

Work Search Plan OSOS Guide



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PURPOSE

The Work Search Plan is created with a customer in receipt of Unemployment Insurance (UI) benefits. It details the strategies and approaches in looking for work, tailored to the customer's specific skills, experience, training and circumstance. It is created in OSOS and results in a document titled New York State Department of Labor UI Work Search Plan (WS2).



By signature, the customer agrees to the strategies in the plan and to follow specific UI eligibility criteria to meet their continued eligibility for benefits.

A WORK SEARCH PLAN IS COMPLETED WITH CUSTOMERS:

- Who perform an inadequate Work Search or who have failed to maintain and provide a Work Search Record upon audit by the UI Integrity Unit. These customers are referred to the Career Center via a weekly download in **REOS**.
- Who request a Work Search Plan to address specific work search circumstances
- Determined by Career Center staff to need a Work Search Plan to address a customer's individual circumstance such as disability, English proficiency, literacy or unique occupation.
- Customers enrolled in the RESEA program



OSOS DATA ENTRY

In order to create a Work Search Plan with a customer their OSOS **UI Claimant** status must indicate a status other than **None** (not claiming UI), found on the **General Information** tab in the **Customer Assignment** section.

The screenshot shows the OSOS Customer Detail page for Malinak, Bennie. The page is divided into several sections:

- Customer Data:** Includes fields for SSN, Status (Active), Job Seeker (Active), Username (354bennie), Password (ben2014), Last Name (Malinak), First Name (Bennie), MI (MI), Date of Birth (06/15/1952), Gender (Male), Portfolio Lvl. (JobZone Adult), Address (Building 12), City (Albany), State (New York), Zip (12240), County (Albany), Country (United States), Metro, Phone, Ext., Alt., Fax, Email, and URL. There is also a checkbox for U.S. Citizen (checked).
- Education & Employment:** Includes Education Level (12 Grade - HS Graduate), School Status (Not attending school; H.S. Graduate), and Employment Status (Not Employed).
- Contact Preferences:** Includes checkboxes for Use Postal (checked), Fax, Pri. Phone, Email, and Alt. Phone. There is a button for Resume Contact Info.
- Customer Assignment:** Includes Staff Assigned (Douglas, Sarah), WIB Assigned (Albany/Rensselaer/Schenectady Counties), Agency (Capital District WAE), Office (Albany Career Central), UI Claimant (Seek (Subject to Work Search)), Work Search Record, Registered (05/13/2013), Origin (Staff), Profiled, Profiled Date, Internet Resume (checked), and Confidential (unchecked).

A red arrow points to the 'UI Claimant' dropdown menu in the 'Customer Assignment' section, which is currently set to 'Seek (Subject to Work Search)'. The bottom of the page features a navigation bar with buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

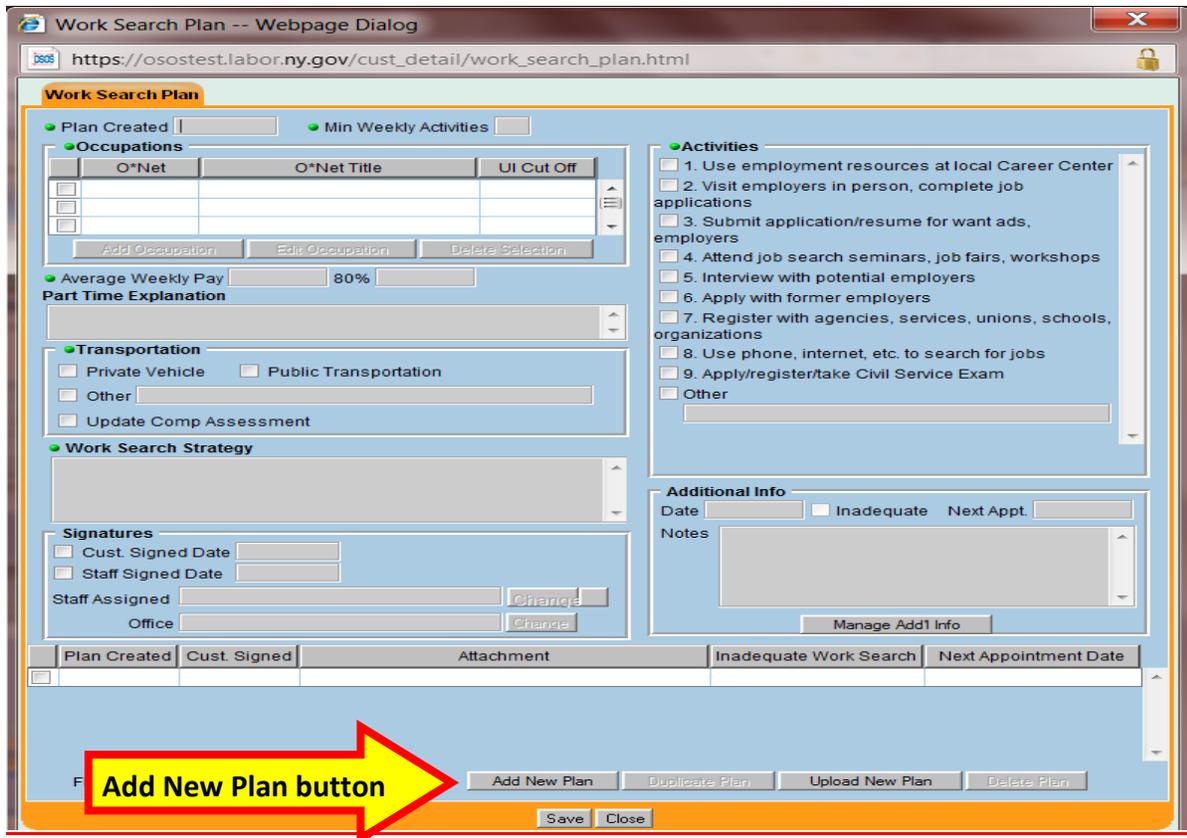


The Work Search Plan button is located in the **Objective** tab in the **Customer Detail** window. Click the Work Search Plan button to pull up the Work Search Plan screen.

The screenshot displays the OSOS Customer Detail window for Malinak, Bennie. The window has a top navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with tabs for Customer Search, Customer Detail (selected), Comp Assess, Services, and JobZone. The main content area is divided into several sections: Employment Objective (containing 'employment in Nursing'), Desired O*Net (with fields for O*Net Title, Experience, and a list of job titles including 'Nursing Assistants'), and Acceptable Job Locations (with fields for Maximum Zip Radius and states). At the bottom of the main content area, there is a 'Work Search Plan' button. A red arrow points to the 'Objective' tab, and another red arrow points to the 'Work Search Plan' button. The bottom of the window features a toolbar with buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

ADDING A NEW WORK SEARCH PLAN

Select **Add New Plan** button.



The screenshot shows a web browser window titled "Work Search Plan -- Webpage Dialog" with the URL "https://osostest.labor.ny.gov/cust_detail/work_search_plan.html". The main content area is titled "Work Search Plan" and contains several sections:

- Plan Created:** Includes a date field and a "Min Weekly Activities" checkbox.
- Occupations:** A table with columns for "O*Net", "O*Net Title", and "UI Cut Off". Below the table are buttons for "Add Occupation", "Edit Occupation", and "Delete Selection".
- Average Weekly Pay:** A field set to "80%" with a "Part Time Explanation" dropdown.
- Transportation:** Includes checkboxes for "Private Vehicle", "Public Transportation", "Other", and "Update Comp Assessment".
- Work Search Strategy:** A large text area for input.
- Signatures:** Includes checkboxes for "Cust. Signed Date" and "Staff Signed Date", and fields for "Staff Assigned" and "Office" with "Change" buttons.
- Activities:** A list of 9 activities with checkboxes, such as "1. Use employment resources at local Career Center applications" and "2. Visit employers in person, complete job applications".
- Additional Info:** Includes a "Date" field, an "Inadequate" checkbox, a "Next Appt." field, and a "Notes" text area.

