

Trade Adjustment Assistance OSOS Guide



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PURPOSE

The Trade Adjustment Assistance (TAA) Program is a federal program that provides a path for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed. TAA provides assistance such as job search, relocation assistance, retraining, income support, etc. to workers who have become unemployed because of imports. The Trade Adjustment Assistance Reauthorization Act (TAARA) is retroactive to January 1, 2014 and expands group eligibility requirements; individual benefits and available services. TAARA is effective until June 30, 2021. Consult the TAA Program guide for detailed information regarding Trade Act programs located on the [Programs and Tools web page](#).

A [petition](#) must be filed with the US Department of Labor by or on behalf of a group of workers who have lost or may lose their jobs or experienced a reduction in wages as a result of foreign trade. After the Department of Labor investigates the facts behind the petition, it applies statutory criteria to determine whether foreign trade was an important cause of the threatened or actual job loss or wage reduction. If the Department grants the petition to certify the worker group, individual workers in the group may apply to their State Workforce Agency for TAA benefits and services. TAARA applies to all petitions filed during that period, which are designated with a series of numbers from TA-W-85,000 through TA-W-89,999.

OSOS is a case management system designed to describe a process in which services are provided to jobseeker and employer customers. The TAA process in OSOS begins with outreach to the customer through letters or telephone calls and possibly a rapid response event and must detail a story that includes assessment and a specific plan of action to achieve measurable goals.

Case management may start with outreach or a Rapid Response event. Regardless, how the customer service is facilitated, an initial assessment should be immediately provided and a determination regarding the initial assessment outcome (Career Development Services or Job Ready Services) data entered into OSOS to comply with NYS policy and Customer Service Indicators.

Counseling is strongly recommended with Trade Act customers. When discussing training opportunities and career development resulting in the issuance of an initial training waiver, a Counseling or Career Guidance service should be recorded. Definitions for these services are available in the [JobZone, NYESS/OSOS, & REOS Resources and Guides](#) web page.

An Individual Employment Plan (IEP) is required for any record with a training service.



Once the customer no longer requires service, the OSOS record should be reviewed to ensure that all services are closed, all outcomes have been data entered, and follow up is complete.

OSOS DATA ENTRY

CUSTOMER OUTREACH

The **UID Special Programs Trade Readjustment Allowance Unit (SPU)** mails the **Request for Determination of Entitlement to TAA/TRA/RTAA (TA 720)** to potentially eligible Trade Act customers initiating the outreach process.

Each week, DEWS emails a **TAA TA720 Report** listing potentially TAA eligible customers issued a TA 720 during that previous week to the regional Career Center TAA Coordinator for potential initial outreach.

Upon receipt of the **TAA TA720 Report**, the Career Center TAA Coordinator must contact and encourage each customer to complete this application form and mail it back to SPU.

The Career Center Coordinator must determine which of those customers are already interacting with the Career Center; have been assessed; have an employability plan; or may already be enrolled in training. Those not currently active with a viable employment plan must receive outreach from the career center to come in and plan the use of their Trade Act benefits. Those who will need training and income support, must be offered assistance towards having an approvable training plan to be enrolled in training or issued a waiver from training before the training enrollment deadline date.

	A	B	C	D	F	G	H	I	J	K	L	M	N	O	P
1	Coordinator	OSOS_ID	LAST_NAME	FIRST_NAME	ADDRESS	CITY	STATE	ZIP	COUNTY	Company_Name	PETITION	CERT_DATE	LDW	PACKET_APP_F	
2	Jean Wieland	NY014601536	Malinak	Mary	39 Michiga	Blue Point	NY	11706	Suffolk	The NPD Group	91185	1/10/2016	1/28/2016	4/18/2016	
3	Jean Wieland	NY014320943	Smith	Jonathan	36 Long St	Happauga	NY	11746	Suffolk	The NPD Group	91185	1/10/2016	5/26/2015	4/18/2016	
4	Jean Wieland	NY014384825	Kelly	Joan	151 Gerarc	Rocky Poir	NY	11980	Suffolk	The NPD Group	91185	1/10/2016	7/13/2015	4/18/2016	
5	Jean Wieland	NY014393302	Jones	Bridget	17 Evelyn I	Montauk P	NY	11725	Suffolk	The NPD Group	91185	1/10/2016	8/12/2015	4/18/2016	
6	Jean Wieland	NY014405323	Fish	Bonita	26 Midland	Commack	NY	11798	Suffolk	The NPD Group	91185	1/10/2016	8/6/2015	4/18/2016	
7	Jean Wieland	NY014414144	Case	Justin	15 Elderbe	Dix Hills	NY	11746	Suffolk	The NPD Group	91185	1/10/2016	9/4/2015	4/18/2016	
8	Jean Wieland	NY009040630	Furst	Yugo	31 West Si	Yaphank	NY	11701	Suffolk	The NPD Group	91185	1/10/2016	2/9/2015	4/18/2016	
9															

Once the TA 720 is returned and entitlement determined, SPU mails the **Determination of Eligibility for Trade Adjustment Assistance (TA 722)** to the customer indicating eligibility for TAA and TRA; listing TAA program benefits; and specifying and describing the importance of the training enrollment deadline.

Each week, DEWS emails a **TAA TA722 Report** listing TAA eligible customers issued a TA 722 during the previous week to the regional Career Center TAA Coordinator for potential outreach. The Career Center Coordinator must determine which of those customers are already interacting with the Career Center; have been assessed; have an employability plan; or may



already be enrolled in training. Those not currently active with a viable employment plan must receive outreach from the career center to come in and plan the use of their Trade Act benefits. Those who will need training, must be offered assistance towards having an approvable training plan to be enrolled in training or issued a waiver from training before the training enrollment deadline date.

Staff are required to data enter an **Activity** (L1 service) and a **Comment** into the customer's OSOS record describing the outreach performed with regards towards the TA 720 and any TA 722 outreach.

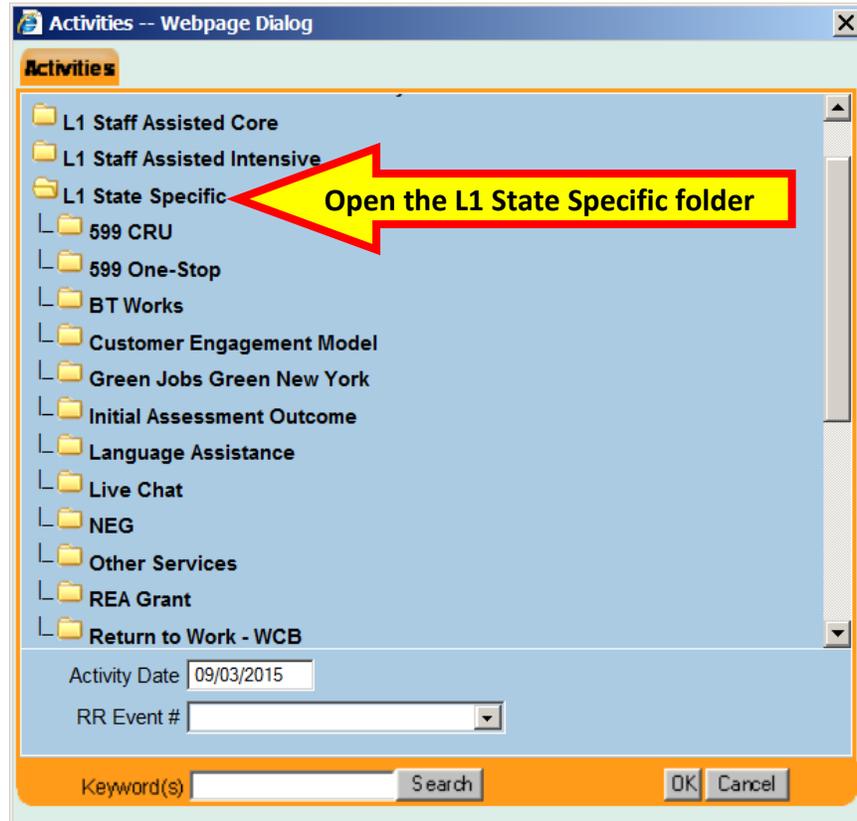
Ideally, the potential TAA customer will now get four contacts spaced apart:

1. the TA720 letter (Application for Trade Adjustment Assistance) mailed from the SPU;
2. the outreach contact letter/call from the career center to follow up with all customers on the TA720 Report (Initial Outreach);
3. the TA722 (Determination of Eligibility for Trade Adjustment Assistance) from the SPU, and
4. the outreach contact (letter or call) from the Career Center to those who were determined TAA/TRA/RTAA eligible.

Click the **Activity** button at the bottom of the customer's OSOS record to access the **Activities - - Webpage Dialog** screen.

Click the folder icon to open the **L1 State Specific** folder.

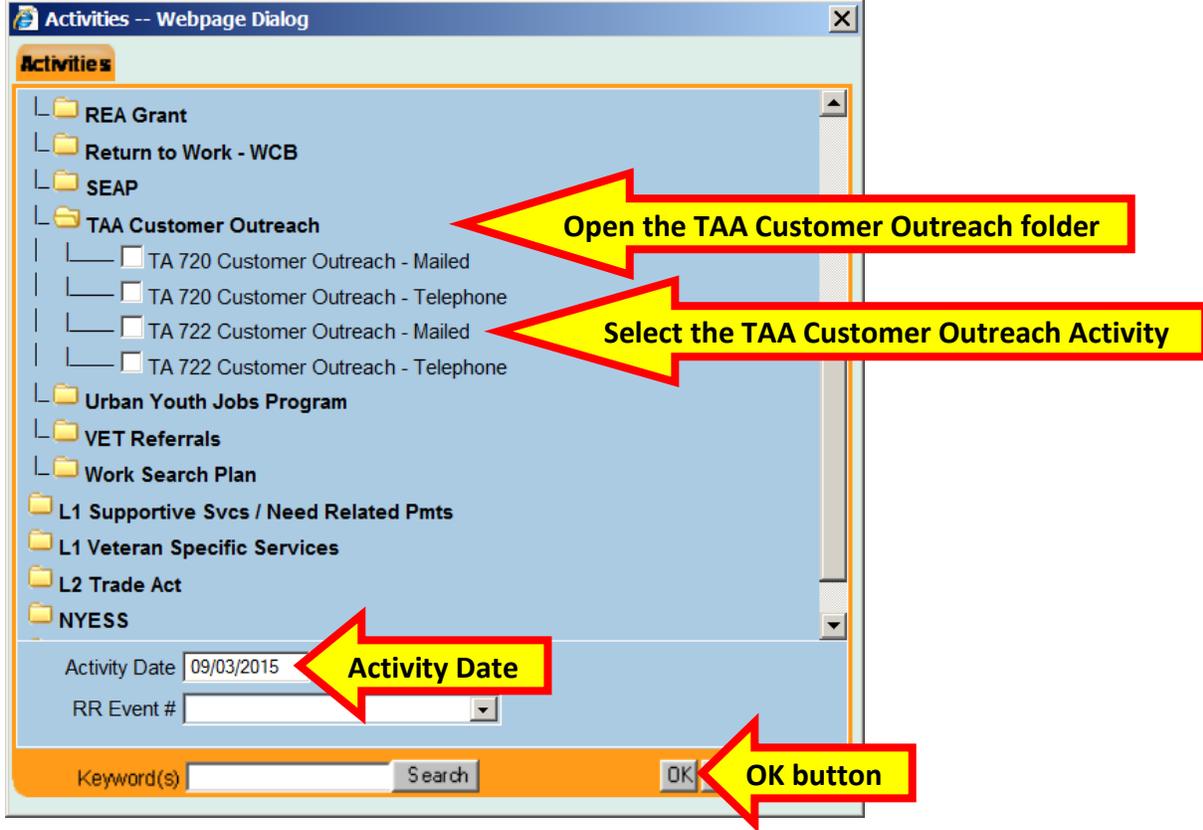




Click the **TAA Customer Outreach** folder to access the four activities.

Select the appropriate activity and change the **Activity Date**, if necessary.

Click the OK button to save the activity to the customer's record.



Activities -- Webpage Dialog

Activities

- └─ REA Grant
- └─ Return to Work - WCB
- └─ SEAP
- └─ TAA Customer Outreach
 - └─ TA 720 Customer Outreach - Mailed
 - └─ TA 720 Customer Outreach - Telephone
 - └─ TA 722 Customer Outreach - Mailed
 - └─ TA 722 Customer Outreach - Telephone
- └─ Urban Youth Jobs Program
- └─ VET Referrals
- └─ Work Search Plan
- └─ L1 Supportive Svcs / Need Related Pmts
- └─ L1 Veteran Specific Services
- └─ L2 Trade Act
- └─ NYESS

Activity Date: 09/03/2015

RR Event #:

Keyword(s): Search

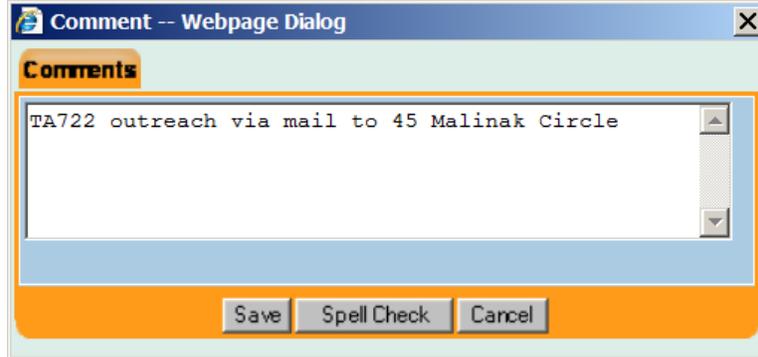


These activities will not create or extend an enrollment.

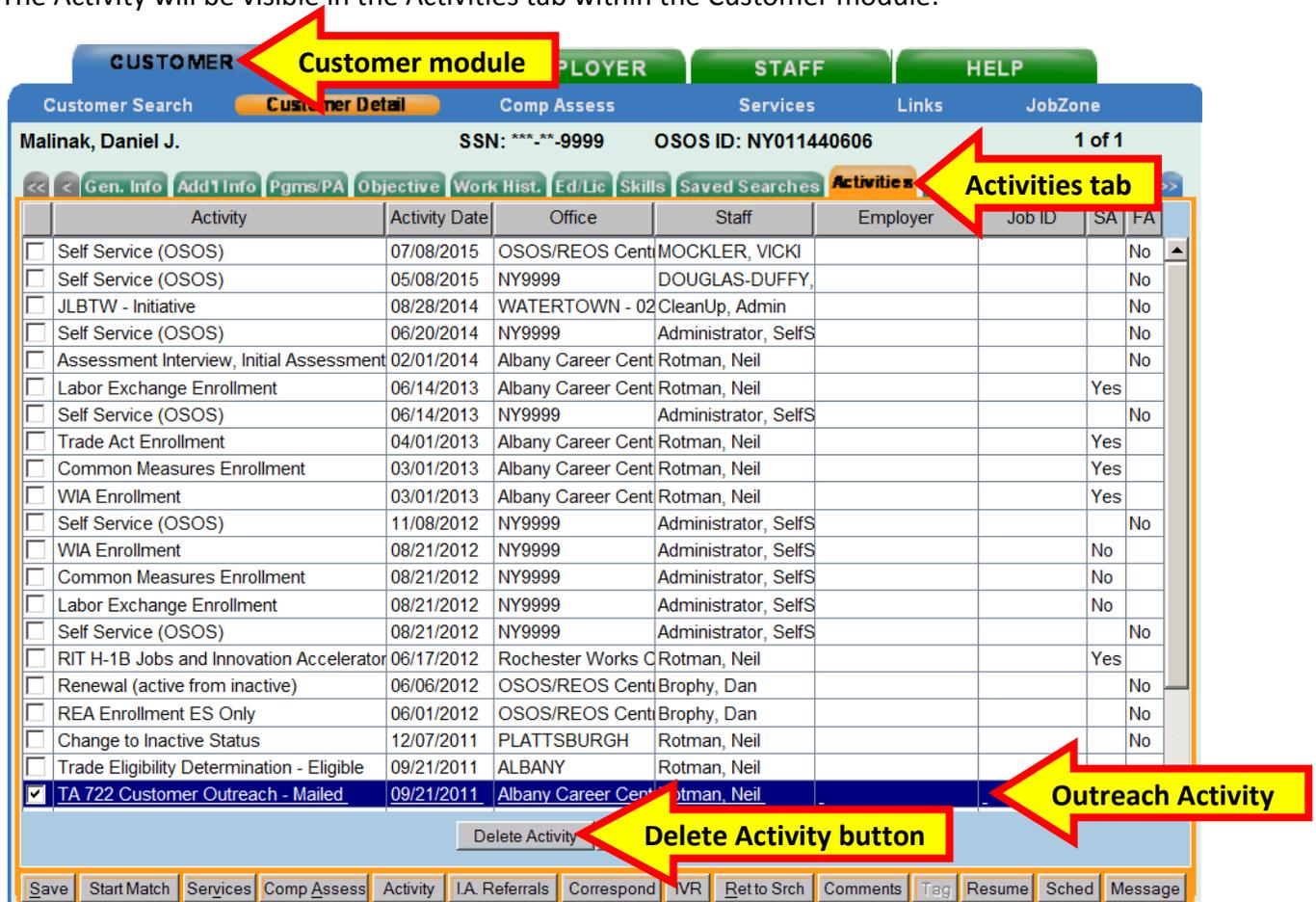
Ideally, the potential TAA customer will now get four contacts spaced apart:

1. the TA720 letter (Application for Trade Adjustment Assistance) mailed from the SPU;
2. the outreach contact letter or call from the career center to follow up with all customers on the TA720 Report (Initial Outreach);
3. the TA722 (Determination of Eligibility for Trade Adjustment Assistance) from SPU, and
4. the outreach contact letter or call from the career center to those who were determined TAA/TRA/RTAA eligible.

Enter a Comment referencing the street address or telephone number:



The Activity will be visible in the Activities tab within the Customer module:



Customer Search Customer Detail Comp Assess Services Links JobZone

Malinak, Daniel J. SSN: ***-**-9999 OSOS ID: NY011440606 1 of 1

Gen. Info Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches **Activities**

Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/> Self Service (OSOS)	07/08/2015	OSOS/REOS Cent	MOCKLER, VICKI				No
<input type="checkbox"/> Self Service (OSOS)	05/08/2015	NY9999	DOUGLAS-DUFFY,				No
<input type="checkbox"/> JLBTW - Initiative	08/28/2014	WATERTOWN - 02	CleanUp, Admin				No
<input type="checkbox"/> Self Service (OSOS)	06/20/2014	NY9999	Administrator, SelfS				No
<input type="checkbox"/> Assessment Interview, Initial Assessment	02/01/2014	Albany Career Cent	Rotman, Neil				No
<input type="checkbox"/> Labor Exchange Enrollment	06/14/2013	Albany Career Cent	Rotman, Neil			Yes	
<input type="checkbox"/> Self Service (OSOS)	06/14/2013	NY9999	Administrator, SelfS				No
<input type="checkbox"/> Trade Act Enrollment	04/01/2013	Albany Career Cent	Rotman, Neil			Yes	
<input type="checkbox"/> Common Measures Enrollment	03/01/2013	Albany Career Cent	Rotman, Neil			Yes	
<input type="checkbox"/> WIA Enrollment	03/01/2013	Albany Career Cent	Rotman, Neil			Yes	
<input type="checkbox"/> Self Service (OSOS)	11/08/2012	NY9999	Administrator, SelfS				No
<input type="checkbox"/> WIA Enrollment	08/21/2012	NY9999	Administrator, SelfS			No	
<input type="checkbox"/> Common Measures Enrollment	08/21/2012	NY9999	Administrator, SelfS			No	
<input type="checkbox"/> Labor Exchange Enrollment	08/21/2012	NY9999	Administrator, SelfS			No	
<input type="checkbox"/> Self Service (OSOS)	08/21/2012	NY9999	Administrator, SelfS				No
<input type="checkbox"/> RIT H-1B Jobs and Innovation Accelerator	06/17/2012	Rochester Works C	Rotman, Neil			Yes	
<input type="checkbox"/> Renewal (active from inactive)	06/06/2012	OSOS/REOS Cent	Brophy, Dan				No
<input type="checkbox"/> REA Enrollment ES Only	06/01/2012	OSOS/REOS Cent	Brophy, Dan				No
<input type="checkbox"/> Change to Inactive Status	12/07/2011	PLATTSBURGH	Rotman, Neil				No
<input type="checkbox"/> Trade Eligibility Determination - Eligible	09/21/2011	ALBANY	Rotman, Neil				No
<input checked="" type="checkbox"/> TA 722 Customer Outreach - Mailed	09/21/2011	Albany Career Cent	Rotman, Neil				

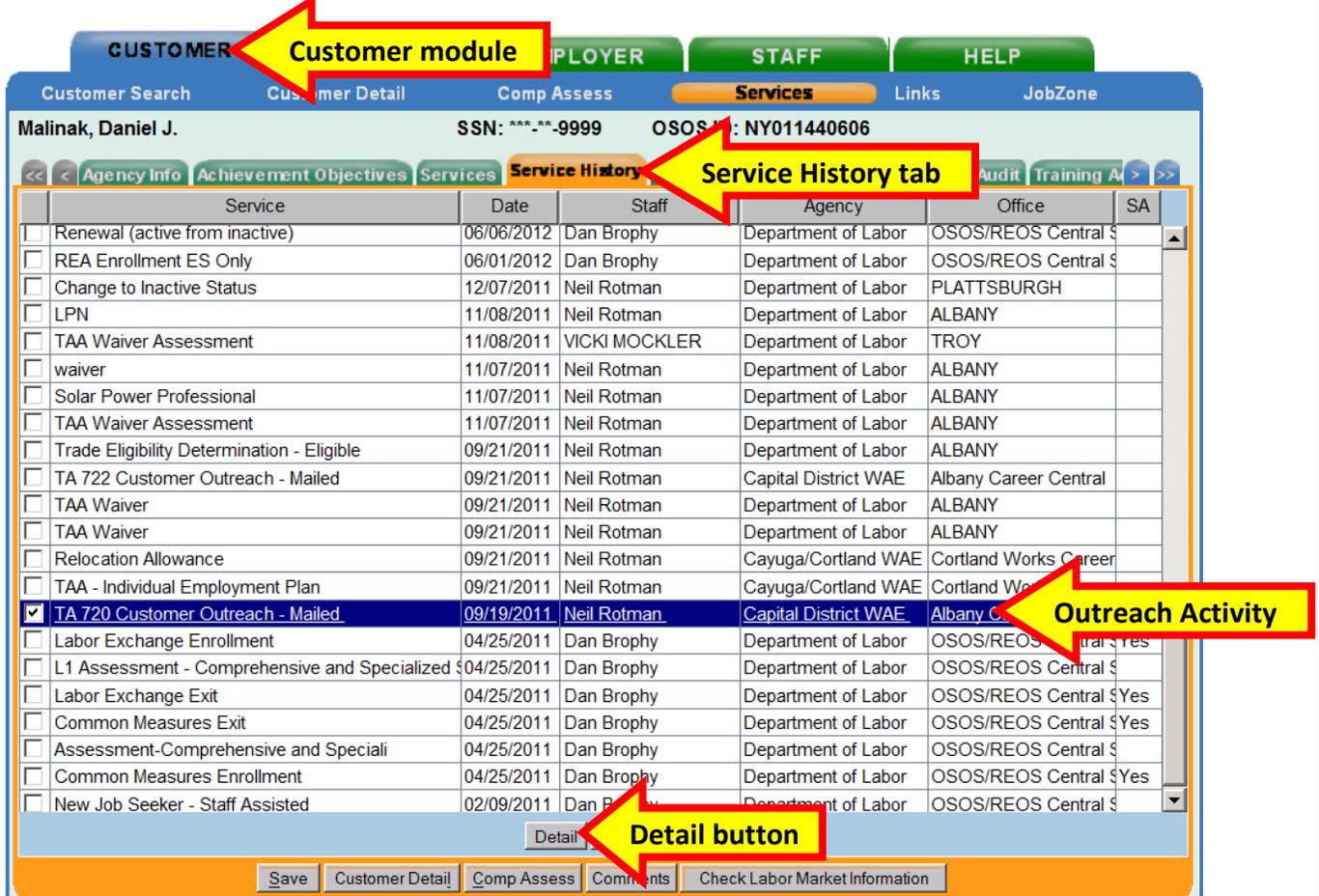
Delete Activity

Save Start Match Services Comp Assess Activity IA Referrals Correspond VR Ret to Srch Comments Tag Resume Sched Message

The activity may be deleted from this tab, if necessary, by selecting the activity and clicking the Delete Activity button.

Remember to click the Save button after deleting the activity.

The activity will also be visible within the Service History tab within the Services module:



Customer module

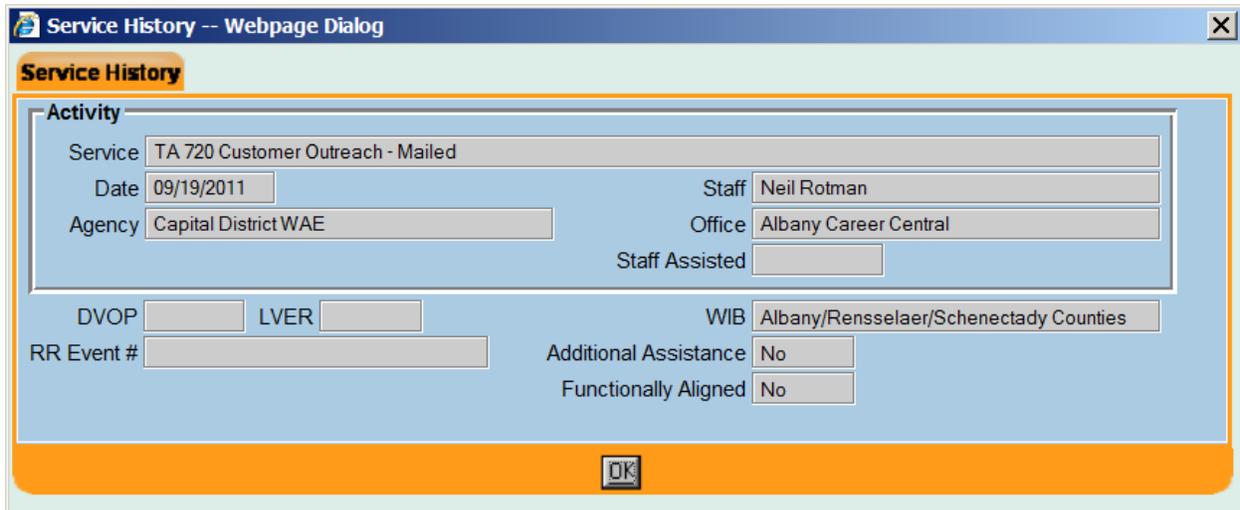
Service History tab

Service	Date	Staff	Agency	Office	SA
<input type="checkbox"/> Renewal (active from inactive)	06/06/2012	Dan Brophy	Department of Labor	OSOS/REOS Central S	
<input type="checkbox"/> REA Enrollment ES Only	06/01/2012	Dan Brophy	Department of Labor	OSOS/REOS Central S	
<input type="checkbox"/> Change to Inactive Status	12/07/2011	Neil Rotman	Department of Labor	PLATTSBURGH	
<input type="checkbox"/> LPN	11/08/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> TAA Waiver Assessment	11/08/2011	VICKI MOCKLER	Department of Labor	TROY	
<input type="checkbox"/> waiver	11/07/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> Solar Power Professional	11/07/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> TAA Waiver Assessment	11/07/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> Trade Eligibility Determination - Eligible	09/21/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> TA 722 Customer Outreach - Mailed	09/21/2011	Neil Rotman	Capital District WAE	Albany Career Central	
<input type="checkbox"/> TAA Waiver	09/21/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> TAA Waiver	09/21/2011	Neil Rotman	Department of Labor	ALBANY	
<input type="checkbox"/> Relocation Allowance	09/21/2011	Neil Rotman	Cayuga/Cortland WAE	Cortland Works Career	
<input type="checkbox"/> TAA - Individual Employment Plan	09/21/2011	Neil Rotman	Cayuga/Cortland WAE	Cortland Works Career	
<input checked="" type="checkbox"/> TA 720 Customer Outreach - Mailed	09/19/2011	Neil Rotman	Capital District WAE	Albany Career Central	
<input type="checkbox"/> Labor Exchange Enrollment	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> L1 Assessment - Comprehensive and Specialized	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> Labor Exchange Exit	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> Common Measures Exit	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> Assessment-Comprehensive and Speciali	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> Common Measures Enrollment	04/25/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes
<input type="checkbox"/> New Job Seeker - Staff Assisted	02/09/2011	Dan Brophy	Department of Labor	OSOS/REOS Central S	Yes

Outreach Activity

Detail button

The details of this activity may be viewed from this tab, if desired, by selecting the activity and clicking the Detail button.



