

**Consolidated Funding
Application
New Hire Training
(CFA 2 - OJT)
OSOS Guide**



PURPOSE

There are three NYSDOL State Level Consolidated Funding Application (CFA) programs under the CFA RFPs: Existing Employee Program, New Hire Training Program and Unemployed Worker Program. Eligible applicants may apply for funding from one two, or all three of these programs.

The CFA New Hire (OJT) Training Program will provide funds to businesses to train newly hired workers that come from the ranks of the long-term unemployed. Long-term unemployed workers are individuals who are currently unemployed 26 weeks or longer. Businesses must place a job order with the NYS Job Bank to recruit trainees. Business Services will match the job order to qualified jobseekers and refer the jobseekers to the business for an interview.

Businesses hiring new workers that need OJT will be eligible to be reimbursed up to 50% of the newly hired employee's wages for a period of time appropriate for the employee to become proficient in the occupation. Business contracts may be up to one year in duration. Funding has been awarded to 17 businesses statewide, with a maximum award amount of \$100,000 per business. Multiple new hires are allowed, but the cost per trainee cannot exceed \$5,000. Businesses are expected to retain each new hire after the OJT is completed.

DATA ENTRY FAST FACTS

- Business Services staff from the field will enter the business and job seeker information into OSOS.
- The Provider is the employer that will provide the OJT.
- The location is the LWIA where the provider is located.
- Service Category is Training.
- Service Type is On the Job Training (OJT).
- The Service Name is CFA 2 – OJT.
- The Description is the occupational title followed with the letters OJT.
 - For example: Electrician Helper – OJT.
- Potential Trainees must be unemployed for 26 weeks or more, and the separation date listed in the Customer's work history must be January 1, 2008 or later.
- Generic employer "Default Employer for Special Grants/CFAs/etc" (OSOS ID# NY009919668) must be added to jobseeker's work history with a default Rapid Response Event number "RR-NY-2013-9999".
- Funding is \$1.00 Rapid Response.



OSOS DATA ENTRY

Matching a trainee to an OJT with an employer requires a sequential data entry process in OSOS:

1. The business information must be data entered into OSOS as an employer.
2. The employer providing the OJT must be data entered as a provider in OSOS.
3. A separate provider service and associated service offering must be created for each occupation offered with each employer through the CFA 2 - OJT.
4. The employer job listing is entered into OSOS in the form of a job order.
5. The customer record must exist for the job seeker to be referred to the job order and for the service offering to be added to the customer record.

EMPLOYER MODULE DATA ENTRY

Business Services staff is responsible for entering the employer information into a new or existing employer record in OSOS and creating the job order for the OJT.

SEARCHING FOR AN EXISTING EMPLOYER RECORD

Before creating a new employer record, it is very important to check that an employer record does not already exist in OSOS. This prevents unnecessary duplicate records from being created. Even on a relatively small scale, duplicate records slow down the system for everyone and cause data entry errors. Plus, it's more work to create a new record, than it is to verify the information in an existing record.

To see if an employer already exists in OSOS, navigate to the **General Info** tab in the **Employer Search** window of the **Employer** module. The **Status** field automatically defaults to Active employers. To search for both active and inactive employer records, select the **blank** option in the **Status** field dropdown.

The screenshot shows the OSOS Employer Search window with the 'EMPLOYER' tab selected. The 'General Info' sub-tab is active. The form contains various input fields for employer information, including Origination, State EIN, FEIN, Legal Name, City, County, State, Zip, Country, Phone, NAICS, Ownership, Activity, Staff Assigned, Office, Tax Class, WIP, RR Event #, Create Date R, and Activity Date R. A red box highlights the 'Status' dropdown menu, which is currently set to 'Active' and shows a list of options: Active, Archived, Deleted, and Inactive.



To search by name, return to the **Quick Search** tab of the **Employer Search** window. Enter the first few letters of the employer's name in the **Employer Name** field and click the **Search** button. Because the employer name may be entered different ways, you may need to enter variations of the name. This will also account for misspellings. For example, a business may be data entered beginning with the word "The" such as "The Children's Village" or without the word such as "Children's Village". It is very important to complete a thorough search to avoid duplicating the employer record in OSOS.

If multiple employers exist, then click the check box next to the employer and then click the **Detail** button to view more information. If this is not the appropriate employer then click the **Return to Search** button and select another in the list.

If your search criteria return a single match, then you will be directed to the **Employer Detail** window.

CREATING A NEW EMPLOYER RECORD



Before creating a new employer record in OSOS, you must check if an employer record already exists for that employer.

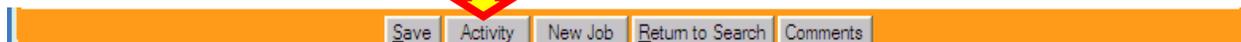
If the business is not found, click the **New** button and enter the employer information to create a new employer record.



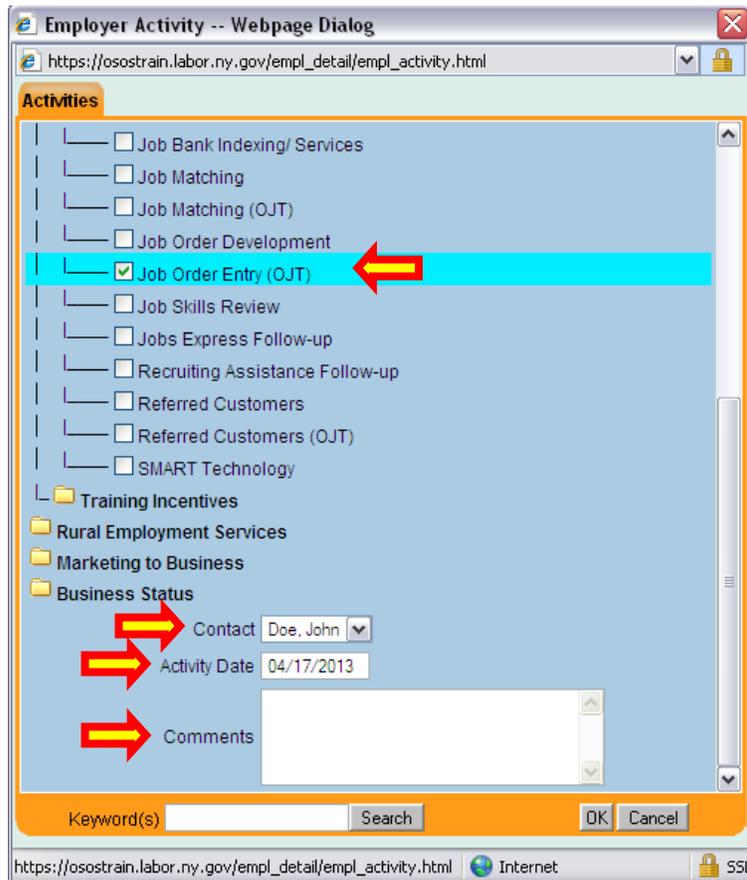
Once you have selected or created the appropriate employer record, make sure the employer information is complete, correct and current throughout the **General Info**, **Additional Info**, and the **Contact Info** tabs.

ENTERING AN EMPLOYER ACTIVITY

At any time, the user may enter an activity by clicking the **Activity** button at the bottom of the page.



Data enter any activity provided to the employer. The business contact person's name and the current date will automatically populate the **Employer Activity - - Webpage Dialog** box. Select the appropriate activity. Select an existing contact record in the **Contact** dropdown. Correct the **Activity Date** or enter **Comments**, if necessary.



The screenshot displays the 'Employer Activity -- Webpage Dialog' interface. The browser address bar shows the URL: https://osostrain.labor.ny.gov/empl_detail/empl_activity.html. The main content area is titled 'Activities' and contains a list of activity options, each with a checkbox. The 'Job Order Entry (OJT)' option is checked and highlighted in blue, with a red arrow pointing to it. Other activities include Job Bank Indexing/ Services, Job Matching, Job Matching (OJT), Job Order Development, Job Skills Review, Jobs Express Follow-up, Recruiting Assistance Follow-up, Referred Customers, Referred Customers (OJT), and SMART Technology. Below the list are several folder icons: Training Incentives, Rural Employment Services, Marketing to Business, and Business Status. Under the Business Status folder, there are three fields: 'Contact' with a dropdown menu showing 'Doe, John', 'Activity Date' with a text input field containing '04/17/2013', and 'Comments' with a text area. Red arrows point to each of these three fields. At the bottom of the dialog, there is a 'Keyword(s)' search field, a 'Search' button, and 'OK' and 'Cancel' buttons. The browser status bar at the bottom shows the URL, 'Internet', and 'SSL'.