At the bottom of the form, there is a row of buttons: "Add New Plan", "Duplicate Plan", "Upload New Plan", and "Delete Plan". A red arrow points to the "Add New Plan" button.



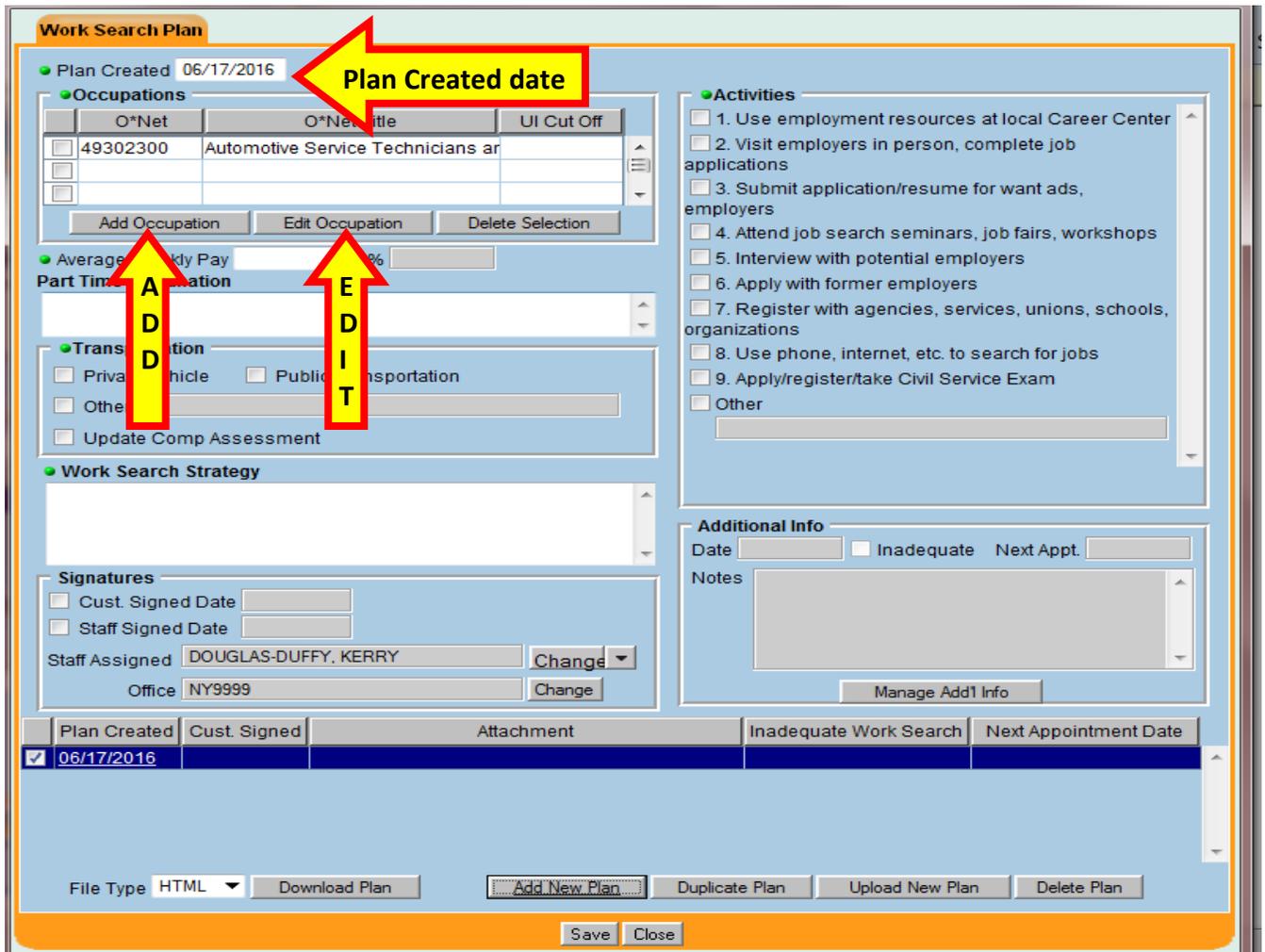
Prior to creating a Work Search Plan be sure that the Desired O*Net section is updated with the customer's correct O*Net titles.

OCCUPATIONS

Selecting the **Add New Plan** button will pre-populate the **Plan Created** date, **Min Weekly Activities**, **O*Net Codes** and **O*Net Titles** from the **Desired O*Net** section in the **Objective** tab.

Add additional O*Net titles by clicking the **Add Occupation** button, if needed.

You can also edit or delete O*Net titles by clicking the **Edit Occupation** or **Delete Occupation** buttons.



Work Search Plan

Plan Created: 06/17/2016

Occupations

O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/> 49302300	Automotive Service Technicians ar	
<input type="checkbox"/>		
<input type="checkbox"/>		

Buttons: Add Occupation, Edit Occupation, Delete Selection

Average Weekly Pay: %
Part Time Occupation:

Transition

Private Vehicle Public Transportation
 Other
 Update Comp Assessment

Work Search Strategy

Signatures

Cust. Signed Date
 Staff Signed Date
Staff Assigned: DOUGLAS-DUFFY, KERRY (Change)
Office: NY9999 (Change)

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other

Additional Info

Date: Inadequate Next Appt.
Notes:

Manage Add1 Info

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/> 06/17/2016				

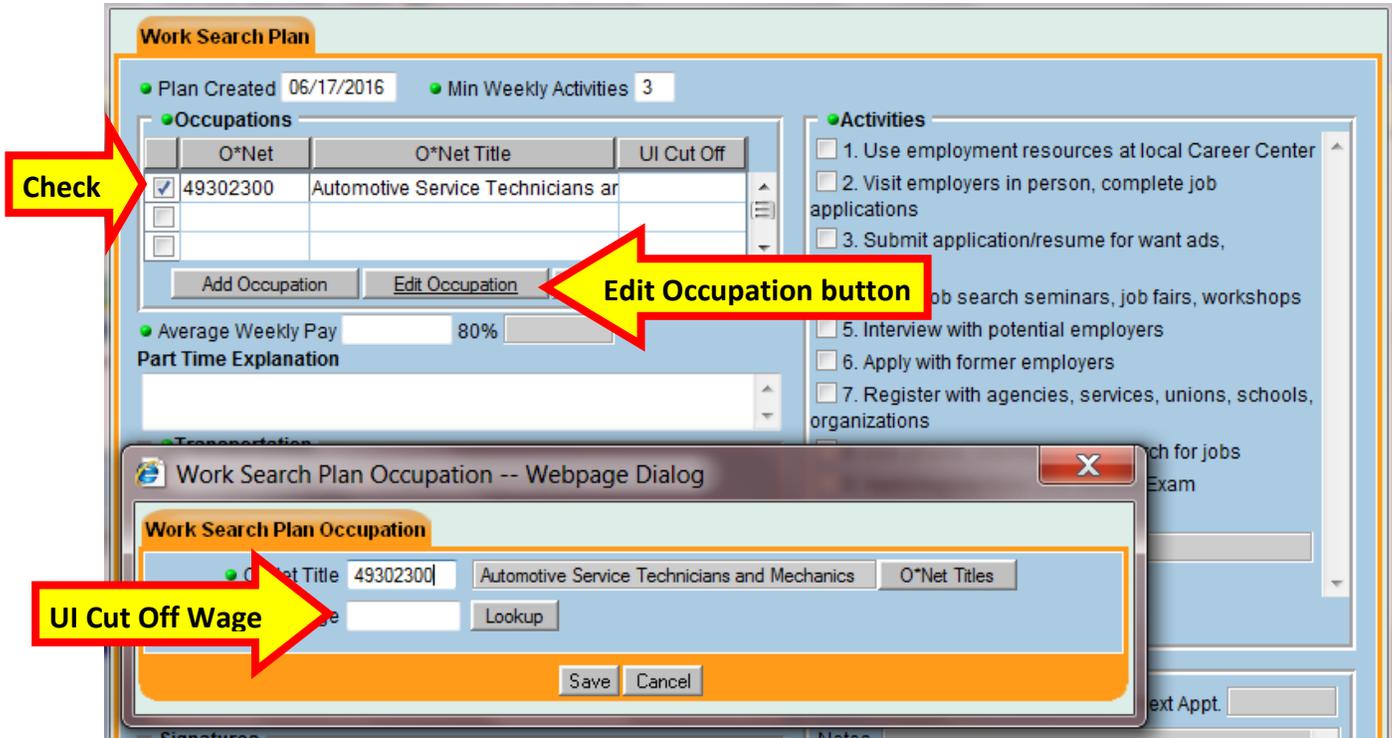
File Type: HTML | Download Plan | Add New Plan | Duplicate Plan | Upload New Plan | Delete Plan