Service History -- Webpage Dialog

Service History

Activity

Service: TA 720 Customer Outreach - Mailed

Date: 09/19/2011

Staff: Neil Rotman

Agency: Capital District WAE

Office: Albany Career Central

Staff Assisted: []

DVOP: [] LVER: []

WIB: Albany/Rensselaer/Schenectady Counties

RR Event #: []

Additional Assistance: No

Functionally Aligned: No

OK

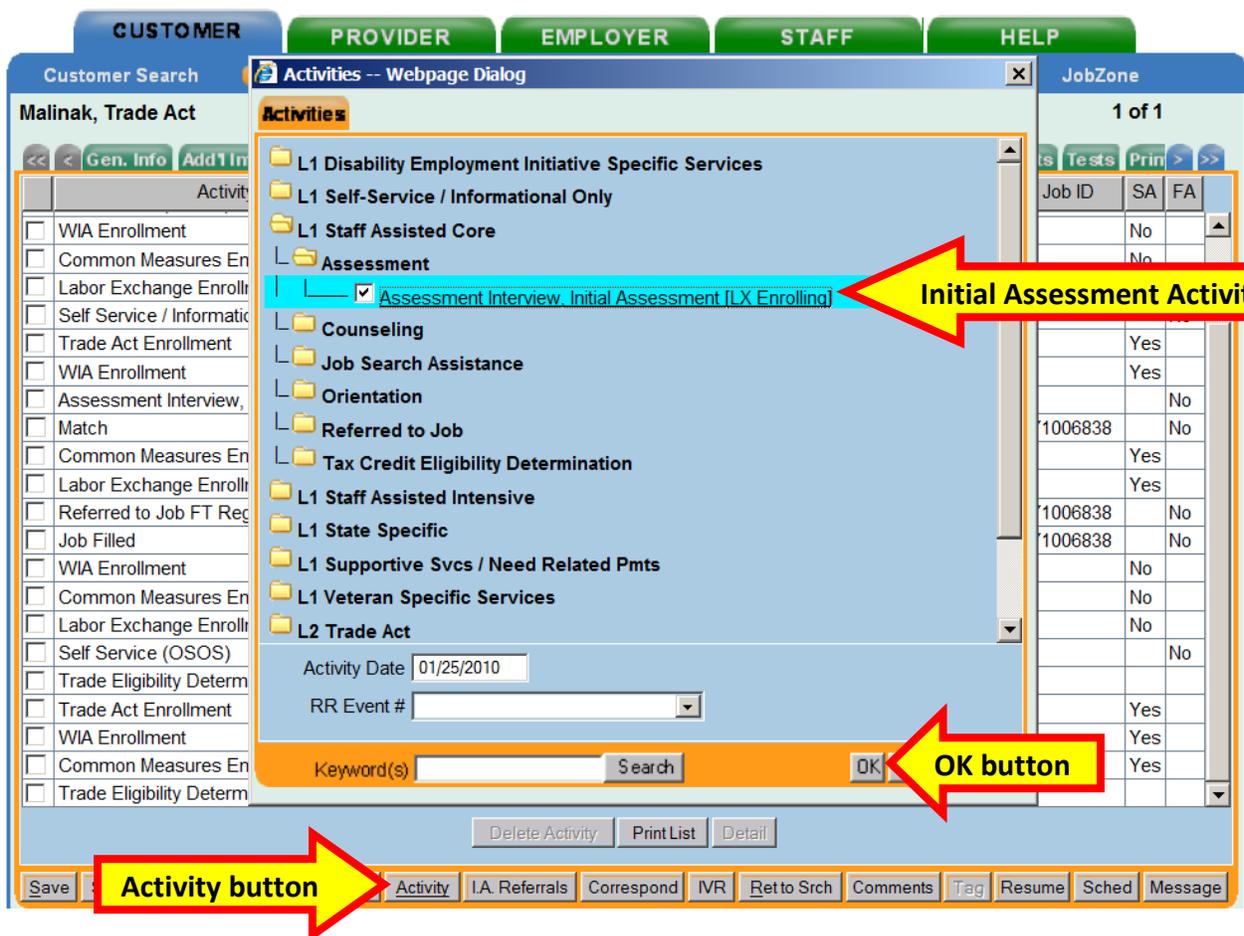
INITIAL ASSESSMENT

Upon initial contact with any customer connected to an existing record, all the information should be reviewed and updated as necessary. A complete OSOS record should be created for a new customer. The customer's job readiness skills should be addressed to develop a preliminary determination of the customer's needs and what services exist to meet those needs. This process is known as the initial assessment and procedure is detailed in TA 08-4.2. All subsequent services should be driven by staff's assessment of the customer's needs at that point in time.

An activity, also known as an L1 service, should be recorded for the initial assessment. This activity will create a WIOA, Common Measures and Labor Exchange (LEX) enrollment and will extend an existing Trade Act enrollment. It will not create a Trade Act enrollment by itself.

Click the Activity button at the bottom of the page to access the **Activities - -Webpage Dialog** screen. Select the **Assessment Interview, Initial Assessment** activity.

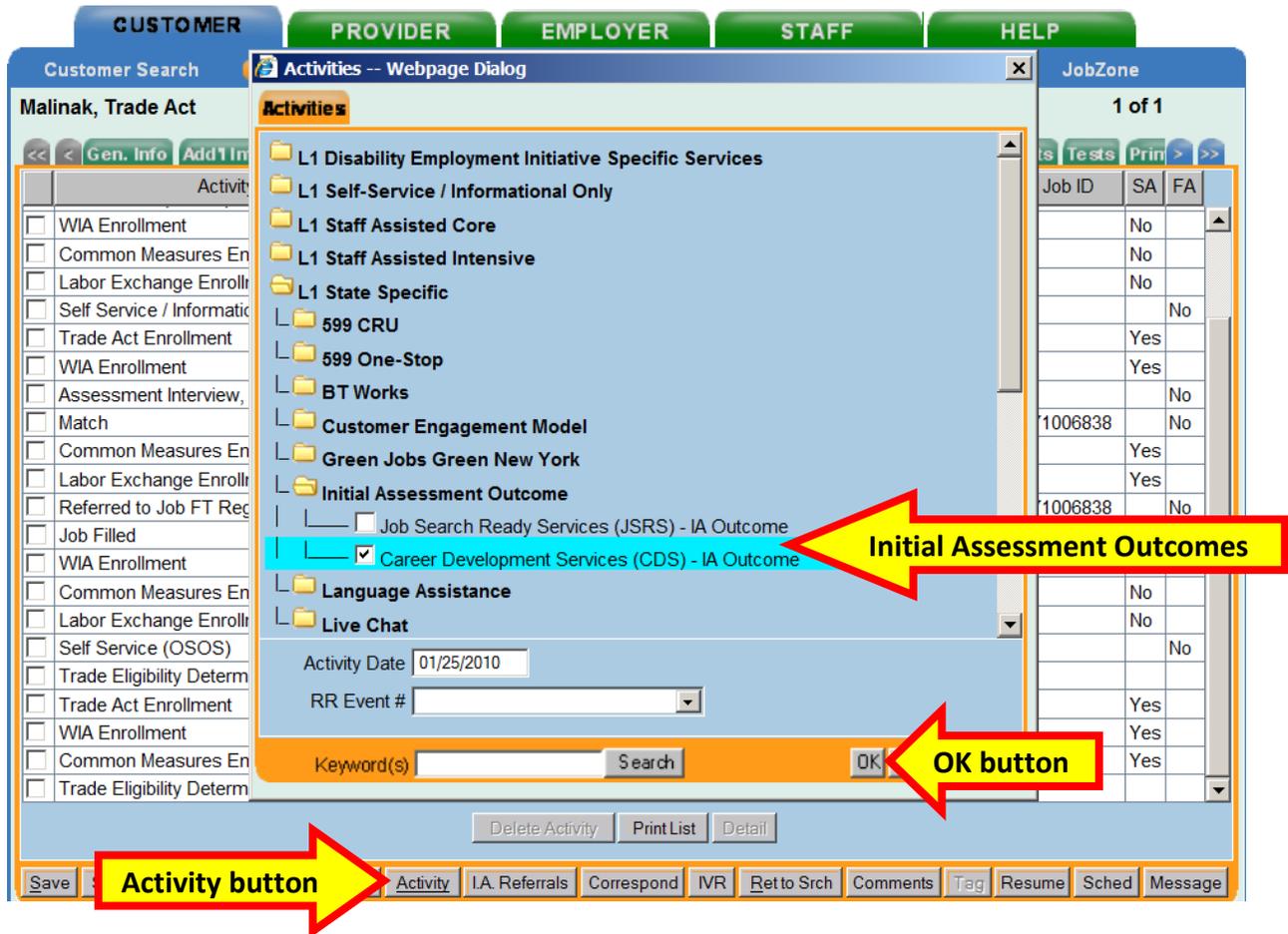
Click the **OK** button. This will save the activity to the customer's OSOS record.



The screenshot displays the OSOS web application interface. At the top, there are navigation tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The main window is titled 'Activities -- Webpage Dialog' and is divided into several sections:

- Customer Search:** Shows 'Malinak, Trade Act' with tabs for 'Gen. Info' and 'Add'l Info'.
- Activities List:** A list of activities with checkboxes, including 'WIA Enrollment', 'Common Measures En', 'Labor Exchange Enroll', 'Self Service / Informatic', 'Trade Act Enrollment', 'WIA Enrollment', 'Assessment Interview,', 'Match', 'Common Measures En', 'Labor Exchange Enroll', 'Referred to Job FT Reg', 'Job Filled', 'WIA Enrollment', 'Common Measures En', 'Labor Exchange Enroll', 'Self Service (OSOS)', 'Trade Eligibility Determ', 'Trade Act Enrollment', 'WIA Enrollment', 'Common Measures En', and 'Trade Eligibility Determ'.
- Activity Selection:** A tree view of activity categories. The 'Assessment' folder is expanded, and 'Assessment Interview, Initial Assessment (LX Enrolling)' is selected and highlighted in blue. A red arrow points to this selection with the label 'Initial Assessment Activity'.
- Form Fields:** Below the selection, there are fields for 'Activity Date' (01/25/2010), 'RR Event #', and a 'Keyword(s)' search field with a 'Search' button and an 'OK' button. A red arrow points to the 'OK' button with the label 'OK button'.
- JobZone Table:** A table on the right showing job zones. The table has columns for 'Job ID', 'SA', and 'FA'. The first row shows '1006838' with 'No' for both SA and FA. The second row shows '1006838' with 'Yes' for SA and 'No' for FA. The third row shows '1006838' with 'Yes' for SA and 'No' for FA. The fourth row shows '1006838' with 'No' for both SA and FA. The fifth row shows '1006838' with 'No' for both SA and FA. The sixth row shows '1006838' with 'Yes' for SA and 'No' for FA. The seventh row shows '1006838' with 'Yes' for SA and 'Yes' for FA. The eighth row shows '1006838' with 'Yes' for SA and 'Yes' for FA.
- Bottom Navigation:** A row of buttons including 'Save', 'Activity', 'IA Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Tag', 'Resume', 'Sched', and 'Message'. A red arrow points to the 'Activity' button with the label 'Activity button'.

The initial assessment is intended to quickly decide which level of services a customer needs: Job Search Ready Services (JSRS) or Career Development Services (CDS). This assessment must be made on the same day the customer receives his or her first staff-assisted service, with the exception of a Rapid Response Orientation or a job referral.



The screenshot displays the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The main window is titled 'Activities -- Webpage Dialog'. On the left, there is a 'Customer Search' section for 'Malinak, Trade Act' with a list of activities and checkboxes. The central pane shows a tree view of 'Activities' including folders like 'L1 Disability Employment Initiative Specific Services', 'L1 Self-Service / Informational Only', 'L1 Staff Assisted Core', 'L1 Staff Assisted Intensive', 'L1 State Specific', and sub-folders like '599 CRU', '599 One-Stop', 'BT Works', 'Customer Engagement Model', 'Green Jobs Green New York', 'Initial Assessment Outcome', 'Language Assistance', and 'Live Chat'. Under 'Initial Assessment Outcome', there are two options: 'Job Search Ready Services (JSRS) - IA Outcome' (unchecked) and 'Career Development Services (CDS) - IA Outcome' (checked). Below this, there are fields for 'Activity Date' (01/25/2010) and 'RR Event #'. At the bottom of the dialog, there is a 'Keyword(s)' search field and an 'OK' button. On the right side, there is a 'JobZone' section showing a table with columns 'Job ID', 'SA', and 'FA'. The table contains several rows of data, including Job IDs 1006838 and 1006838. At the bottom of the application, there is a toolbar with buttons: Save, Activity, IA Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message. Three red arrows with yellow text labels point to specific elements: 'Initial Assessment Outcomes' points to the 'Career Development Services (CDS) - IA Outcome' checkbox, 'OK button' points to the 'OK' button in the dialog, and 'Activity button' points to the 'Activity' button in the bottom toolbar.

More in depth services to determine the customer's job readiness may include career counseling or guidance.

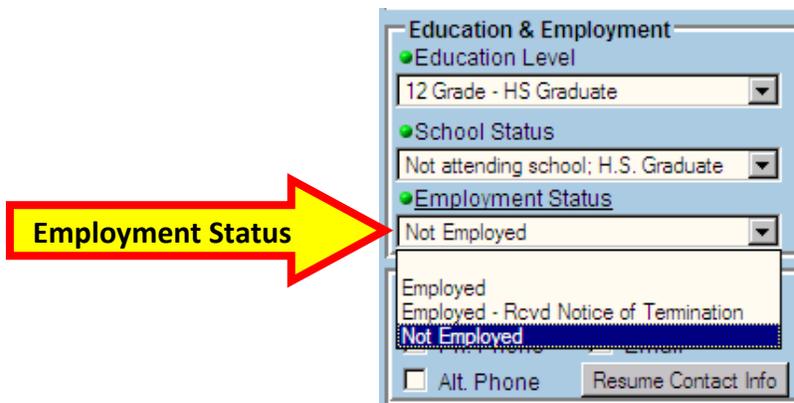
After the initial assessment, staff should continue to evaluate and update the customer's situation as necessary. Assessment should be considered an ongoing process which may change along with a customer's varying needs and decisions.



TAA related data entry requires prerequisites to the customer record.

EMPLOYMENT STATUS

Located in the **Gen. Info** tab under the **Customer Detail** window, the **Employment Status** must be accurately recorded at the time of participation for federal reporting purposes. If the customer is being enrolled at this time, the **Employment Status** will be used in the Entered Employment and Employment Retention performance measures. Generally, Trade Act customers will be listed as **Employed - Rcvd Notice of Termination** or **Not Employed**.



The screenshot shows a software interface for 'Education & Employment'. It contains three dropdown menus: 'Education Level' (12 Grade - HS Graduate), 'School Status' (Not attending school; H.S. Graduate), and 'Employment Status' (Not Employed). A yellow arrow with a red outline points to the 'Employment Status' dropdown. The dropdown menu is open, showing three options: 'Employed', 'Employed - Rcvd Notice of Termination', and 'Not Employed'. Below the dropdown are two buttons: 'Alt. Phone' and 'Resume Contact Info'.

ADDITIONAL INFORMATION TAB



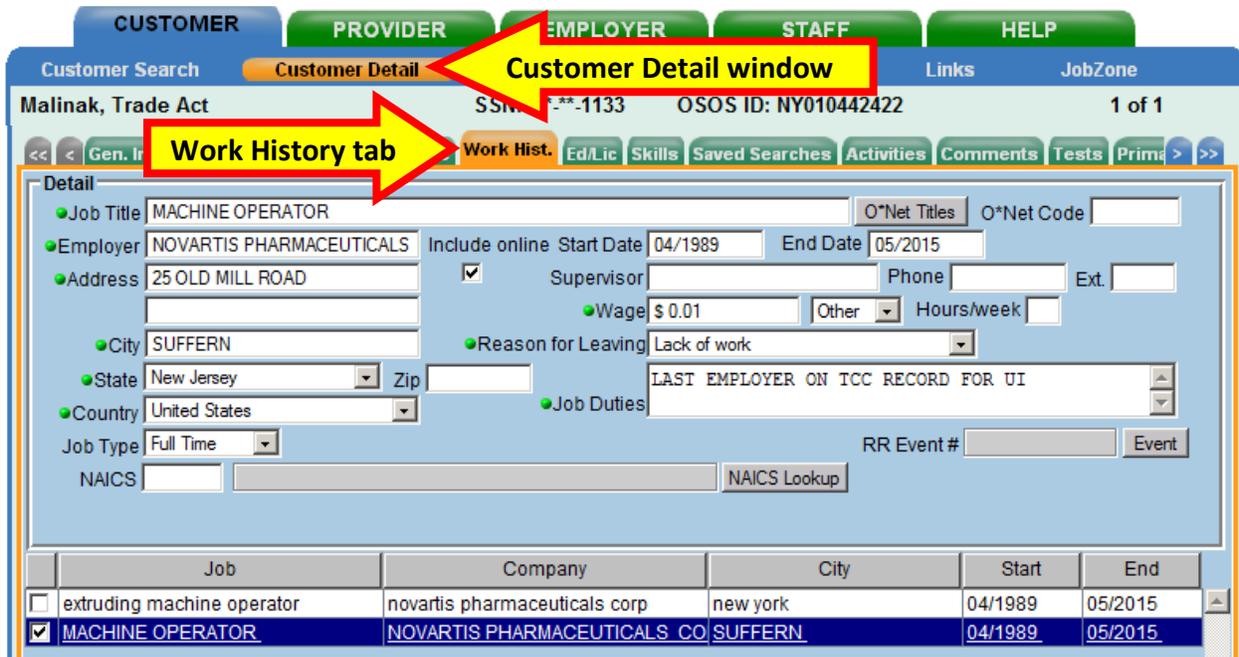
The screenshot shows a software interface for 'Selective Service'. It contains a checkbox labeled 'Selective Service?' which is checked. Below the checkbox is a text input field containing the number '756324162' and a button labeled 'Register/Lookup'.



Customers who have chosen not to comply with selective service registration requirements are not eligible for WIA funding and not able to be registered as Dislocated Workers.

WORK HISTORY

A rapid response event may result in the creation of a new customer record that includes the affected worker's work history, including a current job if the customer is still employed. The Telephone Claims Center (TCC) may create duplicate job listings in an existing customer record. Any duplicated job details must be combined into a single inclusive job history.



Customer Detail window

Customer: Malinak, Trade Act SSN: ***-1133 OSOS ID: NY010442422 1 of 1

Work History tab

Job Title: MACHINE OPERATOR O*Net Titles: O*Net Code:

Employer: NOVARTIS PHARMACEUTICALS Include online: Start Date: 04/1989 End Date: 05/2015

Address: 25 OLD MILL ROAD Supervisor: Phone: Ext:

City: SUFFERN Wage: \$ 0.01 Other: Hours/week:

State: New Jersey Reason for Leaving: Lack of work

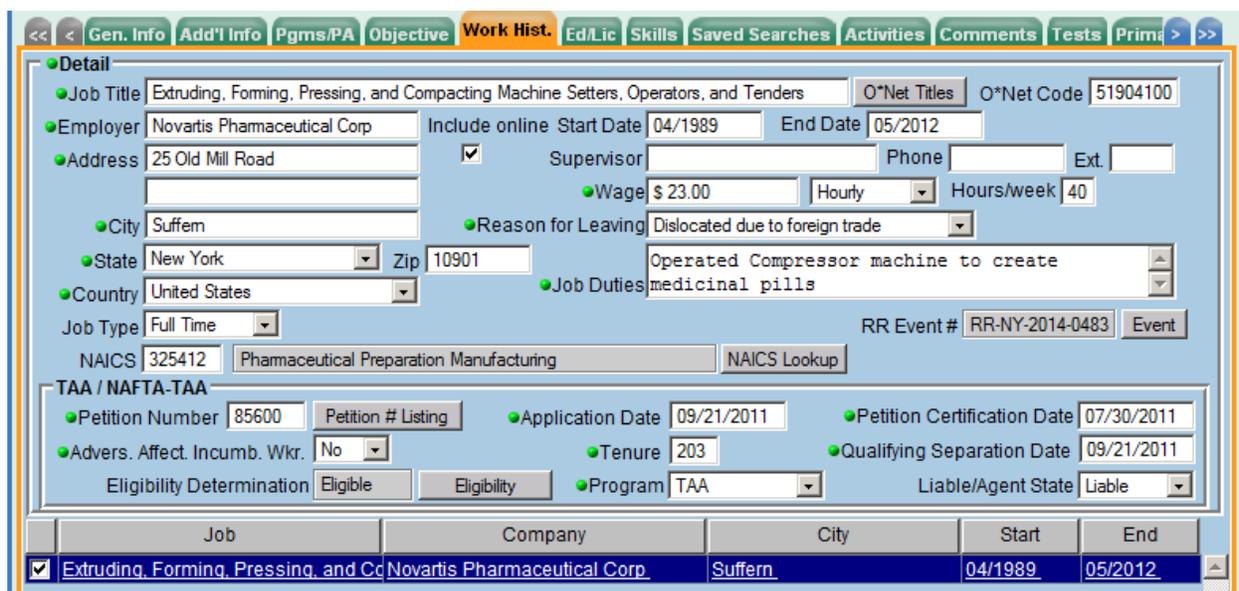
Country: United States Job Duties: LAST EMPLOYER ON TCC RECORD FOR UI

Job Type: Full Time RR Event #: Event:

NAICS: NAICS Lookup:

Job	Company	City	Start	End
<input type="checkbox"/> extruding machine operator	novartis pharmaceuticals corp	new york	04/1989	05/2015
<input checked="" type="checkbox"/> MACHINE OPERATOR	NOVARTIS PHARMACEUTICALS CO	SUFFERN	04/1989	05/2015

Correct and complete the work history to be retained. This may require adding the O*Net Code, address, wage, job duties and NAICS code.



Work History tab

Job Title: Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders O*Net Titles: O*Net Code: 51904100

Employer: Novartis Pharmaceutical Corp Include online: Start Date: 04/1989 End Date: 05/2012

Address: 25 Old Mill Road Supervisor: Phone: Ext:

City: Suffern Wage: \$ 23.00 Hourly: Hours/week: 40

State: New York Reason for Leaving: Dislocated due to foreign trade

Country: United States Job Duties: Operated Compressor machine to create medicinal pills

Job Type: Full Time RR Event #: RR-NY-2014-0483 Event:

NAICS: 325412 Pharmaceutical Preparation Manufacturing NAICS Lookup:

TAA / NAFTA-TAA

Petition Number: 85600 Petition # Listing: Application Date: 09/21/2011 Petition Certification Date: 07/30/2011

Advers. Affect. Incumb. Wkr.: No Tenure: 203 Qualifying Separation Date: 09/21/2011

Eligibility Determination: Eligible Eligibility: Program: TAA Liable/Agent State: Liable

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Extruding, Forming, Pressing, and C	Novartis Pharmaceutical Corp	Suffern	04/1989	05/2012

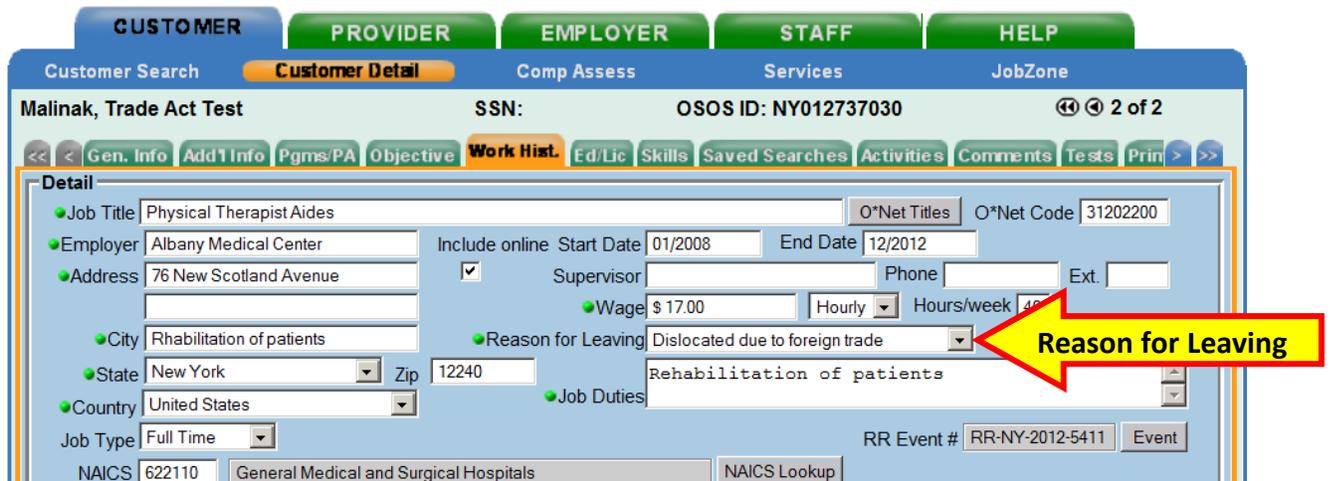
Whenever a rapid response event occurs, rapid response staff will create the event in OSOS and usually attach it to the work history. However, if the rapid response number is not already visible, then contact your local rapid response coordinator. If you have the appropriate number, then click the rapid response button.



Detail

- Job Title: Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders
- Employer: NOVARTIS PHARMACEUTICALS
- Address: 25 Old Mill Road
- City: Suffern
- State: New Jersey
- Country: United States
- Job Type: Full Time
- Reason for Leaving: Dislocated due to foreign trade
- Job Duties: operated compressor machine to create medicinal pills
- Rapid Response # (highlighted with yellow arrow)
- RR Event #: RR-NY-2014-0483

The **Reason for Leaving** the trade affected job must state **Dislocated due to foreign trade**.



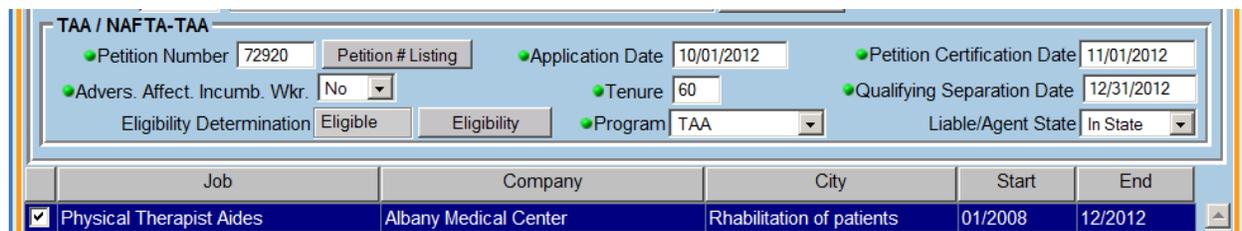
Customer Search | Customer Detail | Comp Assess | Services | JobZone

Malinak, Trade Act Test | SSN: | OSOS ID: NY012737030 | 2 of 2

Detail

- Job Title: Physical Therapist Aides
- Employer: Albany Medical Center
- Address: 76 New Scotland Avenue
- City: Rehabilitation of patients
- State: New York
- Country: United States
- Job Type: Full Time
- Reason for Leaving: Dislocated due to foreign trade (highlighted with yellow arrow)
- Job Duties: Rehabilitation of patients
- RR Event #: RR-NY-2012-5411

When the **Reason for Leaving** is set to **Dislocated due to foreign trade**, additional fields are displayed in the **TAA / NAFTA-TAA** section requiring specific information. The data needs to be entered or verified as accurate.



TAA / NAFTA-TAA

- Petition Number: 72920
- Application Date: 10/01/2012
- Petition Certification Date: 11/01/2012
- Advers. Affect. Incumb. Wkr.: No
- Tenure: 60
- Qualifying Separation Date: 12/31/2012
- Eligibility Determination: Eligible
- Program: TAA
- Liabile/Agent State: In State

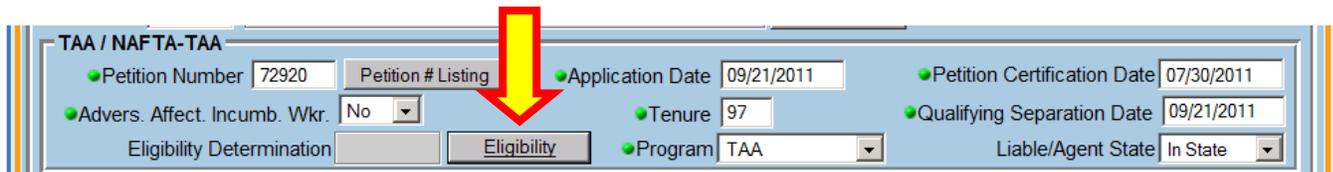
Job	Company	City	Start	End
<input checked="" type="checkbox"/>	Physical Therapist Aides	Albany Medical Center	Rhabilitation of patients	01/2008 - 12/2012



The additional fields include:

- **Petition Number** (includes a button with a hyperlink for petition search): This is the petition number for the trade certification. Do not include any alphabetic suffix. The petition number is used in the Services module to link the customer to the Trade Act enrollment.
 - Petitions numbered 40,000 through 69,999 and below were issued before 5/18/2009 and comply with the 2002 law.
 - Petitions numbered 70,000 through 79,999 comply with the 2009 TGAA law.
 - Petitions numbered 80,000 through 80,999 are for workers who begin receiving benefits or services on or before 12/20/2011 and the customer is offered a one-time option to comply with the 2002 or the 2011 TAAEA law. Most customers are expected to select service under the 2011 TAAEA law.
 - Petitions numbered 81,000 and above are issued after 10/21/2011 and comply with the 2011 TAAEA law.
 - Petitions numbered 85,000 and above are issued after January 1, 2014 and comply with the 2015 TAARA law.
- **Application Date**: This is the mailing date listed on the customer's TA722. If the customer has been determined by NYSDOL to be an **Adversely Affected Incumbent Worker**, the **Application Date** may be the mailing date on the customer's "*threatened status letter*". The **Application Date** must be a date that is before or equal to the **Eligibility Determination Date**.
- **Petition Certification Date**: This is the date on which USDOL approves a petition for trade program eligibility. (Available on TAA Outreach Report, distributed via email and at the USDOL website:
http://www.doleta.gov/tradeact/taa/taa_search_form.cfm)
- **Adversely Affected Incumbent Worker**: This is an employee that has received a letter of threatened status. This letter grants eligibility for (solely) the training benefit. The Career Center may provide service to an **Adversely Affected Incumbent Worker** that is receiving training while still employed. In this situation, the work history should leave the **End Date** field blank and state **Dislocated due to foreign trade** rather than **Still Employed** in the **Reason for Leaving** field. The **Qualifying Separation Date** will not become a required field until the employment has ended.
- **Tenure**: This is the total number of months that the customer was employed with the employer of record ending with the customer's **Qualifying Separation Date** or **Last Day Worked** on the customer's **TA722 Determination of Entitlement to Trade Adjustment Assistance**.

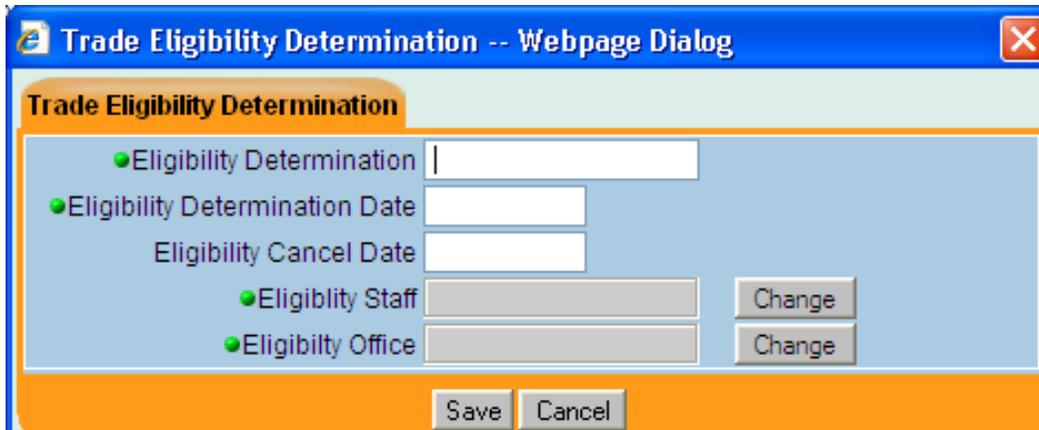
- **Qualifying Separation Date:** This is the date of separation from trade-impacted employment that qualifies the customer to receive benefits and/or services under the Trade Act (mm/dd/yyyy). It is the **Last Day Worked** on the customer's **TA722**.
- The **Eligibility Determination** field is accessed by clicking the **Eligibility** button.



