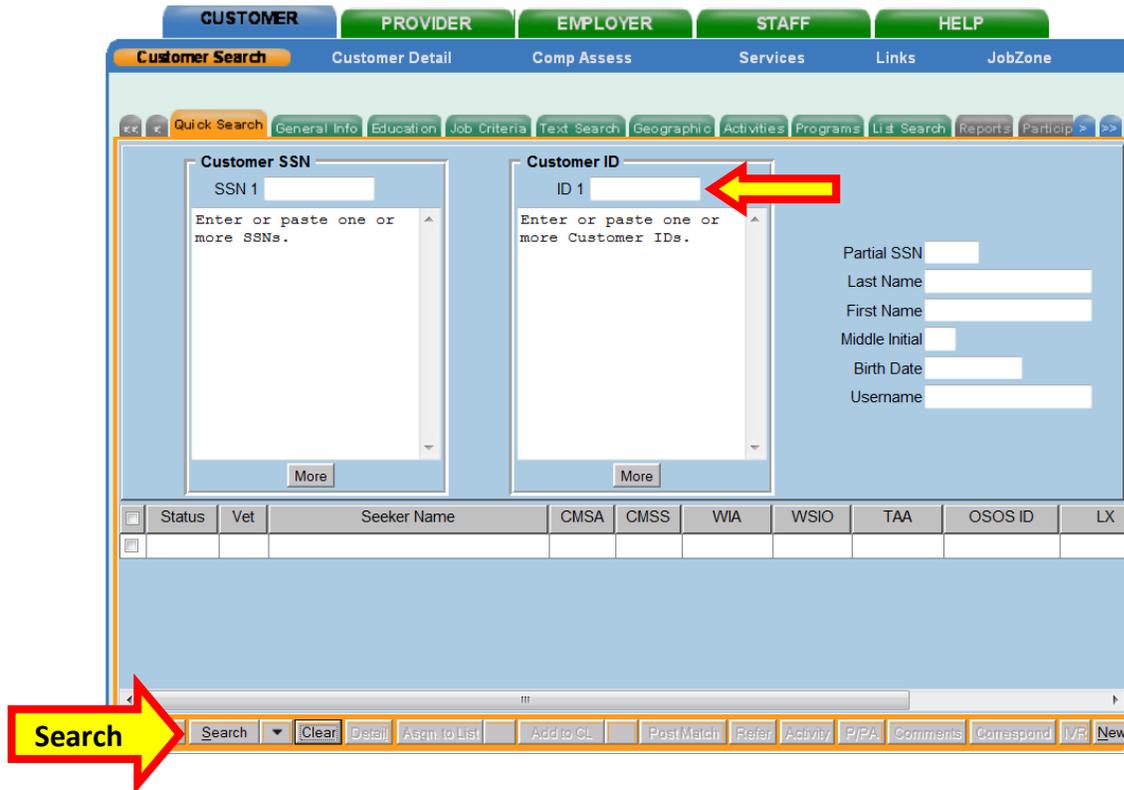
NYS 10-13 TCC316.1

CONDITIONAL

NYS

CUSTOMER SEARCH

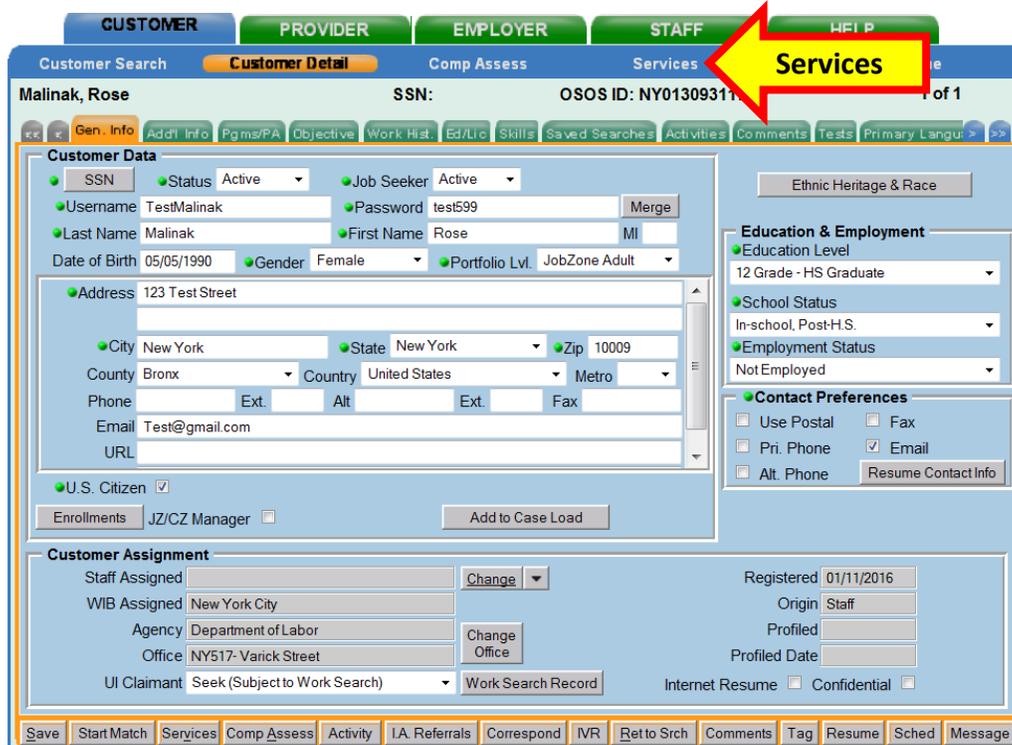
To add a training service to a customer's OSOS record you must first be in their record. Enter the customer's OSOS ID number into the Customer ID field to bring up their record. Then click the **Search** button.



The screenshot shows the OSOS Customer Search interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, Services, Links, and JobZone. The main search area contains two large text input fields: "Customer SSN" and "Customer ID". The "Customer ID" field is highlighted with a red arrow. To the right of these fields are smaller input fields for "Partial SSN", "Last Name", "First Name", "Middle Initial", "Birth Date", and "Username". Below the input fields is a table with columns: Status, Vet, Seeker Name, CMSA, CMSS, WIA, WSIO, TAA, OSOS ID, and LX. At the bottom of the interface is a toolbar with buttons: Search, Clear, Detail, Assign to List, Add to CL, Post Match, Refer, Activity, P/PA, Comments, Correspond, I/R, and New. A red arrow points to the "Search" button.

CUSTOMER DETAIL

Once you are in the customer's record click the **Services** Window.