ENTERING A JOB ORDER



The OJT must be entered as a job order in OSOS and the participant must be referred to the job order.

Business Services staff completes the appropriate information about the job order as usual:

- Enters the OJT as a job order for the Employer into the NYS Job Bank and OSOS;
- States in the job order description that "*The position is a Consolidated Funding Application New Hire Program (CFA 2 - OJT) to train newly hired workers whose separation date is January 1, 2008 or later and who are currently unemployed 26 weeks or longer.*"
- Completes a customer match; and
- Refers appropriate jobseekers to the Business creating a referral activity in the customer record and on the employer record.

To enter a job order from the employer record, select the **New Job** button at the bottom.



PROVIDER MODULE DATA ENTRY

This information must be entered in sequential order: Provider, Service, and then the Offering.

The Local Associate Employment Service Representatives are authorized to enter the Provider and Offering information when the information is not already in OSOS.



The Provider is the employer that will provide the OJT. The location is the LWIA where the Provider is located.

Listing the LWIA as the location is necessary for federal reporting purposes.

CREATING THE PROVIDER RECORD

Navigate to the **General Info** tab found in the **Provider Search** window of the **Provider** module. A search may be customized in numerous ways such as selecting the WIB name from the drop down list. The search is similar to what was described in the previous Business Data Entry section. The search automatically defaults to searching for only **Active** providers. Change the **Status** to the **blank** space. This will allow you to search for the provider whether that provider is active or inactive.



When searching by name, enter the first few letters of the provider in the **Provider Name** field and click the **Search** button. Because the provider name may be entered different ways, you may need to enter variations of the name. This will also account for misspellings. For example, a business may be data entered beginning with the word “The” such as “The Children's Village” or without the word such as “Children's Village”. Be thorough to avoid duplications.

As with the Business Data Entry search on page 4, if multiple provider records exist, then click the check box next to the appropriate record and click the **Detail** button. If this is not the appropriate provider then click the **Return to Search** button and select another in the list.

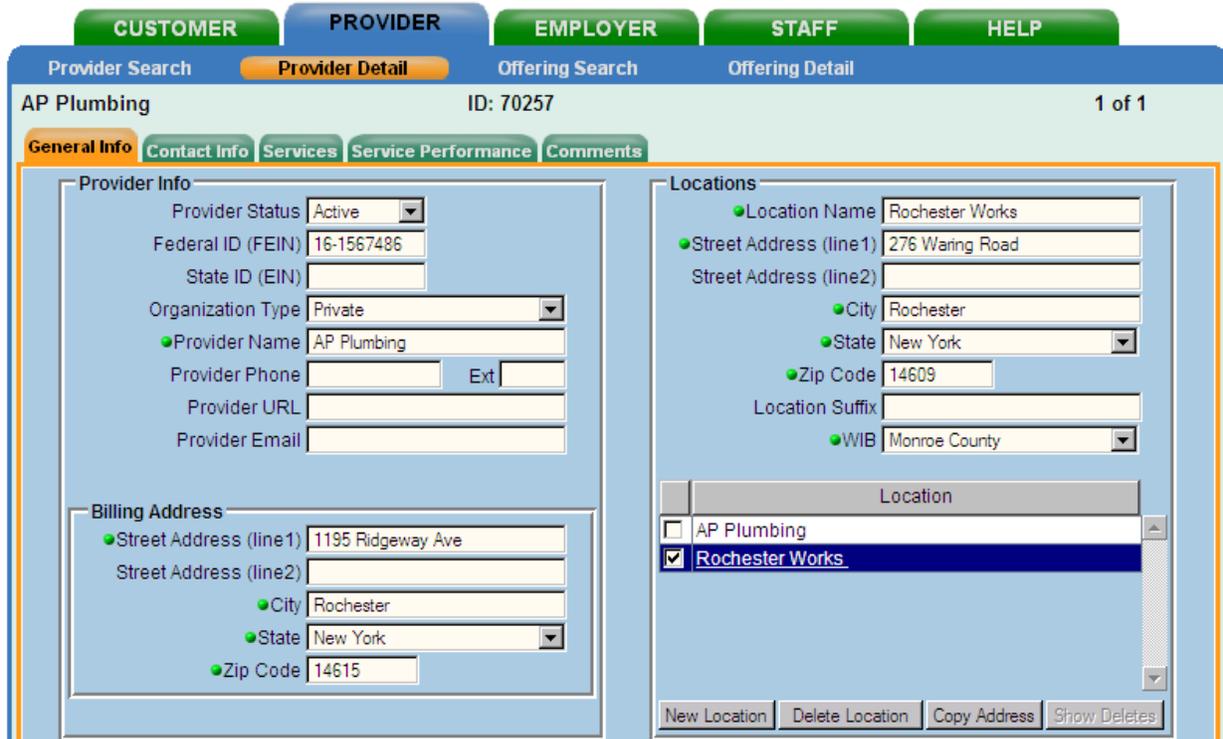
If your search criteria return a single match, then you will be directed to the **Provider Detail** window.

If the business is not listed in the **Provider** module or the listed provider is not the one desired, then click the **New** button and enter the relevant information.



Complete and update all information in the **Provider Detail** window with the employer's data.

For an existing provider, the listed location(s) will usually include the actual sites where the provider does business. If the WIB is not listed as an available location, then click on the **New Location** button and complete the data fields in the **Location** box with the WIB information.



Provider Search | **Provider Detail** | Offering Search | Offering Detail

AP Plumbing ID: 70257 1 of 1

General Info | **Contact Info** | Services | Service Performance | Comments

Provider Info

Provider Status: Active
 Federal ID (FEIN): 16-1567486
 State ID (EIN):
 Organization Type: Private
 Provider Name: AP Plumbing
 Provider Phone: Ext:
 Provider URL:
 Provider Email:

Locations

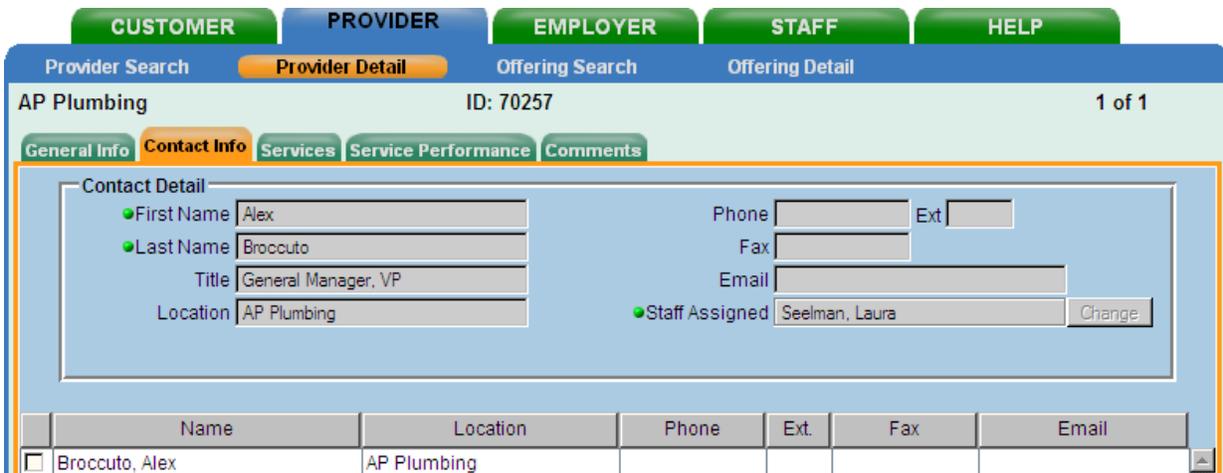
Location Name: Rochester Works
 Street Address (line1): 276 Waring Road
 Street Address (line2):
 City: Rochester
 State: New York
 Zip Code: 14609
 Location Suffix:
 WIB: Monroe County

Location

<input type="checkbox"/>	AP Plumbing
<input checked="" type="checkbox"/>	Rochester Works

New Location | Delete Location | Copy Address | Show Deletes

Add contact information on the **Contact Info** tab.