TAA / NAFTA-TAA

Petition Number 72920 Petition # Listing Application Date 09/21/2011 Petition Certification Date 07/30/2011
 Advers. Affect. Incumb. Wkr. No Tenure 97 Qualifying Separation Date 09/21/2011
 Eligibility Determination Program TAA Liable/Agent State In State

- **Eligibility Determination:** This defaults to a blank space and should be changed to **Yes** or **No** when a determination is rendered indicating if the customer is, or is not eligible for TAA benefits.
- **Eligibility Determination Date:** This is the mailing date of the **TA 722** form that informed the customer of their eligibility for Trade Act services.
- The **Eligibility Cancel Date** is the date that the customer is no longer eligible for Trade Act funding. For example, if a customer misses their training enrollment deadline, fails to attend regularly scheduled training waiver reviews without justification, or secures suitable employment, then local staff will enter the **Eligibility Cancel Date**.



Trade Eligibility Determination -- Webpage Dialog

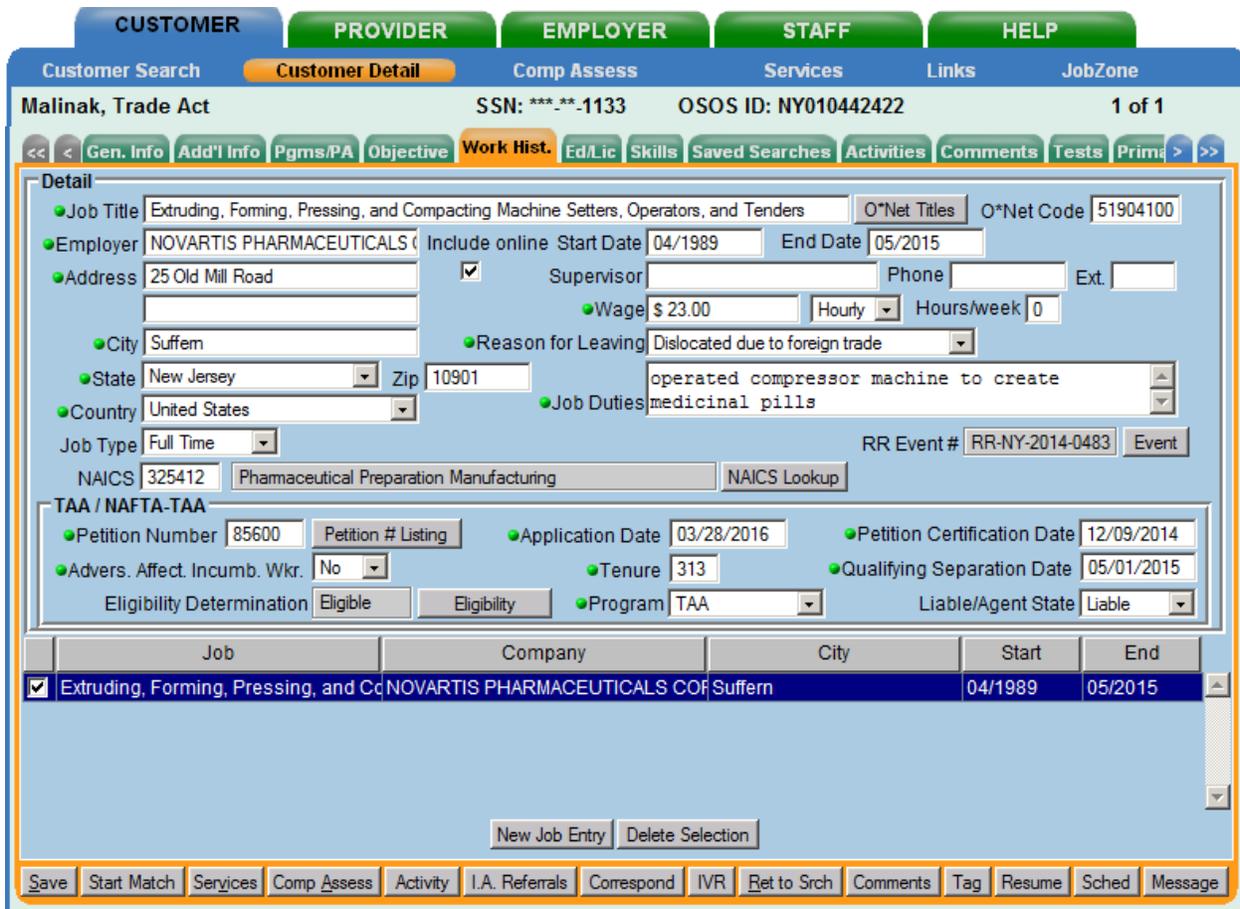
Trade Eligibility Determination

Eligibility Determination
 Eligibility Determination Date
 Eligibility Cancel Date
 Eligibility Staff
 Eligibility Office

- The **Eligibility Staff** and **Eligibility Office** will automatically populate, but may be changed by any user.
- **Program** (TAA, TGAA, TAAEA, or TAARA): This is the Trade Adjustment Assistance (TAA), Trade and Globalization Adjustment Assistance (TGAA), Trade Adjustment Assistance Extension Act (TAAEA) or Trade Adjustment Assistance Reauthorization Act of 2015 under which the customer is qualified to receive services and/or benefits based on the petition certification.

- **Liable/Agent State:** This field identifies the trade-related liable or agent state.
 - Select **In State** if the customer resides in New York State and New York is responsible for determining the customer's entitlement to TAA; paying the UI and TRA benefits; issuing waivers from training, and monitoring training.
 - Select **Liable** if the customer resides outside of New York State and New York is the entity responsible for determining the customer's entitlement to TAA; paying the UI and TRA benefits; issuing waivers from training, and monitoring training.
 - Select **Agent** if the customer resides within New York State and a state other than New York is the entity responsible for determining the customer's entitlement to TAA; paying the UI and TRA benefits; issuing waivers from training, and monitoring training.

The work history is now complete and there is only one for this particular job.



Customer Detail
 Malinak, Trade Act SSN: ***-**-1133 OSOS ID: NY010442422 1 of 1

Gen. Info Add'l Info Pgms/PA Objective **Work Hist.** Ed/Lic Skills Saved Searches Activities Comments Tests Prima

Detail

- Job Title: Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders O*Net Titles O*Net Code: 51904100
- Employer: NOVARTIS PHARMACEUTICALS (Include online Start Date: 04/1989 End Date: 05/2015
- Address: 25 Old Mill Road Supervisor: Phone: Ext:
- City: Suffern Wage: \$ 23.00 Hourly Hours/week: 0
- State: New Jersey Zip: 10901 Reason for Leaving: Dislocated due to foreign trade
- Country: United States Job Duties: operated compressor machine to create medicinal pills
- Job Type: Full Time RR Event #: RR-NY-2014-0483 Event
- NAICS: 325412 Pharmaceutical Preparation Manufacturing NAICS Lookup

TAA / NAFTA-TAA

- Petition Number: 85600 Petition # Listing Application Date: 03/28/2016 Petition Certification Date: 12/09/2014
- Advers. Affect. Incumb. Wkr.: No Tenure: 313 Qualifying Separation Date: 05/01/2015
- Eligibility Determination: Eligible Eligibility Program: TAA Liable/Agent State: Liable

Job	Company	City	Start	End
<input checked="" type="checkbox"/>	Extruding, Forming, Pressing, and Cc	NOVARTIS PHARMACEUTICALS COF	Suffern	04/1989 05/2015

New Job Entry Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message



Saving the eligibility determination will create a record in the Activities tab.

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

Malinak, Trade Act | SSN: ***.**-1133 | OSOS ID: NY010442422 | 1 of 1

Gen. Info | Add'l Info | Pgms/PA | Objective | Work Hist. | **Activities** | Comments | Tests | Prim

Activity	Activity Date	Office	Sta	Employer	Job ID	SA	FA
<input type="checkbox"/> TA 722 Customer Outreach - Mailed	09/21/2011	Albany Career Cen	Rotman, Neil				
<input checked="" type="checkbox"/> Trade Eligibility Determination - Eligibl	09/21/2011	Albany Career Cen	Rotman, Neil				
<input type="checkbox"/> TA 720 Customer Outreach - Mailed	09/19/2011	Albany Career Cen	Rotman, Neil				
<input type="checkbox"/> Trade Act Enrollment	07/30/2010	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> Common Measures Enrollment	02/21/2010	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> WIA Enrollment	02/21/2010	Albany Career Cen	Rotman, Neil			Yes	
<input type="checkbox"/> Trade Eligibility Determination - Eligibl	02/18/2010	Warren County Em	Rotman, Neil				

Delete Activity | Print List | Detail

Save | Start Match | Services | Comp Assess | Activity | I.A. Referrals | Correspond | IVR | Ret to Srch | Comments | Tag | Resume | Sched | Message

This is not a Trade Act enrollment. Enrollments after functional alignment will include the three below. Without attaching the petition number to an L2 service, the Trade Act enrollment will not have occurred yet.

Click the Show Eligibility Determination button to view the details of any determination.

CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

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

Malinak, Trade Act | SSN: | OSOS ID: NY011660744

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

Enrollment Info

Program Type: Common Measures

Enrollment Date: 10/08/2012 | Enrolled in Education

Enrolling Service Name:

Enrolling Service Type: Assessment Interview, Initial Assessment

Enrolling Admin: Rotman, Neil

Enrolling Office: Albany Career Central

Staff Assisted: Yes

Employment Status: Not Employed

Holds (0)

Exit Info

Exit Date:

Exit Reason:

3rd Qtr Exclusion:

Exit Admin:

Exit Office:

Transaction Date:

Transaction Admin:

Transaction Office:

<input type="checkbox"/> Common Measures	10/08/2012	Albany Career Central		Yes
<input type="checkbox"/> Labor Exchange	10/08/2012	Albany Career Central		Yes
<input type="checkbox"/> WIA	10/08/2012	Albany Career Central		Yes

Print List | **Show Eligibility button** | Show Elig. Detem.

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



This is the Trade Act Determination and not an enrollment.

You may check the eligibility date here in the Services window without having to navigate to the Work History tab in the Customer Detail window.

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

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

Malinak, Trade Act SSN: ***-**-1133 OSOS ID: NY010442422

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

Trade Eligibility Determination Info

Eligibility Determination: Eligible

Eligibility Determination Date: 02/18/2010

Eligibility Cancel Date:

Eligibility Staff: Rotman, Neil

Eligibility Office: Warren County Employment & Training

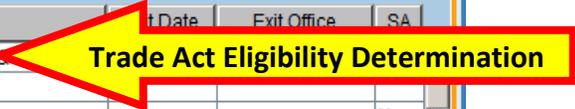
Petition Number:

Application Date:

	Program Type	Date	Office	Start Date	Exit Office	SA
<input type="checkbox"/>	Trade Eligibility Determination	02/18/2010	Warren County Employment			
<input type="checkbox"/>	Trade Eligibility Determination	09/21/2011	Albany Career Central			
<input type="checkbox"/>	WIA	02/01/2013	ALBANY			Yes
<input type="checkbox"/>	Common Measures	01/10/2013	NY9999			Yes
<input type="checkbox"/>	Labor Exchange	01/10/2013	NY9999			Yes

Print List Enrollment Re-Open History Edit Hide Elig Detem.

Save Customer Detail Comp Assess Comments Check Labor Market Information

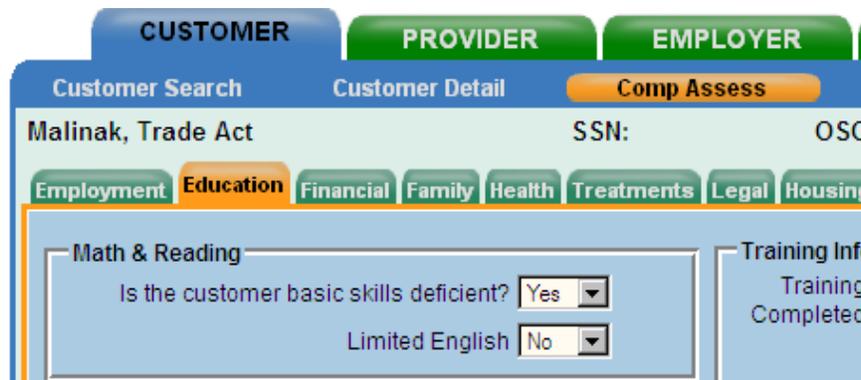


COMPREHENSIVE ASSESSMENT

Trade Act customers are usually co-enrolled with WIA and must therefore comply with the Data Element Validation (DEV) requirements per [TA 11-12](#) and [TA 10-3](#). Both enrollments will functionally align and exit at the same time.

It is necessary to complete data fields required for Dislocated Workers and staff must verify through self attestation:

LIMITED ENGLISH PROFICIENCY



CUSTOMER PROVIDER EMPLOYER

Customer Search Customer Detail **Comp Assess**

Malinak, Trade Act SSN: OSC

Employment **Education** Financial Family Health Treatments Legal Housing

Math & Reading

Is the customer basic skills deficient? Yes

Limited English No

Training Info
Training Completed

SINGLE PARENT



CUSTOMER PROVIDER

Customer Search Customer Detail

Malinak, Trade Act S

Employment Education Financial **Family** Health T

Personal Information

Marital Status

Victim of domestic violence? Yes No

Family Status

Members of H

Not a family member
Not reported
Other family member
Parent in one-parent family
Parent in two-parent family

Birth Dat

CREATING THE TRADE ACT ENROLLMENT

For customers eligible to receive WIA and TAA program funds, it is required that they be co-enrolled in the Dislocated Worker and Trade Act programs. The Trade Act enrollment is created when an L2 service is first associated with a petition number. In most situations, the petition number may be attached to the first L1 service that functionally aligns to an L2 service. This may be, but is not limited to a **Rapid Response, Comprehensive Assessment, or the Individual Employment Plan (IEP)** service that is provided *on or after* the **Trade Act Eligibility Date** listed in the work history tab.

First, identify the date of Trade Act eligibility listed in the work history tab. Then identify the first L2 service and funding listed on, or after that date. If the **Trade Act Eligibility Date** listed in the work history is the same or before the L2 service's **Actual Start Date**, then the funding should be linked to Dislocated Worker or Trade Act funds with the respective petition number. [Page 66](#) of this guide describes which services should be attached to Dislocated Worker funds and which should be attached to Trade Act funds.

Trade Act funds are not required to create the Trade Act enrollment. There is no need to split any L2 service between Dislocated Worker and Trade Act funds to create the Trade Act enrollment.



If attempting to link a service to the petition number with an Actual Start Date that is prior to the eligibility date noted in the work history, then the petition number data field will not be accessible. It will be necessary to select an L2 service that occurs after the eligibility date or navigate to the work history to enter or amend the eligibility determination and then re-enter the service with a starting date on or after the new eligibility date.

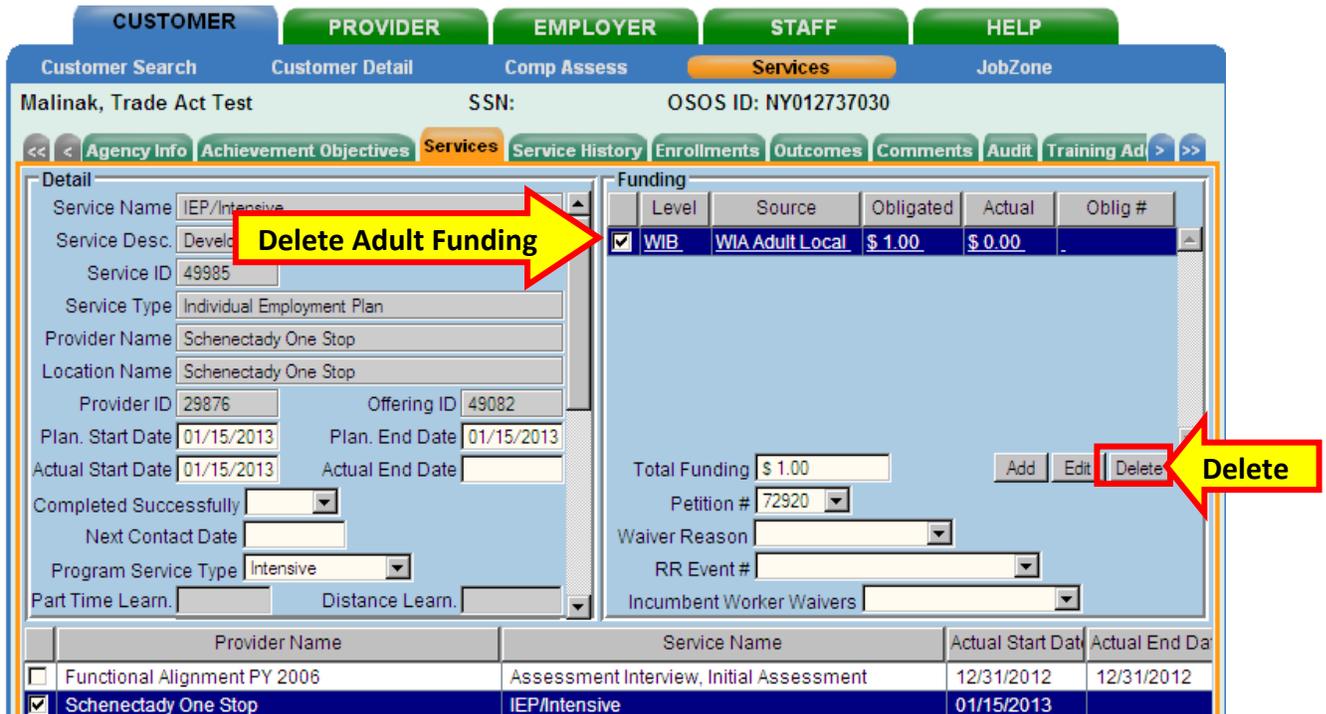
The petition Number data field will not activate for Staff Assisted Core Services such as a functionally aligned Initial Assessment.

All L2 services that are associated with the Trade Act must include the petition number and be attached to the appropriate funding.

Customers who are TAA eligible, but not DW eligible due to insufficient Selective Service status are eligible for Trade Act benefits, but not WIA benefits.

In these cases, co-enrollment with the DW program is not possible. However, there is nothing legally prohibiting the Career Center system from serving this customer under Wagner-Peyser and the Trade Act. Specifically, we must make sure that no co-enrollment with WIA DW occurs and that no WIA funds are tied to this customer.

If the funding for the first L2 intensive or training service, on or after the **Trade Act Eligibility Date**, is not eligible for TAA funds and is not listed as WIA Dislocated Worker funding, then change it to WIA Dislocated Worker. **Do not save the record until you add the appropriate funding and then delete the obsolete funding.**

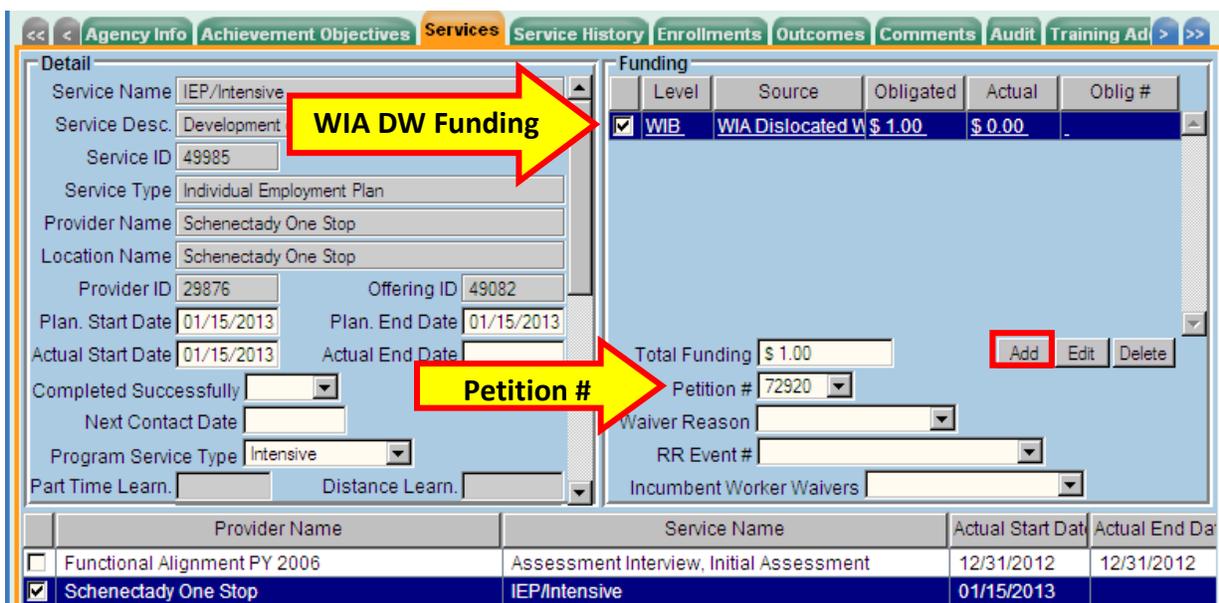


The screenshot shows the OSOS interface for a customer named Malinak, Trade Act Test. The 'Services' tab is active, displaying details for a service named 'IEP/Intensive'. A yellow arrow points to the 'Delete Adult Funding' button in the 'Funding' table. Another yellow arrow points to the 'Delete' button in the 'Total Funding' section.

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

Provider Name	Service Name	Actual Start Date	Actual End Date	
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessment	12/31/2012	12/31/2012
<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/15/2013	

Add the WIA Dislocated Worker funding and the petition number to that service to create a Trade Act enrollment. If not eligible for WIA funds, then use DW Statewide 15% funds.



The screenshot shows the OSOS interface for the same customer. The 'Funding' table now includes 'WIA Dislocated W' funding. A yellow arrow points to the 'WIA DW Funding' button, and another yellow arrow points to the 'Petition #' field.

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

Total Funding \$ 1.00

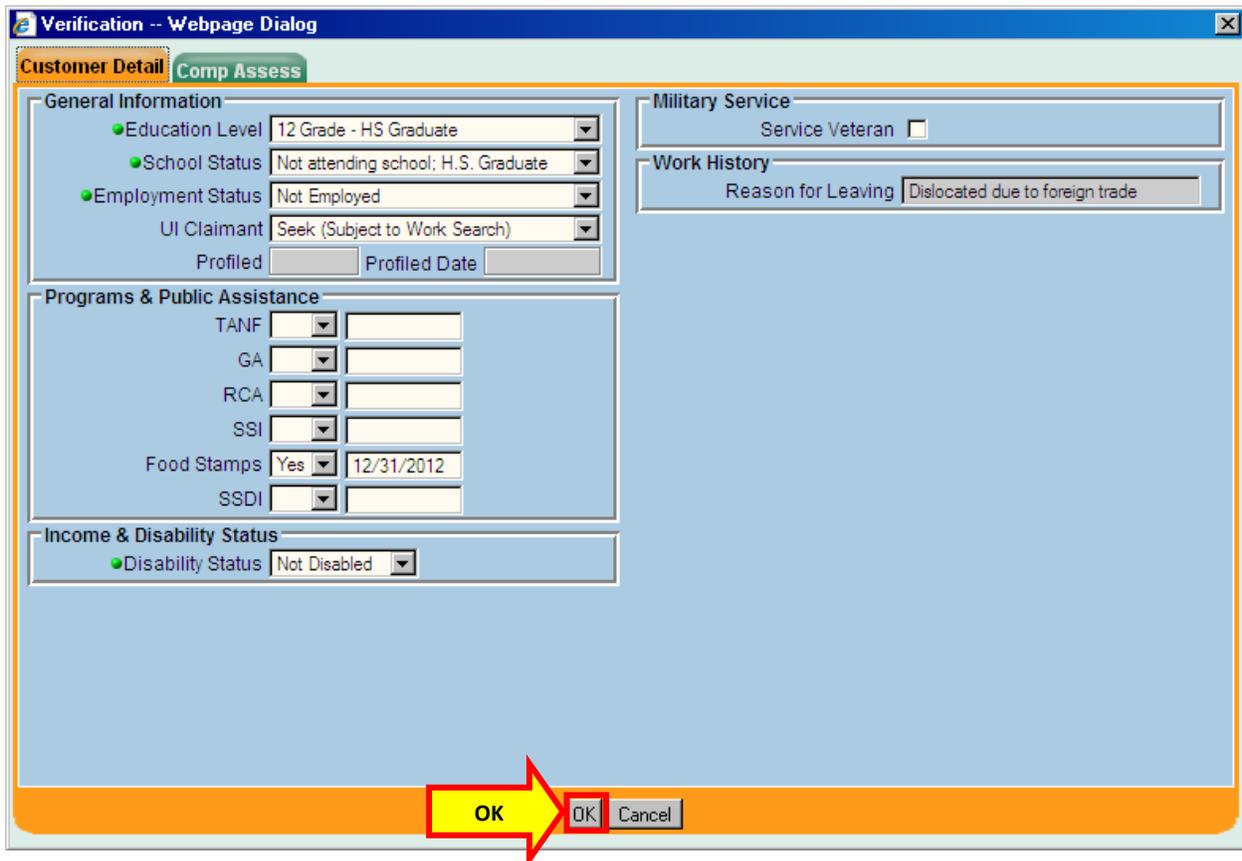
Petition # 72920

Provider Name	Service Name	Actual Start Date	Actual End Date	
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessment	12/31/2012	12/31/2012
<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/15/2013	

The **Verification Webpage Dialog** will pop up if the new Trade Act enrollment is created. This **Verification Webpage Dialog** page allows the user to review the relevant data in the customer record is accurate at the time of enrollment prior to saving. It will also signify a need to:

- Review Data Element Validation (DEV);
- Consider the need for an initial assessment; and
- Consider developing or revising an Individual Employment Plan (IEP).

If the pertinent information is not known, or if the accuracy of the data entry is suspect, then click the **Cancel** button. This will stop the creation of the WIA enrollment and prevent the funding from being saved. Staff may obtain the correct information from the customer or hard copy records and then repeat the process to add the funding. The verification process may be cancelled as many times as necessary until the information is accurate prior to saving.



The screenshot shows a software dialog box titled "Verification -- Webpage Dialog". It has two tabs: "Customer Detail" (selected) and "Comp Assess". The "Customer Detail" tab is divided into several sections:

- General Information:** Contains dropdown menus for Education Level (12 Grade - HS Graduate), School Status (Not attending school; H.S. Graduate), Employment Status (Not Employed), and UI Claimant (Seek (Subject to Work Search)). There are also input fields for "Profiled" and "Profiled Date".
- Military Service:** Includes a checkbox for "Service Veteran".
- Work History:** Includes a text field for "Reason for Leaving" with the value "Dislocated due to foreign trade".
- Programs & Public Assistance:** Contains dropdown menus and input fields for TANF, GA, RCA, SSI, and SSDI. The "Food Stamps" field is set to "Yes" with a date of "12/31/2012".
- Income & Disability Status:** Includes a dropdown menu for "Disability Status" set to "Not Disabled".

At the bottom of the dialog, there are three buttons: "OK", "OK", and "Cancel". A large yellow arrow with a red outline points to the first "OK" button.

Refresh the screen by clicking the **Customer Detail** button at the bottom of the screen and then the **Services** button.

	Provider Name	Service Name	Actual Start Date	Actual End Date
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessment	12/31/2012	12/31/2012
<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/15/2013	.

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

Save Customer Detail **Customer Detail button** Information

The Trade Act enrollment is now visible in the **Enrollments** tab.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

Malinak, Trade Act Test SSN: OSOS ID: NY012737030

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

Enrollment Info

Program Type: Trade Act

Enrollment Date: 01/15/2013 Enrolled in Education:

Enrolling Service Name: IEP/Intensive

Enrolling Service Type: Individual Employment Plan

Enrolling Admin: Rotman, Neil

Enrolling Office: Albany Career Central

Staff Assisted: Yes

Employment Status: Not Employed

Holds (0)

Exit Info

Exit Date:

Exit Reason:

3rd Qtr Exclusion:

Exit Admin:

Exit Office:

Co-Enroll Exit Date:

Transaction Date:

Transaction Admin:

Transaction Office:

<input checked="" type="checkbox"/>	Trade Act	01/15/2013			Yes
<input type="checkbox"/>	Common Measures	12/31/2012	Albany Career Central		Yes
<input type="checkbox"/>	Labor Exchange	12/31/2012	Albany Career Central		Yes
<input type="checkbox"/>	WIA	12/31/2012	Albany Career Central		Yes

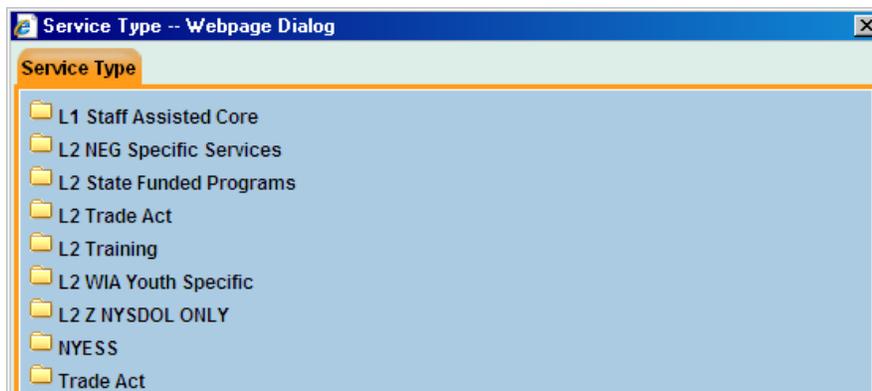
New Trade Act Enrollment

TRADE ACT SERVICES

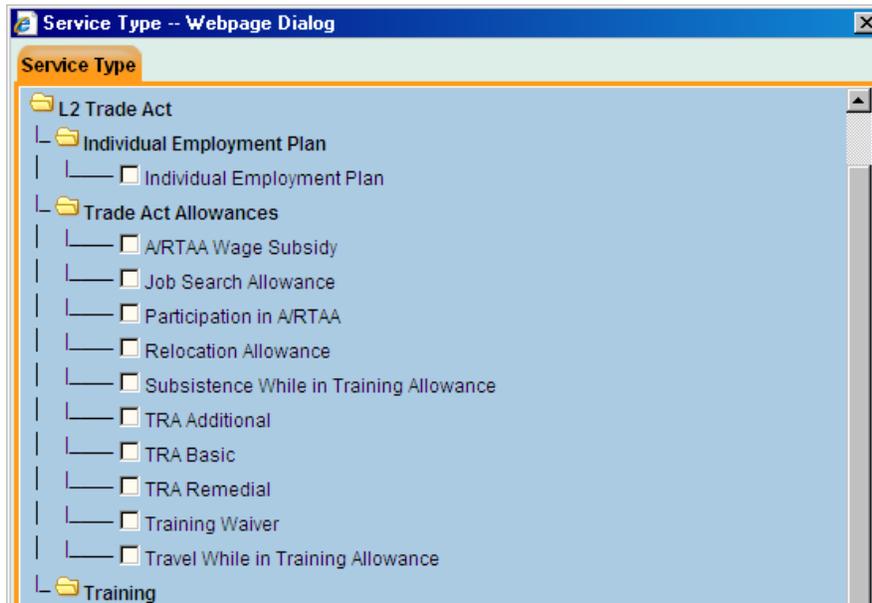
Follow all DEV requirements for Dislocated Workers as outlined in TA 11-12.