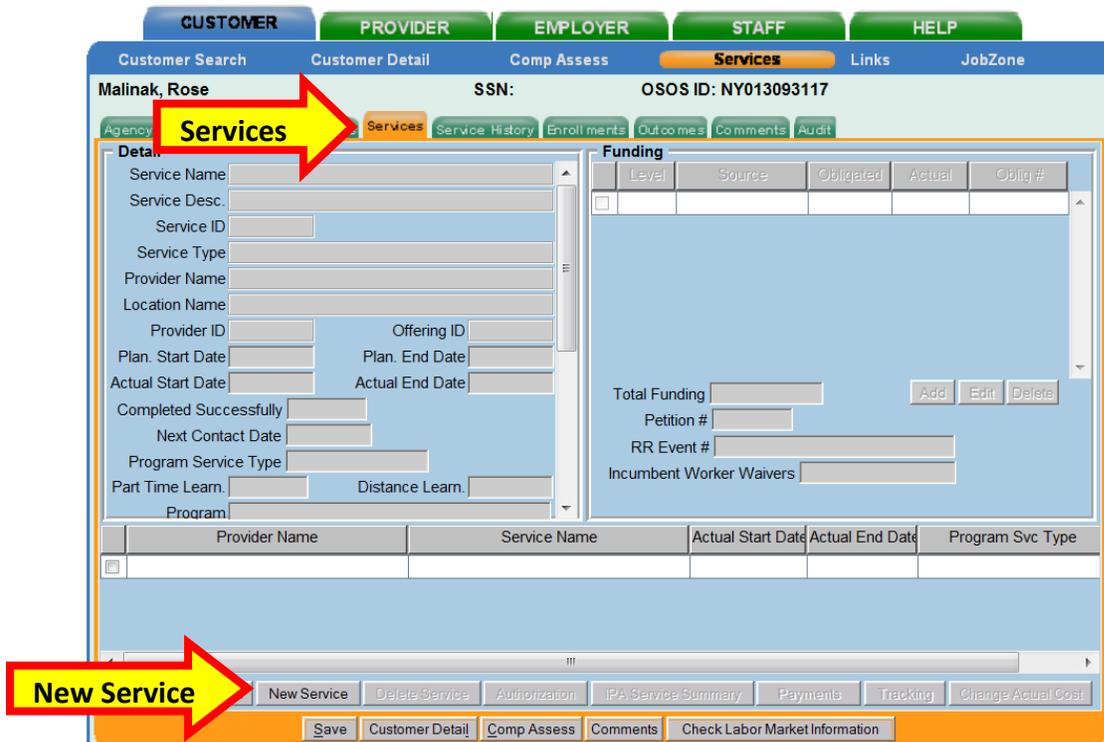
The screenshot shows the OSOS Customer Detail interface for a customer named Malinak, Rose. The interface includes a top navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HFI P. Below this is a sub-navigation bar with tabs for Customer Search, Customer Detail (highlighted), Comp Assess, and Services. A yellow arrow points to the Services tab. The main content area is divided into several sections:

- Customer Data:** Includes fields for SSN, Status (Active), Job Seeker (Active), Username (TestMalinak), Password (test599), Last Name (Malinak), First Name (Rose), MI, Date of Birth (05/05/1990), Gender (Female), Portfolio Lvl. (JobZone Adult), Address (123 Test Street), City (New York), State (New York), Zip (10009), County (Bronx), Country (United States), Metro, Phone, Ext., Alt., Fax, Email (Test@gmail.com), and URL. There are also checkboxes for U.S. Citizen and JZ/CZ Manager, and an Add to Case Load button.
- Education & Employment:** Includes Education Level (12 Grade - HS Graduate), School Status (In-school, Post-H.S.), and Employment Status (Not Employed).
- Contact Preferences:** Includes checkboxes for Use Postal, Fax, Pri. Phone, Email (checked), and Alt. Phone, along with a Resume Contact Info button.
- Customer Assignment:** Includes fields for Staff Assigned, WIB Assigned (New York City), Agency (Department of Labor), Office (NY517-Varick Street), and UI Claimant (Seek (Subject to Work Search)). It also includes a Change Office button, Registered date (01/11/2016), Origin (Staff), Profiled, Profiled Date, and Internet Resume (Confidential) checkboxes.

At the bottom of the window is a navigation bar with buttons for Save, Start Match, Services, Comp Assess, Activity, IA Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

SERVICES TAB

Next, click the **Services** tab. Then click the **New Service** button at the bottom of the screen to add the training service to the customer record.



The screenshot shows the OSOS interface for customer Malinak, Rose (SSN: OSOS ID: NY013093117). The 'Services' tab is selected, and the 'New Service' button is highlighted. The interface includes a 'Funding' table and a 'Details' section with various input fields.

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

Additional fields visible in the 'Details' section include: Service Name, Service Desc., Service ID, Service Type, Provider Name, Location Name, Provider ID, Offering ID, Plan. Start Date, Plan. End Date, Actual Start Date, Actual End Date, Completed Successfully, Next Contact Date, Program Service Type, Part Time Learn., Distance Learn., Program, Total Funding, Petition #, RR Event #, and Incumbent Worker Waivers.

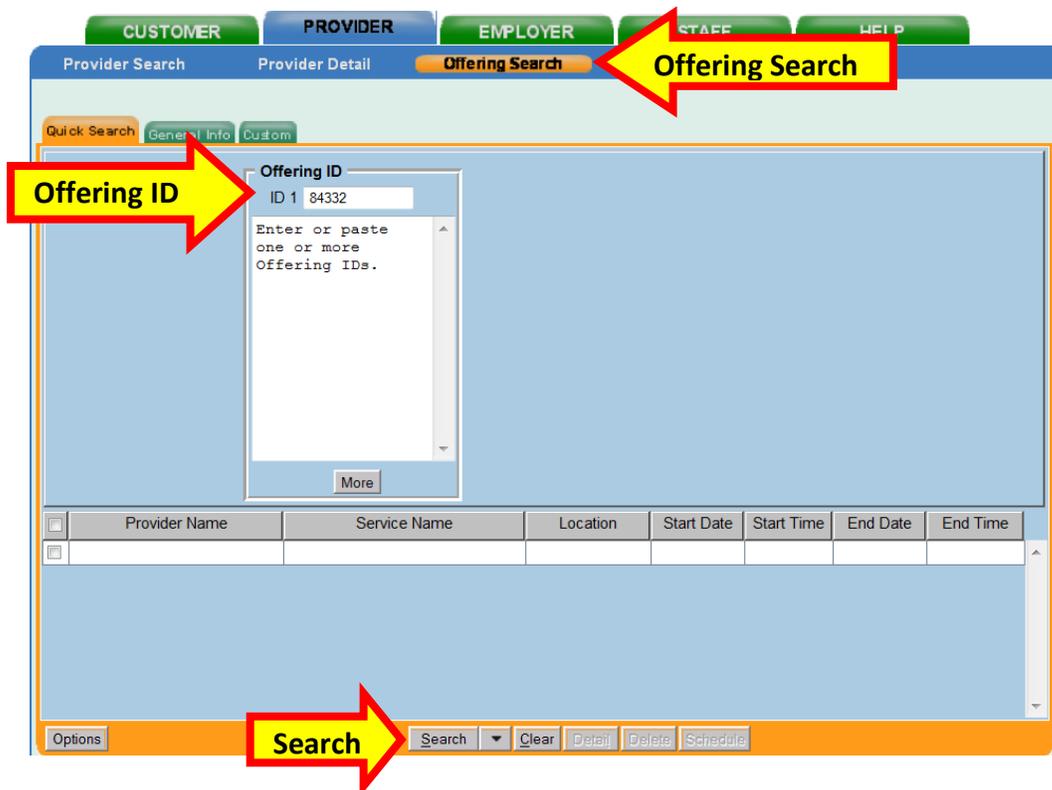
OFFERING SEARCH

Clicking the **New Service** button will direct you to the **Offering Search** window. Using the 316.1M training approval, identify the customer's course of study and categorize their training as Occupational Skills training, ESL training, or Basic Skills training. Enter the corresponding Offering ID from the list below into the Quick Search Field. Click the **Search** button.