Provider Search | **Provider Detail** | Offering Search | Offering Detail

AP Plumbing ID: 70257 1 of 1

General Info | **Contact Info** | Services | Service Performance | Comments

Contact Detail

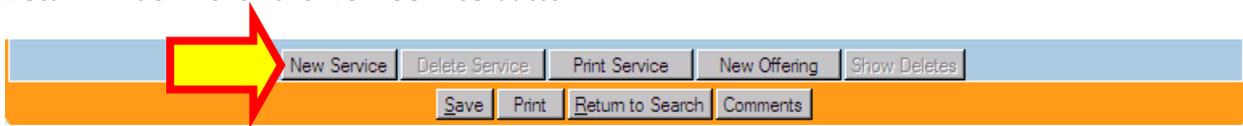
First Name: Alex
 Last Name: Broccuto
 Title: General Manager, VP
 Location: AP Plumbing

Phone: Ext:
 Fax:
 Email:
 Staff Assigned: Seelman, Laura (Change)

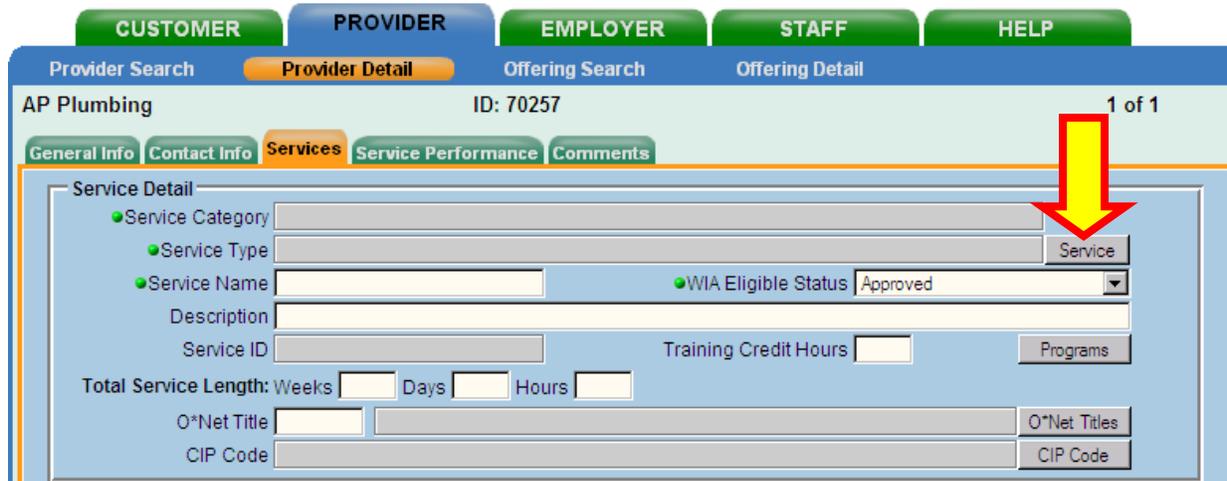
	Name	Location	Phone	Ext.	Fax	Email
<input type="checkbox"/>	Broccuto, Alex	AP Plumbing				

PROVIDER SERVICES

Before creating the service offering that will be linked with customer records, the provider service must be created. To create the service, navigate to the **Services** tab within the **Provider Detail** window. Click the **New Service** button.

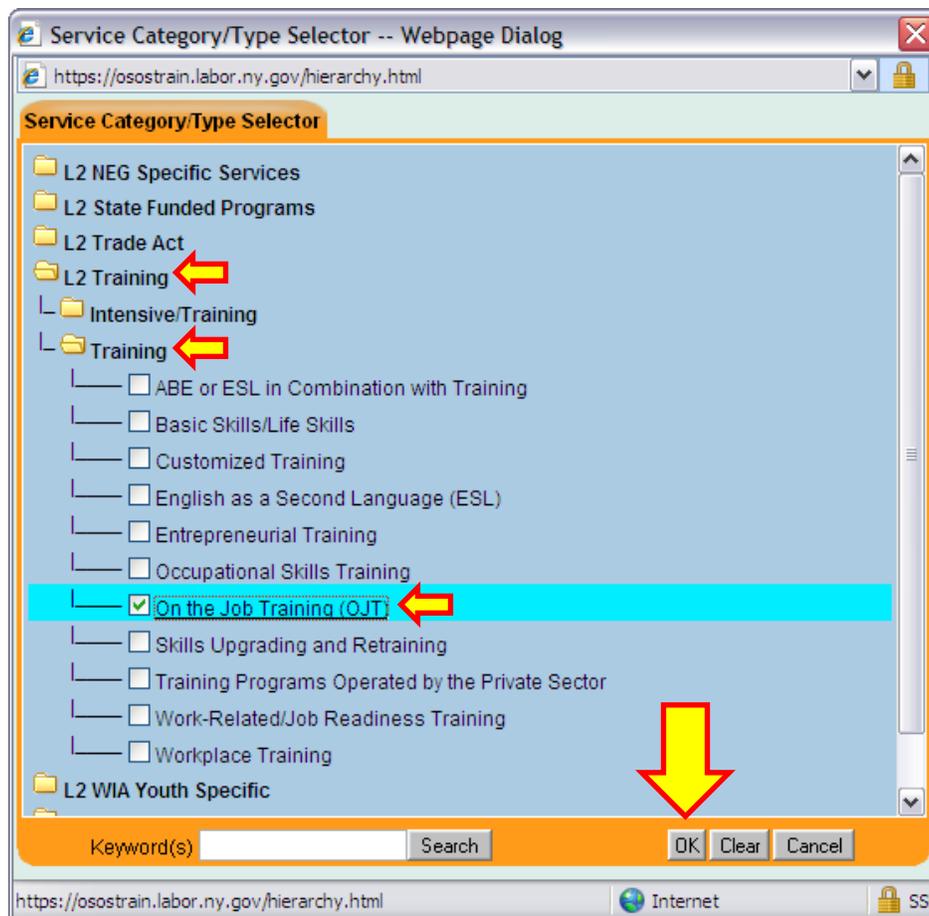


Click the **Service** button.



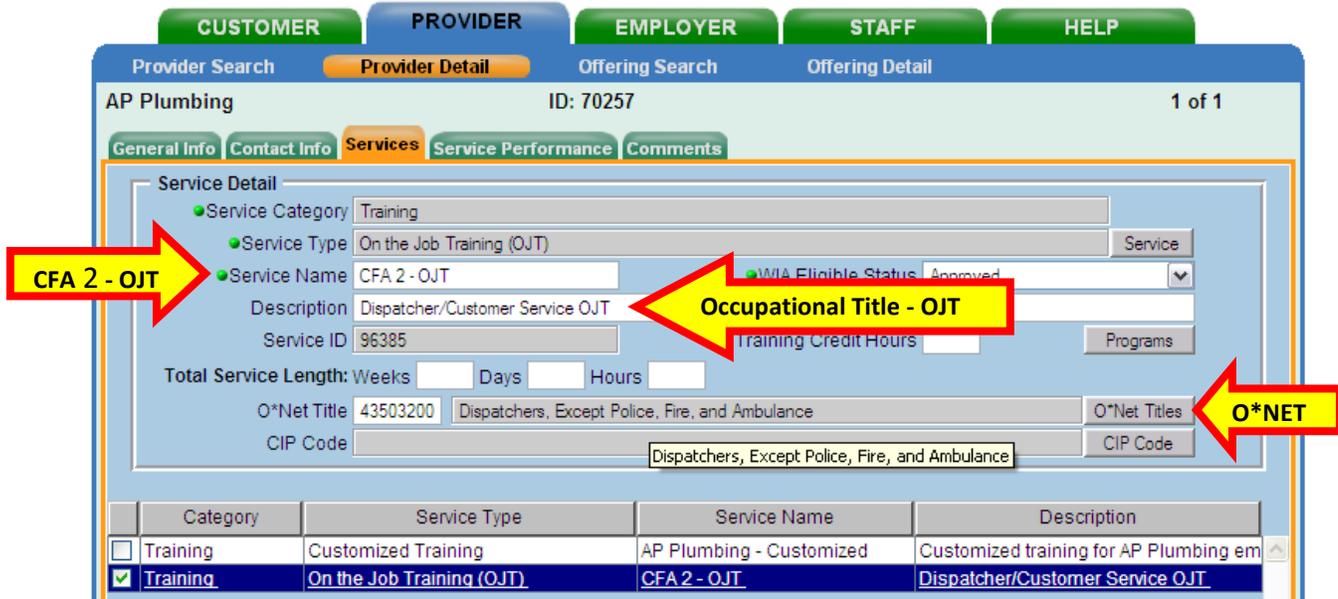
The screenshot shows the 'Provider Detail' window for 'AP Plumbing' (ID: 70257). The 'Services' tab is selected. The 'Service Detail' section contains several fields: 'Service Category', 'Service Type', 'Service Name', 'Description', 'Service ID', 'WIA Eligible Status' (set to 'Approved'), 'Training Credit Hours', 'Total Service Length' (with fields for Weeks, Days, and Hours), 'O*Net Title', and 'CIP Code'. A red arrow with a yellow center points to a 'Service' button located to the right of the 'Service Type' field.