Customers receiving intensive services must have participated in an assessment and receive a recorded assessment determination (CDS or JSRS). In addition, customers receiving any training service must 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.

The **Service Type - - Webpage Dialog** folder displays as follows:



The individual services appear like this:



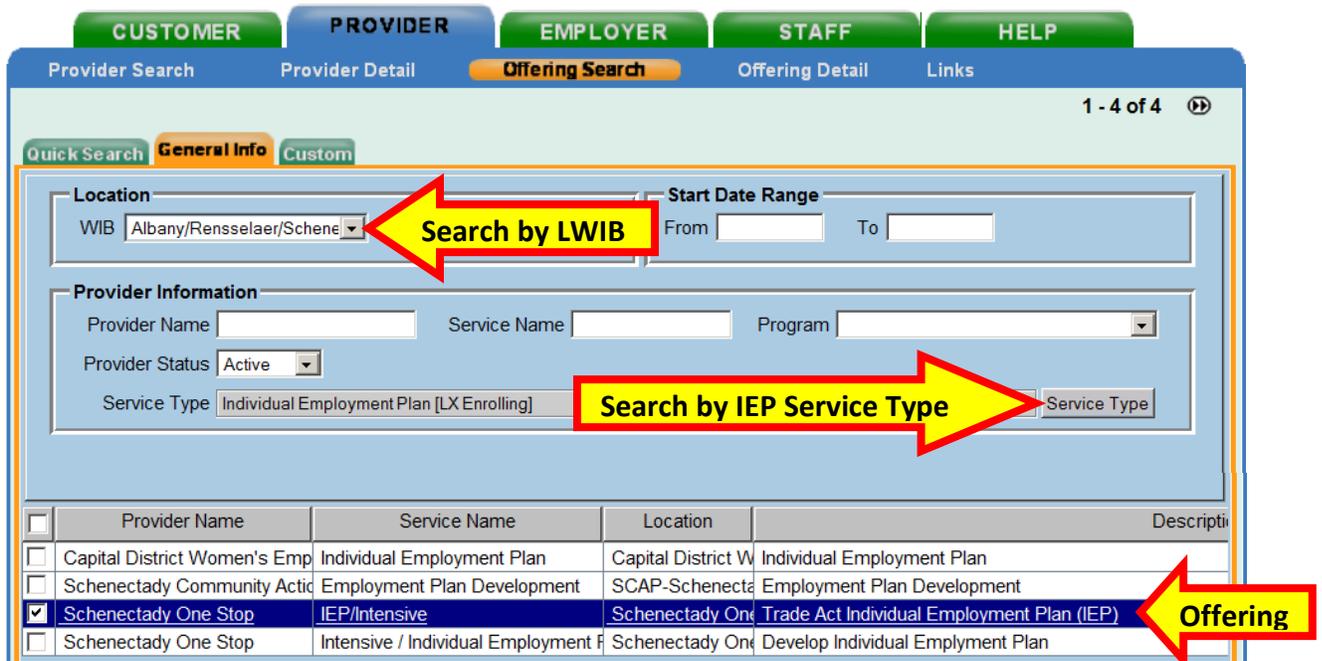
INDIVIDUAL EMPLOYMENT PLAN (IEP)

An Individual Employment Plan (IEP) is required before any Trade Act funded training service begins. USDOL requires that the Actual Start Date (ASD) for the IEP be prior to Actual Start Date for the training service.

The Trade Act IEP service must be created for each office from the L2 Trade Act folder.



Search by LWIB and the L2 Trade Act IEP Service Type. Select the appropriate IEP offering.



Click the Schedule button at the bottom of the screen.



OSOS will automatically navigate to the Services tab.

TRAINING

6 Criteria for approving training:

5. There is no suitable employment (work of an equal or higher skill level and with a wage of at least 80% of the worker's prior average weekly wage) available for the adversely affected worker.
6. The worker would benefit from appropriate training.
7. There is a reasonable expectation of employment following completion of such training.
8. Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources.
9. The worker is qualified to undertake and complete such training.
10. Such training is suitable for the worker and available at a reasonable cost.

A worker may only be approved for one training program per certification.



Complete the data fields in the Detail section to enter the service.

The Actual Start Date cannot be before the Eligibility Determination date listed in the Work History.

The IEP date must be before the Actual Start Date for training.

An IEP is an intensive service.

As soon as you enter an Actual Start date that occurs after the Eligibility Determination date, you will notice that the petition number becomes accessible.

Cannot be before the Eligibility Determination date

Intensive Service

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessm	01/24/2014	01/24/2014	Core Staff Assisted
<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/29/2014	-	Intensive
<input type="checkbox"/>	Hudson Valley Community College - W	Dental Assisting Program	02/21/2010	06/30/2010	Youth Services
<input type="checkbox"/>	Mohawk Valley Community College	Welding Certificate	05/04/2015		

Training start date

Save button

Click the Save button when the Detail section is completed and before completing any fields in the Funding section.



Enter a 1 into the Total Funding field and click the Add button. Select the appropriate funding.

Most customers will only have one petition number in the drop down menu, but it is possible that some customers with multiple layoffs may list more than one. Be careful to select the appropriate petition number. Attaching the petition number will create the Trade Act enrollment.

Attach the rapid response event number, if one exists.



Fund the IEP service with Dislocated Worker and not Trade Act dollars.

Then save the service.

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

Malinak, Trade Act SSN: ***.**-1133 OSOS ID: NY010442422

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

Detail

Service Name: IEP/Intensive
Service Desc: Trade Act Individual Employment Plan (IEP)
Service ID: 49985
Service Type: Individual Employment Plan
Provider Name: Schenectady One Stop
Location Name: Schenectady One Stop
Provider ID: 29876 Offering ID: 49082
Plan. Start Date: 01/29/2014 Actual End Date: /2014
Actual Start Date: 01/29/2014 Actual End Date: /2014
Completed Successfully: [dropdown]
Next Contact Date: [text]
Program Service Type: Intensive
Part Time Learn. [checkbox] Distance Learn. [checkbox]

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB	WIA Dislocated W	\$ 1.00	

Total Funding: \$ 1.00 Add Edit Delete
Petition #: 85600
Waiver Reason: [text]
RR Event #: RR-NY-2014-0483 - 06/23/2015 Addl Assist:
Incumbent Worker Waivers: [dropdown]

	Provider Name	Service Name	Actual Start Dat	Actual End Dat	Program Svc Type
<input type="checkbox"/>	Mohawk Valley Community College	Welding Certificate	02/14/2014		ITA-Training
<input type="checkbox"/>	Schenectady County Community Colle	Academic Learning	07/10/2010	06/30/2011	ITA-Training
<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/29/2014		Intensive
<input type="checkbox"/>	TAA Waiver Statewide	TAA Waiver	07/30/2010	10/27/2010	Intensive

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

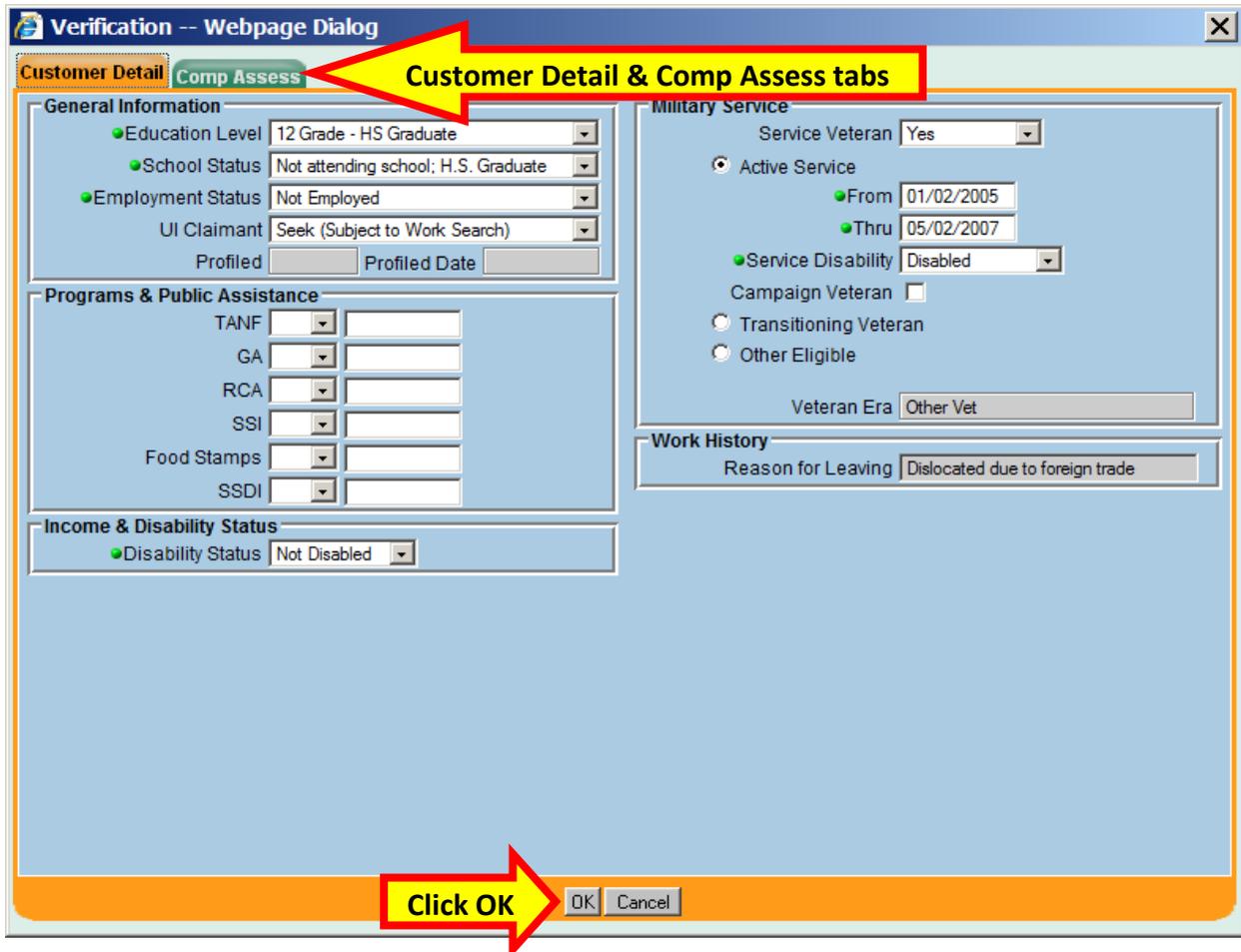
Save Customer Detail Comp Assess Comments Check Labor Market Information

The maximum length for Trade-approved training is 130 weeks.

The Trade Act verification webpage dialog box should appear as the new enrollment is created.

Review the information in the Customer Detail tab, or both tabs if Comprehensive Assessment information has been entered. Revise any information that needs to be updated or corrected.

Click "OK" once the information listed is correct.



Verification -- Webpage Dialog

Customer Detail | **Comp Assess** | **Customer Detail & Comp Assess tabs**

General Information

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

Programs & Public Assistance

- TANF: [] []
- GA: [] []
- RCA: [] []
- SSI: [] []
- Food Stamps: [] []
- SSDI: [] []

Income & Disability Status

- Disability Status: Not Disabled

Military Service

- Service Veteran: Yes
- Active Service:
 - From: 01/02/2005
 - Thru: 05/02/2007
- Service Disability: Disabled
- Campaign Veteran: []
- Transitioning Veteran: []
- Other Eligible: []
- Veteran Era: Other Vet

Work History

- Reason for Leaving: Dislocated due to foreign trade

Click OK | OK | Cancel

Only one IEP is entered per enrollment as it is considered a fluid document subject to revision. The Actual End Date may always be extended as long as the enrollment remains open.



Click the gray Customer Detail button at the bottom of the page and then the Services button to refresh the customer record and return to this tab.

<input checked="" type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/29/2014		Intensive
<input type="checkbox"/>	TAA Waiver Statewide	TAA Waiver	07/30/2010	10/27/2010	Intensive

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

Save Customer Detail

Gray Customer Detail button

Click the Enrollments tab.

The Trade Act enrollment has been created with the funded service and the attachment to the petition number.

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

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

Malinak, Trade Act SSN: ***-**-1133 OSOS ID: NY0104/2422

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

Enrollments tab

Enrollment Info

Program Type: Trade Act

Enrollment Date: 01/29/2014 Enrolled in Education

Enrolling Service Name: IEP/Intensive

Enrolling Service Type: Individual Employment Plan

Enrolling Admin: Rotman, Neil

Enrolling Office: Albany Career Central

Staff Assisted: Yes

Employment Status: Not Employed

Holds (0)

Exit Info

Exit Date

Exit Reason

3rd Qtr Exclusion

Exit Admin

Exit Office

Co-Enroll Exit Date

Transaction Date

Transaction Admin

Transaction Office

	Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/>	Trade Act	01/29/2014	Albany Career Central			Yes
<input type="checkbox"/>	WIA	02/01/2013	ALBANY			Yes
<input type="checkbox"/>	Common Measures	01/10/2013	NY9999			Yes
<input type="checkbox"/>	Labor Exchange	01/10/2013	NY9999			Yes
<input type="checkbox"/>	Common Measures	08/24/2012	NY9999	08/24/2012	NY9999	No

Trade Act Enrollment

Print List Enrollment Re-Open History Edit Show Elig. Determin.

Save Customer Detail Comp Assess Comments Check Labor Market Information



CLASSROOM TRAINING

Customers that are determined entitled to Trade Adjustment Assistance must be approved for a training program that leads to an occupational goal. A TAA approved training program may include remedial training and/or pre-requisite training followed by or running concurrent with occupational training. Remedial training as a standalone training program can be approved only when the lack of such remedial training is the only barrier to employment (rarely approved). A TAA approved training program must lead to a degree; certificate or other industry recognized credential or credentials. There must be a reasonable expectation of employment following the completion of training.

A TAA approved training program must be entered as single service in OSOS.

Enter Separate Training Services when different providers are involved (i.e. a remedial provider and an occupational training provider). DO NOT ENTER Separate Training Services for separate semesters or separate courses.

Trade Act funds may be applied towards remedial, prerequisite and online training.

To enter a service, click the **New Service** button.

The screenshot displays the OSOS interface for a customer named Malinak, Trade Act Test. The page is titled 'Services' and shows the following details:

- Customer:** Malinak, Trade Act Test
- SSN:** [Redacted]
- OSOS ID:** NY012737030
- Service Name:** Assessment Interview, Initial Assessment
- Service Desc:** FA Staff Assisted Core
- Service ID:** 58799
- Service Type:** Assessment Interview, Initial Assessment
- Provider Name:** Functional Alignment PY 2006
- Location Name:** FA PY 2006 Statewide
- Provider ID:** 50865
- Offering ID:** 61177
- Plan. Start Date:** 12/31/2012
- Plan. End Date:** 12/31/2012
- Actual Start Date:** 12/31/2012
- Actual End Date:** 12/31/2012
- Completed Successfully:** Yes
- Next Contact Date:** [Redacted]
- Program Service Type:** Core Staff Assisted
- Part Time Learn.:** [Redacted]
- Distance Learn.:** [Redacted]
- Program:** [Redacted]

The **Funding** section shows:

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

Total Funding: \$ 1.00

Buttons: Add, Edit, Delete

Petition #: [Redacted]

RR Event #: [Redacted]

Incumbent Worker Waivers: [Redacted]

The bottom navigation bar includes buttons for Options, Print List, **New Service** (highlighted with a red arrow), Service Summary, Payments, Tracking, Change Actual Cost, Save, Custom, Detail, Comp Assess, Comments, and Check Labor Market Information.

OSOS will navigate to the **Quick Search** tab in the **Offering Search** window. Enter the **Offering ID**, if known and click the **Search** button.



Provider Search Provider Detail **Offering Search** STAFF HELP

Quick Search **Offering Search window**

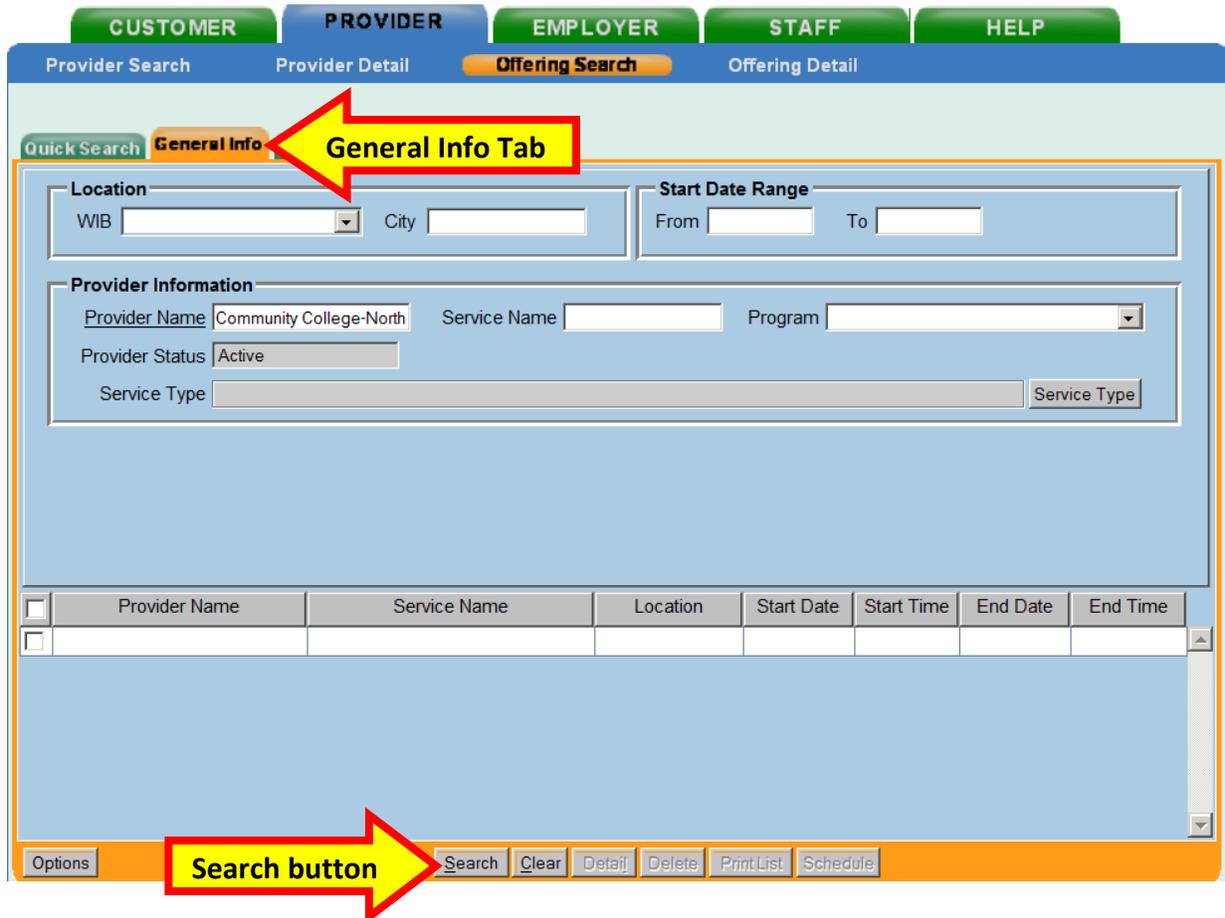
Quick Search Tab

Offering ID

ID 1 **Enter Offering ID here**

ID 2

If unsure of the **Offering ID**, the service offering may be searched from the **General Info** tab. Complete any data field(s) in the **General Info** tab where the information is known. Then click the **Search** button.



CUSTOMER **PROVIDER** EMPLOYER STAFF HELP

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

Quick Search **General Info** **General Info Tab**

Location

WIB City **Start Date Range**

From To

Provider Information

Provider Name Service Name Program

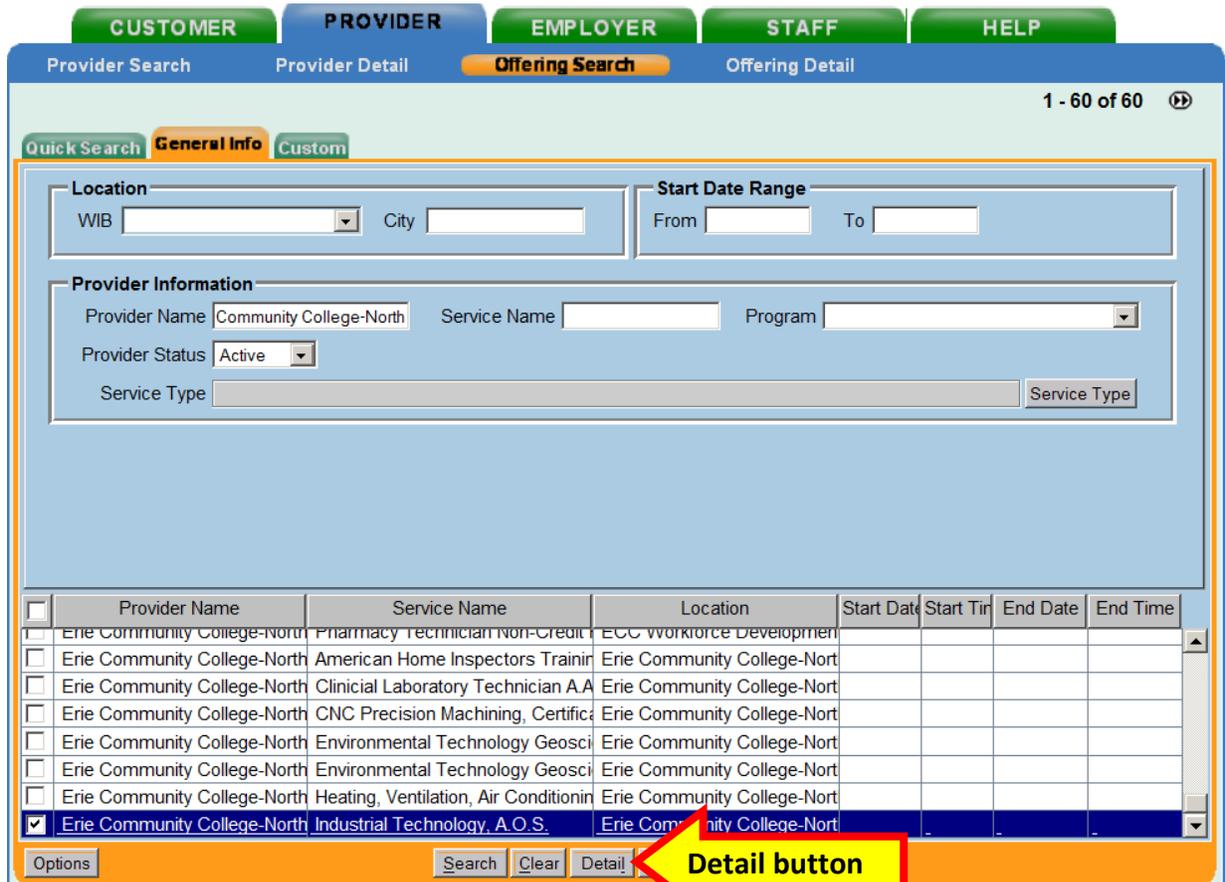
Provider Status

Service Type Service Type

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

Search button Search Clear Detail Delete Print List Schedule

Clicking the **Search** button may result in multiple offerings that match the specified search criteria or navigate to the **Offering Detail** screen. When the search results in multiple offerings and it is not clear which offering is appropriate, highlight a single offering and click the **Detail** button to review the offering.



The screenshot displays the 'Offering Search' interface with the following components:

- Navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP
- Sub-navigation: Provider Search, Provider Detail, **Offering Search**, Offering Detail
- Page indicator: 1 - 60 of 60
- Search filters:
 - Location: WIB (dropdown), City (text input)
 - Start Date Range: From (text input), To (text input)
 - Provider Information:
 - Provider Name: Community College-North
 - Service Name: (text input)
 - Program: (dropdown)
 - Provider Status: Active (dropdown)
 - Service Type: (text input)
- Search Results Table:

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	Erie Community College-North	Pharmacy Technician Non-Credit	ECC workforce Development				
<input type="checkbox"/>	Erie Community College-North	American Home Inspectors Training	Erie Community College-North				
<input type="checkbox"/>	Erie Community College-North	Clinical Laboratory Technician A.A.	Erie Community College-North				
<input type="checkbox"/>	Erie Community College-North	CNC Precision Machining, Certificate	Erie Community College-North				
<input type="checkbox"/>	Erie Community College-North	Environmental Technology Geoscience	Erie Community College-North				
<input type="checkbox"/>	Erie Community College-North	Environmental Technology Geoscience	Erie Community College-North				
<input type="checkbox"/>	Erie Community College-North	Heating, Ventilation, Air Conditioning	Erie Community College-North				
<input checked="" type="checkbox"/>	Erie Community College-North	Industrial Technology, A.O.S.	Erie Community College-North				
- Buttons: Options, Search, Clear, Detail (highlighted with a red arrow and labeled 'Detail button')

Training services under Trade Act are not required to be listed in the Eligible Training Provider List (ETPL).

Review the offering and click the **Return to Search** button.

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

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

Industrial Technology, A.O.S. Offering ID: 111813 1 of 1

General Info

Provider Info

Provider Name: Community College-North
Service Category: Training
Service Type: Occupational Skills Training
Service Description: ETP Auto load 04/24/2014

Location

Location: Erie Community College-North
Address: 6205 MAIN ST
City: WILLIAMSVILLE State: New York
Zip: 14221 WIB: Erie County

Schedule

Start Date: End Date: Start Time: End Time: Sun. Mon. Tue. Wed. Thu. Fri. Sat.

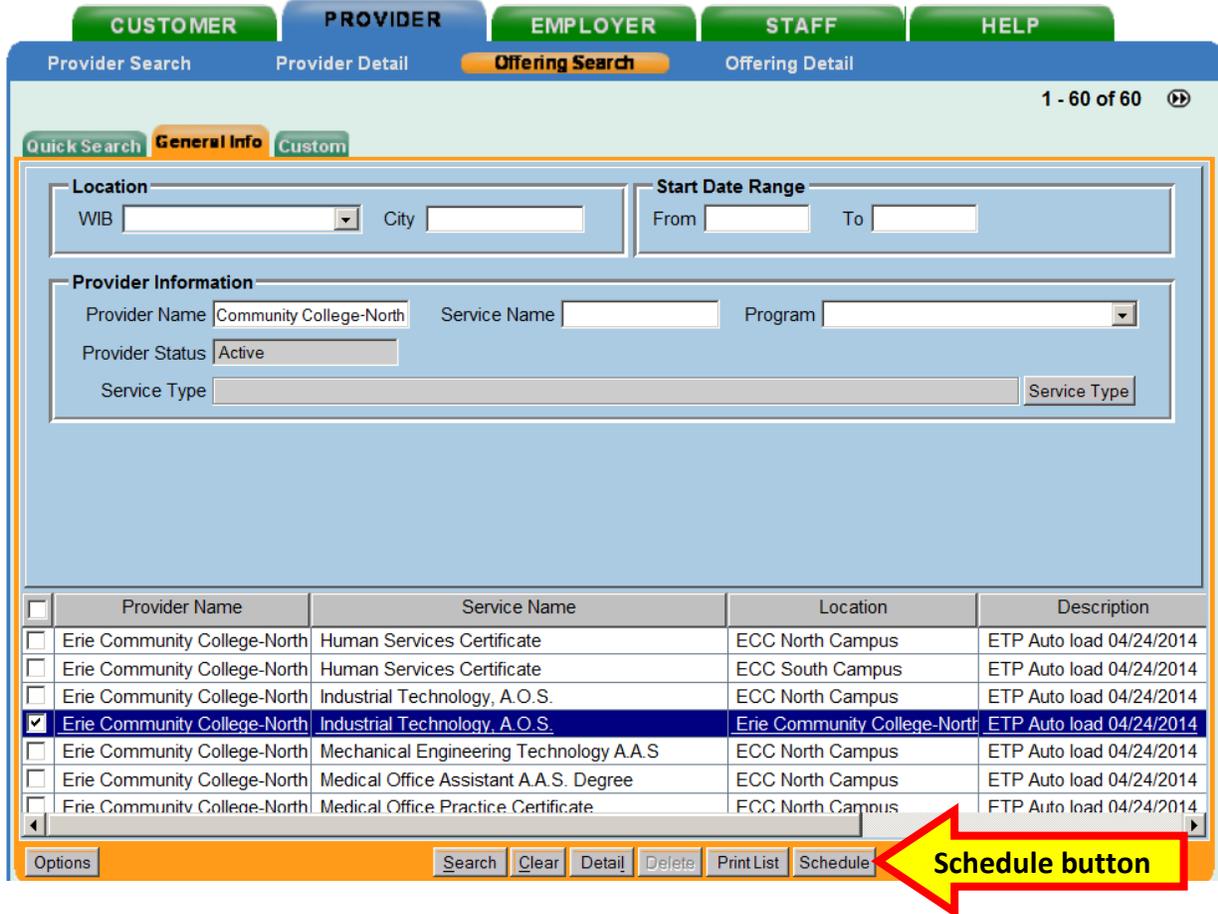
Additional Info

Cost: \$ 1.00 Total Seats: Available Seats: Description:

Save Single Save Ongoing Provider Services Return to Search

Return to Search button

If the offering was not appropriate, select another offering to review and click the **Detail** button. When the appropriate offering is identified and highlighted, click the **Schedule** button.