Occupational Skills Training-Non-DOL uses offering ID 84332 (most 599 approvals are for Occupational Skills Training). Occupational Skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.

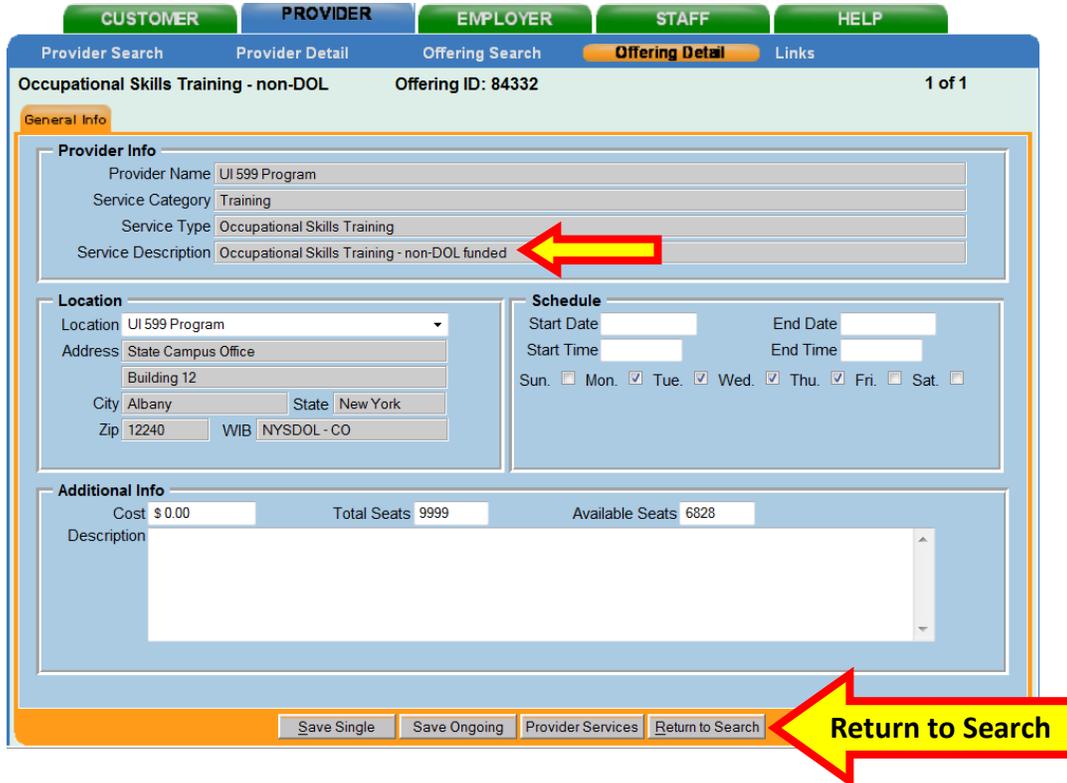
ESL-non-DOL (English as Second Language) uses offering ID 84333. ESL is a program of instruction designed to help individuals of limited English proficiency achieve competence in the English language in the following six skill sets - reading, writing, listening and speaking, as well as in functional and workplace skills

Basic Skills-non-DOL (GED/TASC) uses offering ID 84334. Basic Skills is a program or course designed to develop the ability to compute or solve problems, read, write or speak English above the eighth grade level, as measured on a standardized or criterion-referenced test, or at a level necessary to function on the job, in the individual's family or in society.



The screenshot shows the 'Offering Search' window in the OSOS system. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, and Offering Search. A red arrow points to the 'Offering Search' sub-tab. Under the sub-tabs, there are buttons for 'Quick Search', 'General Info', and 'Custom'. A red arrow points to the 'Quick Search' button. The main search area contains a text input field labeled 'Offering ID' with the value 'ID 1 84332'. Below the input field is a text area with the instruction 'Enter or paste one or more Offering IDs.' and a 'More' button. A red arrow points to the 'Offering ID' label. Below the search area is a table with columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, and End Time. At the bottom of the window, there is an 'Options' button and a 'Search' button. A red arrow points to the 'Search' button.

This will direct you to the Offering Detail page. Click the **Return to Search** button to schedule the offering.

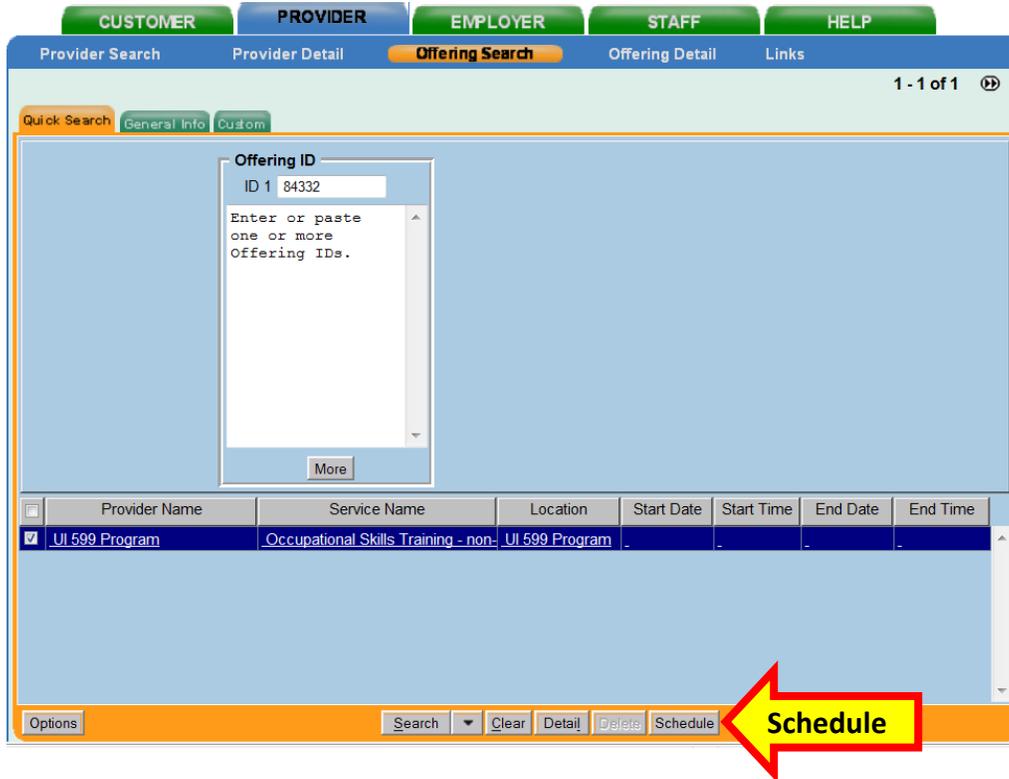


The screenshot displays the 'Offering Detail' page for 'Occupational Skills Training - non-DOL' with Offering ID: 84332. The page is divided into several sections:

- General Info:**
 - Provider Info:** Provider Name: UI 599 Program; Service Category: Training; Service Type: Occupational Skills Training; Service Description: Occupational Skills Training - non-DOL funded.
 - Location:** Location: UI 599 Program; Address: State Campus Office, Building 12; City: Albany; State: New York; Zip: 12240; WIB: NYSDOL - CO.
 - Schedule:** Start Date, End Date, Start Time, End Time; Days: Sun. , Mon. , Tue. , Wed. , Thu. , Fri. , Sat. .
- Additional Info:** Cost: \$ 0.00; Total Seats: 9999; Available Seats: 6828; Description: (empty text area).

At the bottom, there are buttons for 'Save Single', 'Save Ongoing', 'Provider Services', and 'Return to Search'. A red arrow points to the 'Return to Search' button.

Click the **Schedule** button.



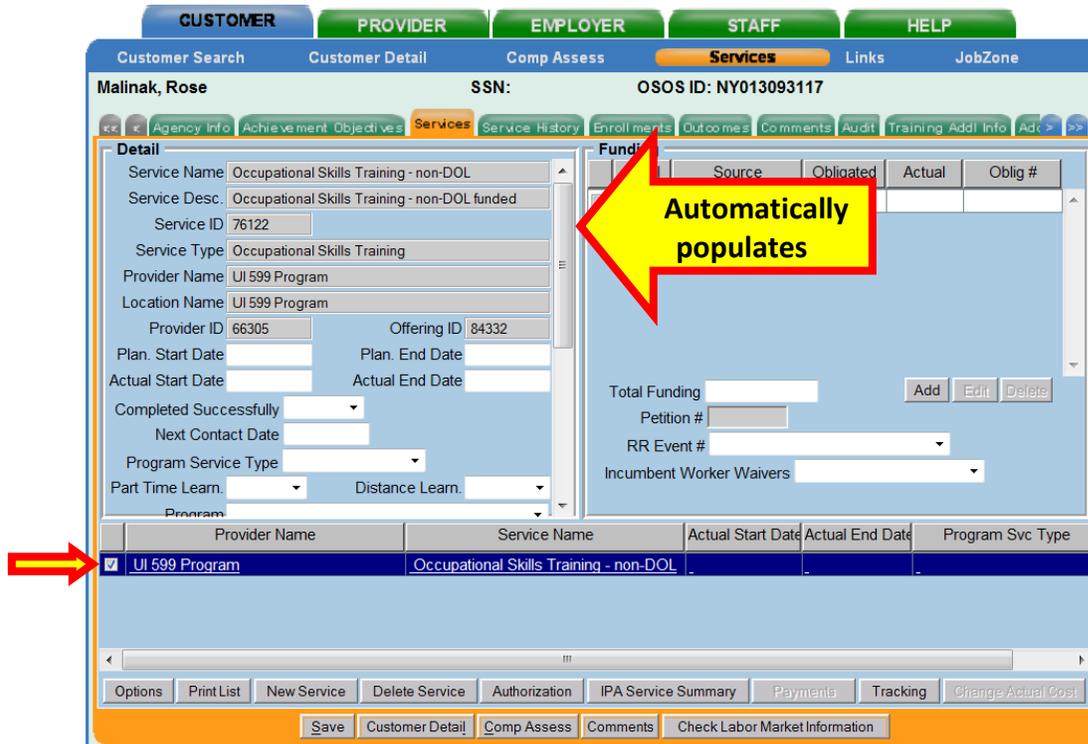
The screenshot shows the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), Offering Detail, and Links. The main content area has tabs for Quick Search, General Info, and Custom. A search box is visible with the text "Enter or paste one or more Offering IDs." and a "More" button. Below the search box is a table with the following data:

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	UI 599 Program	Occupational Skills Training - non-	UI 599 Program	-	-	-	-

At the bottom of the interface, there is an "Options" section with buttons for Search, Clear, Detail, Delete, and Schedule. A red arrow points to the "Schedule" button.

INITIAL SERVICE DATA ENTRY

Click the Service checkbox to activate the data fields. The details from the Service provider will automatically populate in the Detail section.



Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Addl Info Adc >

Detail

Service Name: Occupational Skills Training - non-DOL
 Service Desc: Occupational Skills Training - non-DOL funded
 Service ID: 76122
 Service Type: Occupational Skills Training
 Provider Name: UI 599 Program
 Location Name: UI 599 Program
 Provider ID: 66305 Offering ID: 84332
 Plan. Start Date: Plan. End Date: Actual Start Date: Actual End Date:
 Completed Successfully: Next Contact Date: Program Service Type: Part Time Learn.: Distance Learn.:
 Program:

Funding

Source	Obligated	Actual	Oblig #

Total Funding: Add Edit Delete
 Petition #: RR Event #: Incumbent Worker Waivers:

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> UI 599 Program	Occupational Skills Training - non-DOL			

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information



The Actual Start Date, Planned End Date, Program Service Type, Part Time Learn, Distance Learn and O*Net fields **MUST** be entered in order to save the service. Complete as follows:

- **Actual Start Date:** is the approved determination date. This date will be located on the 599 Weekly Reports in the field labeled Determination date. Do not back date to the customer's start date from the 599 application. 