Select **L2 Training, Training, On the Job Training (OJT)** and click **OK**.



Enter "CFA 2 – OJT" in the **Service Name** field. In the **Description** field, enter the occupational title followed by the letters "OJT". For example: "Electrician Helper – OJT."

Select the appropriate O*Net title by clicking the **O*Net Titles** button and searching using a keyword or scrolling through folders.



The screenshot shows the 'Provider Detail' window for 'AP Plumbing' (ID: 70257). The 'Services' tab is active, displaying the following details:

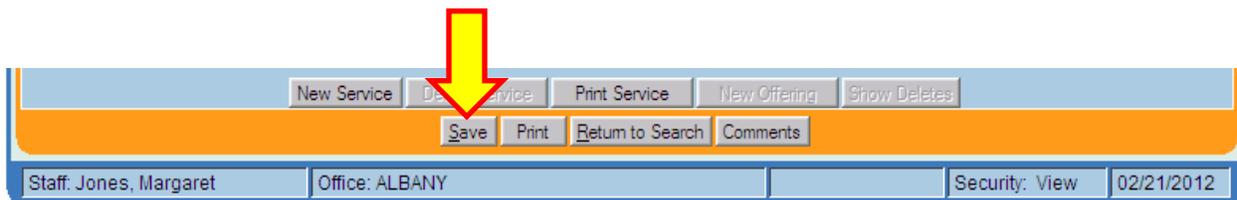
- Service Category:** Training
- Service Type:** On the Job Training (OJT)
- Service Name:** CFA 2 - OJT
- Description:** Dispatcher/Customer Service OJT
- Service ID:** 96385
- WIA Eligible Status:** Approved
- Total Service Length:** Weeks, Days, Hours
- O*Net Title:** 43503200 Dispatchers, Except Police, Fire, and Ambulance
- CIP Code:** Dispatchers, Except Police, Fire, and Ambulance

Red arrows point to the following fields:

- CFA 2 - OJT** (Service Name)
- Occupational Title - OJT** (Description)
- O*NET** (O*Net Title)

Category	Service Type	Service Name	Description
<input type="checkbox"/> Training	Customized Training	AP Plumbing - Customized	Customized training for AP Plumbing em
<input checked="" type="checkbox"/> Training	On the Job Training (OJT)	CFA 2 - OJT	Dispatcher/Customer Service OJT

Click the **Save** button to save the record.



The screenshot shows the bottom action bar of the OSOS interface. The 'Save' button is highlighted with a red arrow. Other buttons include 'New Service', 'Delete Service', 'Print Service', 'New Offering', 'Show Deletes', 'Print', 'Return to Search', and 'Comments'.

Staff: Jones, Margaret | Office: ALBANY | Security: View | 02/21/2012

OFFERING

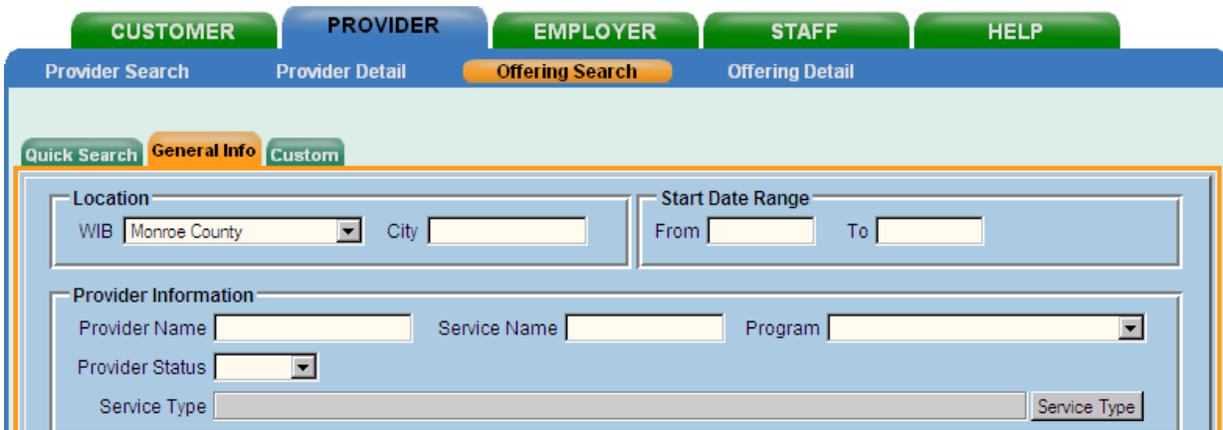
If you did not need to enter a new service in the **Provider Detail** window, then the offering may already exist. However, if you created a new provider service, you will not find any service offerings associated with this provider service and can create a new service offering without first searching for it.

To see if an offering already exists in OSOS, navigate to the **Offering** module, **Offering Search** window, and **General Info** tab. As with the business and provider searches, the **Status** field automatically defaults to "Active," excluding inactive offerings. Change this field to the blank space. This will allow you to search for the offering whether that offering is active or inactive.



The screenshot shows the OSOS interface with the 'Offering Search' window open to the 'General Info' tab. The 'Provider Status' dropdown menu is highlighted with a red arrow and the word 'Blank' in a yellow box, indicating that the status should be set to blank.

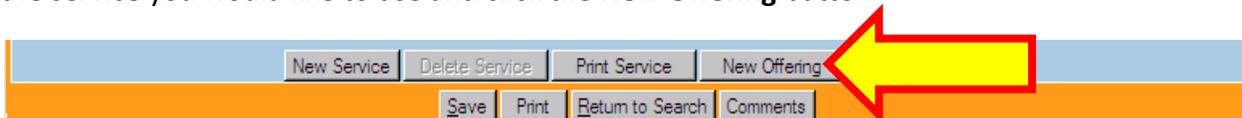
Be aware that, by default, the WIB of the office under which you are entering data will automatically be selected in the **Offering Search**. Change this if necessary.



The screenshot shows the OSOS interface with the 'Offering Search' window open to the 'General Info' tab. The 'WIB' dropdown menu is highlighted with a red arrow and the word 'Blank' in a yellow box, indicating that the WIB should be set to blank.