Save Close

UI CUT OFF WAGE

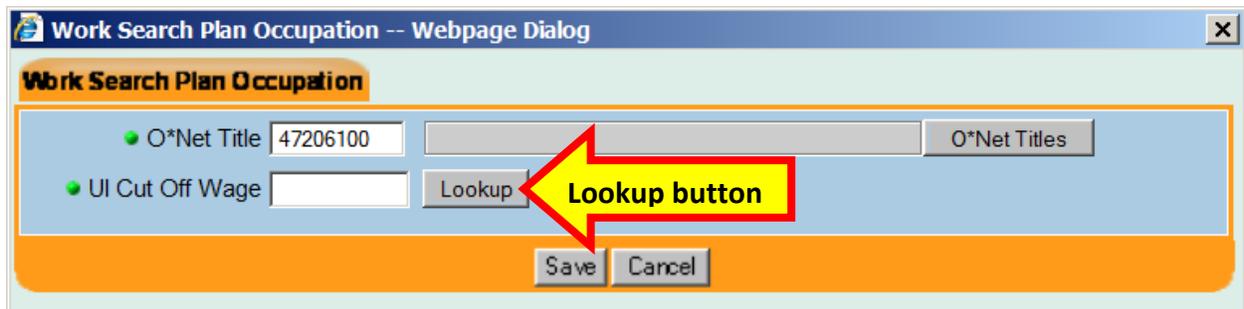
A **UI Cutoff Wage** is required to complete a Work Search Plan. Check the box for the O*Net title you wish to add a wage to, and then click the **Edit Occupation** button.

A pop up window will appear. Enter the **UI Cutoff Wage** for that title and select save.



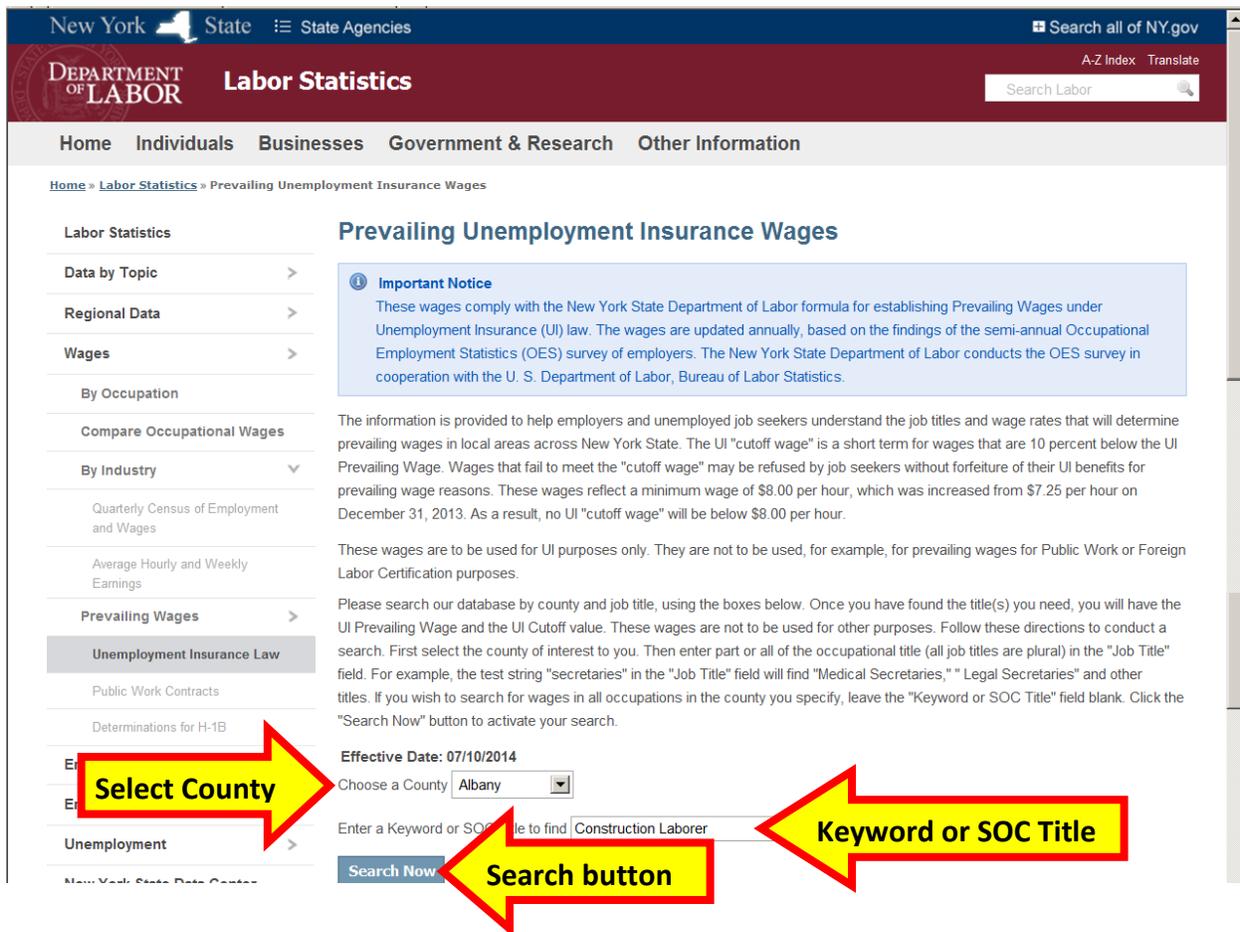
The screenshot shows the 'Work Search Plan' interface. At the top, it displays 'Plan Created 06/17/2016' and 'Min Weekly Activities 3'. Below this is a table of 'Occupations' with columns for 'O*Net', 'O*Net Title', and 'UI Cut Off'. The first row is checked and contains '49302300' and 'Automotive Service Technicians ar'. A red arrow labeled 'Check' points to the checkbox. Below the table are 'Add Occupation' and 'Edit Occupation' buttons. A red arrow labeled 'Edit Occupation button' points to the 'Edit Occupation' button. Below the table is a section for 'Average Weekly Pay' set to '80%' and a 'Part Time Explanation' field. To the right, there is a list of 'Activities' with checkboxes for various job search tasks. A pop-up dialog titled 'Work Search Plan Occupation -- Webpage Dialog' is open in the foreground. It contains a table with 'O*Net Title' (49302300) and 'Automotive Service Technicians and Mechanics' (O*Net Titles). A red arrow labeled 'UI Cut Off Wage' points to the empty 'UI Cut Off Wage' input field. Below the input field is a 'Lookup' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

If the **UI Cutoff Wage** is not known, click the **Lookup** button to be directed to the following link: <http://labor.ny.gov/stats/uiwages.shtm>.