1	OSOS_ID	NAME	OFFICE	DETERMINATION ISSUED	DETERMINATION DATE	EMAIL	ACTIVITY_TYPE
2	NY111111111	MALINAK,ROSE	YONKERS	599CRU Approval of Original Claim Application Issued	1/8/2016	abshhj@labor.state.ny.us	APPROVAL

- The **Planned Start Date** will be the same date as the **Actual Start Date**
- **Planned End Date:** this date should reflect the anticipated date of the completion of the training. This date is located on the 316.1M in the Completion date field. (see 316.1 M screen shot)
- **Program Service Type:** Select **ITA-Training** from the dropdown field. **All classroom training is designated as ITA for reporting purposes.**
- **Part Time Learn & Distance Learn:** Select **No** for both fields from the dropdown field.
- **O*NET:** Enter the 8 digit **O*Net** code provided on the 316.1M in the Occupational Goal field. If the O*Net code is not provided on the 316.1 M click the **O*Net** button and search for the correct O*Net title based on the title provided on the 316.1M

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Add Info Adc >>

Detail

Service Type: Occupational Skills Training

Provider Name: UI 599 Program

Location Name: UI 599 Program

Provider ID: 66305 Offering ID: 84332

Plan Start Date: 01/08/2016 Plan End Date: 12/21/2017

Actual Start Date: 01/08/2016 Actual End Date:

Completed Successfully:

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn: No Distance Learn: No

Program:

Minimum Hours: Number of Weeks:

O*Net: 43303100 Bookkeeping, Accounting, and Auditing O*Net

Funding

Level	Source	Obligated	Actual	Oblig #
Total Funding: <input type="text"/>				
Petition #: <input type="text"/>				
RR Event #: <input type="text"/>				
Incumbent Worker Waivers: <input type="text"/>				

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information



OSOS will not allow funding to be added to the service unless all of these fields are completed.



NEXT CONTACT DATE

Enter a **Next Contact Date** 60 days prior to the **Planned End Date**. If the Planned End Date is less than 60 days in the future use the **Planned End Date** as the **Next Contact Date**.

60 Days Prior

When you receive an OSOS inbox reminder 60 days prior to the completion of training, contact the customer to determine if their Planned End Date is still accurate. **If it is, offer** job placement and career counseling services. Adjust the **Planned End Date** if the customer indicated it has changed. Document the conversation with the customer in OSOS. After this outreach has occurred enter the **Planned End Date** into the **Next Contact Date** field.



If the customer indicates that the planned end date of their training has changed you must send an email to the 599 Central Review Unit, 599.dews@labor.ny.gov. In the email include the customer's name, NY ID number and the updated planned end date. Document this in comments in OSOS.

Confirm completion of Training

When you receive an OSOS inbox reminder on the customer's **Planned End Date** contact the customer to confirm they have completed training, end the service, and set up a one-on one appointment to assist them with job placement and career counseling services.

Once all of these fields are complete click on the **Save button**.

Customer Search Customer Detail Comp Assess **Services** Links JobZone
Malinak, Rose SSN: OSOS ID: NY013093117 Record Saved

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Add Info Ad >>

Detail

Service Type: Occupational Skills Training
Provider Name: UI 599 Program
Location Name: UI 599 Program
Provider ID: 66305 Offering ID: 84332
Plan. Start Date: 01/08/2016 Plan. End Date: 12/21/2017
Actual Start Date: 01/08/2016 Actual End Date:
Completed Successfully:
Next Contact Date: 10/21/2017
Program Service Type: ITA-Training
Part Time Learn. No Distance Learn. No
Program:
Minimum Hours: Number of Weeks:
O*Net: 43303100 Bookkeeping, Accounting, and Auditing O*Net:
NAICS:

Funding

Level	Source	Obligated	Actual	Oblig #
Total Funding <input type="text"/> Add Edit Delete				
Petition # <input type="text"/>				
RR Event # <input type="text"/>				
Incumbent Worker Waivers <input type="text"/>				

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> UI 599 Program	Occupational Skills Training - non-DOL	01/08/2016		ITA-Training

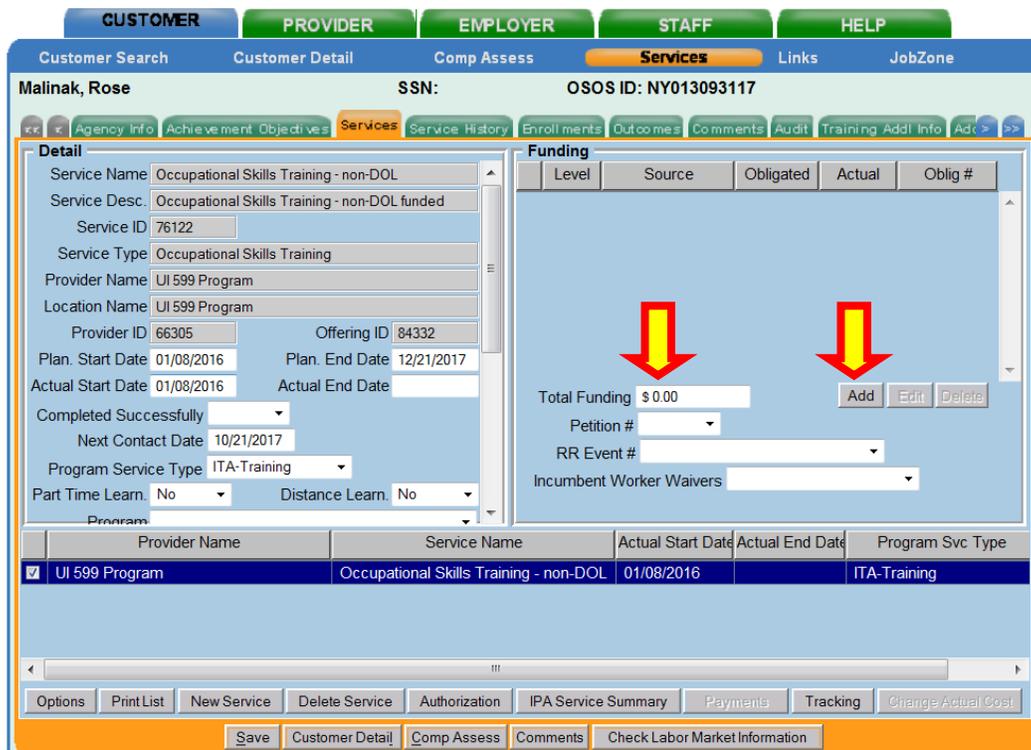
Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Save Customer Detail Comp Assess Comments Check Labor Market Information

FUNDING THE SERVICE

Connecting funding to the service will trigger an extended enrollment. To fund a service, highlight the appropriate service by marking the checkbox.

Enter \$0 to the **Total Funding** field. Click the **Add** button.