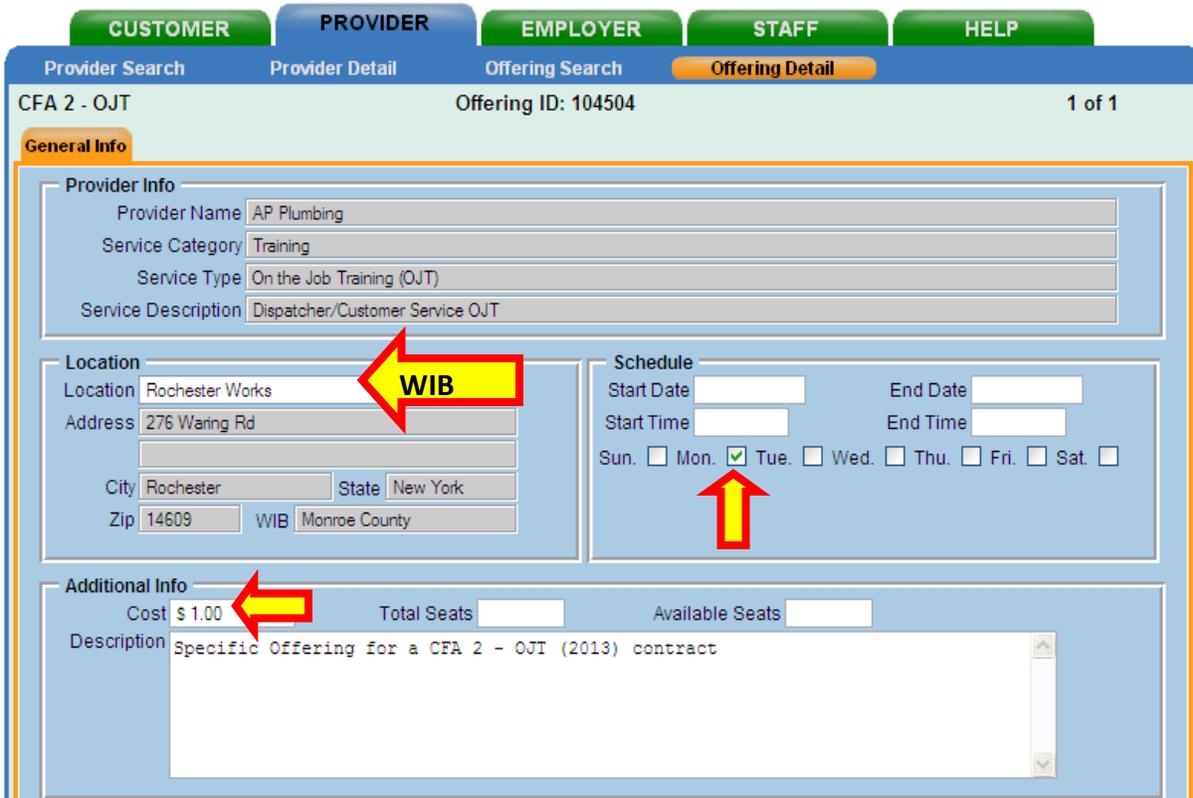
Search for an offering using a combination of the following search criteria fields: **Provider Name, Service Name, and Service Type**. Use the provider name of the provider record you just found or created. Recall that the service type is "On-the-Job Training (OJT)" and the service name is "CFA 2 - OJT."

If the offering does not exist, return to the **Services** tab of the **Provider Detail** window. Select the service you would like to use and click the **New Offering** button.



The screenshot shows the OSOS interface with the 'New Offering' button highlighted with a red arrow, indicating that this button should be clicked to create a new offering.

This brings you to a blank **Offering Detail** window. In the **Location** box, select the WIB in the **Location** field dropdown box that is funding the OJT. Check only the box for Monday in the **Schedule** box. In the **Additional Info** box, the **Cost** is \$1.00. The **Description** should state “Specific Offering for a CFA 2 - OJT (2013) contract.”



Click **Save Single**.



PARTICIPANT DATA ENTRY

All employer and provider data entry must be complete before a customer record can be linked to a particular OJT opportunity.

CUSTOMER SEARCH WINDOW

Search for the customer using either the social security number or the customer’s name (see search instructions in the Desk Guide for the Customer Module of OSOS). If you know the OSOS Identification number, you may access the record with that.

CUSTOMER DETAIL WINDOW

To enter participant data, begin in the **Customer Detail** window of the participant's customer record. For additional guidance on entering customer data, refer to the OSOS data entry guides available online.

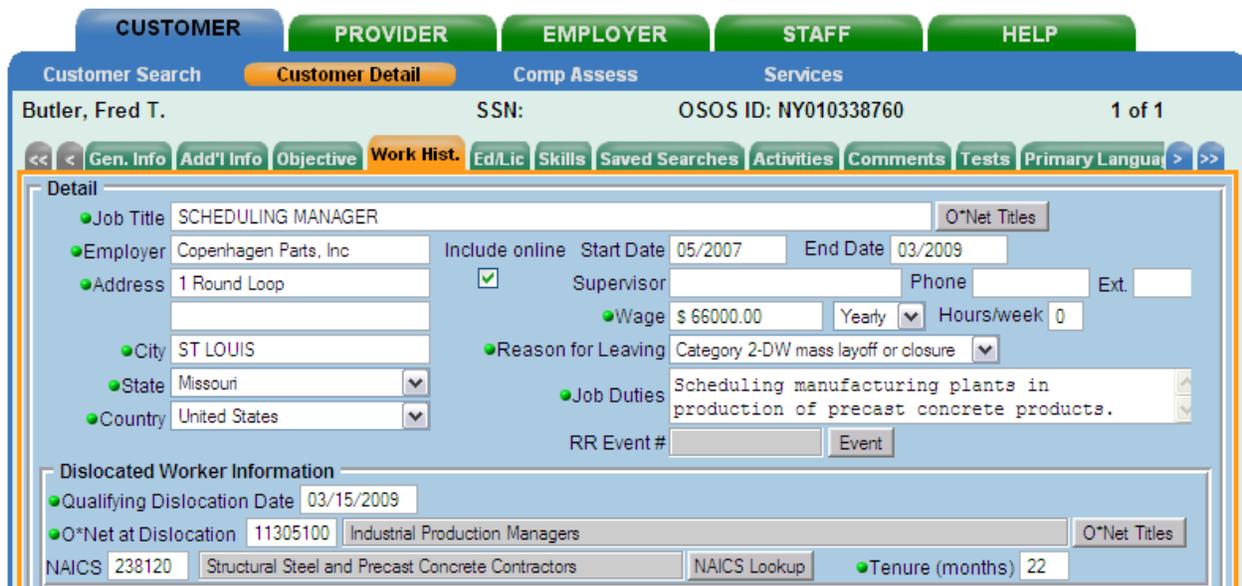


*If the customer record exists in OSOS, be sure to review and update all appropriate information throughout the **Customer Detail** window.*

Potential Trainees must be unemployed for 26 weeks or more. Check that the Employment Status in the **Gen. Info** tab indicates *Not Employed*. Follow all DEV requirements as outlined in TA 11-12.



On the **Work Hist.** tab, verify that the customer's last separation date is January 1, 2008 or later, and that the information is complete and accurate.



In addition, a generic employer must be data entered into the jobseeker's work history so that a pseudo Rapid Response event number may be attached. This is required to access the Rapid Response funding when funding the OJT service.

[CUSTOMER](#) | [PROVIDER](#) | [EMPLOYER](#) | [STAFF](#) | [HELP](#)

[Customer Search](#) | [Customer Detail](#) | [Comp Assess](#) | [Services](#) | [JobZone](#)

Malinak, clear Z. SSN: OSOS ID: NY010442427 1 of 1

[Gen. Info](#) | [Add'l Info](#) | [Objective](#) | [Work Hist.](#) | [Ed/Lic](#) | [Skills](#) | [Saved Searches](#) | [Activities](#) | [Comments](#) | [Tests](#) | [Primary Language](#)

Detail

Job Title: Tire Repairers and Changers O*Net Titles

Employer: Default Employer for Special Grants Include online Start Date: 07/2010 End Date: 07/2012

Address: defgrthyjkl Supervisor: Fred Phone: Ext:

City: Albany Wage: \$ 8.00 Hourly Hours/week: 40

State: New York Reason for Leaving: Fired

Country: United States Job Duties: Change & repair tires

Job Type: Full Time RR Event#:

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Tire Repairers and Changers	Default Employer for Special Grants/C	Albany	07/2010	07/2012

The Rapid Response event is data entered by clicking the **Event** button. Data enter "9999" onto the end of the Rapid Response Event Number in the Webpage Dialog box and the remaining data fields will automatically populate. Click **Ok** and **Save**.

Rapid Response Lookup -- Webpage Dialog

https://osostrain.labor.ny.gov/cust_detail/rapid_response.html

Rapid Response

Event Number: RR-NY-2013-9999

Employer Name: Default Employer for Special Grants/CFAs/

Start Date: 01/01/2013

End Date:

Event Type:

Location:

Event Description: For use with CFA 2013 -- Worker Skills Upgrading/Unemployed

OK Clear Cancel

https://osostrain.labor.ny.gov/cust_detail/rap Internet SSL

Customers receiving training must have participated in an assessment and have developed an Individual Employment Plan (IEP) that supports the provision of training as detailed in TA 08-4.1 and TA 09-17. Supporting comments must be entered into the customer record.