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

1 - 60 of 60

Quick Search **General Info** Custom

Location
 WIB City

Start Date Range
 From To

Provider Information
 Provider Name Service Name Program

Provider Status

Service Type Service Type

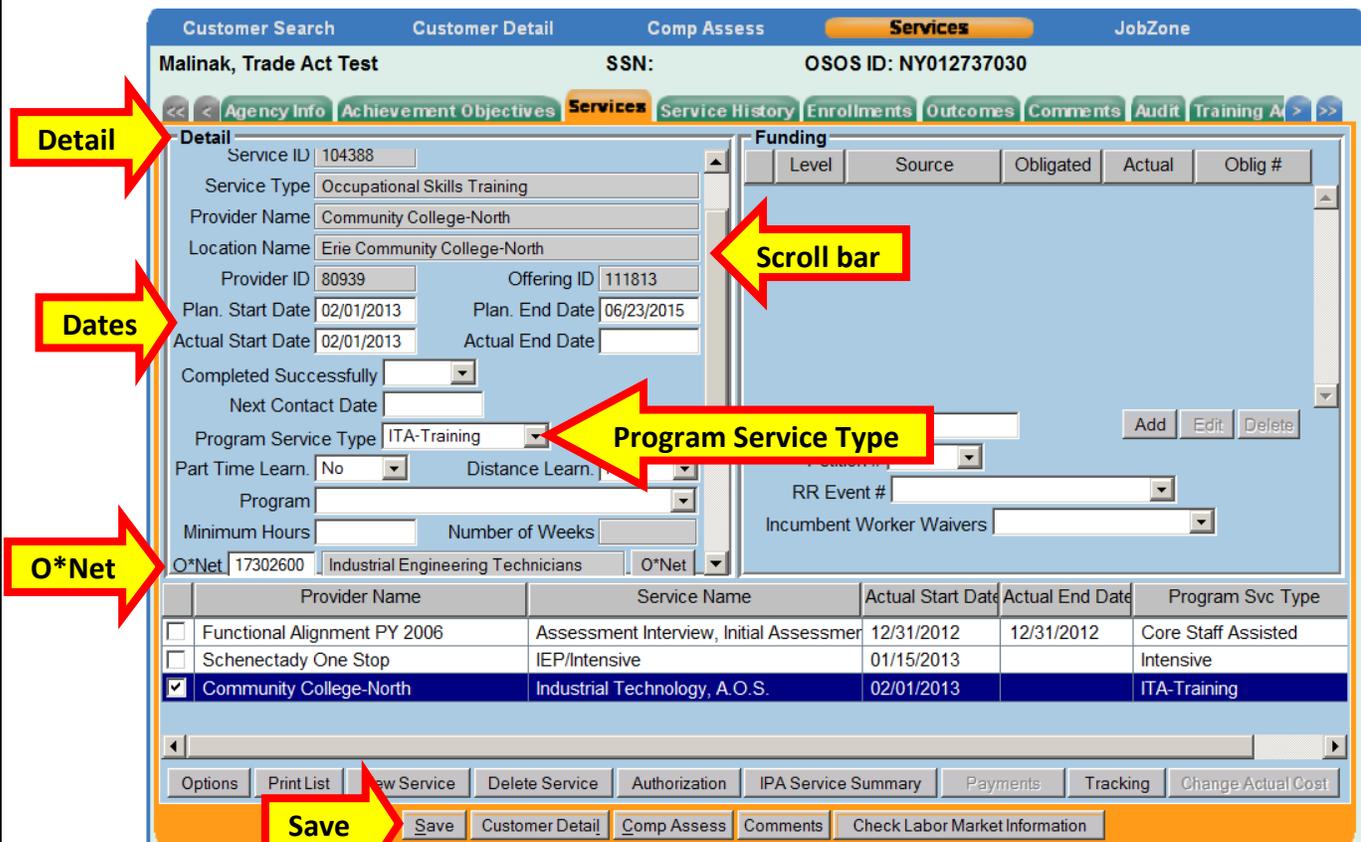
<input type="checkbox"/>	Provider Name	Service Name	Location	Description
<input type="checkbox"/>	Erie Community College-North	Human Services Certificate	ECC North Campus	ETP Auto load 04/24/2014
<input type="checkbox"/>	Erie Community College-North	Human Services Certificate	ECC South Campus	ETP Auto load 04/24/2014
<input type="checkbox"/>	Erie Community College-North	Industrial Technology, A.O.S.	ECC North Campus	ETP Auto load 04/24/2014
<input checked="" type="checkbox"/>	Erie Community College-North	Industrial Technology, A.O.S.	Erie Community College-North	ETP Auto load 04/24/2014
<input type="checkbox"/>	Erie Community College-North	Mechanical Engineering Technology A.A.S	ECC North Campus	ETP Auto load 04/24/2014
<input type="checkbox"/>	Erie Community College-North	Medical Office Assistant A.A.S. Degree	ECC North Campus	ETP Auto load 04/24/2014
<input type="checkbox"/>	Erie Community College-North	Medical Office Practice Certificate	ECC North Campus	FTP Auto load 04/24/2014

Options Search Clear Detail Delete Print List **Schedule**

Schedule button

Clicking the **Schedule** button will navigate the user back to the **Services** tab. The **Provider**, **Provider Service** and **Offering** details will auto populate the **Detail** section in the new service screen. Complete the following data fields in the **Detail** section of the tab:

- **Plan. Start Date:** Enter the planned started date when the service is expected to start in the format of mm/dd/yyyy
- **Plan. End Date:** Enter the date the service is expected to end
- **Actual Start Date:** Enter the date the service begins. This cannot be a future date and must be on or after the Trade Act **Eligibility Date** recorded in the work history.
- **Program Service Type:** Select **ITA - Training** for classroom training from the drop down menu
- **Part Time Learn.:** Enter **Yes** or **No** to indicate if the classroom training is part time
- **Distance Learn.:** Enter **Yes** or **No** to indicate if the classroom training will include on-line or another form of distance training. When Distance Learning is provided by a second training provider, list it as a separate service
- **O*Net:** Scroll down to select the O*Net code that best describes the occupation that the customer plans to pursue when training is completed



The screenshot shows the OSOS interface with the **Services** tab selected. The **Detail** section contains the following fields:

- Service ID:** 104388
- Service Type:** Occupational Skills Training
- Provider Name:** Community College-North
- Location Name:** Erie Community College-North
- Provider ID:** 80939
- Offering ID:** 111813
- Plan. Start Date:** 02/01/2013
- Plan. End Date:** 06/23/2015
- Actual Start Date:** 02/01/2013
- Actual End Date:** (empty)
- Completed Successfully:** (dropdown menu)
- Next Contact Date:** (empty)
- Program Service Type:** ITA-Training
- Part Time Learn.:** No
- Distance Learn.:** (dropdown menu)
- Program:** (dropdown menu)
- Minimum Hours:** (empty)
- Number of Weeks:** (empty)
- O*Net:** 17302600 Industrial Engineering Technicians

The **Funding** section contains a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table are fields for RR Event # and Incumbent Worker Waivers.

At the bottom, there is a table with columns: Provider Name, Service Name, Actual Start Date, Actual End Date, and Program Svc Type.

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessmer	12/31/2012	12/31/2012	Core Staff Assisted
<input type="checkbox"/>	Schenectady One Stop	IEP/Intensive	01/15/2013		Intensive
<input checked="" type="checkbox"/>	Community College-North	Industrial Technology, A.O.S.	02/01/2013		ITA-Training

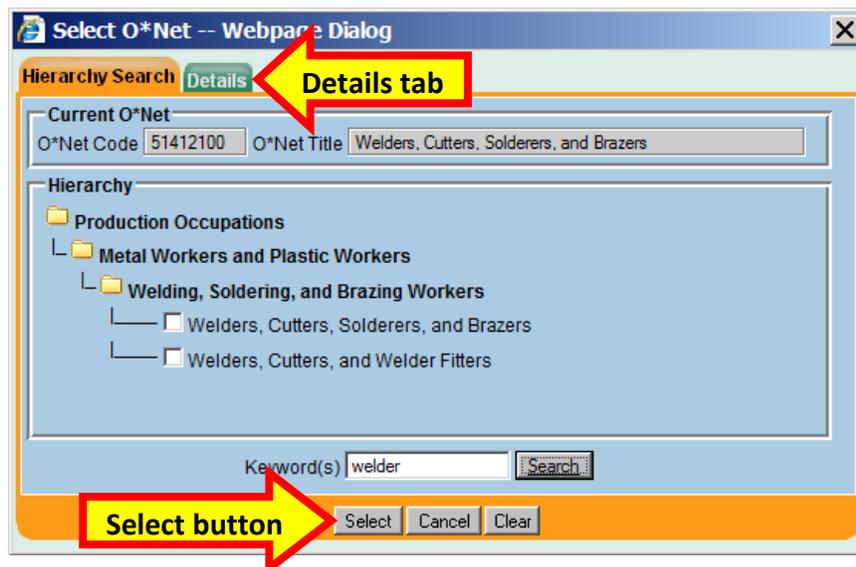
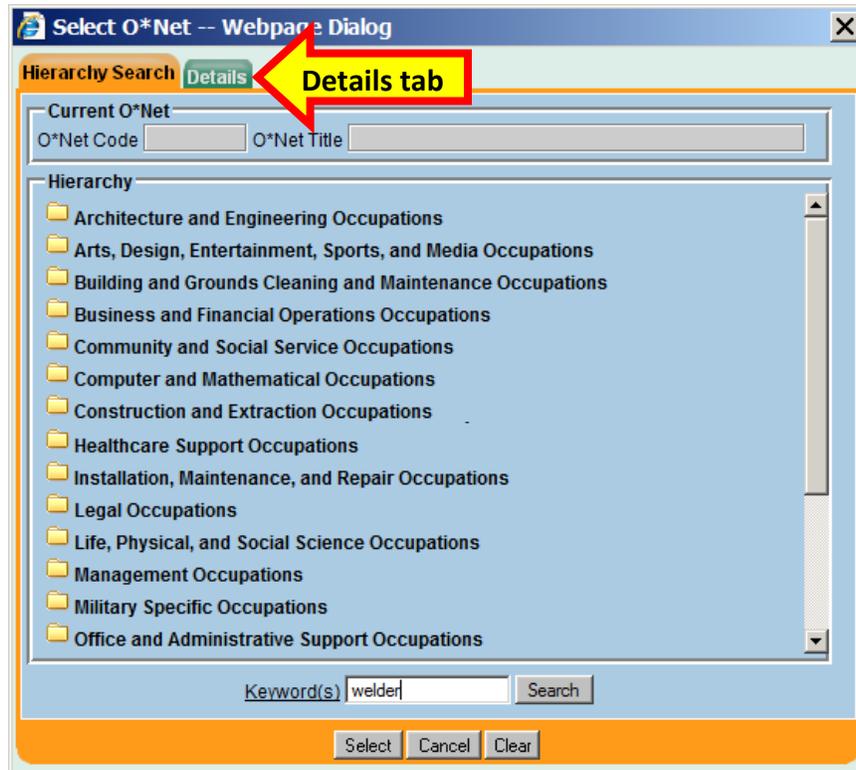
Annotations in the image point to the **Detail** section, **Dates** (Plan. Start Date, Plan. End Date, Actual Start Date, Actual End Date), **O*Net** field, **Program Service Type** dropdown, **Scroll bar** on the right, and the **Save** button at the bottom.

When these fields have been completed, click the **Save** button prior to any data entry in the **Funding** section.

Clicking the O*Net button will allow you to type in a keyword or drill down through the folders to select the most appropriate O*Net code.

The Details tab will allow you to read a description of the occupational cluster.

Remember to save the service before completing the Funding section.



FUNDING CLASSROOM TRAINING

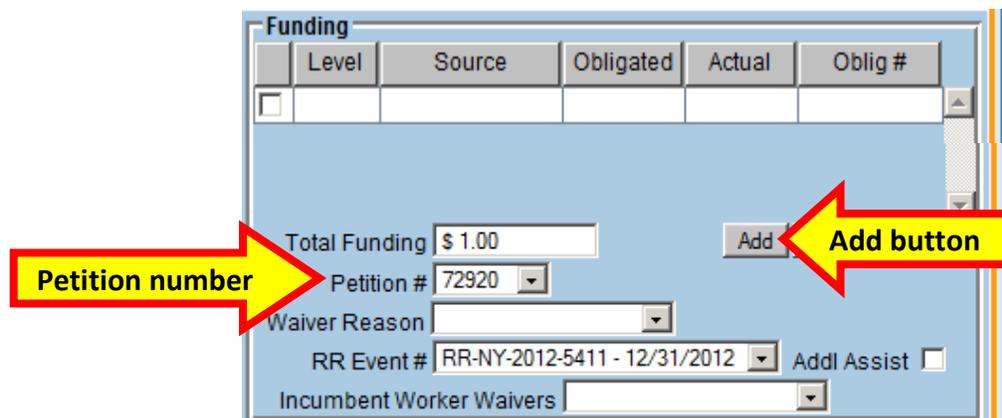
Next, the appropriate funding source must be attached to the service for reporting purposes.

Enter \$1 in the **Total Funding** field and select the **Petition** number

Note: The \$1 or decimal amount used to fund services in OSOS is not reflective of any real costs of service. It is the convention used for tracking services in the system.

Enter the Rapid Response number if one exists for the employer to which the petition number was awarded.

Click the **Add** button.



Funding

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

Total Funding \$ 1.00 **Add**

Petition # 72920

Waiver Reason

RR Event # RR-NY-2012-5411 - 12/31/2012 Addl Assist

Incumbent Worker Waivers

This will bring up the **Funding - - Webpage Dialog** window. Click the **Funding Source** column header to sort funds and select the appropriate level TAA funding source.

Enter \$1 again in the **Obligated Amount** field and click **OK**.



This will bring up the Funding - - Webpage Dialog window.

Select the appropriate TAA funding year.

Enter \$1 in the Obligated Amount field and click OK.

Use TAA funds for all Trade Act training.



Do not split training funds between TAA and Dislocated Worker.

Click the **OK** button.

Level	Funding Source	Year	Amount	Contract/Grant #	
<input type="checkbox"/>	State	WIA Adult Local	2014	\$ 96.00	
<input type="checkbox"/>	WIB	WIA Adult Local	2014	\$ 10000.00	
<input type="checkbox"/>	WIB	WIA Adult Local	2015	\$ 10000.00	
<input type="checkbox"/>	WIB	WIA Dislocated Worker Local	2014	\$ 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 checked="" type="checkbox"/>	WIB	TAA	2012	\$ 10000.00	
<input type="checkbox"/>	WIB	TAA	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 OR Obligated Percentage

WIB
Office
Region

Click the **Save** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

Malinak, Trade Act Test SSN: ***-**-1133 OSOS ID: NY010442422

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

Detail

Service Name: Industrial Technology, A.O.S.

Service Desc: ETP Auto load 04/24/2014

Service ID: 104388

Service Type: Occupational Skills Training

Provider Name: Community College-North

Location Name: Erie Community College-North

Provider ID: 80939 Offering ID: 111813

Plan. Start Date: 02/01/2013 Plan. End Date: 06/23/2015

Actual Start Date: 02/01/2013 Actual End Date:

Completed Successfully:

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn.: No Distance Learn.: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB TAA	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00

Petition #: 72920

Waiver Reason:

RR Event #:

Incumbent Worker Waivers:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Albany - Career Central One Stop	ISS Individual Service Strategy	02/01/2013	02/01/2013	Intensive
<input type="checkbox"/>	Schenectady County Community Colle	Academic Learning	07/10/2010	06/30/2011	ITA-Training
<input checked="" type="checkbox"/>	Community College-North	Industrial Technology, A.O.S.	02/01/2013		ITA-Training
<input type="checkbox"/>	Hudson Valley Community College - W	Dental Assisting Program	02/21/2010	06/25/2010	Youth Services

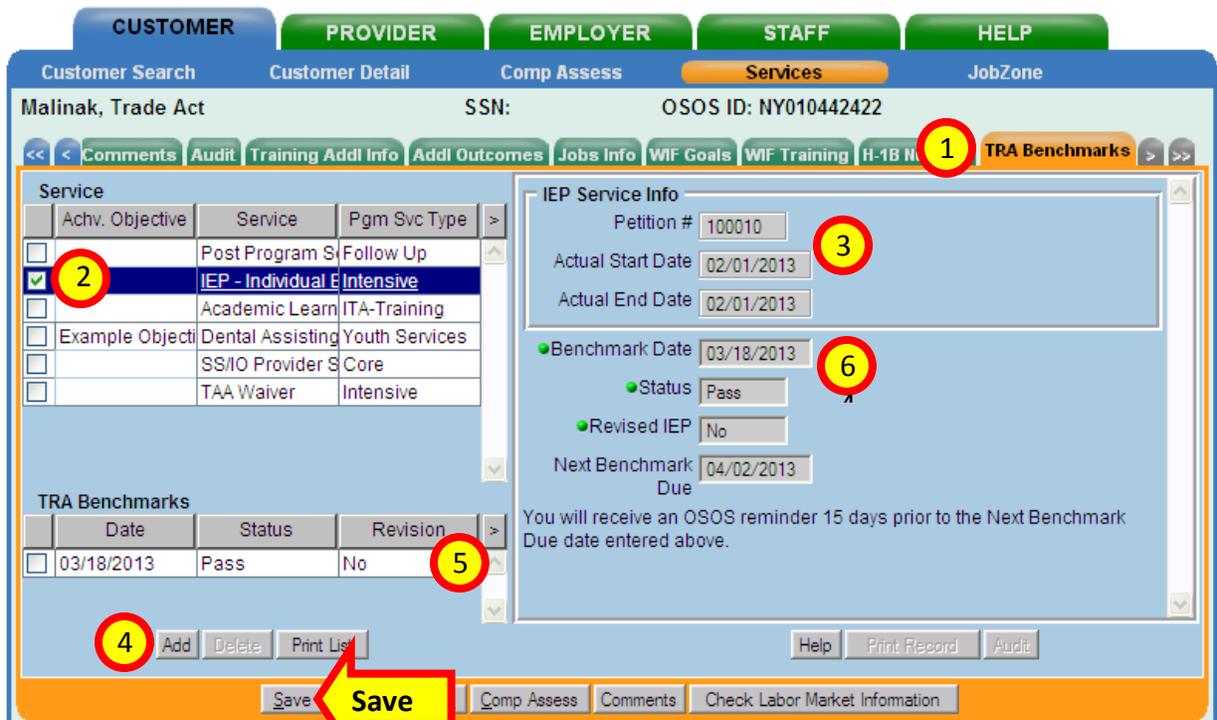
Options Print List **Save** New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

TRA BENCHMARKS TAB

The **TRA Benchmarks** tab is located in the Services window of the **Customer** module. To enter TRA benchmarks, the customer must have an IEP service attached to a petition number.

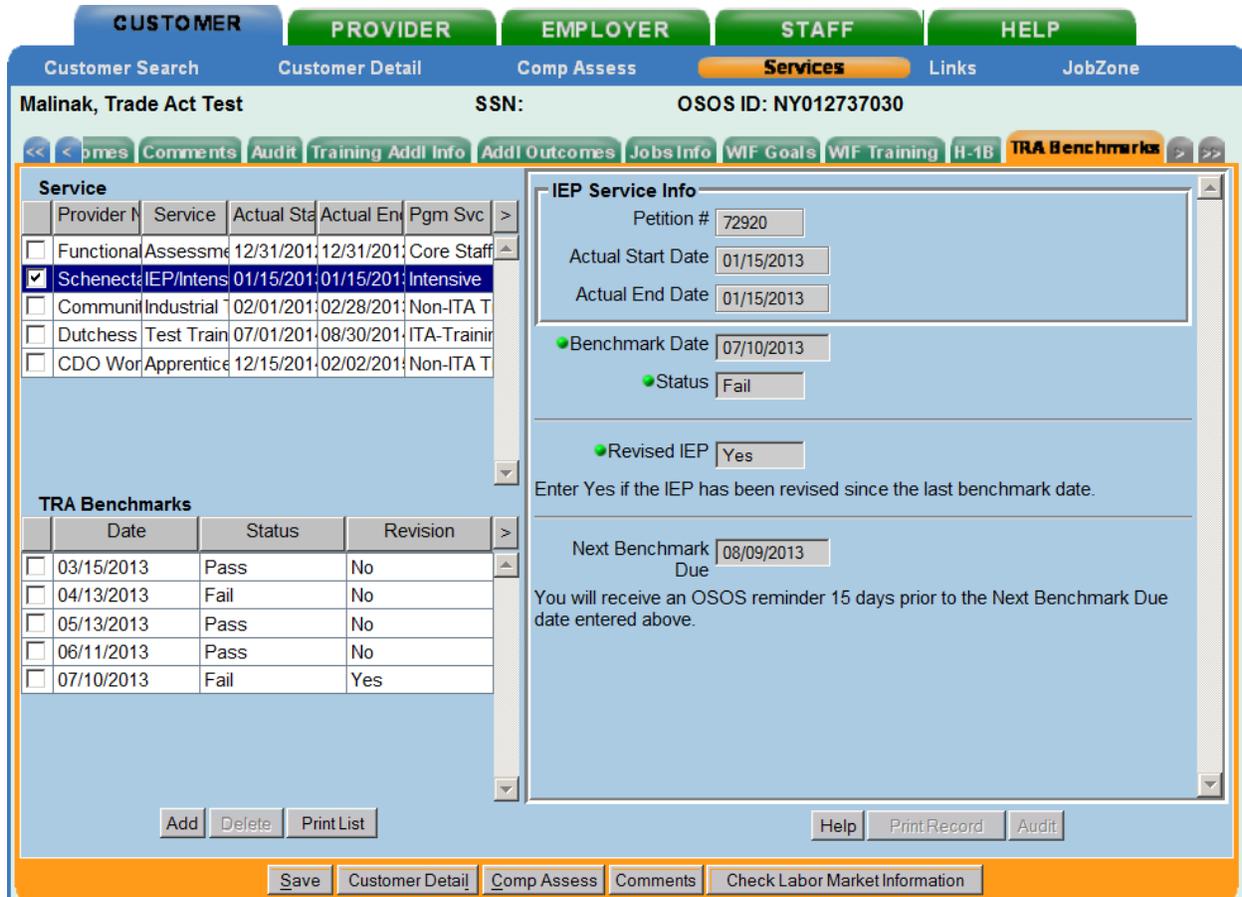
11. Navigate to the TRA Benchmarks tab.
12. Select the IEP service.
13. If there are multiple IEP services listed, verify that this is the correct IEP by looking at the data displayed in the **IEP Service Info** box.
14. Once the correct service is selected, click the **Add** button.
15. A new record will be added to the list just above the **Add** button labeled **TRA Benchmarks**. Check the box next to this new record.



16. Four fields on the right-hand side will become accessible:
17. **Benchmark Date:** Enter the date the benchmark review took place.
18. **Status:** Enter whether the benchmark was passed or failed. Remember, the customer must meet both criteria to pass the benchmark review.
19. **Revised IEP:** Mark whether the customer's IEP was revised. **Please note: if the IEP has been revised, there's no need to create a new IEP service.**
20. **Next Benchmark Due:** Benchmark reviews are required at 60 day (maximum) intervals. If a date is entered on this field, a reminder will appear in your staff inbox 15 days before that date.

Click **Save** to save the record when done entering data.

Repeat this each time a new benchmark review is completed. Each additional review record will be listed under the **TRA Benchmarks**.



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

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

Malinak, Trade Act Test SSN: OSOS ID: NY012737030

<< < Home Comments Audit Training Addl Info Addl Outcomes Jobs Info WIF Goals WIF Training H-1B **TRA Benchmarks** > >>

Service	Provider N	Service	Actual Sta	Actual En	Pgm Svc
<input type="checkbox"/>	Functional Assessme		12/31/2011	12/31/2011	Core Staff
<input checked="" type="checkbox"/>	Schenectady IEP/Intens	01/15/2011	01/15/2011	Intensive	
<input type="checkbox"/>	Community Industrial	02/01/2011	02/28/2011	Non-ITA T	
<input type="checkbox"/>	Dutchess Test Train	07/01/2011	08/30/2011	ITA-Trainin	
<input type="checkbox"/>	CDO Wor Apprentice	12/15/2011	02/02/2011	Non-ITA T	

TRA Benchmarks

Date	Status	Revision
<input type="checkbox"/> 03/15/2013	Pass	No
<input type="checkbox"/> 04/13/2013	Fail	No
<input type="checkbox"/> 05/13/2013	Pass	No
<input type="checkbox"/> 06/11/2013	Pass	No
<input type="checkbox"/> 07/10/2013	Fail	Yes

IEP Service Info

Petition # 72920

Actual Start Date 01/15/2013

Actual End Date 01/15/2013

● Benchmark Date 07/10/2013

● Status Fail

● Revised IEP Yes

Enter Yes if the IEP has been revised since the last benchmark date.

Next Benchmark Due 08/09/2013

You will receive an OSOS reminder 15 days prior to the Next Benchmark Due date entered above.

Add Delete Print List Help Print Record Audit

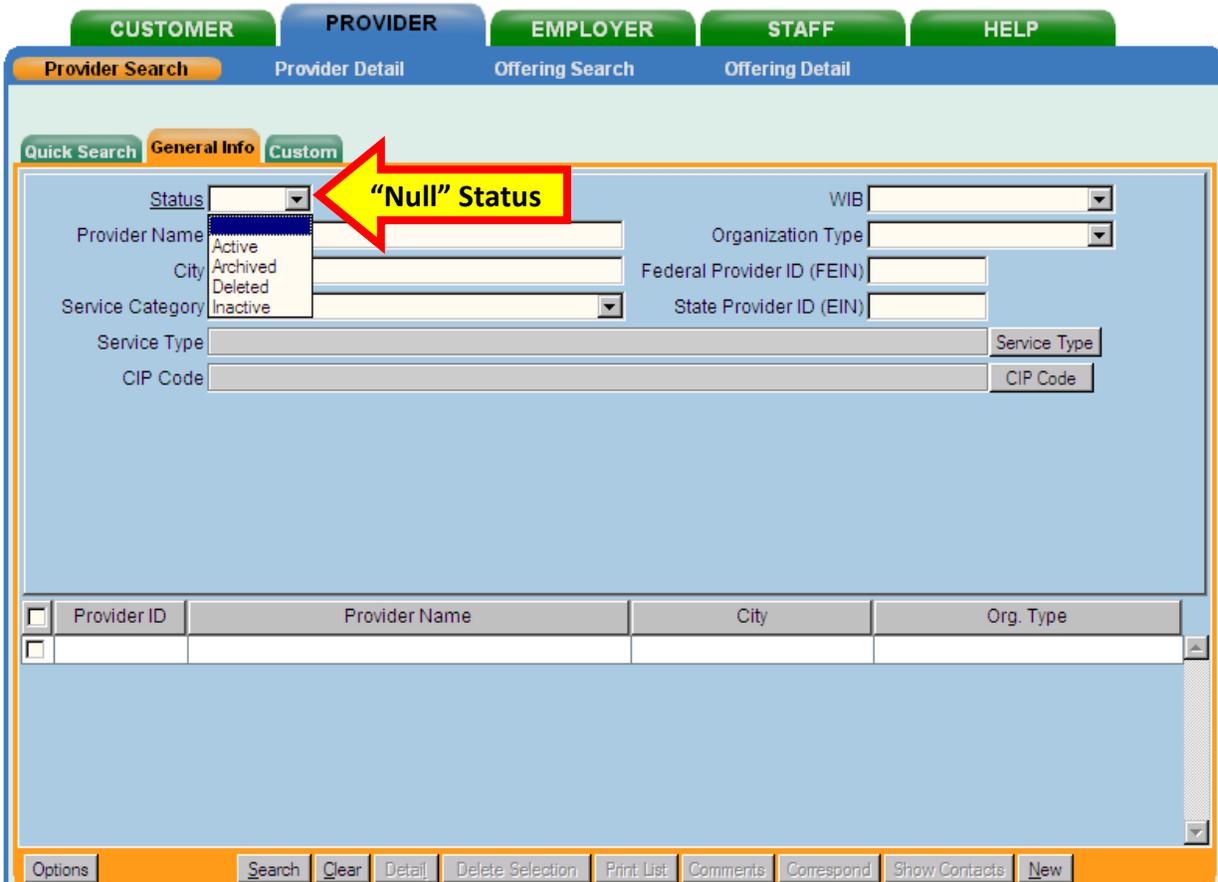
Save Customer Detail Comp Assess Comments Check Labor Market Information

Remember to add Comments as necessary.

OJT SERVICE PROVIDER AND OFFERING

TAA can be better connected with employer needs and economic development through the use of employer-based training (EBT), which may include on-the-job training (OJT) and customized training. The Trade Act of 2002 also strengthened the TAA program’s emphasis on working with employers by authorizing employer-based training and relaxing restrictions on the use of on-the-job training (OJT). These changes are in keeping with DOL’s emphasis on promoting a “demand-driven” workforce investment system.

When recording an OJT, first conduct a thorough search for the employer as a provider. Click the **Provider** module, **Provider Search** window, and **General Info** tab. The search automatically defaults to **Active** providers. The search automatically defaults to **Active** employers. Change the **Active** default setting to null, which is the blank space. This will allow a search for the employer whether that employer is active or inactive.



The screenshot shows the OSOS Provider Search window with the 'General Info' tab selected. The 'Status' dropdown menu is open, showing options: Active, Archived, Deleted, and Inactive. A red arrow points to the 'Active' option, and a yellow box with the text "Null Status" is overlaid on the dropdown menu. The form includes fields for Provider Name, City, Service Category, Service Type, CIP Code, WIB, Organization Type, Federal Provider ID (FEIN), and State Provider ID (EIN). At the bottom, there is a table with columns for Provider ID, Provider Name, City, and Org. Type, and a row of buttons: Options, Search, Clear, Detail, Delete Selection, Print List, Comments, Correspond, Show Contacts, and New.

When searching by name, enter the first few letters of the employer and click the Search button. Because the employer name may be entered different ways, it may be necessary 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 ABC Company” or without the word such as “ABC Company”.

A user may search without entering the employer's name. A search may be conducted by data entering the **City** or **WIB**. Enter any additional data that may narrow the search. Do not select OJT or any other **Service Category** or **Service Type** as the employer may be listed as a provider for some other reason.

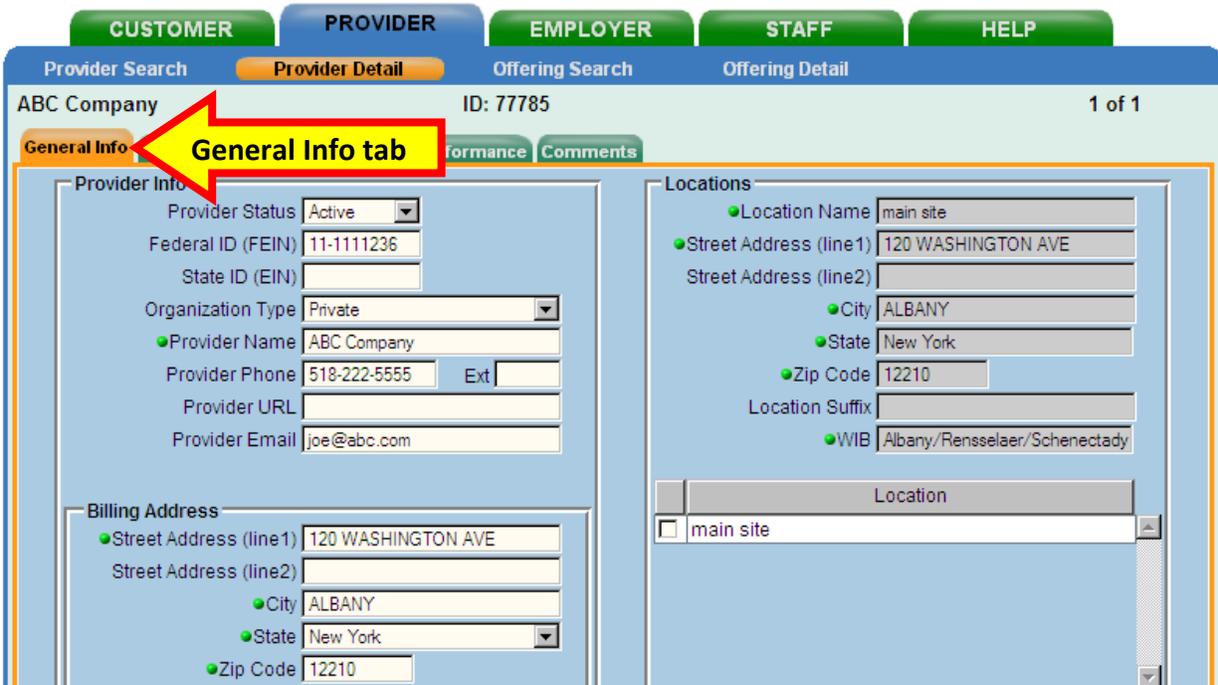


The screenshot shows the OSOS web interface for Provider Search. At the top, there are navigation tabs: CUSTOMER, PROVIDER (selected), EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search (selected), Provider Detail, Offering Search, and Offering Detail. The main form area has three tabs: Quick Search (selected), General Info, and Custom. The form contains several input fields: Status (dropdown), Provider Name (text box with 'The ABC Company'), City (text box), Service Category (dropdown), Service Type (text box), CIP Code (text box), WIB (dropdown), Organization Type (dropdown), Federal Provider ID (FEIN) (text box), and State Provider ID (EIN) (text box). There are also buttons for Service Type and CIP Code.