This screenshot shows the 'Work Search Plan Occupation -- Webpage Dialog' pop-up window. It contains a table with 'O*Net Title' (47206100) and 'O*Net Titles'. Below the table is a 'UI Cut Off Wage' input field and a 'Lookup' button. A red arrow labeled 'Lookup button' points to the 'Lookup' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

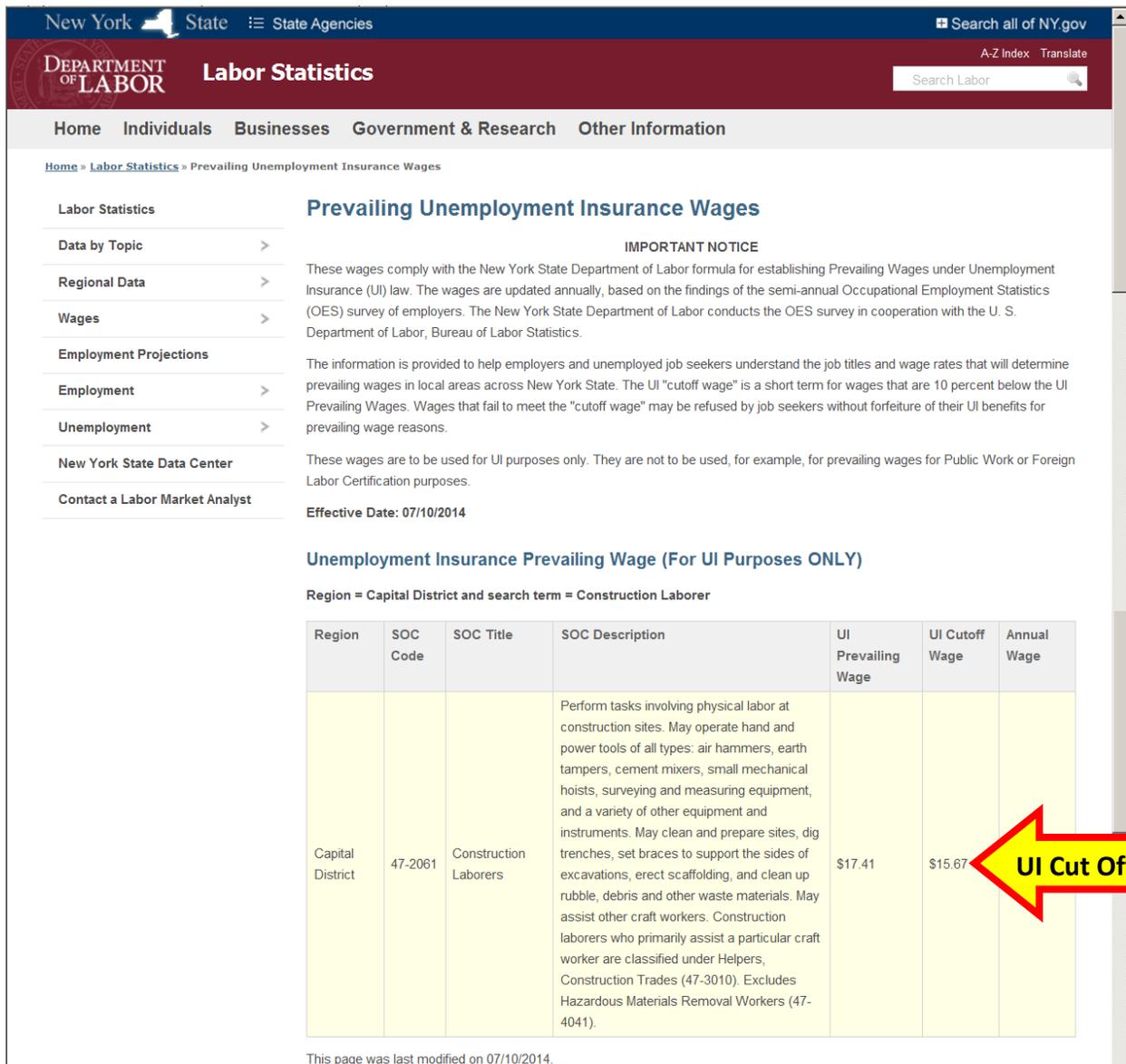
Select the **County** and **Keyword** or **SOC Title** to search for the **UI Cut- off Wage**:



The screenshot shows the 'Prevailing Unemployment Insurance Wages' page. On the left is a navigation menu with 'Unemployment Insurance Law' selected. The main content area includes an 'Important Notice' box, explanatory text about the wage formula, and a search section. The search section contains an 'Effective Date' of 07/10/2014, a 'Choose a County' dropdown menu with 'Albany' selected, an input field with 'Construction Laborer' entered, and a 'Search Now' button. Three red arrows with yellow text labels point to these elements: 'Select County' points to the dropdown, 'Keyword or SOC Title' points to the input field, and 'Search button' points to the 'Search Now' button.

Click the **Search Now** button.

The UI Prevailing Wage, UI Cutoff Wage, and Annual Wage will be provided.



The screenshot shows the 'Prevailing Unemployment Insurance Wages' page for Construction Laborers in the Capital District. A red arrow points to the 'UI Cutoff Wage' of \$15.67.

Region	SOC Code	SOC Title	SOC Description	UI Prevailing Wage	UI Cutoff Wage	Annual Wage
Capital District	47-2061	Construction Laborers	Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. Construction laborers who primarily assist a particular craft worker are classified under Helpers, Construction Trades (47-3010). Excludes Hazardous Materials Removal Workers (47-4041).	\$17.41	\$15.67	



*Review the **Prevailing Unemployment Insurance Wages** website with the customer. If you cannot find the customer's occupational titles listed, visit **O*Net Online** to find similar job titles to utilize.*

Even if the customer's wage was higher than the prevailing wage for that occupation they must still search for and accept work within the UI Cutoff to maintain eligibility for benefits.



No UI Cutoff Wages and No other Suitable Occupations exist

If UI Prevailing Wages are not available including the annual wage, and the customer does not have other suitable work to select from (within the first 1-10 weeks), you may use the OES wages and calculate 90% for the UI Cutoff wage. When this occurs you MUST enter a note in the STATUS section of the plan. OES wage information can be found at <http://www.bls.gov/oes/>

When a Job Title has an Annual Wage Only

Non-Academic occupations are based on 52 weeks a year x 40 hours a week = 2,080 hours a year. Convert the annual wage to hourly by dividing 2,080 into the annual prevailing wage. The UI cut off would then be 90% of that figure (10% below the hourly rate).

Academic occupations: Elementary and secondary teacher, pre-school and others are assumed to be 42 weeks a year. Thus calculate by 42 weeks/year x 40 hours/week= 1,680 hours/year. Convert the annual wage to hourly by dividing 1,680 into the annual prevailing wage. Then calculate the 10% UI cutoff.

Academic occupations: College professors and other positions are assumed to be 39 weeks a year. Thus, calculate by 39 weeks/year x 40 hours/week =1,560 hours/year. Convert the annual wage to hourly by dividing 1,560 into the annual prevailing wage. Then calculate the 10% UI cutoff.

*Note: Calculations should always be based on a 40 hour work week.