ADDING THE SERVICE TO THE CUSTOMER RECORD

Once the OJT is scheduled and is confirmed to have started, the service must be recorded in the customer record as an L2 service. Once the data in the **Customer Detail** window has been verified, move to the **Services** window, **Services** tab to begin entering the L2 service.



Click the **New Service** button.



You will be transferred to the **Quick Search** tab in the **Offering Search** window of the **Provider** module. Navigate to the **General Info** tab. Be aware that, by default, the WIB of the office under which you are entering data will automatically be selected in the **WIB** field of the **Location** box. Change this if necessary.

Search using the **Provider Name**, **Service Name** and/or **Service Type**.

- The service type is **On-the-Job Training (OJT)**, in the **L2 Training, Training** folder.
- The service name is "CFA 2 - OJT."

Provider Name is the name of the employer. If you are not sure how the employer name is entered into OSOS, you may search using the first letter or letters of the employer's name. Because the employer name may be entered different ways, you may need to enter variations of the name. This will also account for misspellings. For example, a business may be data entered beginning with the word "The" such as "The Children's Village" or without the word such as "Children's Village". Enter **CFA 2 - OJT** as the **Service Name** and select **On the Job Training** as the **Service Type**.



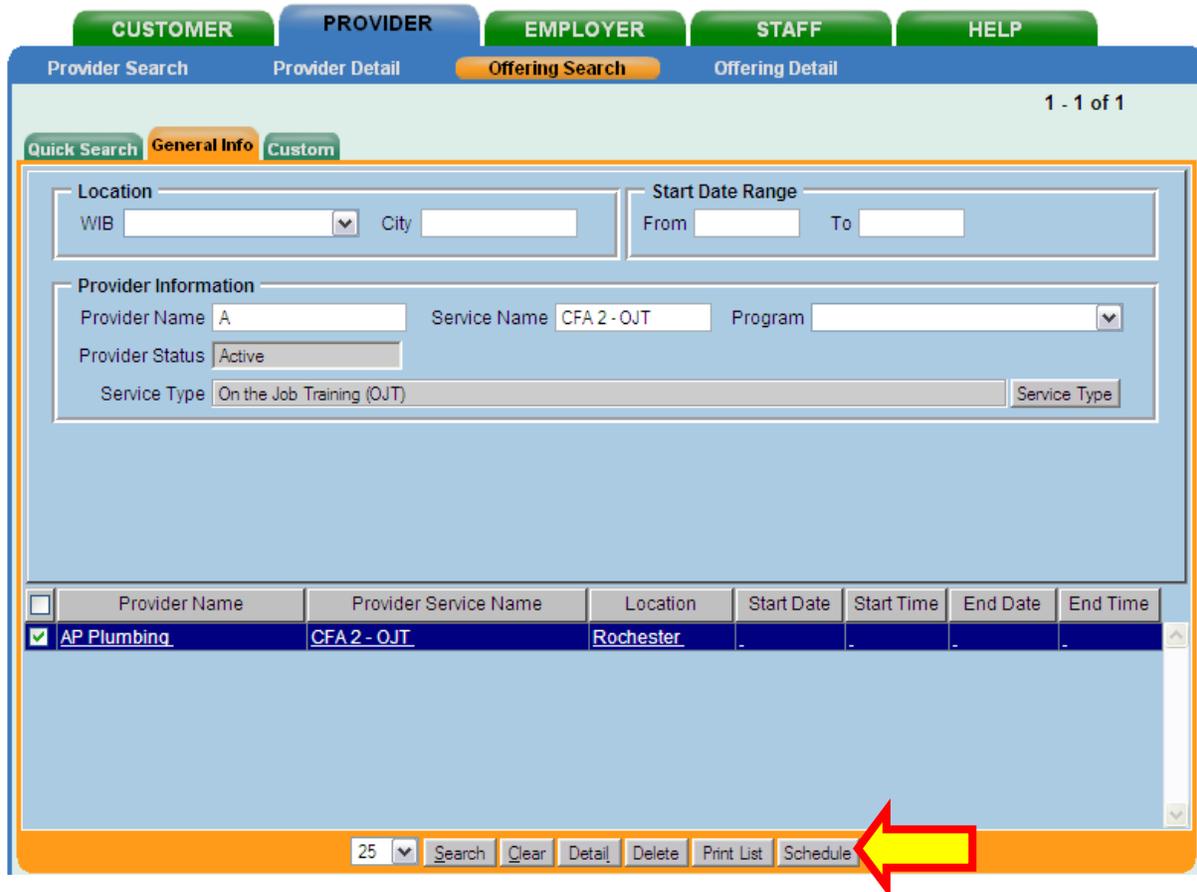
Click the **Search** button at the bottom of the screen.



If only one offering matches your search, you will be directed to the **General Info** tab in the **Offering Detail** window. If this is not the offering that you wanted, click the **Return to Search** button to return to the **Offering Search** window and change your search. Once you have determined that you have the appropriate offering, click the **Return to Search** button.



Select the appropriate offering and click the **Schedule** button.



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

1 - 1 of 1

Quick Search **General Info** Custom

Location: WIB [dropdown] City [input] Start Date Range: From [input] To [input]

Provider Information:

Provider Name: A Service Name: CFA 2 - OJT Program: [dropdown]

Provider Status: Active

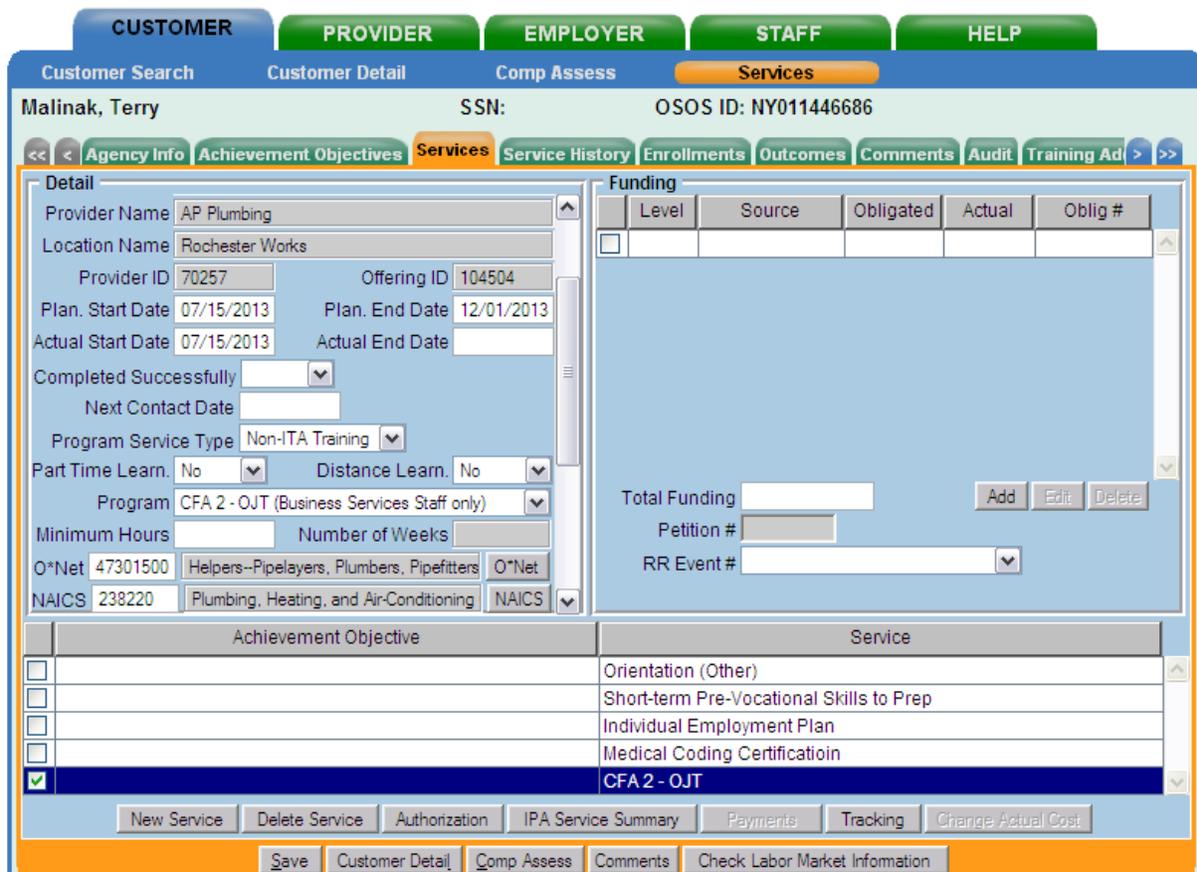
Service Type: On the Job Training (OJT) Service Type [button]