Customer: Malinak, Rose
SSN: [REDACTED]
OSOS ID: NY013093117

Services (Selected)

Detail:

- Service Name: Occupational Skills Training - non-DOL
- Service Desc: Occupational Skills Training - non-DOL funded
- Service ID: 76122
- Service Type: Occupational Skills Training
- Provider Name: UI 599 Program
- Location Name: UI 599 Program
- Provider ID: 66305
- Offering ID: 84332
- Plan. Start Date: 01/08/2016
- Plan. End Date: 12/21/2017
- Actual Start Date: 01/08/2016
- Actual End Date: [REDACTED]
- Completed Successfully: [REDACTED]
- Next Contact Date: 10/21/2017
- Program Service Type: ITA-Training
- Part Time Learn: No
- Distance Learn: No

Funding:

Level	Source	Obligated	Actual	Oblig #
Total Funding \$0.00				
Petition # [REDACTED]				
RR Event # [REDACTED]				
Incumbent Worker Waivers [REDACTED]				

Table:

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> UI 599 Program	Occupational Skills Training - non-DOL	01/08/2016		ITA-Training

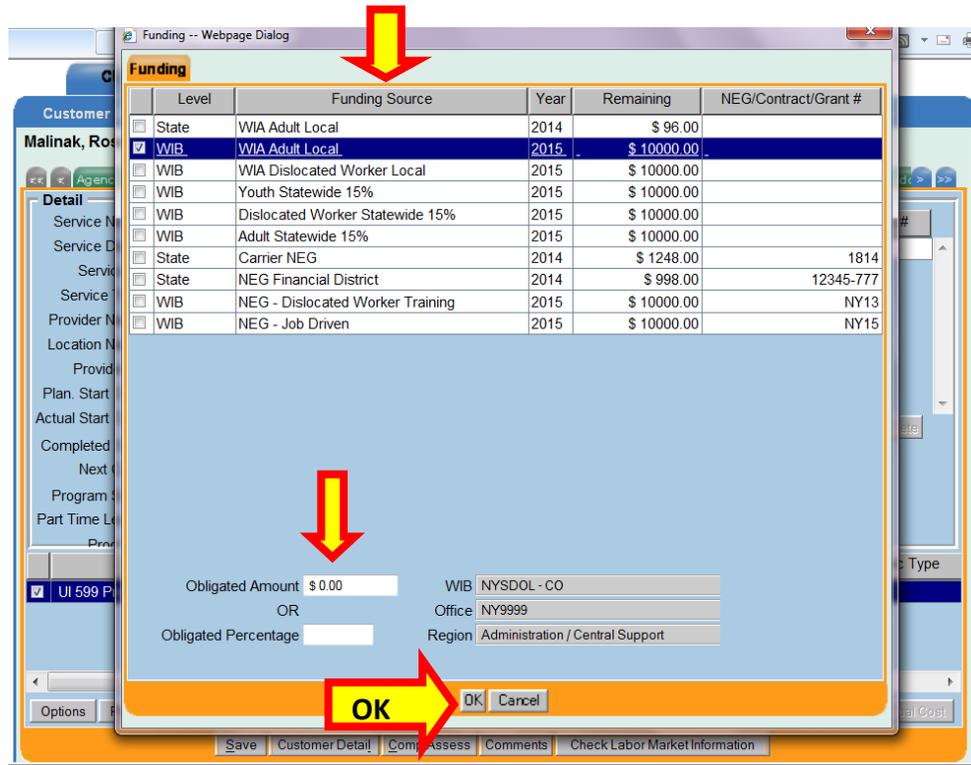
Buttons: Add, Edit, Delete

Footer: Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information

SELECT THE FUNDING SOURCE

The **Funding - Webpage Dialog** box will appear showing funding sources in OSOS. The funding window displays the list of available funding options. Select **WIB Level WIA Adult Local**

Add **\$0** to the **Obligated Amount** then click **OK**.



Funding

Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	State WIA Adult Local	2014	\$ 96.00	
<input checked="" type="checkbox"/>	WIB WIA Adult Local	2015	\$ 10000.00	
<input type="checkbox"/>	WIB WIA Dislocated Worker Local	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Youth Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Dislocated Worker Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	WIB Adult Statewide 15%	2015	\$ 10000.00	
<input type="checkbox"/>	State Carrier NEG	2014	\$ 1248.00	1814
<input type="checkbox"/>	State NEG Financial District	2014	\$ 998.00	12345-777
<input type="checkbox"/>	WIB NEG - Dislocated Worker Training	2015	\$ 10000.00	NY13
<input type="checkbox"/>	WIB NEG - Job Driven	2015	\$ 10000.00	NY15

Obligated Amount: \$ 0.00 WIB: NYSDOL - CO
 OR Office: NY9999
 Obligated Percentage: Region: Administration / Central Support

OK OK Cancel



Once the service has been funded, click the **Save** button.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services** Links JobZone

Malinak, Rose SSN: OSOS ID: NY013093117 Record Saved

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Add Info Add >

Detail

Service Name: Occupational Skills Training - non-DOL
Service Desc: Occupational Skills Training - non-DOL funded
Service ID: 76122
Service Type: Occupational Skills Training
Provider Name: UI 599 Program
Location Name: UI 599 Program
Provider ID: 66305 Offering ID: 84332
Plan. Start Date: 01/08/2016 Plan. End Date: 12/21/2017
Actual Start Date: 01/08/2016 Actual End Date:
Completed Successfully:
Next Contact Date: 10/21/2017
Program Service Type: ITA-Training
Part Time Learn: No Distance Learn: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 0.00	\$ 0.00

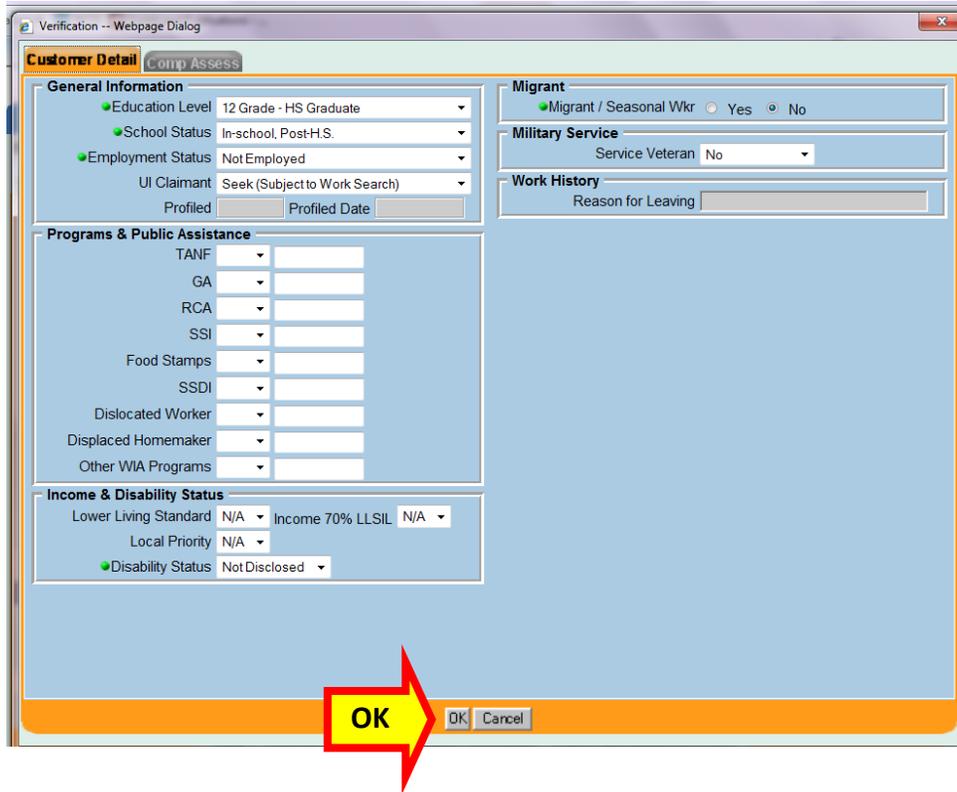
Total Funding \$ 0.00 Add Edit Delete
Petition #
RR Event #
Incumbent Worker Waivers