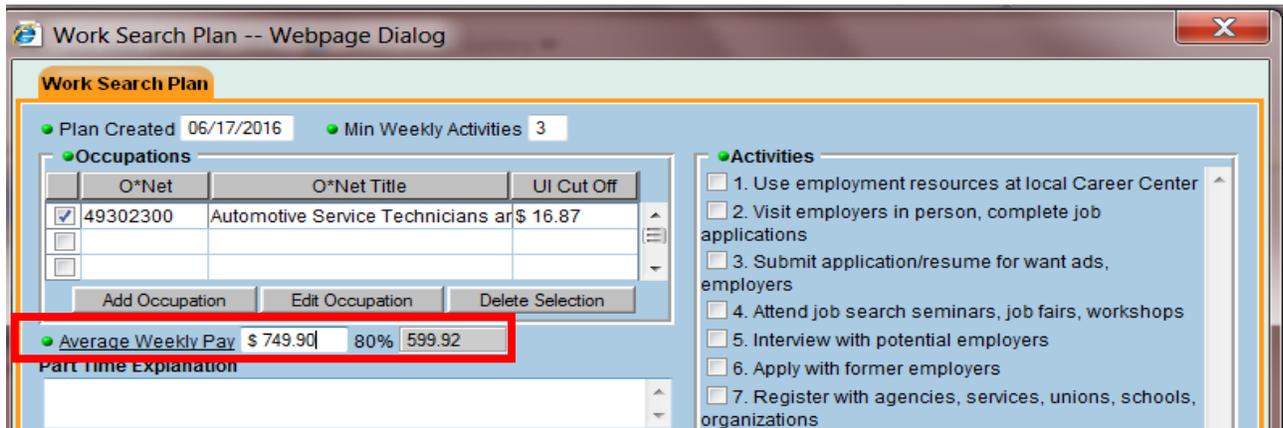
AVERAGE WEEKLY PAY

After 10 weeks of collecting UI benefits, customers must expand their work search to any occupation they are capable of performing as long as it meets 80% of their high quarter wages.

After entering the customer's **Average Weekly Pay**, OSOS will automatically populate the 80% wage data field.



Use this section to start the conversation with the customer towards expanding the work search and seeking work based upon transferable skills. Most customers are unaware of their high quarter wages within their base period. Therefore, we calculate 80% of their average weekly wage as a general estimate.



Work Search Plan -- Webpage Dialog

Work Search Plan

Plan Created 06/17/2016 Min Weekly Activities 3

Occupations

O*Net	O*Net Title	UI Cut Off
<input checked="" type="checkbox"/> 49302300	Automotive Service Technicians ar	\$ 16.87
<input type="checkbox"/>		
<input type="checkbox"/>		

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay \$ 749.90 80% 599.92

Part Time Explanation

Activities

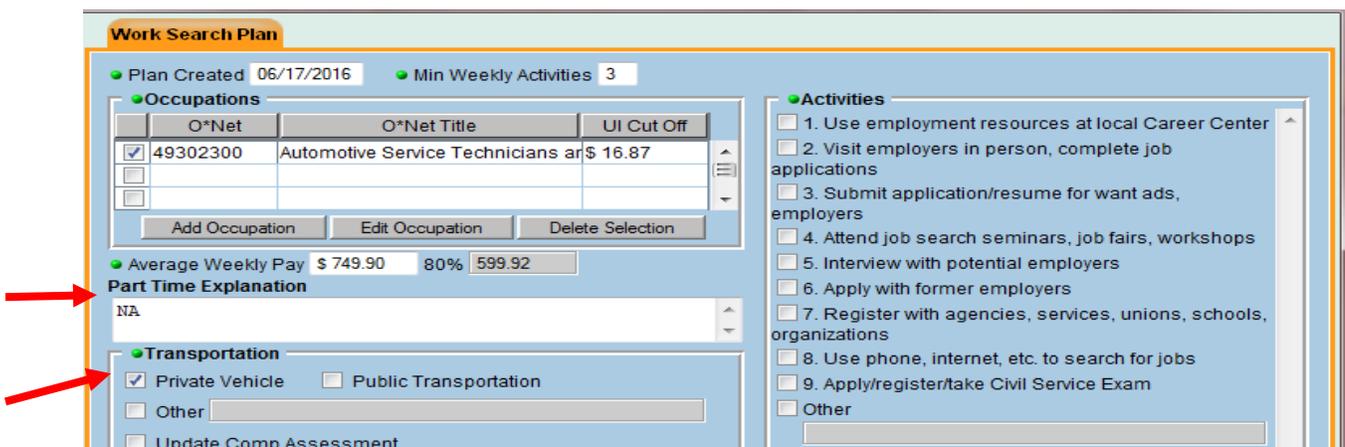
- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations



Minimum Wage Earners: For customers earning minimum wage, enter the minimum wage in the UI cutoff box. 80% of Average Weekly Pay/high quarter earnings should also equal to no less than minimum wage. In those cases add 20% to the wage entered in the pay field. For example, customers earning \$8.75 an hour x 40 hours a week = \$350 x 20% = \$420

PART TIME EXPLANATION

This section is completed when the customer is receiving benefits based on part-time work and is not required to look for fulltime employment. If the customer's benefits are based upon part-time work, provide that explanation in the text box. If it is not based upon part-time work, then type **NA** for Not Applicable.



Work Search Plan

Plan Created 06/17/2016 Min Weekly Activities 3

Occupations

O*Net	O*Net Title	UI Cut Off
<input checked="" type="checkbox"/> 49302300	Automotive Service Technicians ar	\$ 16.87
<input type="checkbox"/>		
<input type="checkbox"/>		

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay \$ 749.90 80% 599.92

Part Time Explanation

NA

Transportation

Private Vehicle Public Transportation

Other

Update Comp Assessment

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other

TRANSPORTATION

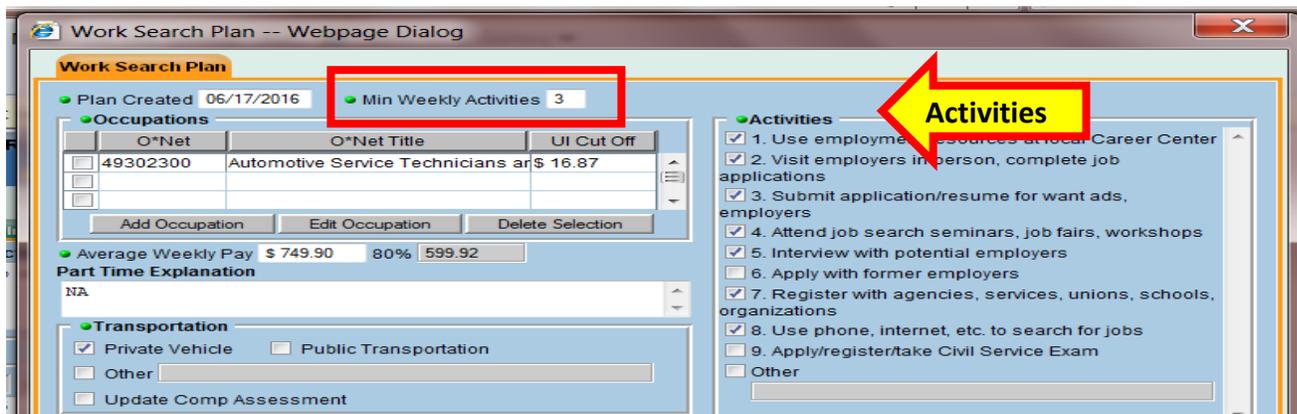
Address travel restrictions or transportation barriers the customer may have. Review the travel requirements with the customer and enter other means of transportation if applicable, i.e. walking, riding bike, etc. Checking the Update Comp Assessment box will automatically update the **Transportation** section in the **Comprehensive Assessment** tab.