<input type="checkbox"/>	Provider Name	Provider Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	AP Plumbing	CFA2 - OJT	Rochester	-	-	-	-

25 [dropdown] Search Clear Detail Delete Print List Schedule

You will be returned to the **Services** tab of the **Services** window in the **Customer** module. Complete normal services data entry in the **Detail** box, including:

- **Plan. Start Date, Plan. End Date, Actual Start Date (if program already started)**
- **Program Service Type:** select "Non-ITA Training"
- **Part Time Learning and Distance Learning**
- **Program:** select "CFA 2 – OJT (Business Services Staff only)."
- Click the O*Net button. If you are unsure of the appropriate title, you may click on the **Details** button to read a description of the selected title.
- Enter the NAICS code. If you are unsure, click on the **NAICS** button to visit the website where you can find more information about NAICS and find the appropriate code.



Click the **Save** button.

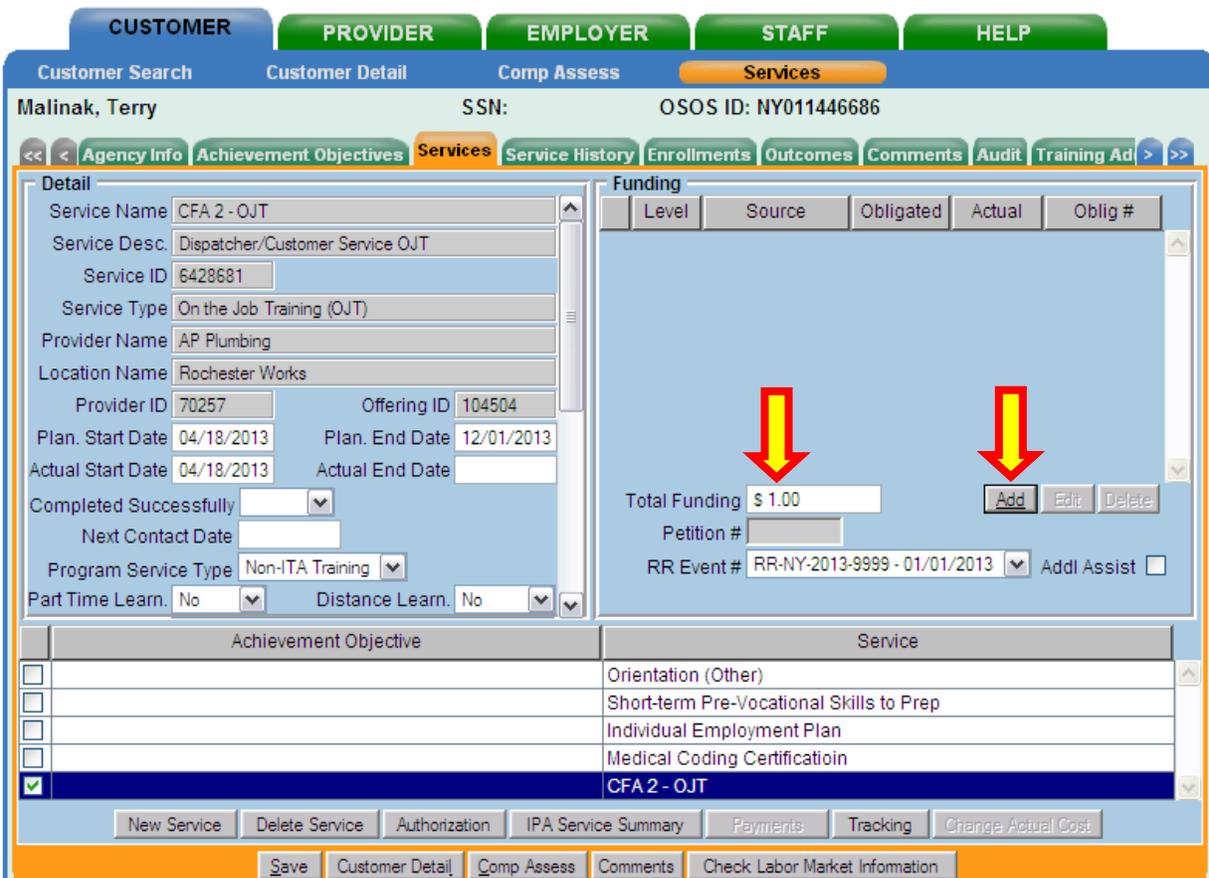


FUNDING THE SERVICE

Funding is to be attached to two sources:

- State level Rapid Response in the amount of \$1.00.

Enter the Rapid Response Event Number and a "1" in the **Total Funding** field and click the **Add** button.



The screenshot shows the 'Services' screen for Terry Malinak (SSN: OSOS ID: NY011446686). The 'Funding' section is highlighted, showing a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table, the 'Total Funding' field is set to '\$ 1.00' and the 'RR Event #' is 'RR-NY-2013-9999 - 01/01/2013'. Two red arrows point to the 'Total Funding' field and the 'Add' button. The 'Add' button is located next to the 'Total Funding' field. Below the 'Funding' section, there is a table with columns: Achievement Objective and Service. The 'CFA 2 - OJT' service is selected with a checkmark. At the bottom of the screen, there are buttons for '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 **Funding - - Webpage** dialog box appears. Select the state level **Rapid Response** funds with the appropriate program year. Enter "1" in the **Obligated Amount** field and click the **OK** button.



	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	Rapid Response	2010	\$ 10000.00
<input checked="" type="checkbox"/>	State	Rapid Response	2011	\$ 10000.00
<input type="checkbox"/>	WIB	Rapid Response	2011	\$ 10000.00
<input type="checkbox"/>	WIB	NEG ARRA - OJT	2010	\$ 2496.00
<input type="checkbox"/>	WIB	NEG Disaster - Irene/L	2011	\$ 20731.00
<input type="checkbox"/>	WIB	Summer Jobs Program	2012	\$ 9999.00
<input type="checkbox"/>	WIB	NEG - OJT	2012	\$ 10000.00

Obligated Amount OR Obligated Percentage

The completed service will appear similar to the sample below:



Customer Search Customer Detail Comp Assess **Services**

Malinak, Terry SSN: OSOS ID: NY011446686

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

Detail

Service Name: CFA 2 - OJT
 Service Desc: Dispatcher/Customer Service OJT
 Service ID: 6428681
 Service Type: On the Job Training (OJT)
 Provider Name: AP Plumbing
 Location Name: Rochester Works
 Provider ID: 70257 Offering ID: 104504
 Plan. Start Date: 04/18/2013 Plan. End Date: 12/01/2013
 Actual Start Date: 04/18/2013 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: Non-ITA Training
 Part Time Learn.: No Distance Learn.: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input checked="" type="checkbox"/>	State	Rapid Response	\$ 1.00	\$ 0.00

Total Funding

Petition #

RR Event # Addl Assist

Achievement Objective	Service
<input type="checkbox"/>	Orientation (Other)
<input type="checkbox"/>	Short-term Pre-Vocational Skills to Prep
<input type="checkbox"/>	Individual Employment Plan
<input type="checkbox"/>	Medical Coding Certification
<input checked="" type="checkbox"/>	CFA 2 - OJT