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	UI 599 Program	Occupational Skills Training - non-DOL	01/08/2016	ITA-Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Save Customer Detail Comp Assess Comments Check Labor Market Information

The **Verification- - Webpage Dialog** box may appear if the service creates a new enrollment. Verify the customer's information, make any changes and click **OK to create the enrollment.**



Verification - Webpage Dialog

Customer Detail **Comp Assess**

General Information

- Education Level: 12 Grade - HS Graduate
- School Status: In-school, Post-H.S.
- Employment Status: Not Employed
- UI Claimant: Seek (Subject to Work Search)
- Profiled: [] Profiled Date: []

Programs & Public Assistance

- TANF: []
- GA: []
- RCA: []
- SSI: []
- Food Stamps: []
- SSDI: []
- Dislocated Worker: []
- Displaced Homemaker: []
- Other WIA Programs: []

Income & Disability Status

- Lower Living Standard: N/A
- Income 70% LLSIL: N/A
- Local Priority: N/A
- Disability Status: Not Disclosed

Migrant

- Migrant / Seasonal Wkr: Yes No

Military Service

- Service Veteran: No

Work History

- Reason for Leaving: []

OK

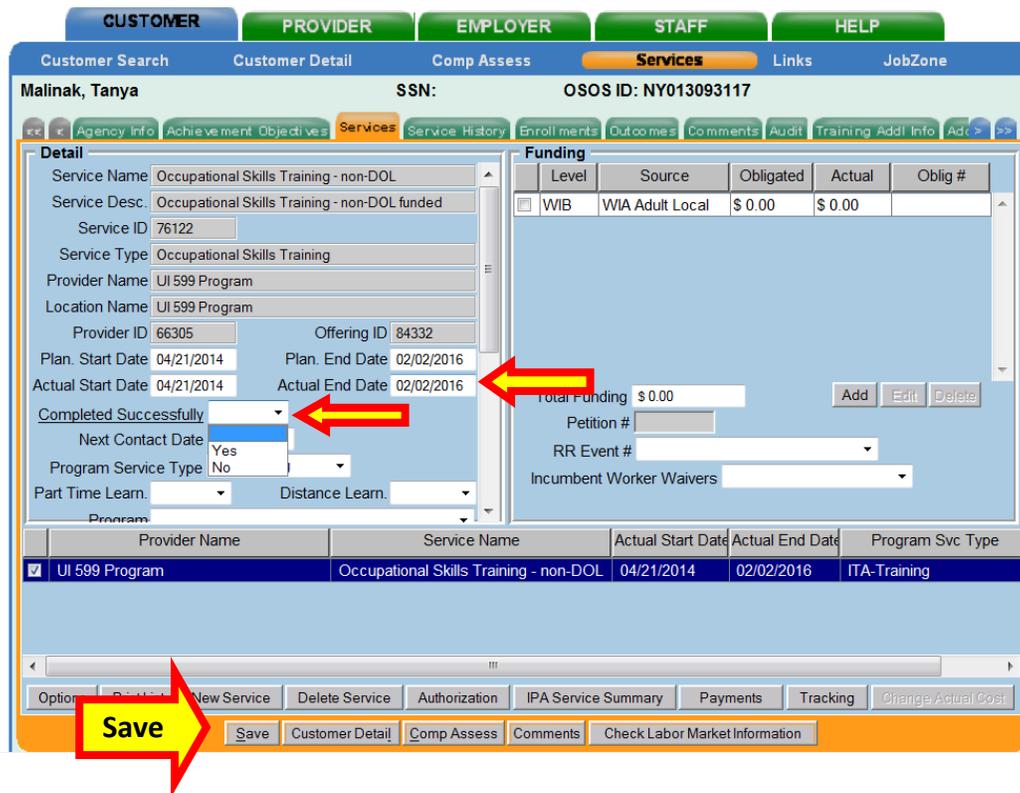
ENDING A SERVICE

To show a service has ended, select the service and add the **Actual End Date**. Choose **Yes** or **No** from the **Completed Successfully** drop-down field.

Choose **Yes** from the **Completed Successfully** drop-down field if the customer confirms that they have successfully completed their training and enter the **Actual End Date** confirmed by the customer.

Choose **No** from the **Completed Successfully** drop-down field if the customer indicates they are no longer enrolled and did not complete their approved training program. Enter the **Actual End Date** as the date the customer confirmed they are no longer in training

After entering the **Actual end date** and selecting an outcome for the completed successfully field click **Save**.



The screenshot shows the 'Services' page for customer Malinak, Tanya (SSN: OSOS ID: NY013093117). The 'Detail' section shows the following information:

- Service Name: Occupational Skills Training - non-DOL
- Service Desc: Occupational Skills Training - non-DOL funded
- Service ID: 76122
- Service Type: Occupational Skills Training
- Provider Name: UI 599 Program
- Location Name: UI 599 Program
- Provider ID: 66305
- Offering ID: 84332
- Plan Start Date: 04/21/2014
- Plan End Date: 02/02/2016
- Actual Start Date: 04/21/2014
- Actual End Date: 02/02/2016
- Completed Successfully: Yes
- Next Contact Date: Yes
- Program Service Type: No
- Part Time Learn.: No
- Distance Learn.: No

The 'Funding' table shows:

Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 0.00	\$ 0.00	

The 'Total Funding' is \$0.00. The 'Save' button is highlighted with a red arrow.



*All services must have **Actual End Dates**, or the enrollment cannot close. The **Actual End Date** cannot be entered prior to the calendar date.*



ENDING THE SERVICE FOR 599 TERMINATIONS:

For customers listed on the 599 Weekly Report with the activity type **Termination** and their training service was entered into OSOS: Choose **No** from the **Completed Successfully** drop-down field. Enter the **Actual End Date** as the Determination Date listed on the 599 Weekly Report.