ACTIVITIES

Check all that apply to the customer.

The **Min Weekly Activities** will default to 3. The majority of customers should be able to conduct at least three work search activities per week, however this plan is meant to be customized to the individual. Work with the customer to come up with an appropriate number of work search activities to conduct each week. Some customers may be able to do more, while others may not depend upon their occupation or unique circumstances.

These activities must be done on different days of the week (at least two days).



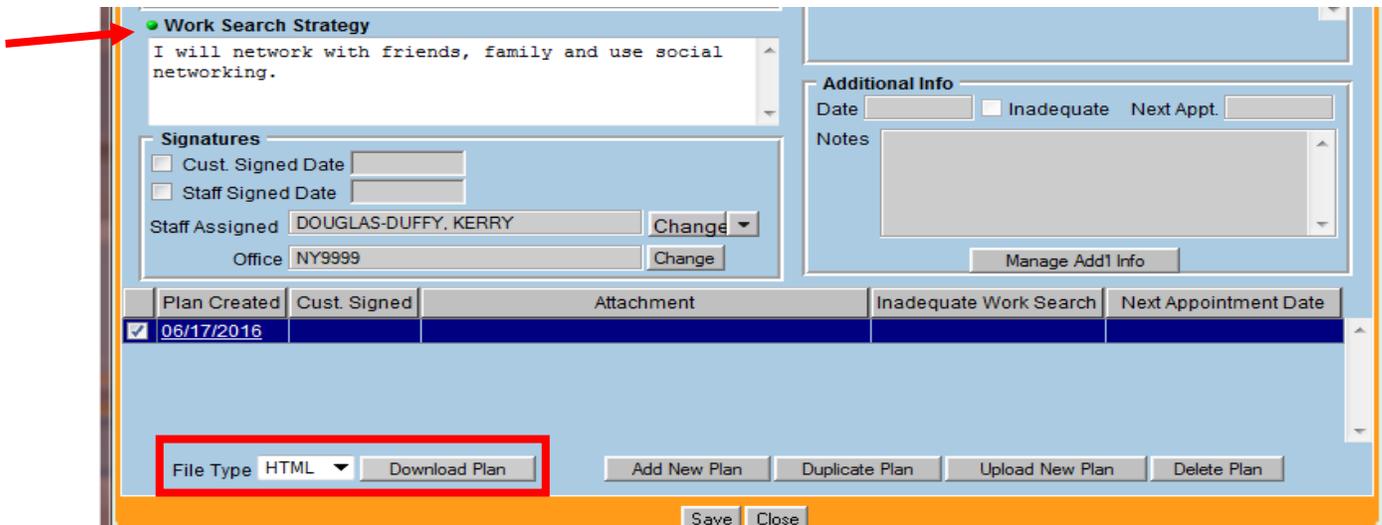
Based on discussion with the customer, record the number in the **Minimum Weekly Activities** box.



*The Customer must conduct at least one type of activity from Activities 1-5 every week **and** maintain their identified **Minimum Number of Weekly Activities**. The customer is not required to utilize every type of activity checked every week.*

WORK SEARCH STRATEGY

In the Work Search Strategy section, address any specific issues or restrictions that the customer presents and outline what the customer will do to address those issues. For instance if the customer indicated they can no longer work in their previous field, staff should note what fields the customer can now search in and reference any additional Occupations listed above as a result.



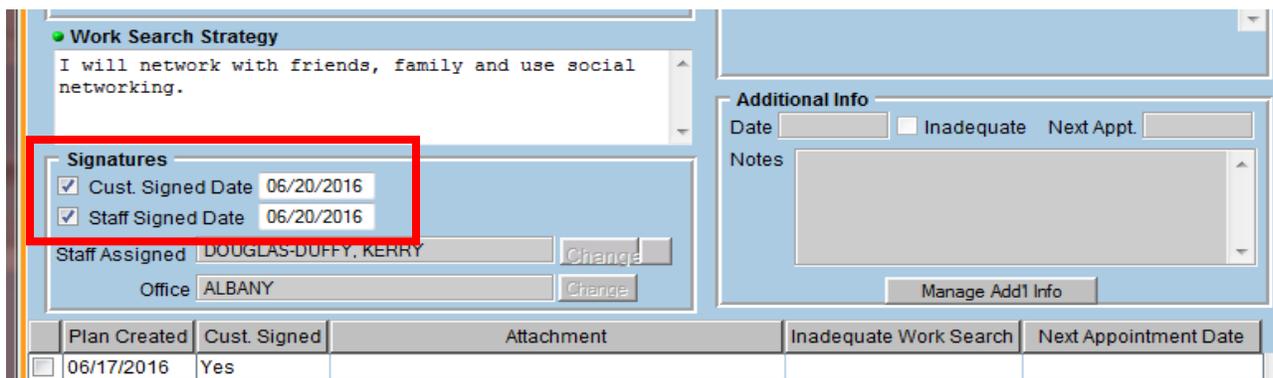

At a minimum, insert the statement "I will network with friends, family, colleagues and use social media to network" in the text box.

PRINT

To print the plan, select the File Type and select Download Plan.

SIGNATURES

Prior to completing signature boxes, the plan must be reviewed in print format with the customer. Upon review, make any necessary edits within the OSOS screen. Once you have witnessed the customer's signature, check the signature boxes in OSOS.





New York State Department of Labor
Unemployment Insurance

Work Search Plan

Name: Bennie Malinak

OSOS ID: NY012627309

- I understand that I must:
 - be ready, willing, and able to work and actively seeking work during each week I claim benefits;
 - be engaged in "systematic and sustained efforts to find work," which means I must follow this Work Search Plan and I understand the types of work that I must search for and accept;
 - keep a detailed record of my work search activities each week using the online Work Search Record in JobZone, the NYSDOL Department of Labor Work Search Record form, or a similar work search record that I make that includes the information required; and
 - keep my work search records for one year and make them available to the Department of Labor upon request.

- I will look for and accept work I am reasonably fitted to by training and/or experience. I agree to search for all of the following types of work and any other suitable work:

Occupational Title	"Cut Off" Wage (10% below the Unemployment Insurance Prevailing Wage)
11-2022.00 - Sales Managers	\$50.00

I will do at least 2 work search activities per week.

- I understand that I must not refuse to accept work that pays at least the Unemployment Insurance "Cut Off" Wage for similar work, even if this is less than what I earned on my last job or less than the salary I would like to receive. I can get prevailing wage rate data from the Department of Labor website at <http://www.labor.ny.gov/stats/uiwages.shtm>.
- I understand that after claiming 10 full weeks of benefits (13 weeks for claims filed on or before 01-01-2014) I must expand my work search. I must be willing to accept any type of work that I am capable of performing, even if I do not have training or experience in that type of work. I will accept such work as long as it pays the Unemployment Insurance "Cut Off" Wage for that occupation **and** at least 80% of my base period high quarter wages.

My average weekly pay was \$ 1000.00. I understand that \$ 800.00 (weekly pay x .80) is the estimated rate of pay that I must consider after collecting 10 full weeks of benefits (13 weeks for claims filed on or before 01-01-2014).