When finished entering the Provider information, click the **Search** button.



If the employer is currently listed as a provider, review the employer information throughout the **Provider Detail** General Info, Contact Info and Services tabs. Update whatever information is not complete and current.



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

ABC Company ID: 77785 1 of 1

General Info | Performance | Comments

General Info tab

Provider Info

Provider Status: Active

Federal ID (FEIN): 11-1111236

State ID (EIN):

Organization Type: Private

Provider Name: ABC Company

Provider Phone: 518-222-5555 Ext:

Provider URL:

Provider Email: joe@abc.com

Billing Address

Street Address (line1): 120 WASHINGTON AVE

Street Address (line2):

City: ALBANY

State: New York

Zip Code: 12210

Locations

Location Name: main site

Street Address (line1): 120 WASHINGTON AVE

Street Address (line2):

City: ALBANY

State: New York

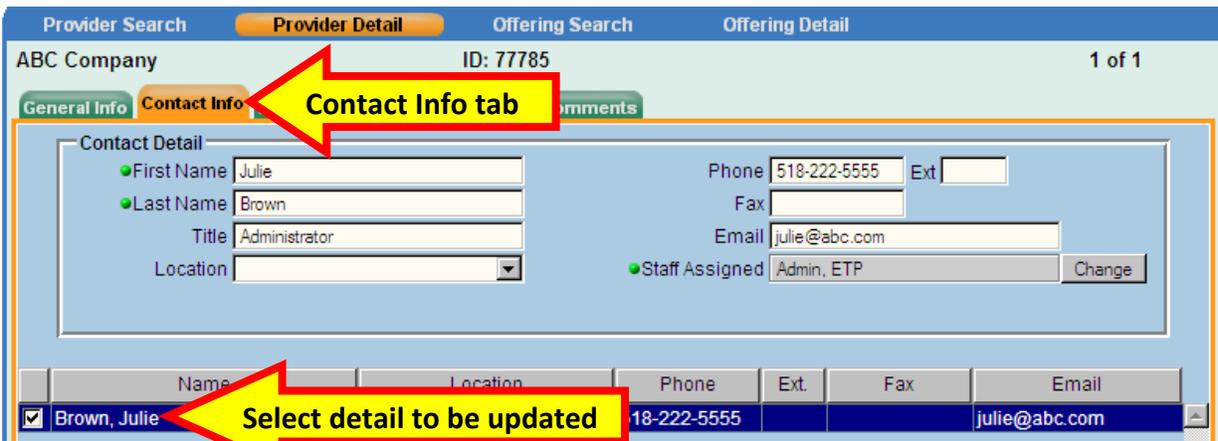
Zip Code: 12210

Location Suffix:

WIB: Albany/Rensselaer/Schenectady

Location

main site



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

ABC Company ID: 77785 1 of 1

General Info | **Contact Info** | Comments

Contact Info tab

Contact Detail

First Name: Julie

Last Name: Brown

Title: Administrator

Location:

Phone: 518-222-5555 Ext:

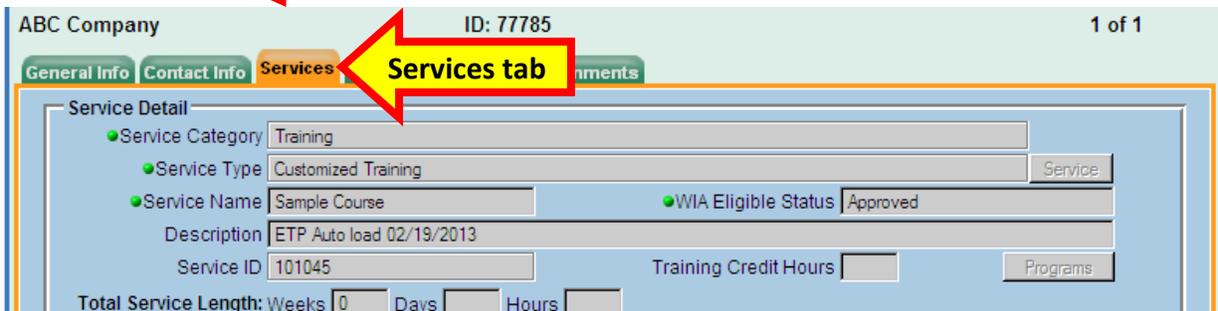
Fax:

Email: julie@abc.com

Staff Assigned: Admin, ETP Change

Name	Location	Phone	Ext.	Fax	Email
<input checked="" type="checkbox"/> Brown, Julie		18-222-5555			julie@abc.com

Select detail to be updated



ABC Company ID: 77785 1 of 1

General Info | Contact Info | **Services** | Comments

Services tab

Service Detail

Service Category: Training

Service Type: Customized Training Service

Service Name: Sample Course

WIA Eligible Status: Approved

Description: ETP Auto load 02/19/2013

Service ID: 101045

Training Credit Hours: Programs

Total Service Length: Weeks: 0 Days: Hours:



ADDING THE PROVIDER, PROVIDER SERVICE AND OFFERING

If no provider is identified, the search result "**No Matches Found**" will appear in the top right hand side of the screen.

The information must be entered in sequential order: **Provider**, **Provider Service**, and **Offering**.

The Local assignee or OJT Coordinator will be authorized to data enter the **Provider** and **Offering** information when the information is not already in OSOS.

CREATING THE PROVIDER

The **Provider** is the employer that will provide the OJT.

The **Provider's** location is the address of the employer's business or where the OJT will be provided.

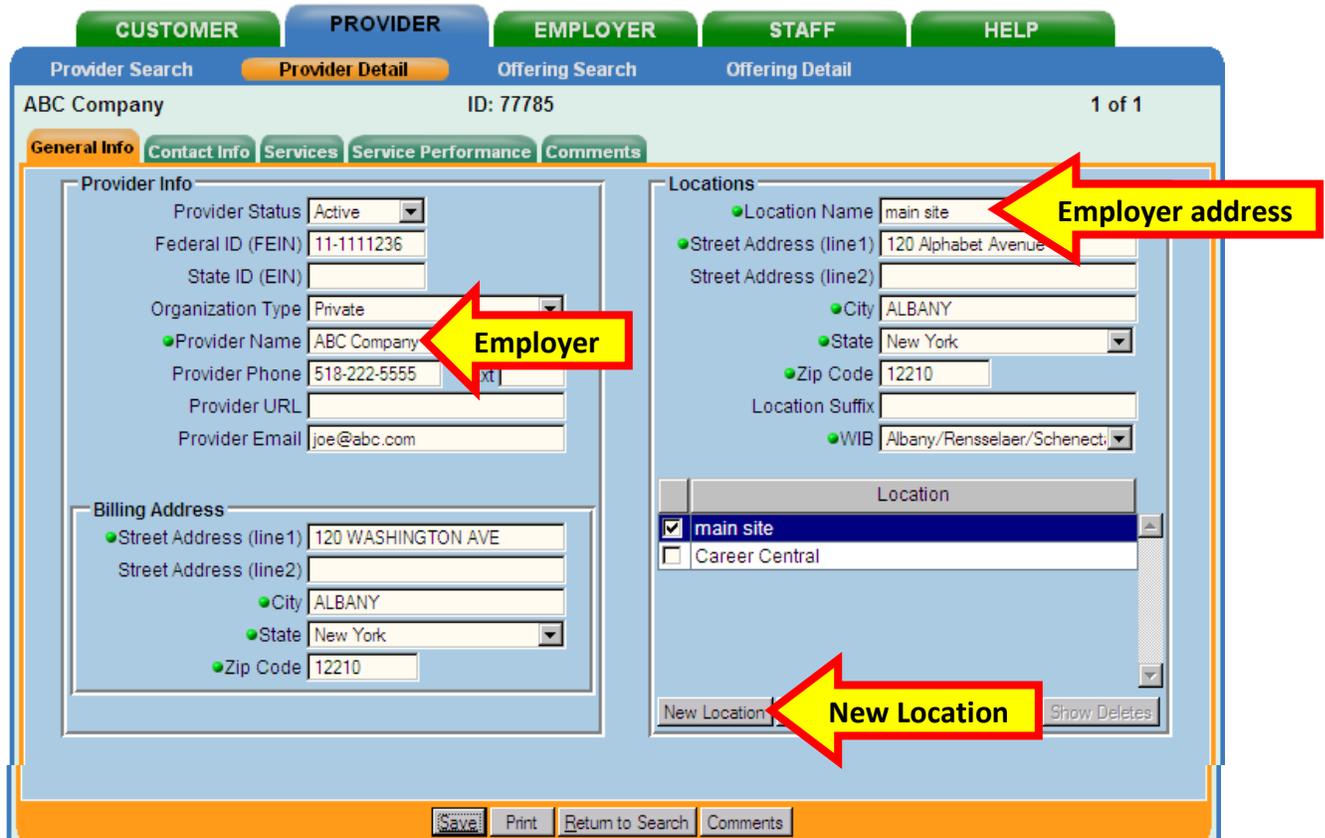
Navigate to the **Provider** module; **Provider Search** window; and click the **New** button to create a new provider record.

The screenshot shows the OSOS interface with the 'PROVIDER' module selected. The 'Provider Search' window is open, displaying a search form and a results table. The search form includes fields for Status, Provider Name (The ABC Company), City, Service Category, Service Type, CIP Code, WIB, Organization Type, Federal Provider ID (FEIN), and State Provider ID (EIN). The search results table is empty, and a message 'The Employer is not a Provider' is displayed. The 'New' button in the bottom toolbar is highlighted with a yellow arrow.

Provider ID	Provider Name	City	Org. Type

Complete and update all information in the **Provider Detail General Info** tab.

If the employer's business address where the OJT will be provided is not listed as an available location, then click on **New Location** and complete the data fields in this section.



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

ABC Company ID: 77785 1 of 1

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

Provider Info

Provider Status: Active
 Federal ID (FEIN): 11-1111236
 State ID (EIN):
 Organization Type: Private
 Provider Name: ABC Company
 Provider Phone: 518-222-5555
 Provider URL:
 Provider Email: joe@abc.com

Billing Address

Street Address (line 1): 120 WASHINGTON AVE
 Street Address (line 2):
 City: ALBANY
 State: New York
 Zip Code: 12210

Locations

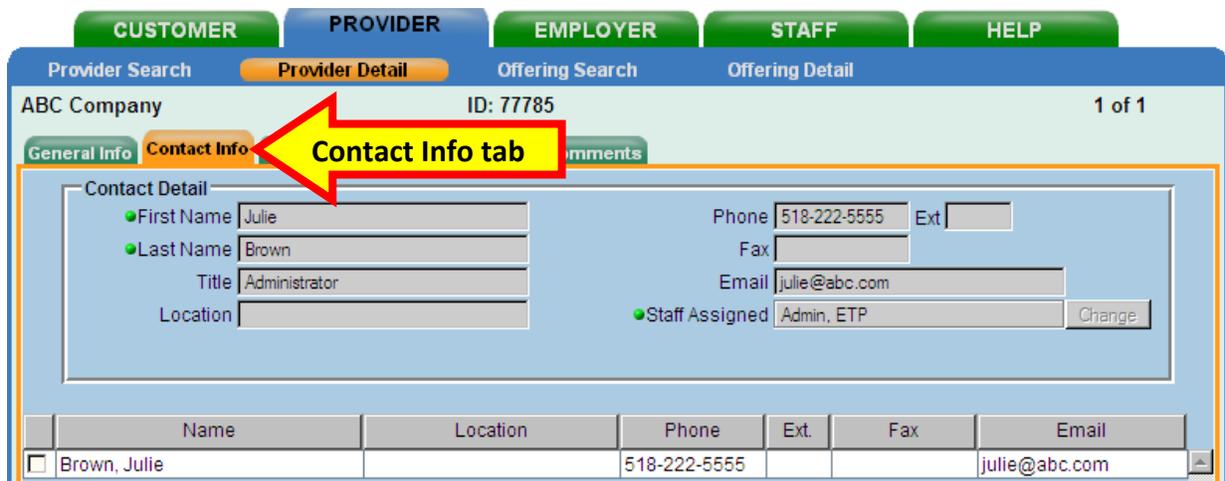
Location Name: main site
 Street Address (line 1): 120 Alphabet Avenue
 Street Address (line 2):
 City: ALBANY
 State: New York
 Zip Code: 12210
 Location Suffix:
 WIB: Albany/Rensselaer/Schenect

Location list:
 main site
 Career Central

New Location | Show Deletes

Save | Print | Return to Search | Comments

Complete and update all information in the **Provider Detail Contact Info** tab.



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

ABC Company ID: 77785 1 of 1

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

Contact Detail

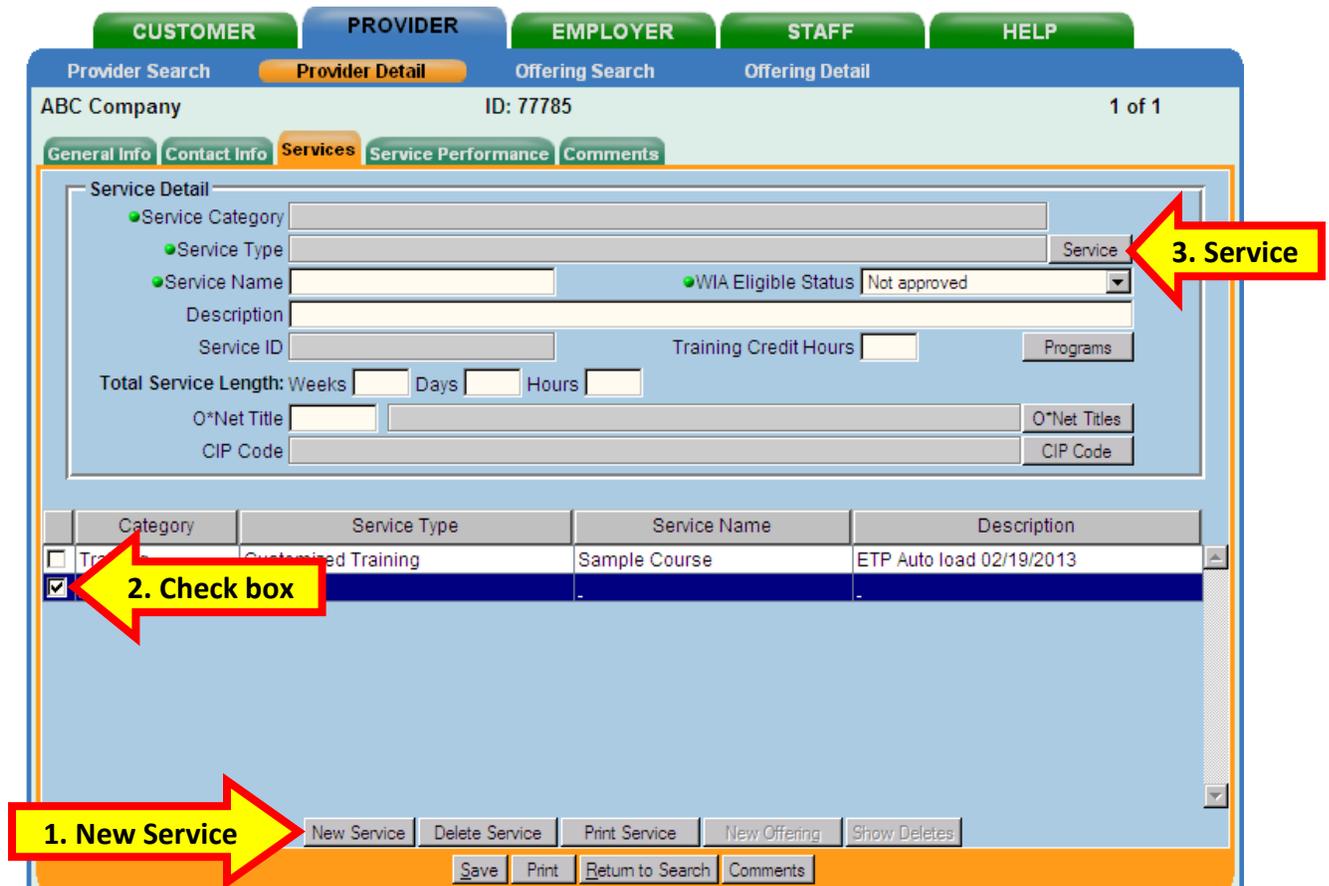
First Name: Julie
 Last Name: Brown
 Title: Administrator
 Location:
 Phone: 518-222-5555
 Fax:
 Email: julie@abc.com
 Staff Assigned: Admin, ETP

Name	Location	Phone	Ext.	Fax	Email
<input type="checkbox"/> Brown, Julie		518-222-5555			julie@abc.com

CREATING THE PROVIDER SERVICE

Complete and update all information in the **Provider Detail Services** tab. A **provider service** is required before creating the **offering**. If the service does not already exist, then:

21. Click the **New Service** button.
22. Place a check mark in the box next to the newly created service line.
23. Click the **Service** button to access the **Service Category/Type Selector** Webpage Dialog screen.



The screenshot shows the 'Provider Detail' tab for 'ABC Company' (ID: 7785). The 'Services' sub-tab is active. At the bottom left, a yellow arrow points to the 'New Service' button, labeled '1. New Service'. In the middle, a table lists services with a checked checkbox in the first row, labeled '2. Check box'. On the right side, a yellow arrow points to the 'Service' button, labeled '3. Service'.

Service Detail

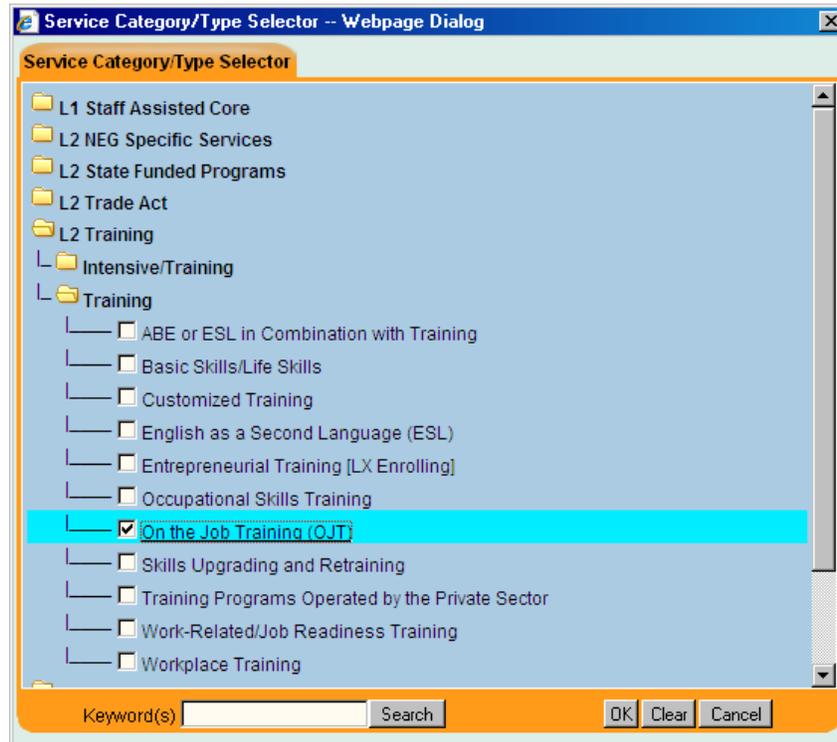
- Service Category
- Service Type
- Service Name
- Description
- Service ID
- WIA Eligible Status: Not approved
- Training Credit Hours
- Programs
- Total Service Length: Weeks, Days, Hours
- O*Net Title
- CIP Code

	Category	Service Type	Service Name	Description
<input type="checkbox"/>	Training	Customized Training	Sample Course	ETP Auto load 02/19/2013
<input checked="" type="checkbox"/>				

Buttons at the bottom: New Service, Delete Service, Print Service, New Offering, Show Deletes, Save, Print, Return to Search, Comments.

Select **Service Category** folder entitled **Training**.

Place a check mark next to the **Service Type** entitled **On the Job Training (OJT)**.



Click the **OK** button.



Enter the **Service Name**. The **Service Name** may be a job title or name of the specific training.

The **WIA Eligible Status** is **Not Approved**. Trade Act sponsored training does not have to be eligible for WIA funding.

The **Description** is the occupational title or training name followed with the letters **OJT**.

For example: *Material Handler – OJT*.

Select the appropriate **O*Net Title**.

Click the **Save** button.

The screenshot shows the OSOS Provider Detail page for ABC Company (ID: 77785). The page is divided into several sections: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The PROVIDER section is active, showing details for the selected provider. The Services tab is selected, displaying the Service Detail form. The form includes fields for Service Category (Training), Service Type (On the Job Training (OJT)), Service Name (Material Handler Training), Description (Material Handler - OJT), Service ID (101261), Training Credit Hours, Service Length (Weeks, Days, Hours), O*Net Title (53706200 - Laborers and Freight, Stock, and Material Movers, Hand), and CIP Code. A table below the form lists the services, with the first row selected. The Save button is highlighted with a red arrow.

Service Name

O*Net Title

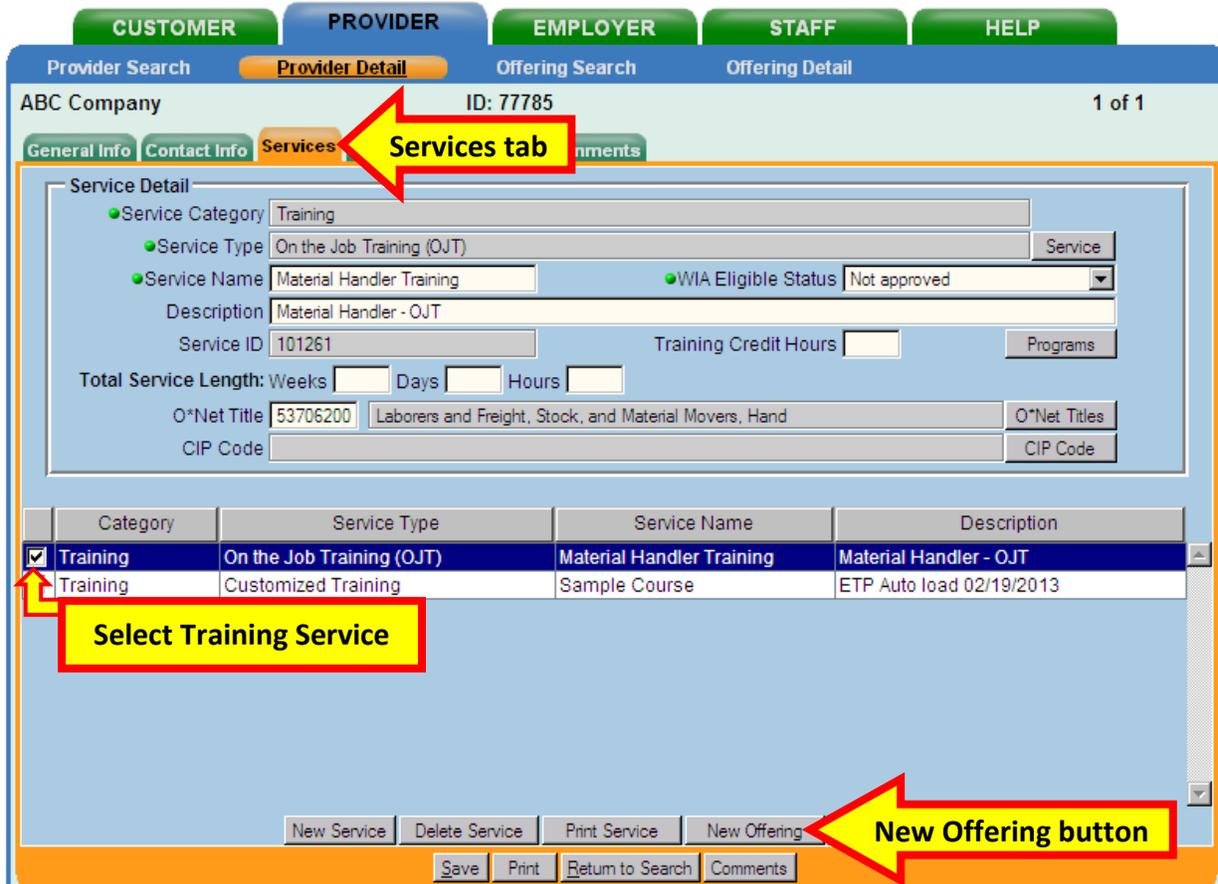
Save

Category	Service Type	Service Name	Description	
<input checked="" type="checkbox"/>	Training	On the Job Training (OJT)	Material Handler Training	Material Handler - OJT
<input type="checkbox"/>	Training	Customized Training	Sample Course	ETP Auto load 02/19/2013

CREATING THE OFFERING

Check the box to highlight the appropriate OJT training service and open access to the **New Offering** button.

Click the **New Offering** button.



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

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

ABC Company ID: 77785 1 of 1

General Info **Contact Info** **Services** **Comments**

Service Detail

- Service Category: Training
- Service Type: On the Job Training (OJT)
- Service Name: Material Handler Training WIA Eligible Status: Not approved
- Description: Material Handler - OJT
- Service ID: 101261 Training Credit Hours:
- Total Service Length: Weeks Days Hours
- O*Net Title: 53706200 Laborers and Freight, Stock, and Material Movers, Hand O*Net Titles
- CIP Code: CIP Code

Category	Service Type	Service Name	Description
<input checked="" type="checkbox"/> Training	On the Job Training (OJT)	Material Handler Training	Material Handler - OJT
<input type="checkbox"/> Training	Customized Training	Sample Course	ETP Auto load 02/19/2013



Click the drop down list and select the appropriate location.

Check the box for **Monday** or whichever day of the week that the OJT will start. Do not check the **Start Date**, **End Date**, **Start Time**, **End Time**, any other days of the week, or enter any number into the **Total Seats** or **Available Seats** data fields.

Enter **\$1.00** in the **Cost** field.

There is no programmatic need to add anything to the **Description**, but information may be added if desired.

Click the **Save Single** button.

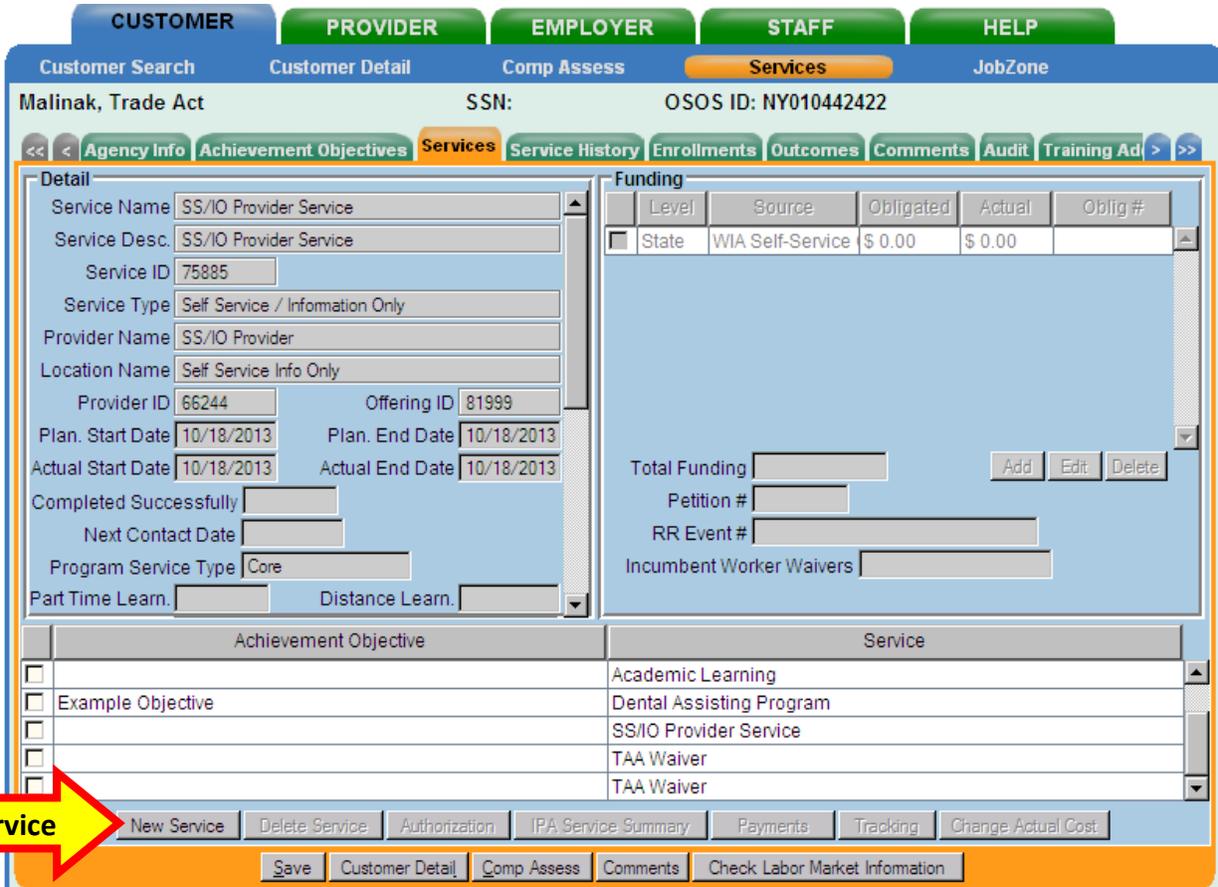
The screenshot shows the 'Offering Detail' page for 'Material Handler Training'. The 'Provider Info' section includes fields for Provider Name (ABC Company), Service Category (Training), Service Type (On the Job Training (OJT)), and Service Description (Material Handler - OJT). The 'Location' section includes a dropdown for Location (Career Central), Address (175 Central Avenue), City (Albany), State (New York), Zip (12206), and WIB (Albany/Rensselaer/Schenect). The 'Schedule' section includes Start Date, End Date, Start Time, End Time, and checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The 'Monday' checkbox is checked. The 'Additional Info' section includes Cost (\$ 1.00), Total Seats, and Available Seats. The 'Description' field is empty. At the bottom, there are buttons for 'Save Single', 'Save Ongoing', 'Provider Services', and 'Return to Search'. Red arrows point to the 'Monday' checkbox, the 'Cost' field, and the 'Save Single' button.