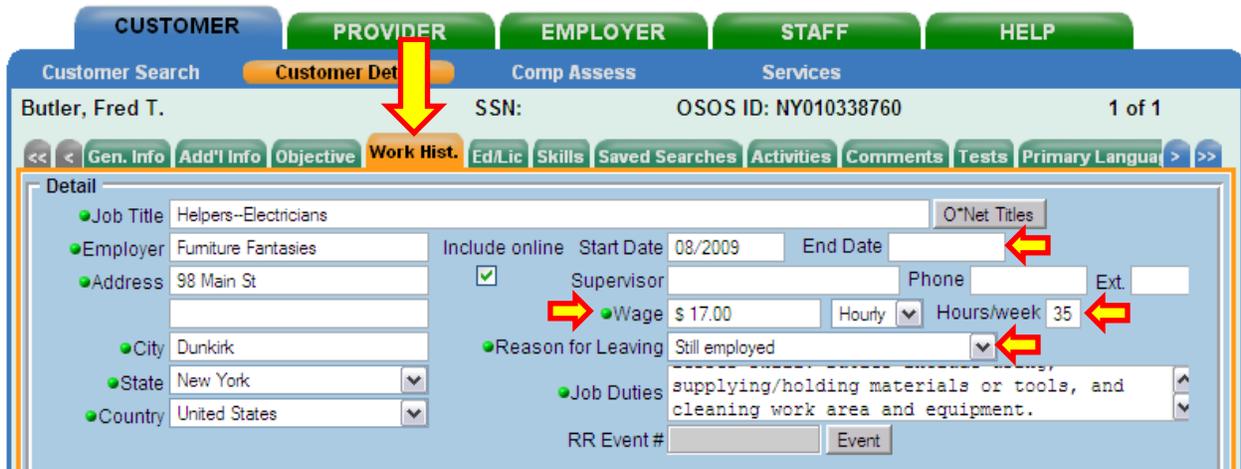
Click the **Save** button at the bottom of the screen.



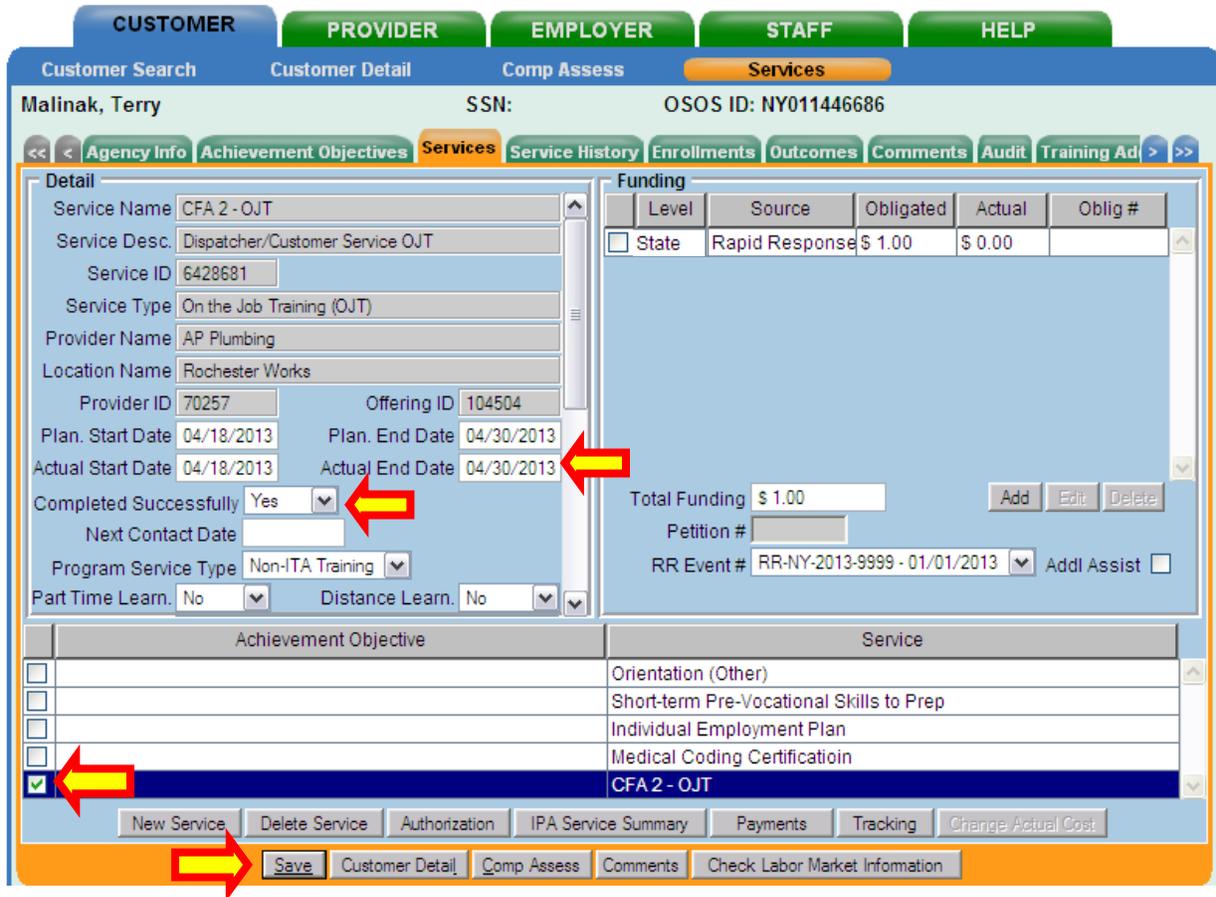
Depending on the type of training, it might be necessary to complete the [Training Addl Info](#) and [Addl Outcomes](#) tabs. Refer to the OSOS guides for data entry requirements on these tabs.



Once the trainee starts work, the placement should be recorded in the **Work Hist.** tab of the customer's OSOS record. The **End Date** field should be left blank and the **Reason for Leaving** should indicate "Still employed". The work history should reflect the program requirements that the trainee is earning a minimum of \$10 per hour and is scheduled for a minimum of 35 hours per week.



When the service is completed, return to the services tab and click the checkbox next to the CFA 2 - OJT service to highlight it. Then, enter the **Actual End Date**, indicate **Completed** status and save the record.



CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

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

Malinak, Terry | SSN: | OSOS ID: NY011446686

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

Detail

Service Name: CFA 2 - OJT

Service Desc: Dispatcher/Customer Service OJT

Service ID: 6428681

Service Type: On the Job Training (OJT)

Provider Name: AP Plumbing

Location Name: Rochester Works

Provider ID: 70257 | Offering ID: 104504

Plan. Start Date: 04/18/2013 | Plan. End Date: 04/30/2013

Actual Start Date: 04/18/2013 | Actual End Date: 04/30/2013

Completed Successfully: Yes

Next Contact Date:

Program Service Type: Non-ITA Training

Part Time Learn.: No | Distance Learn.: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/> State	Rapid Response	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00

Petition #:

RR Event #: RR-NY-2013-9999 - 01/01/2013 | Addl Assist:

Achievement Objective	Service
<input type="checkbox"/>	Orientation (Other)
<input type="checkbox"/>	Short-term Pre-Vocational Skills to Prep
<input type="checkbox"/>	Individual Employment Plan
<input type="checkbox"/>	Medical Coding Certification
<input checked="" type="checkbox"/>	CFA 2 - OJT

New Service | Delete Service | Authorization | IPA Service Summary | Payments | Tracking | Change Actual Cost

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



RESOURCES AND ASSISTANCE

Consolidated Funding Application

<https://apps.cio.ny.gov/apps/cfa/>

NYSDOL CFA Request for Proposal (RFP)

<http://www.labor.ny.gov/cfa/index.shtm>

NYSDOL CFA RFP Attachment 2: On-the-Job Training

<http://www.labor.ny.gov/CFA/wsu-new-hire-ojt.pdf>

For program related concerns, please contact:

Ruth Pillittere

(518) 485-6193

Ruth.Pillittere@labor.ny.gov

TA 11-12: Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Adjustment Assistance/Trade and Globalization Adjustment Assistance Programs

<http://www.labor.ny.gov/workforcenypartners/ta/TA11-12.pdf>

TA 08-4.1: Effective Use of Initial Assessment in the Workforce Investment One-Stop System

<http://www.labor.ny.gov/workforcenypartners/ta/TA08-4-1.pdf>

TA 09-17: Individual Employment Plans/Training Plans for WIA Participants in Training

<http://www.labor.ny.gov/workforcenypartners/ta/TA09-17.pdf>

Training Add'l Info Tab OSOS Guide

<http://labor.ny.gov/workforcenypartners/osos/TrainingAddlInfoTabQuickGuide.pdf>

Add'l Outcomes Tab OSOS Guide

<http://labor.ny.gov/workforcenypartners/osos/AddlOutcomesCustomTabQuickGuide.pdf>

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