- I am available to start work immediately.
- I agree to search for **full-time** work. **Note:** If you do not have a history of at least **six months** of part-time employment within the past 18 months, you may be denied benefits if you do not seek or accept full-time work. If not searching for full-time work, explain why here: None
- I am willing to travel one hour by private transportation or one-and-one-half hours by public transportation to work.
- I have a means of transportation to search for work and to get to work. My transportation includes:
 Private Vehicle Public Transportation Other. If other, please describe: None
- I will follow my work search strategy and approach as outlined. It was developed based on my skills, experience, training, and individual circumstances. It also considers any job restrictions or job search barriers that I have.
Additional Comments: networking, head hunter

10. I agree to do the following work search activities and use the following work search tools. I understand that I must do and record work search activities each week that I certify for benefits and that I must do my work search activities on different days of the week. (Check all that apply)

- 1) Use employment resources available at my local Career Center, such as:
 - Meet with Career Center advisors;
 - Get information from Career Center staff about jobs that may be available in a particular industry or region (obtain job market information);
 - Work with Career Center staff to assess my skills and match them to possible occupations and jobs (skills assessment for occupation matching);
 - Participate in instructional workshops; and
 - Get job referrals and job matches from the Career Center and follow up with employers.
 - 2) Visit a job site and complete a job application in person with employers who may reasonably be expected to have openings.
 - 3) Submit a job application and/or resume in response to a public notice or want ad or to employers who may reasonably be expected to have openings.
 - 4) Attend job search seminars, scheduled career networking meetings, job fairs or employment-related workshops that offer instruction to improve job-hunting skills.
 - 5) Interview with possible employers.
 - 6) Apply for employment with former employer(s).
 - 7) Register with and check in with private employment agencies, placement services, unions, and placement offices of schools, colleges or universities, and/or professional organizations.
 - 8) Use the telephone, business directories, internet, or online job matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews.
 - 9) Apply and/or register for and take Civil Service examination(s) for government job openings.
- Other/Notes: None

Certifications

I agree to:

- Actively search for work and keep a record of my search efforts each week as indicated above.
- Review my work search plan each week before I claim benefits for that week and promptly report any changes in the above conditions to my local Career Center.

I also acknowledge that:

- I have reviewed and understand the Work Search Plan and Work Search Record forms.
- I understand that I must attend all scheduled appointments, workshops, classes, and job recruitments.
- I will report for all appointments scheduled by the Career Center and that if I do not, my Unemployment Insurance benefits may be withheld.
- I will submit my Work Search Record for audits whenever requested and that if I do not, my Unemployment Insurance benefits may be withheld.
- I understand that the contacts I report on my Work Search Record may be checked by the Department of Labor.
- Any intentional false statement on my Work Search Record is considered fraud. If I knowingly make any false statement to obtain Unemployment Insurance benefits, those benefits may be withheld and penalties may be imposed. These penalties may include prosecution.

I certify that I have reviewed the information in this Work Search Plan. **I understand that if I do not comply with the provisions of this Plan, I may not be eligible to receive Unemployment Insurance benefits.**

Customer Signature: _____ Date: _____



I met with the customer to develop and review this plan.

Workforce Advisor: _____ Date: _____

Sarah Douglas

Career Center Location: Albany Career Central

If applicable (REA)

Inadequate Work Search Determination Next Scheduled Appointment Date: _____

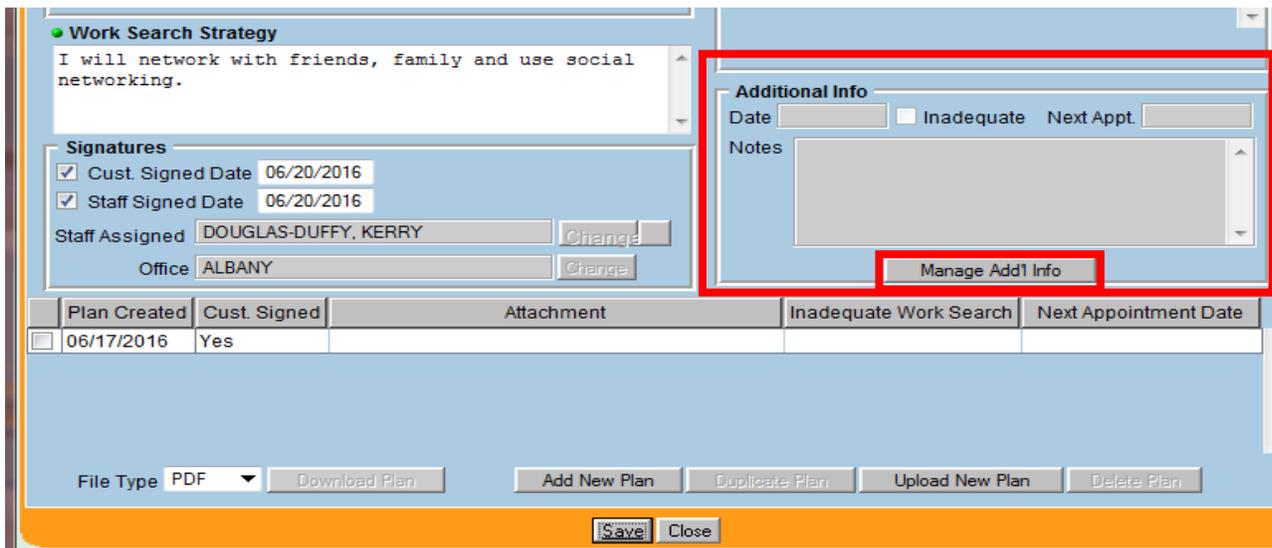
WS 2 (12/13)



Only after the document is signed, should staff check off the appropriate signature box in OSOS. Once the Signature boxes are checked and the plan saved you will not be able to edit the plan.

ADDITIONAL INFO

This section allows staff to add notes that may be important for the UI Division if a work search audit occurs. For instance, if a customer comes in to a second appointment and have exhausted their search options, a note can be entered.



Work Search Strategy
I will network with friends, family and use social networking.

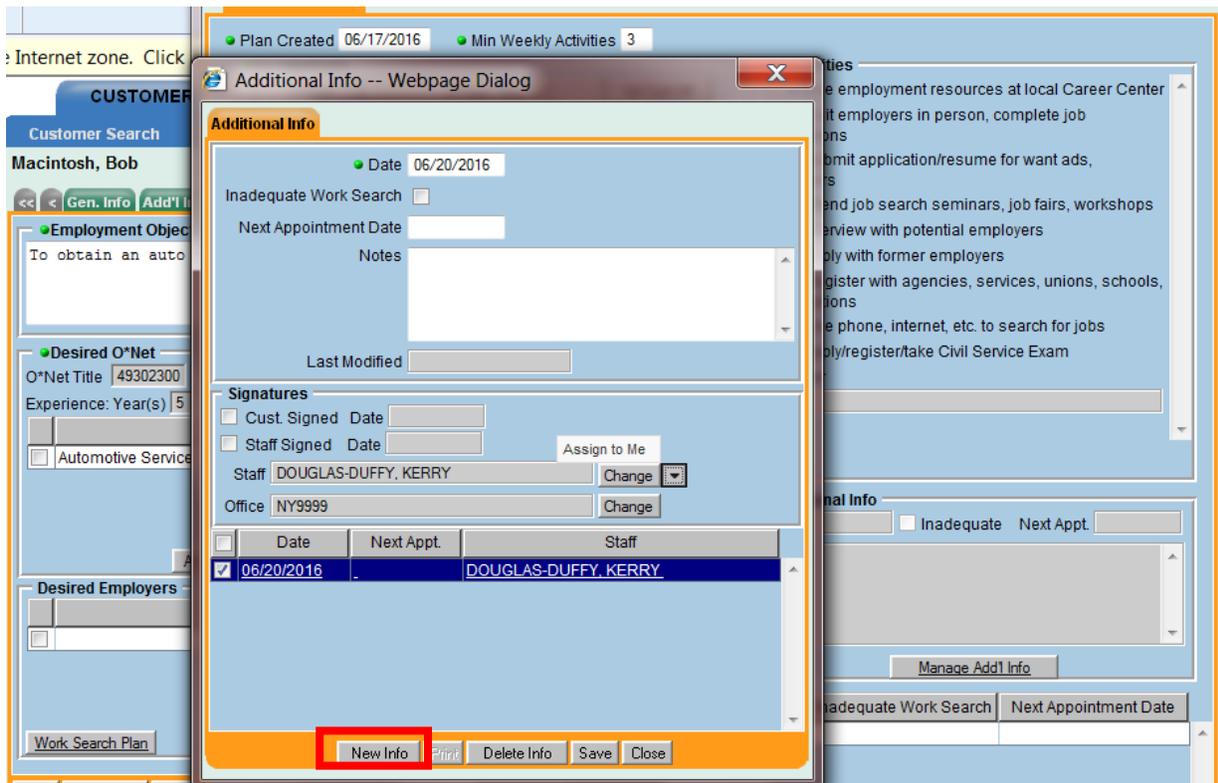
Signatures
 Cust. Signed Date 06/20/2016
 Staff Signed Date 06/20/2016
 Staff Assigned DOUGLAS-DUFFY, KERRY
 Office ALBANY

Additional Info
 Date Inadequate Next Appt.
 Notes

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input type="checkbox"/> 06/17/2016	Yes			

File Type PDF

Select the Manage Add'l Info button. This will pull up the Additional Info Webpage Dialog box.



Plan Created 06/17/2016 Min Weekly Activities 3

Additional Info -- Webpage Dialog

Additional Info

Date 06/20/2016

Inadequate Work Search

Next Appointment Date

Notes

Last Modified

Signatures

Cust. Signed Date

Staff Signed Date

Assign to Me

Staff DOUGLAS-DUFFY, KERRY Change

Office NY9999 Change

<input type="checkbox"/>	Date	Next Appt.	Staff
<input checked="" type="checkbox"/>	06/20/2016	.	DOUGLAS-DUFFY, KERRY

New Info Print Delete Info Save Close

Select the **New Info** button. The date will pre fill with today's date. Enter information and select Save.

The Signatures box in the **Additional Info** section allows different staff to make comments or updates to an existing plan with a customer if circumstances change, and record that they witnessed the customer's signature to the new information entered in the plan.

Once the information is saved you can **Print** the **Additional Information Section** and provide a copy to the customer.

Work Search Plan
 Plan Created 06/17/2016 Min Weekly Activities 3

Additional Info -- Webpage Dialog

Additional Info
 Date 06/22/2016
 Inadequate Work Search
 Next Appointment Date 07/02/2016
 Notes Due to license suspension Bob must expand work search to positions using his transferable skills.
 Last Modified 06/22/2016

Signatures
 Cust. Signed Date 06/22/2016
 Staff Signed Date 06/22/2016
 Staff DOUGLAS-DUFFY, KERRY Change
 Office NY9999 Change

Date	Next Appt.	Staff
<input checked="" type="checkbox"/> 06/22/2016	07/02/2016	DOUGLAS-DUFFY, KERRY

New Info **Print** Delete Info Save Close

File Type HTML Download Plan Add New Plan Duplicate Plan Upload New Plan Delete Plan Save Close

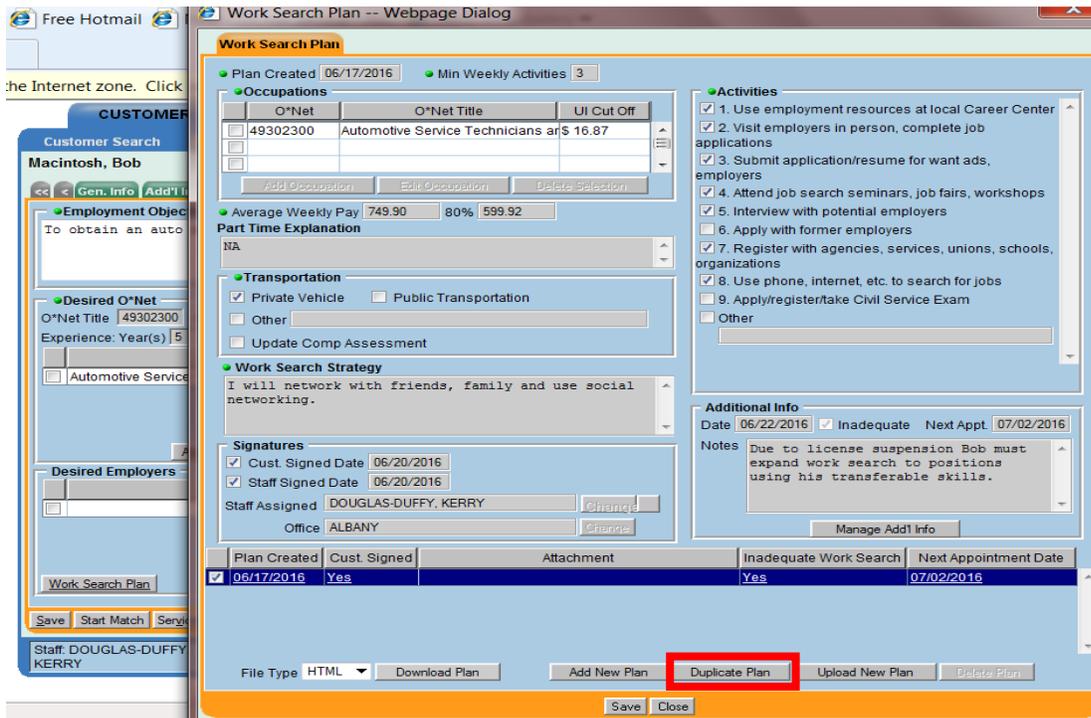
-- Webpage Dialog

New York State Department of Labor
 Unemployment Insurance

**Additional Information For
 Work Search Plan Created 06/21/2016**

Name: Bob Macintosh OSOS ID: NY014225695
 Status Date: 06/22/2016 Last Modified Date: 06/22/2016
 Notes: customer has expanded work search to NC, Florida and Colorado
 I met with my Workforce Advisor to review this information.
 Customer Signature: _____ Date: _____
 I met with the customer to review this information.
 Workforce Advisor: _____ Date: _____
 DOUGLAS-DUFFY, KERRY
 Career Center Location: NY9999
 If applicable (REA)
 Inadequate Work Search Determination Next Scheduled Appointment Date: 07/07/2016

Print **Cancel**



The screenshot shows the 'Work Search Plan' web application interface. The 'Duplicate Plan' button is highlighted with a red box. The interface includes sections for 'Occupations', 'Activities', 'Transportation', 'Work Search Strategy', and 'Signatures'. A table at the bottom shows the plan creation status.

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/> 06/17/2016	Yes		Yes	07/02/2016

DUPLICATE A PLAN

Customers must have a new Work Search Plan for every UI benefit year. Staff can duplicate an existing plan and make edits and updates. The **Plan Created** date will need to be filled in. Plan Create dates can be for today's date or tomorrow. You cannot back date a plan.

UPLOAD NEW PLAN

As a service to Limited English Proficient customers, the WS2 is available in seven different languages. When customers require translated Work Search Plans, staff can upload a written translated plan in OSOS. This will allow both career center staff and UI to see that the plan is in place. For translated plans, staff should also create a new plan in OSOS with the same information found on the translated plan, so an English version is also on file for future reference.



If you are having trouble uploading a work search plan, you may need to adjust your browser settings. In Internet Explorer go to Tools- Internet Options- Security- Trusted Sites- Customer Level- Initialize and script ActiveX Controls not marked as safe for scripting and select the Prompt button.



RESOURCES AND ASSISTANCE

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

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

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

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