If concerns exist regarding data entry for a new provider and/or offering, please refer to the **Desk Guide for Provider Module Data Entry and Maintenance** found at:

<http://labor.ny.gov/workforcenypartners/osos/osos-desk-guide-provider-module.pdf> or contact the OSOS Help Desk at (518) 457-6586 or via email at Help.OSOS@labor.ny.gov

RECORDING THE OJT CUSTOMER SERVICE

Click the **New Service** Button at the bottom of the left hand side of the **Services** tab.



The screenshot shows the OSOS interface for a customer named Malinak, Trade Act. The 'Services' tab is active, displaying a list of services. A red arrow points to the 'New Service' button at the bottom left of the service list.

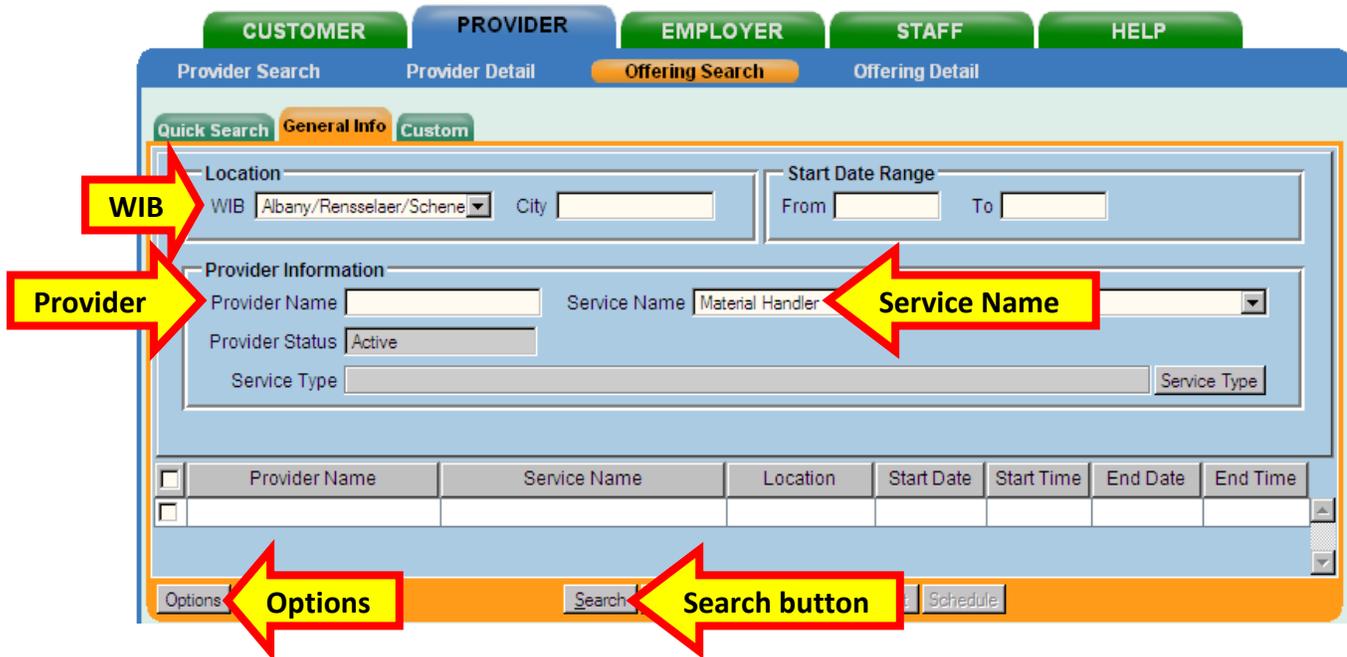
Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	State	WIA Self-Service	\$ 0.00	\$ 0.00	

OSOS will navigate to the **Quick Search** tab in the **Offering Search** window. Enter the **Offering ID** or click the **General Info** tab.



The screenshot shows the OSOS 'Offering Search' window. The 'Quick Search' and 'General Info' tabs are highlighted with red arrows. The 'Offering ID' field is also highlighted with a red arrow.

Enter the **WIB**, **Provider Name**, and/or **Service Name** in the **General Info** tab and click **Search**.

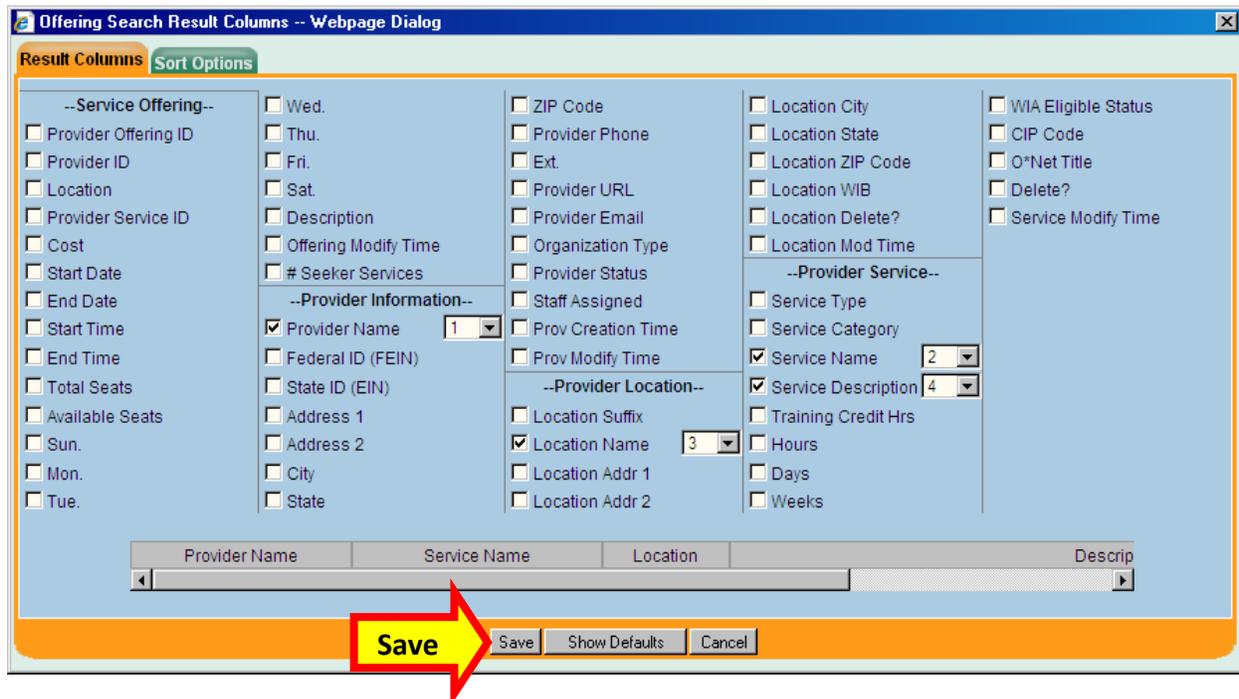


The screenshot shows the 'Provider Search' window with the 'General Info' tab selected. Red arrows point to the following elements:

- WIB:** A dropdown menu showing 'Albany/Rensselaer/Schenectady'.
- Provider:** A text input field for 'Provider Name'.
- Service Name:** A dropdown menu showing 'Material Handler'.
- Options:** A button at the bottom left of the search area.
- Search button:** A button labeled 'Search' at the bottom center.

The Options button will allow the user to select what categories and in which order to display in the search results.

When finished entering the search criteria, click the **Search** button.

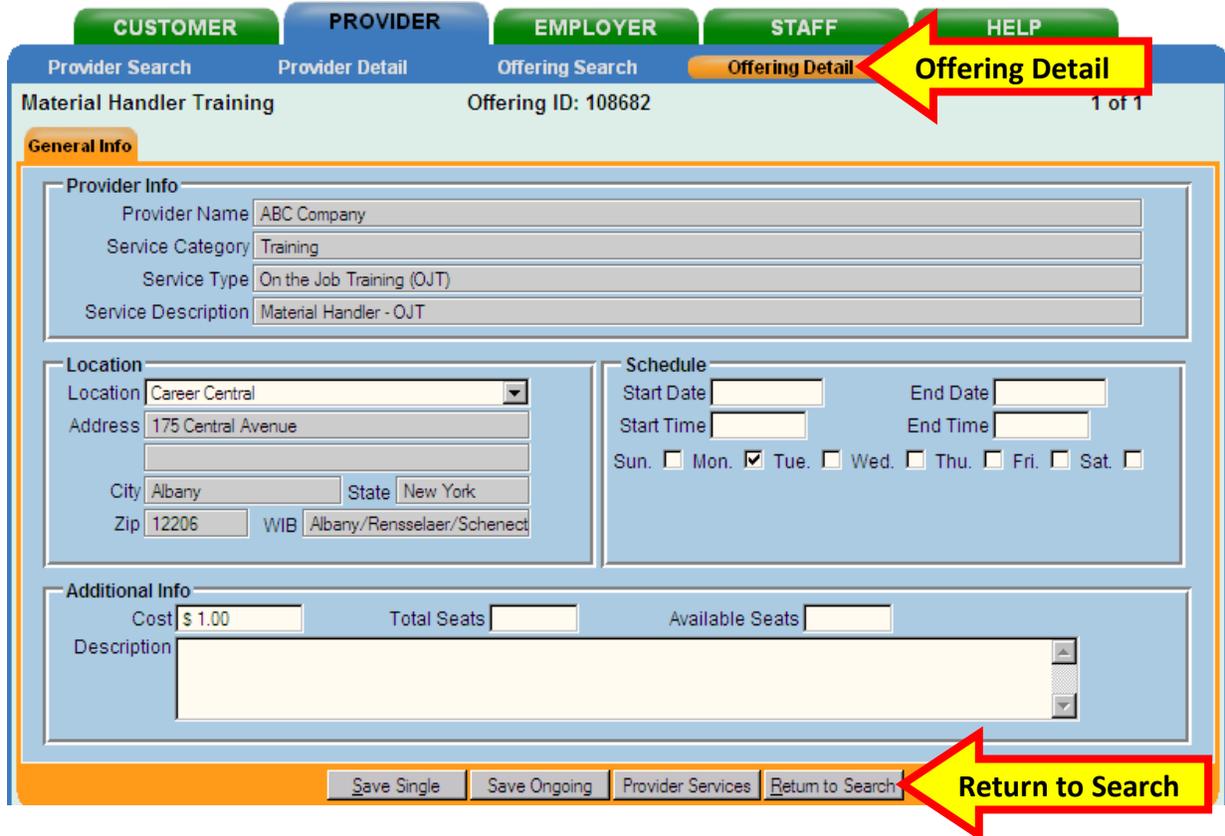


The screenshot shows the 'Offering Search Result Columns' dialog box. A red arrow points to the 'Save' button at the bottom. The dialog contains several sections of checkboxes and dropdown menus for selecting columns to display in the search results.

- Service Offering--**: Includes checkboxes for Provider Offering ID, Provider ID, Location, Provider Service ID, Cost, Start Date, End Date, Start Time, End Time, Total Seats, Available Seats, Sun., Mon., and Tue.
- Provider Information--**: Includes checkboxes for Wed., Thu., Fri., Sat., Description, Offering Modify Time, # Seeker Services, Provider Name (dropdown 1), Federal ID (FEIN), State ID (EIN), Address 1, Address 2, City, and State.
- Provider Location--**: Includes checkboxes for ZIP Code, Provider Phone, Ext., Provider URL, Provider Email, Organization Type, Provider Status, Staff Assigned, Prov Creation Time, Prov Modify Time, Location Suffix, Location Name (dropdown 3), Location Addr 1, and Location Addr 2.
- Provider Service--**: Includes checkboxes for Location City, Location State, Location ZIP Code, Location WIB, Location Delete?, Location Mod Time, Service Type, Service Category, Service Name (dropdown 2), Service Description (dropdown 4), Training Credit Hrs, Hours, Days, and Weeks.
- WIA Eligible Status--**: Includes checkboxes for WIA Eligible Status, CIP Code, O*Net Title, Delete?, and Service Modify Time.

Click the **Save** button when finished.

If there is only one result that matches the search criteria, OSOS will navigate to the **Offering Detail** screen. Click the **Return to Search** button.



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

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

Material Handler Training Offering ID: 108682 1 of 1

General Info

Provider Info

Provider Name: ABC Company
 Service Category: Training
 Service Type: On the Job Training (OJT)
 Service Description: Material Handler - OJT

Location

Location: Career Central
 Address: 175 Central Avenue
 City: Albany State: New York
 Zip: 12206 WIB: Albany/Rensselaer/Schenect

Schedule

Start Date: End Date:
 Start Time: End Time:
 Sun. Mon. Tue. Wed. Thu. Fri. Sat.

Additional Info

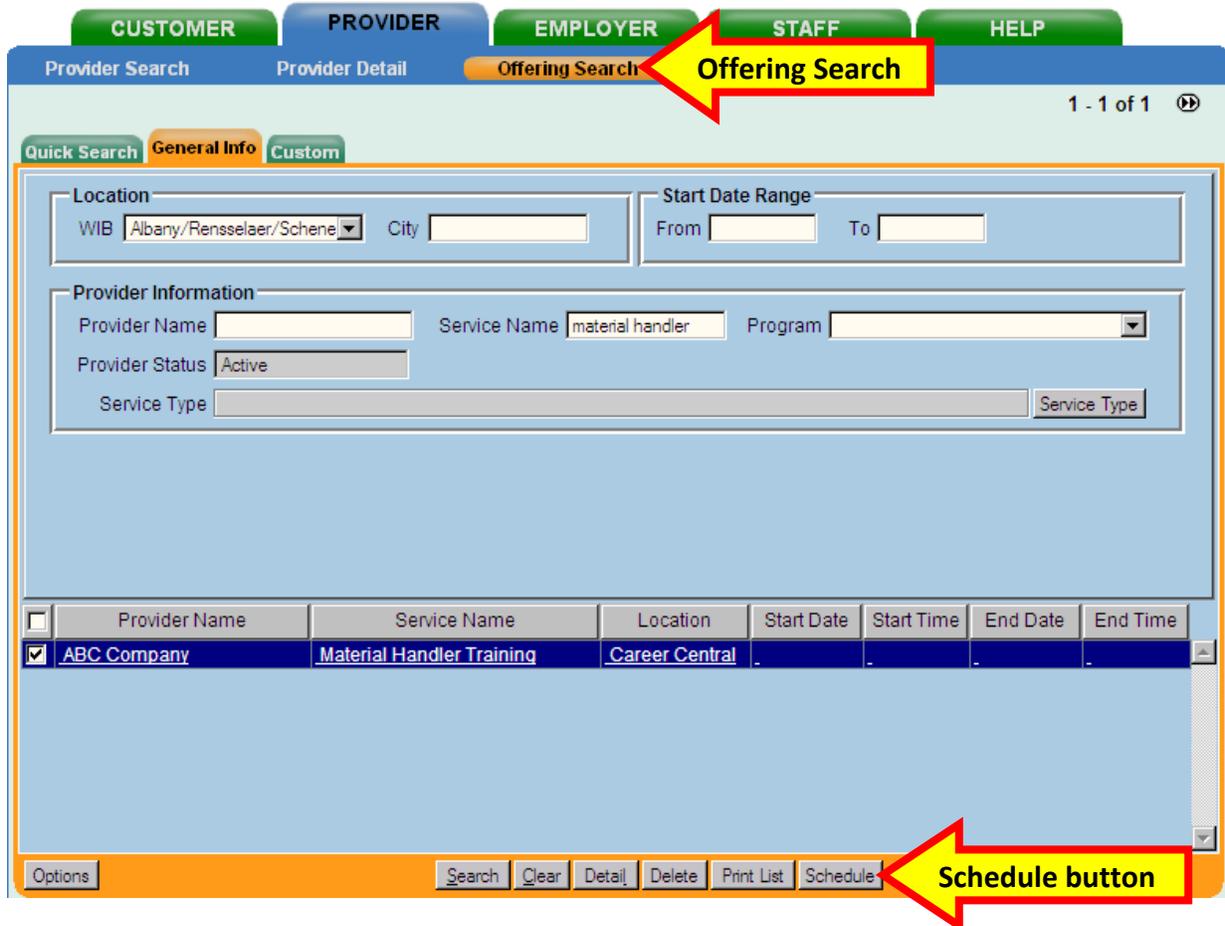
Cost: \$ 1.00 Total Seats: Available Seats:
 Description:

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

Multiple matches will be listed in the General Info tab. Select a service and click the Detail button to see if it is the appropriate service. If not, click the Return to Search button to navigate back to the Offering Search window and select another service.

If the Return to Search button was clicked after a single match was returned, OSOS will navigate back to the General Info tab in the Offering Search window.

Once the appropriate service has been selected, 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, and Offering Search. A yellow arrow points to the Offering Search sub-tab. The main content area has three tabs: Quick Search, General Info, and Custom. The General Info tab is active, showing search criteria for Location (WIB Albany/Rensselaer/Schene, City), Start Date Range (From, To), Provider Information (Provider Name, Service Name: material handler, Program, Provider Status: Active, Service Type), and a table of search results. A yellow arrow points to the Schedule button in the bottom right corner of the interface.

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	ABC Company	Material Handler Training	Career Central	-	-	-	-

Options: Search Clear Detail Delete Print List Schedule



OSOS will automatically navigate back to the **Services** tab with the newly added service. Complete the required fields in the **Detail** section of the tab:

- **Plan. Start Date:** Enter the planned started date when the service is expected to start in the format of mm/dd/yyyy
- **Plan. End Date:** Enter the date the service is expected to end
- **Actual Start Date:** Enter the date the service begins. This cannot be a future date and must be on or after the Trade Act **Eligibility Date** recorded in the work history.
- **Program Service Type:** Select **Non-ITA** for Customized, OJT and Apprenticeship training.
- **Part Time Learn.:** Enter **Yes** or **No** to indicate if the OJT is part time or not
- **Distance learn.:** Enter **Yes** or **No** to indicate if the OJT will include on-line or another form of distance training
- **O*Net:** Select the O*Net code that was used in the Provider Service details

The screenshot shows the OSOS interface for the 'Services' tab. The 'Detail' section contains the following fields:

- Service Type: On the Job Training (OJT)
- Provider Name: ABC Company
- Location Name: Career Central
- Provider ID: 77785, Offering ID: 108682
- Plan. Start Date: 10/21/2013, Plan. End Date: 03/29/2014
- Actual Start Date: 10/21/2013, Actual End Date: (empty)
- Completed Successfully: (dropdown)
- Next Contact Date: (text field)
- Program Service Type: Non-ITA Training (dropdown)
- Part Time Learn.: No (dropdown), Distance Learn.: (dropdown)
- Program: (dropdown)
- Minimum Hours: (text field), Number of Weeks: (text field)
- O*Net: 53706200 (dropdown)

Annotations in the image include:

- A yellow arrow labeled 'Dates' pointing to the Plan. Start Date and Actual Start Date fields.
- A yellow arrow labeled 'Program Service Type' pointing to the Program Service Type dropdown.
- A yellow arrow labeled 'O*Net' pointing to the O*Net dropdown.
- A yellow arrow labeled 'Save' pointing to the Save button at the bottom of the form.

The 'Funding' section is also visible, showing a table with columns: Level, Source, Obligated, Actual, and Oblig #.

When these fields have been completed, click the **Save** button.

Note: The Service Detail section must be saved prior to any data entry in the Funding section.

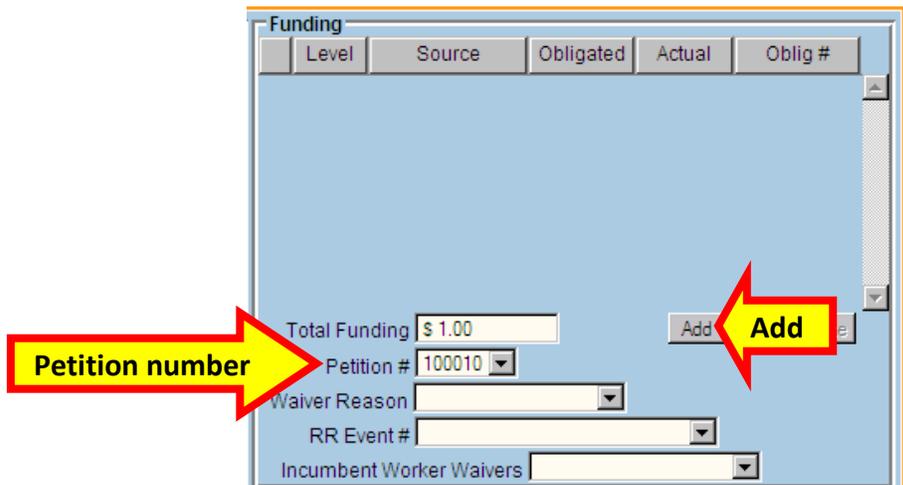
FUNDING OJT SERVICE

Next, the appropriate funding source must be attached to the service for reporting purposes.

Enter \$1 in the **Total Funding** field and select the **Petition** number

Note: The \$1 or decimal amount used to fund services in OSOS is not reflective of any real costs of service. It is the convention used for tracking services in the system.

Click the **Add** button.

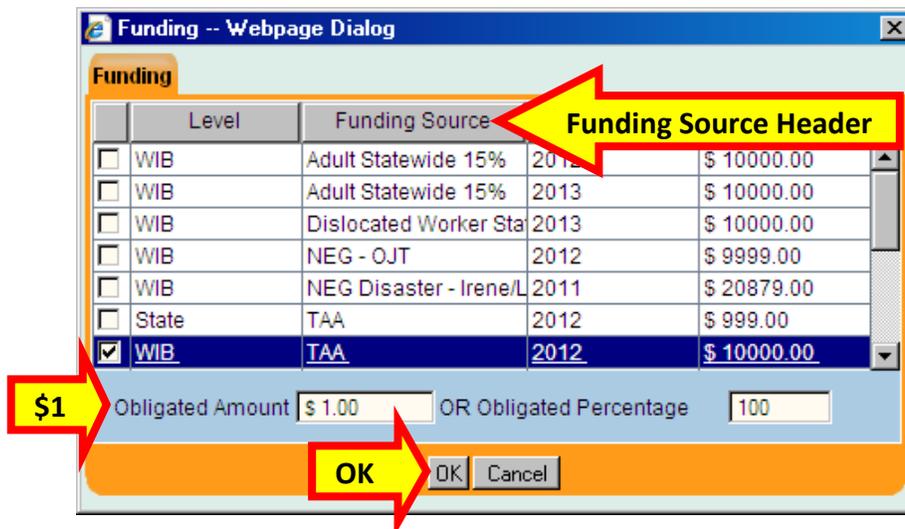


The screenshot shows a 'Funding' dialog box with the following fields: Total Funding (\$ 1.00), Petition # (100010), Waiver Reason, RR Event #, and Incumbent Worker Waivers. An 'Add' button is visible. Annotations include a yellow arrow pointing to the Petition # dropdown labeled 'Petition number' and another yellow arrow pointing to the Add button labeled 'Add'.

This will bring up the **Funding - - Webpage Dialog** window. Click the **Funding Source** column header to sort funds and select the appropriate TAA funding year.

The OJT service must be funded with Trade Act funds.

Type \$1 again in the **Obligated Amount** field and click **OK**.



The screenshot shows the 'Funding -- Webpage Dialog' window. It contains a table with columns: Level, Funding Source, Year, and Amount. The table lists various funding sources, with the last row (WIB, TAA, 2012, \$ 10000.00) selected. Below the table, the 'Obligated Amount' field is set to '\$ 1.00' and the 'OR Obligated Percentage' is set to '100'. An 'OK' button is highlighted. Annotations include a yellow arrow pointing to the 'Funding Source' column header labeled 'Funding Source Header', a yellow arrow pointing to the '\$1' in the Obligated Amount field, and a yellow arrow pointing to the OK button.

Level	Funding Source	Year	Amount	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2012	\$ 10000.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker Sta	2013	\$ 10000.00
<input type="checkbox"/>	WIB	NEG - OJT	2012	\$ 9999.00
<input type="checkbox"/>	WIB	NEG Disaster - Irene/L	2011	\$ 20879.00
<input type="checkbox"/>	State	TAA	2012	\$ 999.00
<input checked="" type="checkbox"/>	WIB	TAA	2012	\$ 10000.00

Click the **Save** button.

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

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

Malinak, Trade Act SSN: OSOS ID: NY010442422

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

Detail

Service Type: On the Job Training (OJT)

Provider Name: ABC Company

Location Name: Career Central

Provider ID: 77785 Offering ID: 108682

Plan. Start Date: 10/21/2013 Plan. End Date: 03/29/2014

Actual Start Date: 10/21/2013 Actual End Date:

Completed Successfully:

Next Contact Date:

Program Service Type: Non-ITA Training

Part Time Learn.: No Distance Learn.: No

Program:

Minimum Hours: Number of Weeks:

O*Net: 53706200 Laborers and Freight, Stock, and Materis O*Net

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB TAA	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00 Add Edit Delete

Petition #: 100010

Waiver Reason:

RR Event #:

Incumbent Worker Waivers:

Achievement Objective	Service
<input type="checkbox"/>	SS/IO Provider Service
<input type="checkbox"/>	ISS Individual Service Strategy
<input type="checkbox"/>	Academic Learning
<input type="checkbox"/>	Dental Assisting Program
<input checked="" type="checkbox"/>	Material Handler Training

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

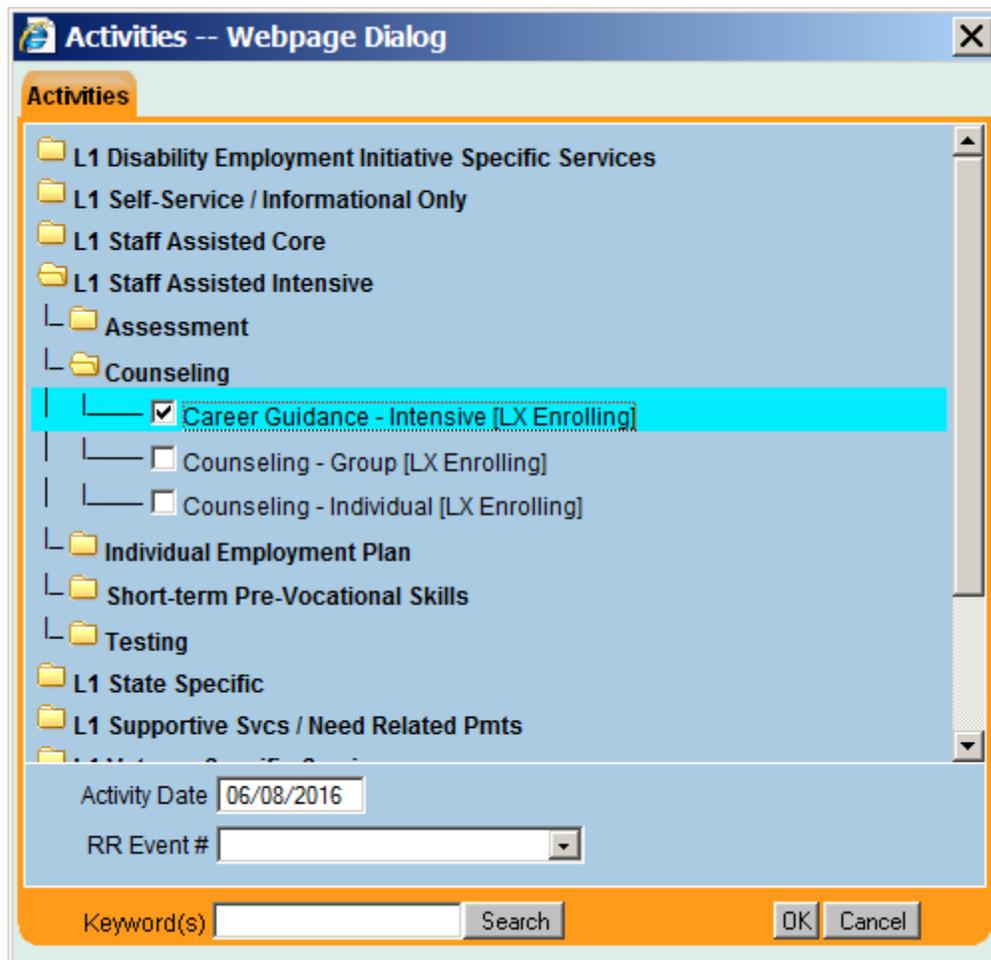
Save Save Customer Detail Comp Assess Comments Check Labor Market Information

WAIVER FROM TRAINING SERVICE

Under certain circumstances eligible workers may be waived from meeting their training enrollment deadline, while still retaining eligibility for Basic TRA income support. An individual may receive Basic TRA even if they are not enrolled in training if they have been issued a waiver from the “enrolled in training” requirement.

A waiver from training is not necessary if the training enrollment deadline has passed, basic TRA benefits have exhausted, or suitable employment has been secured.

When discussing training, career development and the training waiver, it may be appropriate to record a service for Career Guidance.



The training waiver service cannot be saved unless all the data is correctly entered into the customer's work history. The customer must be:

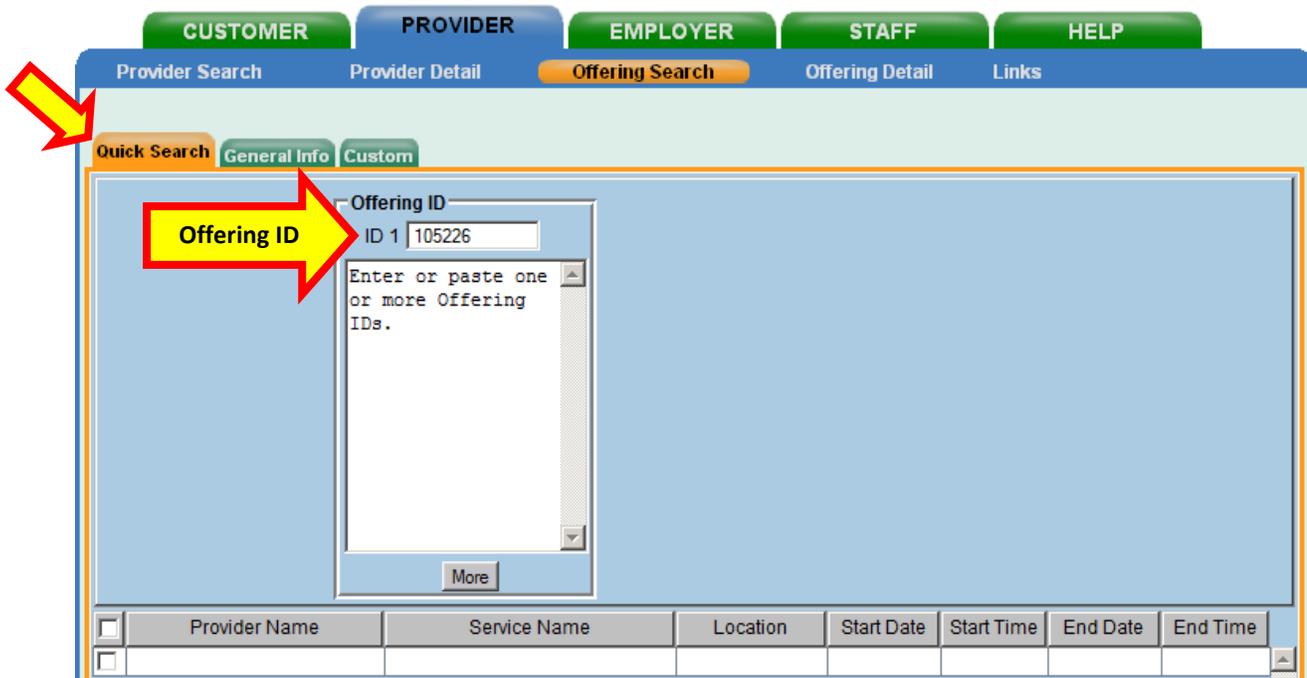
- Designated as a **Dislocated Worker**;
- Dislocated due to foreign trade;
- Associated with a petition number;
- Determined eligible in the **Eligibility Determination** data field.

To enter a new Training Waiver service into a customer's record, click the **New Service** button.



OSOS will navigate to the **Quick Search** tab in the **Offering Search** window of the **Provider** module. Enter the **Offering ID** (*105226*) into the **Quick Search** screen.

Quick Search tab:



The single statewide offering attached to this provider service is the **TAA Waiver** as seen below with **Offering ID 105226**. Click **Return to Search** to return to the **Offering Search** screen.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail Links

TAA Waiver Offering ID: 105226 1 of 1

General Info

Provider Info

Provider Name: TAA Waiver Statewide

Service Category: Trade Act Allowances

Service Type: Training Waiver

Service Description: Generic TAA / TGAA Training Waiver Service for all WIBs as of version 5.3.01 - Nov 2011

Location

Location:

Address: State Office Campus

City: Statewide State: New York

Zip: 12240 WIB: NYSODL - CO

Schedule

Start Date: 06/05/2014 End Date:

Start Time: End Time:

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

Additional Info

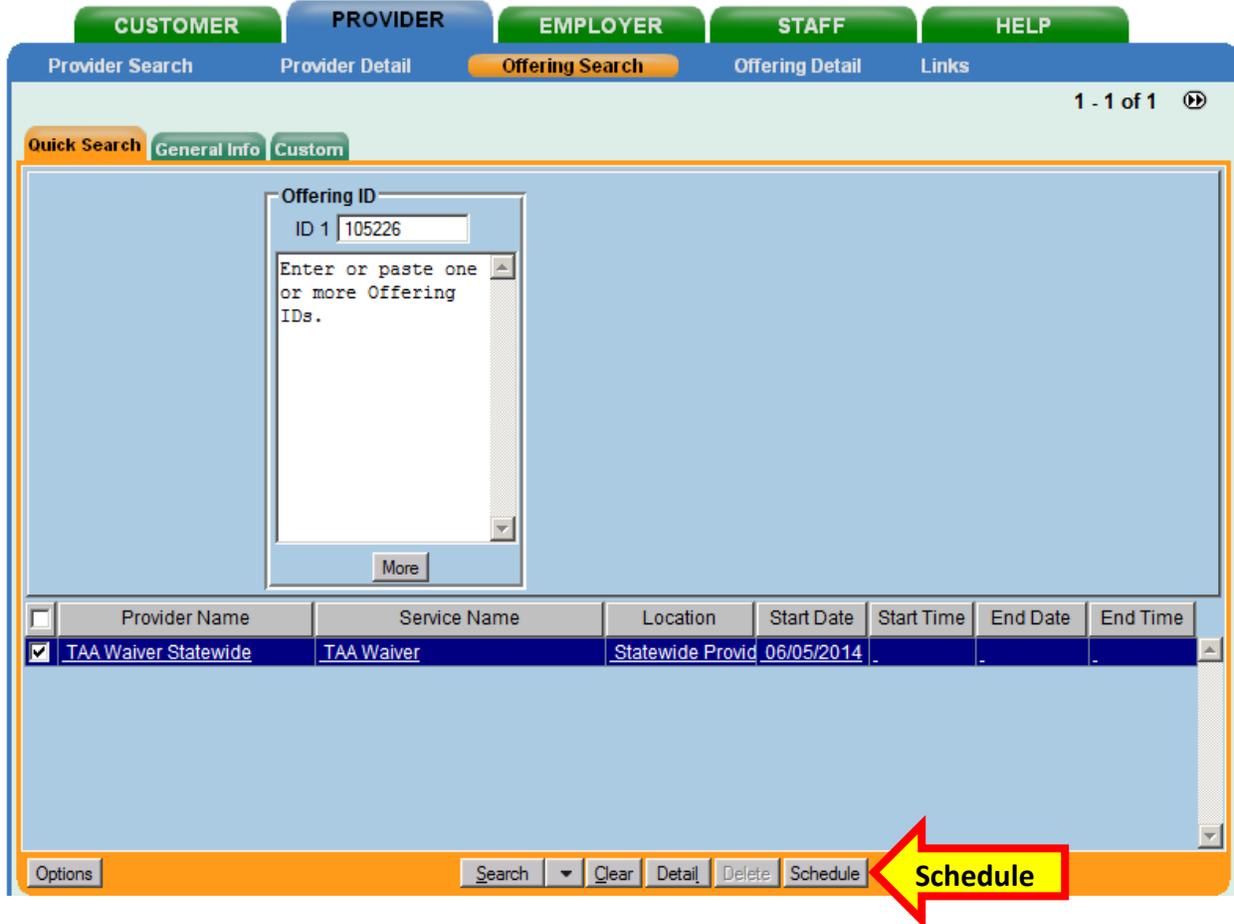
Cost: \$ 1.00 Total Seats: Available Seats:

Description: Generic TAA/TGAA Training Waiver Service for all WIBs with version 5.3.01 effective November 2011

Save Single Save Ongoing Provider Services Return to Search

Return to Search

Click **Schedule** to return to the Services tab.



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

1 - 1 of 1

Quick Search General Info Custom

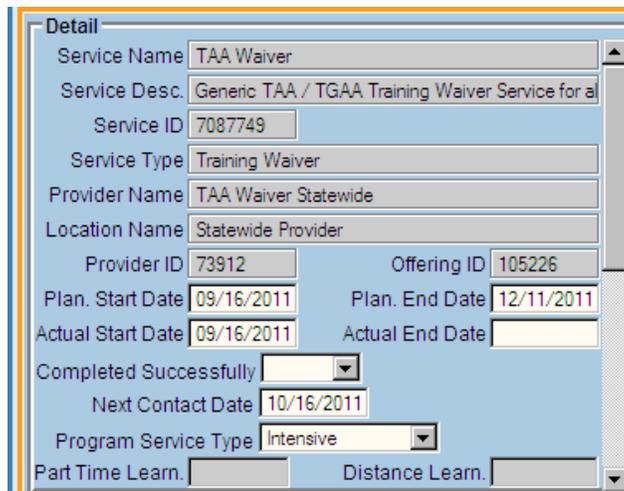
Offering ID
ID 1 105226
Enter or paste one or more Offering IDs.
More

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	TAA Waiver Statewide	TAA Waiver	Statewide Provid	06/05/2014	.	.	.

Options Search Clear Detail Delete **Schedule**

OSOS will navigate 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 & Actual Start Date** for the initial waiver from training is the first date that the trade-affected worker meets with staff.
- **Plan. End Date** is the first Sunday no more than 90 days from the start date of the initial waiver. The start date for all subsequent waivers from training will be a Monday date. The end date for all subsequent waivers is the first Sunday no more than 30 days from the start date on the last waiver from training issued.
- **Program Service Type:** select **Intensive**.
- One Stop Center staff is required to contact the trade-affected worker at 30 day intervals during the initial waiver period. Therefore, data enter a **Next Contact Date** that is less than 30 days from **Actual Start Date** of the Waiver from Training service or less than 30 days from the last waiver review contact. This will create a reminder for the staff person who entered the **Next Contact Date** to contact the trade-affected worker on or prior to the 30-day waiver contact deadline.



Click the **Save** button.



The Planned Start Date and Actual Start Date entered into the service cannot be earlier than the most recent date in the Application Date and Qualifying Separation Date as entered in the TAA / NAFTA-TAA section and the Eligibility Date as listed in the Trade Eligibility Determination - - Webpage Dialog box.



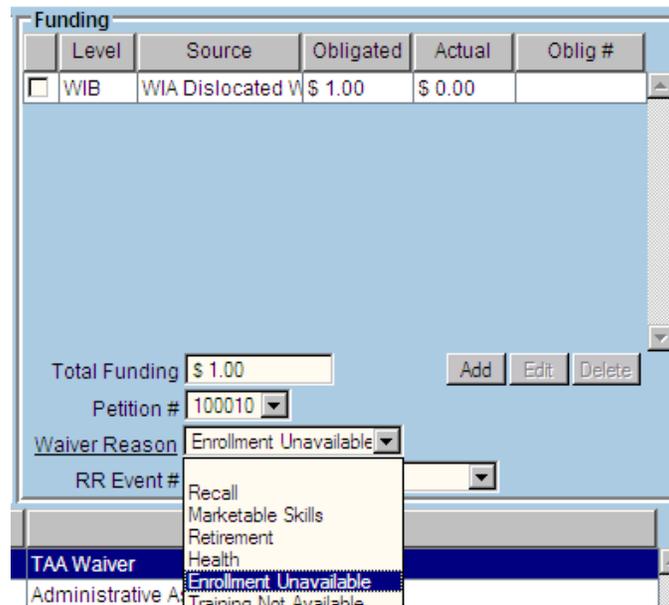
Petition numbers associated with a saved service may not become visible until the service is selected by placing a checkmark in the box next to the service.

FUNDING THE TRAINING WAIVER SERVICE



The Training waiver may not be funded with TAA funds. It is recommended to use Dislocated Worker funds when available.

Enter Funding, petition number and **Save**.



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

Total Funding: \$ 1.00

Petition #: 100010

Waiver Reason: Enrollment Unavailable

RR Event #:

- Recall
- Marketable Skills
- Retirement
- Health
- Enrollment Unavailable
- Training Not Available

Buttons: Add, Edit, Delete

Addition of the Trade Act petition number also activates the **Training Waiver** drop-down field. Every time a Trade Act customer is granted a Training Waiver, a TAA Waiver service must be entered into the **Services** tab, linked to the Petition number in the Petition # field, and the Training Waiver drop-down field must be populated with the reason for the waiver. Training Waiver drop-down choices are:

- Recall 2002 & 2009 Law Benefits
- Marketable Skills 2002 & 2009 Law Benefits
- Retirement 2002 & 2009 Law Benefits
- Health 2002,2009, 2011 & 2015 Law Benefits
- Enrollment Unavailable 2002,2009, 2011 & 2015 Law Benefits
- Training Unavailable 2002,2009, 2011 & 2015 Law Benefits

Note: It is rare in NYS that **Training Unavailable** will be a legitimate reason. Health and Enrollment Unavailable are the only two reasons recommended in NYS at this time.

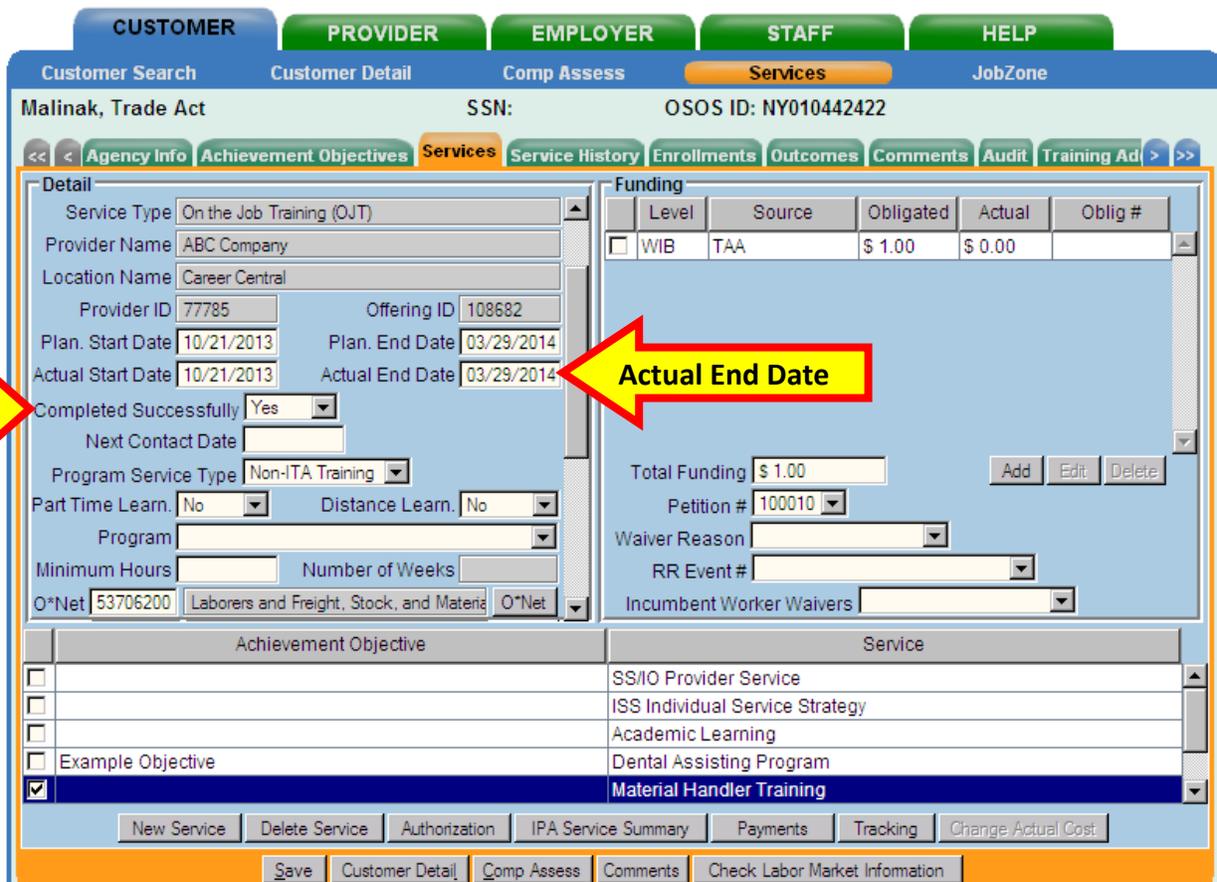


The Enrollment Unavailable waivers CANNOT be issued until a training plan has been approved by the TAA Unit in the Albany Central Office. All waiver services must be recorded in OSOS. All waivers are issued by using the Trade Act Tracker application.

ENDING THE SERVICE

When the L2 service has ended, the service must be closed by data entering the **Actual End Date** and indicating whether or not the customer has successfully completed the service:

- **Actual End Date:** Enter the actual end date of the OJT in the format of mm/dd/yyyy
- **Completed Successfully:** Select *Yes* or *No* to indicate whether or not the customer successfully completed the OJT



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

Malinak, Trade Act SSN: OSOS ID: NY010442422

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

Detail

Service Type: On the Job Training (OJT)

Provider Name: ABC Company

Location Name: Career Central

Provider ID: 77785 Offering ID: 108682

Plan. Start Date: 10/21/2013 Plan. End Date: 03/29/2014

Actual Start Date: 10/21/2013 Actual End Date: 03/29/2014

Completed Successfully: Yes

Next Contact Date:

Program Service Type: Non-ITA Training

Part Time Learn.: No Distance Learn.: No

Program:

Minimum Hours: Number of Weeks:

O*Net: 53706200 Laborers and Freight, Stock, and Matena O*Net

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB TAA	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00 Add Edit Delete

Petition #: 100010

Waiver Reason:

RR Event #:

Incumbent Worker Waivers:

Achievement Objective	Service
<input type="checkbox"/>	SS/IO Provider Service
<input type="checkbox"/>	ISS Individual Service Strategy
<input type="checkbox"/>	Academic Learning
<input type="checkbox"/>	Dental Assisting Program
<input checked="" type="checkbox"/>	Material Handler Training

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

Save Customer Detail Comp Assess Comments Check Labor Market Information

If the training program has been accelerated or extended, a new **Planned End Date** must be entered. Be sure to enter a Comment regarding why the end date has been changed.

If the customer has quit or been terminated from the training program before successful completion, enter the customer's last day in training as the **Actual End Date** and select **"No"** from the **Completed Successfully** drop down menu. Be sure to enter a Comment regarding why the training ended unsuccessfully.

The TAA Unit sends a monthly report to each TAA Coordinator alerting them to training that will complete in the upcoming month. The report includes the customer's OSOS ID, demographics, and training information including the planned end date.

OUTCOMES

A credential is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. TAA training plans designed to secure long term reemployment often (but not always) result in credential attainment. The diploma, degree, and/or certificates must be attained either during participation (enrollment) or by the end of the fourth quarter after the quarter of exit from services (other than follow-up services) in order to get credit for the credential.

Examples of credentials include:

- Educational Diplomas and Certificates (typically for one academic year or less of study);
- Educational Degrees, such as an associate's (2-year) or bachelor's (4-year) degree;
- Registered Apprenticeship Certificate;
- Occupational Licenses (typically, but not always, awarded by state government agencies); and
- Industry-recognized or professional association certifications; also known as personnel certifications; and
- Other certificates of skills completion.

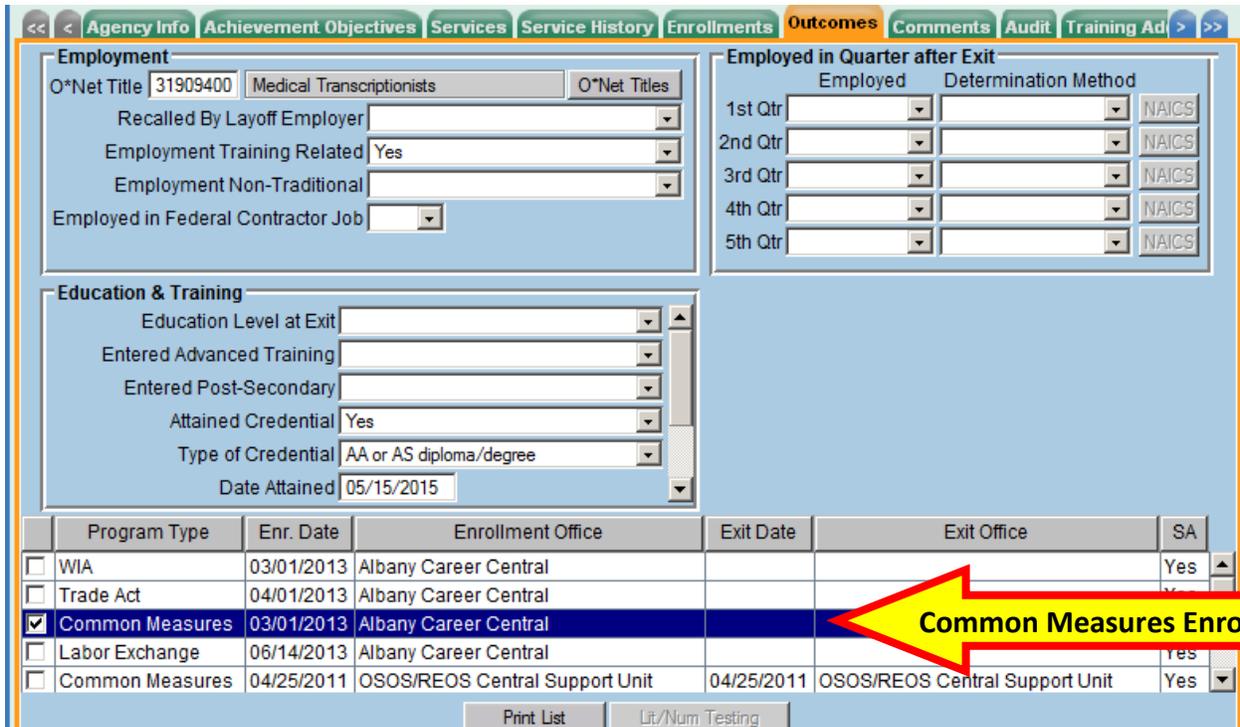
Credentials are entered into the **Outcomes** tab in the **Services** window of the **Customer** module.





The Credential field will only become accessible when you select the Common Measures enrollment. You will not be able to access the credential data fields when selecting the Trade Act enrollment.

Be sure that you select the appropriate Common Measures enrollment that matches or contains the dates of the Trade Act enrollment. If necessary, it is possible to select and enter data into a previous enrollment rather than the most recent or current.

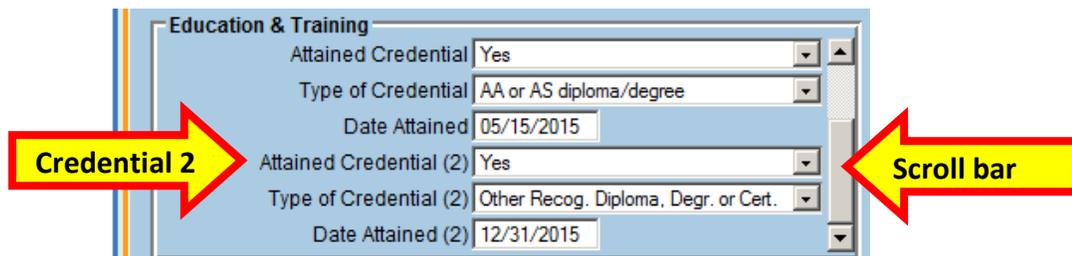


Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/> WIA	03/01/2013	Albany Career Central			Yes
<input type="checkbox"/> Trade Act	04/01/2013	Albany Career Central			Yes
<input checked="" type="checkbox"/> Common Measures	03/01/2013	Albany Career Central			Yes
<input type="checkbox"/> Labor Exchange	06/14/2013	Albany Career Central			Yes
<input type="checkbox"/> Common Measures	04/25/2011	OSOS/REOS Central Support Unit	04/25/2011	OSOS/REOS Central Support Unit	Yes

There are three data fields that must be completed to record a credential:

1. Attained Credential
2. Type of Credential
3. Date Attained

Two credentials may be recorded per enrollment by scrolling down to the second set of data fields:



Credential 2

Attained Credential (2) Yes

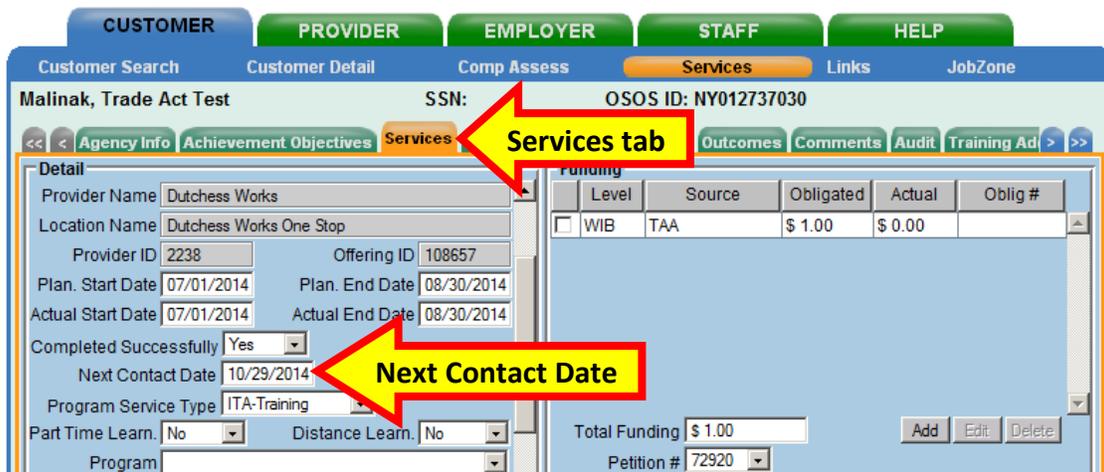
Type of Credential (2) Other Recog. Diploma, Degr. or Cert.

Date Attained (2) 12/31/2015

Scroll bar

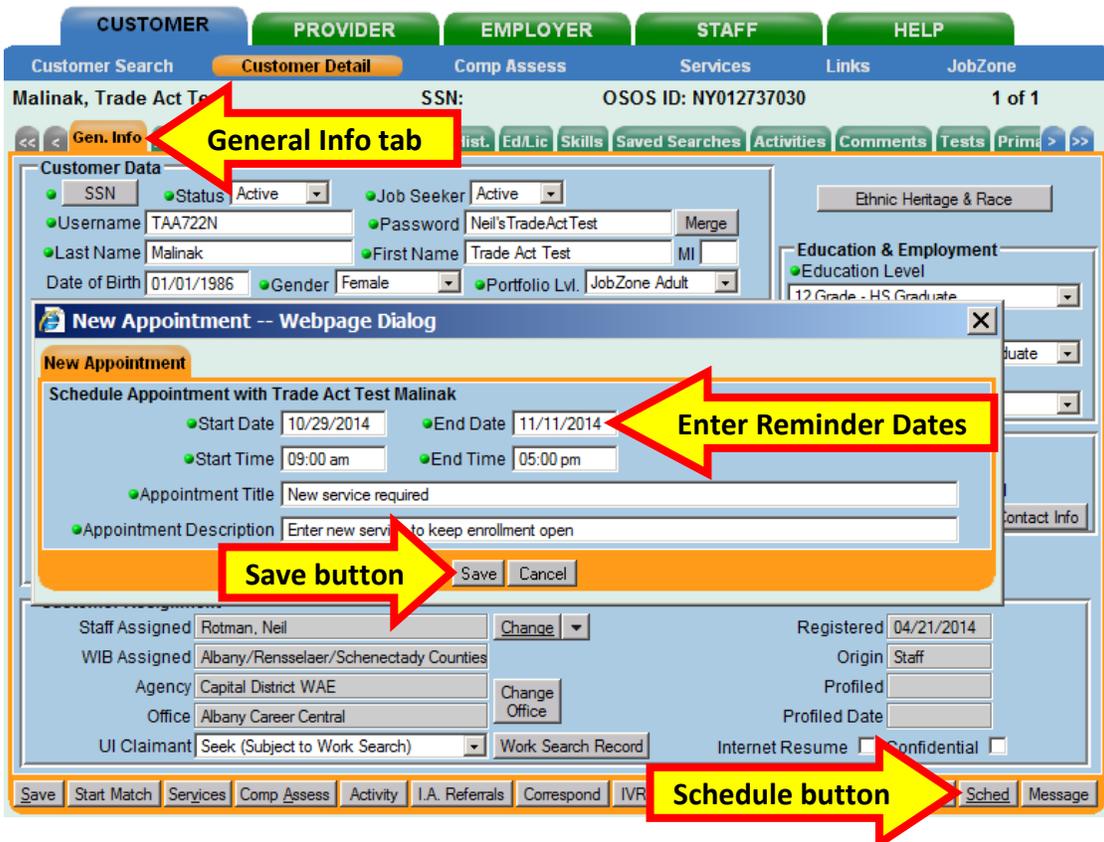
SETTING REMINDERS

It is necessary for staff to maintain contact with the customer and ensure a service every 60 days to keep the enrollment open, especially when the training start date is more than 60 days into the future. Subsequent training waivers would extend an enrollment. Use OSOS **Next Contact Date** or **Schedule** a reminder. Customers require a service within each 90 day period to remain enrolled unless an L2 service remains open. Planning a service every 60 days will ensure that the customer does not inadvertently exit the enrollment.



This screenshot shows the 'Services' tab in the OSOS interface for customer Malinak, Trade Act Test. The 'Next Contact Date' field is highlighted with a red arrow and labeled 'Next Contact Date'. The 'Services tab' is also highlighted with a red arrow and labeled 'Services tab'.

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB TAA	\$ 1.00	\$ 0.00	



This screenshot shows the 'General Info' tab in the OSOS interface for customer Malinak, Trade Act Test. A 'New Appointment' dialog box is open, showing the 'Schedule Appointment with Trade Act Test Malinak' form. The 'Start Date' is 10/29/2014 and the 'End Date' is 11/11/2014. The 'Save button' is highlighted with a red arrow and labeled 'Save button'. The 'Schedule button' is also highlighted with a red arrow and labeled 'Schedule button'. The 'Enter Reminder Dates' label points to the date fields.

Enter Reminder Dates

Save button

Schedule button



OTHER TRADE ACT SERVICES

All provider services and offerings that were created with a service type from the Trade Act folder will continue to be available for use.

Only certain services may be funded with TAA funds. These are:

- TAA-funded Training
- Job Search Allowance
- Relocation Allowance
- Subsistence While In Training Allowance
- Travel While In Training Allowance
- Participation in ATAA
- TRA Additional (**Not recorded in OSOS in NYS**)
- TRA Basic (**Not recorded in OSOS in NYS**)
- TRA Remedial (**Not recorded in OSOS in NYS**)

Required Services (2009/2011/2015 TAA programs) that are eligible for Dislocated Worker or Statewide Dislocated Worker 15% funding, but not Trade Act funding:

- Comprehensive and specialized assessment of skill levels and service needs;
- Development of an individual employment plan to identify employment goals;
- Information on:
 - training available in local and regional areas,
 - individual counseling to determine which training is suitable training, and
 - how to apply for such training
 - how to apply for financial aid
- Short-term prevocational services;
- development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct;
- Individual career counseling, including job search and placement counseling, during the period in which the individual is receiving a trade adjustment allowance or training under this chapter, and after receiving such training for purposes of job placement;
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas;
- Information relating to the availability of supportive services, including services relating to child care, transportation, dependent care, housing assistance, and need related payments that are necessary to enable participation in training;
- Support services that are available through WIOA and other partner programs or local community organizations (Co-enrollment opportunity);
- TAA Waiver Assessment



RESOURCES AND ASSISTANCE

Additional ETA program information and other resources can be found at:

<http://www.doleta.gov/tradeact/factsheet.cfm>

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](#)

TA 10-3: [Requirements for the Collection of Additional Participant Demographic Information upon Receipt of Intensive or Training Services under Title I-B of the Workforce Investment Act of 1998](#)

TAA Program Guides: [Programs and Tools web page](#)

Additional NYS 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