	A	B	C	D	E	F	G
1	OSOS_ID	NAME	OFFICE	DETERMINATION ISSUED	DETERMINATION DATE	EMAIL	ACTIVITY_TYPE
2	NY111111111	MALINAK, ROSE	YONKERS	599CRU Approval of Original Claim Application Issued	1/8/2016	abshhj@labor.state.ny.us	APPROVAL
3	NY111111112	WALTER, MARIO	YONKERS	599CRU Approval of Original Claim Application Issued	1/4/2016	aaabbb@labor.ny.gov	APPROVAL
4	NY012245070	YOUNG, SAMANTHA	YONKERS	599CRU Disapproval of Original Claim Application Issued	1/8/2016	chad16@labor.state.ny.us	DISAPPROVAL
5	NY000011123	GATES, JONATHAN	YONKERS	599CRU Termination 6 - Other	1/4/2016	ohiklm@labor.state.ny.us	TERMINATION

CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

Customer Search | Customer Detail | Comp Assess | **Services** | Links | JobZone

Gates, Jonathan | SSN: | OSOS ID: NY013093117 | Record Saved

Agency Info | Achievement Objectives | **Services** | Service History | Enrollments | Outcomes | Comments | Audit | Training Add'l Info | Ad. >

Detail

Provider Name: UI 599 Program
 Location Name: UI 599 Program
 Provider ID: 66305 | Offering ID: 84332
 Plan. Start Date: 05/15/2015 | Plan. End Date: 12/21/2016
 Actual Start Date: 05/15/2015 | Actual End Date: 01/04/2016
 Completed Successfully: **No** ←
 Next Contact Date: 10/21/2016
 Program Service Type: ITA-Training
 Part Time Learn. | Distance Learn.
 Program
 Minimum Hours | Number of Weeks
 O*Net: 15115200 | Computer Network Support Specialists | O*Net
 NAICS | NAICS
 Min. Prog. Assess.

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/> WIB	WIA Adult Local	\$ 0.00	\$ 0.00	

Total Funding: \$ 0.00 | Add | Edit | Delete
 Petition #
 RR Event #
 Incumbent Worker Waivers

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/> UI 599 Program	Occupational Skills Training - non-DOL	05/15/2015	01/04/2016	ITA-Training

Options | Print List | New Service | Delete Service | Authorization | IPA Service Summary | Payments | Tracking | Change Actual Goal

Save | Customer Detail | Comp Assess | Comments | Check Labor Market Information



FOLLOW UP

Disapprovals: Original Claim (OC) customers whose 599 applications were disapproved must be called in for a follow up service to work on their 599 application. You can identify the OC Disapproved applicants from the 599 Weekly Reports. In the column labeled Determination Issued the "599CRU Disapproval of Original Claim" activity will be listed.

	A	B	C	D	E	F	G
1	OSOS ID	NAME	OFFICE	DETERMINATION ISSUED	DETERMINATION DATE	EMAIL	ACTIVITY TYPE
4	NY012345978	YOUNG, SAMANTHA	YONKERS	599CRU Disapproval of Original Claim Application Issued	1/8/2016	abcdet@labor.state.ny.us	DISAPPROVAL

- Access the customer's disapproval letter in FAF. The disapproval letter will be labeled as the 316.2, and will describe why the customer's training was disapproved. Review this before contacting the customer

SECTION 599 TRAINING DISAPPROVAL

Your request for approval of occupational training under Section 599 of the New York State Unemployment Insurance Law has been reviewed. After considering all relevant factors, we cannot approve your training in: Criminal Justice at Westchester Community College because:

- Employment opportunities for which you are fitted by training and experience are not substantially impaired.
- Your training will require more than 24 months to complete.
- Reasonable opportunities for employment in the occupation or skill for which you have requested training are not expected to be available in the state in the immediate future.
- You are enrolled in less than 12 credits or hours of classroom instruction per week.
- Your training does not clearly lead to the qualifications or skills for a specific occupation.
- Your training will not upgrade your existing work skills or lead to more regular long-term employment.
- Your training is not being offered by a competent and reliable institution.
- You do not possess the required qualifications and aptitude to complete the training successfully.
- There is no evidence that your training meets the eligibility criteria for approval under Section 599.

REASON:

Your request for approval under Section 599 of the NYS Unemployment Insurance Law cannot be granted because your eligibility under this special provision cannot be determined due to incomplete, vague or missing information. Although you were asked to provide additional details of your program including your anticipated completion date and occupational goal in order to determine if your training meets the eligibility criteria for approval, you failed to provide the requested details by the deadline provided of 430pm on 1/6/16. Any information you provide after the mail date of this decision notice will be considered a new application. You must be ready, willing and able to work full time as well as actively seeking work in order to maintain your unemployment insurance eligibility. You are required to keep a written record of your job search efforts.

- This determination notice replaces the one previously sent, dated [redacted].
- If you want a hearing on this new determination, you must request it.

For the Commissioner of Labor,
By: The DEWS 599 Central Review Unit

**IMPORTANT – PROTECT YOUR RIGHTS
READ THE INFORMATION ON THE FOLLOWING PAGE**

NYS 10-14 TCC316.2

NYS



- Contact the customer
 - Work with the customer to work on their 599 application, if the specific disapproved criteria can be changed and will result in the application being approvable, resubmit the application.
 - The customer may have questions regarding their disapproval. You should be able to answer questions they have.
 - Provide reemployment services and give the Availability Advisory.
- Record the "599OS F/U with clamant on OC Disapproval."
 - Add comments to the customer's record. Refer to the [OSOS 599 Activity Guide](#) for assistance.

599OS F/U with Customer on OC Disapproval	Records the date Career Center staff met with the UI customer to discuss the disapproved training program, offer reemployment services and evaluates alternative next steps to assist the customer in meeting their employment goal.	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 training program. Also include a note confirming the customer was given the Availability Advisory. Refer to 599OS Recommend Approval of O/S Application, Guidance Column, for Standard UI Availability Advisory.
--	--	--

Terminations: Identify the customers whose 599 applications have been terminated. On the 599 Weekly Report in the Activity Column Termination will be listed.

- Access the customer's termination letter in FAF. The termination letter will be labeled as the 316.3M.

**TERMINATION OF TRAINING APPROVAL
Under Section 599 of N.Y. Unemployment Insurance Law**

We have reconsidered the approval under Section 599 of the New York Unemployment Insurance Law, granted to you on **12/11/2015** regarding vocational training. On the basis of all the pertinent factors, this approval is hereby withdrawn because:

You failed to furnish proof that you meet all the requirements for approval of training under Section 599. You were advised that the approval was conditional pending receipt of verification from your training facility. This verification was due 12/21/2015. It has not been submitted to this office. Verification received after 12/21/2016 will be considered a new application. To maintain eligibility for UI benefits, you must be ready, willing & able to work full time and actively seeking work.

DETAILS OF COURSE	
Training Facility:	Medgar Evers College
Course of Study (Major):	Biology
Start date:	01/28/2013
Completion date:	01/28/2017
Degree (Certificate) to be Earned:	Bachelors
Number of Class Hours:	
Number of Credit Hours:	15
Occupational Goal:	Biological Technician
599 Approval Date:	10/26/2015

- This determination notice replaces the one previously sent, dated [redacted].
 If you want a hearing on this new determination, you must request it.

For the Commissioner of Labor,
 By: The DEWS 599 Central Review Unit

**IMPORTANT – PROTECT YOUR RIGHTS
 READ THE INFORMATION ON THE FOLLOWING PAGE**



- Contact the customer: provide reemployment services and give the Availability Advisory.
- If the training service was entered into this customers account end the service appropriately.(See Ending the Service for 599 Terminations, above)

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov