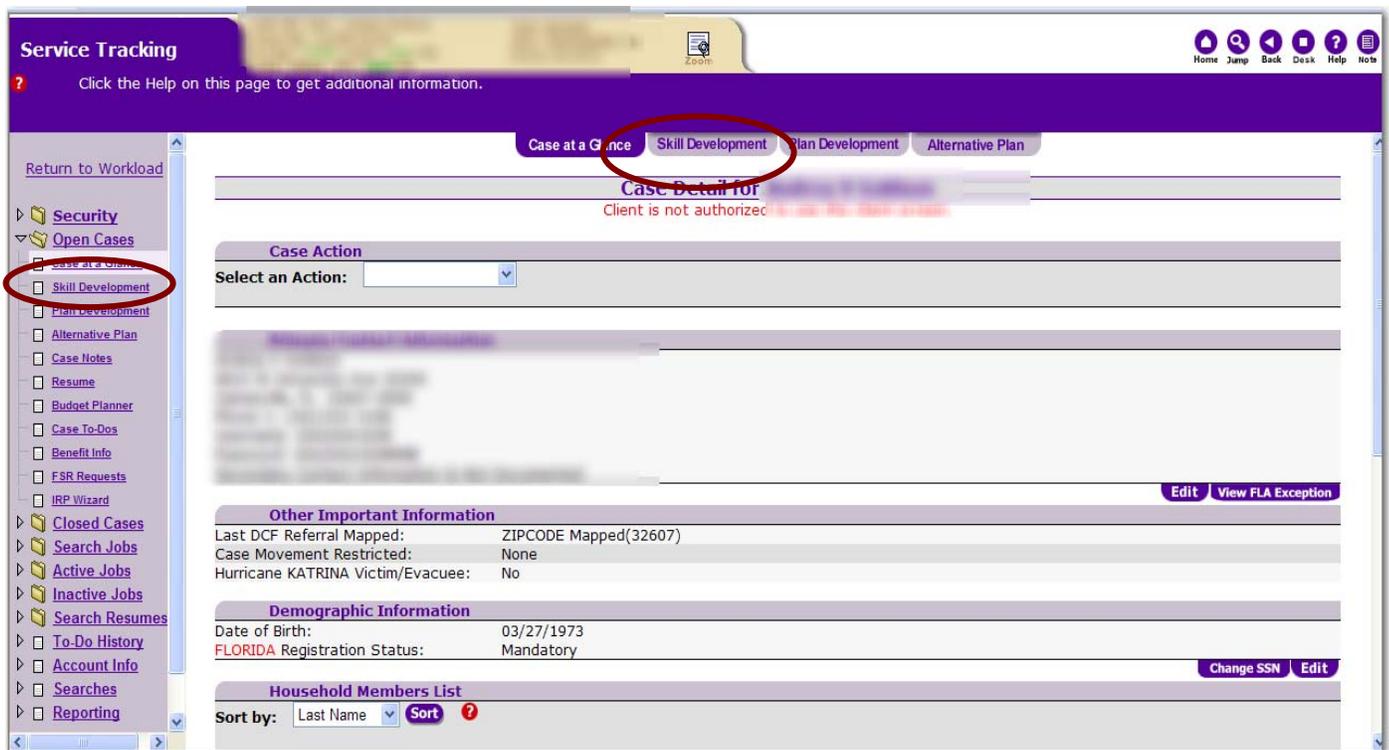


Using the Workforce Investment Act (WIA) Employment Codes in the One-Stop Service Tracking (OSST) System

To assist the Regional Workforce Boards (RWBs) with recording and tracking Welfare Transition (WT) and Food Stamp Employment and Training (FSET) customer participation in WIA employment activities, the Agency for Workforce Innovation (AWI) has added four codes to the OSST system. These codes should be used if:

- A youth is engaged in an On-the-Job Training (OJT) opportunity and the employer pays the program participant his/her wages directly;
- A youth is engaged in a “non-OJT” employment opportunity and receives a stipend or other form of payment that is not directly from the employer;
- An adult is engaged in an OJT opportunity and the employer pays the program participant his/her wages directly; and
- An adult is engaged in a “non-OJT” employment opportunity and receives a stipend or other form of payment that is not directly from the employer.

The employment codes are on the *Skill Development* screen in the OSST system. Program staff must select a case and click on the *Skill Development* tab on the top of the *Case at a Glance* screen or on the left-hand side of the screen.



Click on the “Add” button under the *Job History/Tracking* section of the *Skill Development* screen.

The screenshot shows the 'Service Tracking' application interface. The 'Skill Development' tab is selected. The 'Job History/Tracking' section is highlighted with a red circle around the 'Add' button. The interface displays several sections:

- Service Plan:** Includes a 'Sort by' dropdown set to 'Date' and a 'Sort' button. Below is a table with columns: Service Type, Start Date, End Date, Status, Days Enrolled, and Total Cost. The table shows 'Transportation (410)' with a start date of 10/15/2008, status 'In Progress', 256 days enrolled, and a total cost of \$20.00. Summary statistics show a Service Budget of \$0.00 and an Available Budget of -\$374.50.
- Job History/Tracking:** Includes a 'Sort by' dropdown set to 'Start Date' and a 'Sort' button. Below is a table with columns: Job Title, Employer, Start Date, End Date, Days Worked, and Follow-up. The 'Add' button in this section is circled in red.
- Skill Development:** Includes a 'Sort by' dropdown set to 'Date' and a 'Sort' button. Below is a table with columns: Activity, Start Date, End Date, Status, Days Enrolled, and Total Cost. The table shows 'Assessment (20)' with a start date of 09/17/2008, status 'In Progress', 284 days enrolled, and a total cost of \$0.00. Summary statistics show an Activity Budget of \$0.00 and an Available Budget of 0.00.
- Job Participation Rate:** Includes a note: 'Please use the Add button to enter hours on the Job Participation Rate records' and an 'Add' button.

Enter the employer’s name or phone number to initiate a search for the employer’s information. Click the “Search” button at the bottom of the screen.

The screenshot shows the 'Provider Search' form. The form contains several input fields for search criteria:

- Provider Name Begins With
- FEID
- Contact Name Contains
- ZIP Code Begins With
- City Begins With
- Phone Number Begins With: 8502457429
- Occupational Title
- In region
- In county
- OSST Status: Active Inactive
- Order By: Name

At the bottom right, there are two buttons: 'Search' and 'Clear Changes'.

If the employer is in the system, the employer’s information will display. Click on the paper icon to select the employer and move forward. If the employer’s information is not available to select, click the “Add Provider” button to add the employer to the OSST system. In the example provided on the next page, the employer “Test employer” is selected by the user.

Provider Search Results				
[Click a provider name to view details]				
Sort by:	Name	Sort ?		
Records 1 to 6 of 6				
Select	FEID	Employer	City	Phone
<input type="checkbox"/>	20062007	2006-2007 Tanf Best	Tallahassee	850-245-7429
<input type="checkbox"/>	3212005	Choice Tanf	Tallahassee	850-245-7429
<input type="checkbox"/>	200506007	Tanf Best Project 2005-2006	Tallahassee	850-245-7429
<input type="checkbox"/>	1047429	Tanf Project Connect 04-05	Tallahassee	850-245-7429
<input type="checkbox"/>	98761234	Test Employer	Tallahassee	850-245-7429
<input type="checkbox"/>	2007200818	Win 2007-2008	Tallahassee	850-245-7429
Change Search Criteria				
Add Provider ?				



The screen will refresh so the user can enter the employment information. Below, the employer is at the top of the screen and the data entry place holders are on the bottom of the screen.

Employer Information	
Company Name:	Test Employer
Address1:	1111
Address2:	
City:	Tallahassee
State:	FL
Zip:	32399-
Phone:	850-245-7429
Web Site:	
Employment Details for ANDREA GOLDSON	
* Job Title	<input type="text"/>
* OES Classification	<input type="text"/> Add
Employer's Contact Name	<input type="text"/>
* Was customer employed in this job at most recent referral on 09/13/2008?	<input type="radio"/> Yes <input type="radio"/> No
* Type of Employment	<input type="text"/>
Description and duties of job	<input type="text"/>
How was the job obtained?	<input type="text"/>
Job Referral Tracking Number	<input type="text"/>
Name of person who assisted in obtaining job	<input type="text"/>
Hire Date	<input type="text"/>
* Hours Per Week	<input type="text"/>
* Job Tracking Start Date	<input type="text"/>
* Starting Wage (per hour)	0.00
* Date Employment was Verified	<input type="text"/>
Date of First Paycheck	<input type="text"/>
Frequency of Payments	<input type="text"/>
Do you want this added to the Resume?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Save ? Clear Changes ? Cancel ?	

The user must enter the “required” information. The required elements are denoted with a red asterisk. The new codes are entered under “Type of Employment”.

- Users should use the appropriate code based on the type of job the participant has secured.
- Unsubsidized employment – the participant’s employer is paying the wages without a subsidy. Additionally, the employer did not receive “incentives” to hire or promote the individual. If an employer received a tax break or tax credit to hire or promote the participant, the employment type is still “Unsubsidized Employment”.
 - Subsidized Private – the participant’s employer is being provided an incentive or subsidy from a private provider (not public funds) to hire or promote the individual. If the participant is engaged in an OJT (not WIA funded), “Subsidized Private-OJT” must be selected. If the participant is engaged in an Apprenticeship Program funded by a private entity, the “Subsidized Private-Apprenticeship Program”.
 - Subsidized Public – the participant’s employer is being provided an incentive or subsidy from a public provider, such as the Temporary Assistance for Needy Families (TANF) program. This does not include WIA funds. If the individual is engaged in an OJT through public funds, the user should select “Subsidized Public – OJT”. If the participant is engaged in a work study program in college or through public funds, the user should select “Subsidized Public – Work Study”.
 - “WIA Adult – OJT” – the participant has been found eligible to participate in the WIA program as an “adult.” The individual is enrolled in the WIA program, and the participant is being engaged in a job subsidized by WIA funds. The employer is paying wages directly to the WIA participant.
 - “WIA Adult – Non OJT” – the participant has been found eligible to participate in the WIA program as an “adult.” The individual is enrolled in the WIA program, and the participant is being engaged in a job subsidized by WIA funds. The employer is not paying wages directly to the WIA participant. The participant may receive a stipend or other form of payment that is not directly from the employer.

- “WIA Youth – OJT” – the participant has been found eligible to participate in the WIA program as a “youth.” The individual is enrolled in the WIA program, and the participant is being engaged in a job subsidized by WIA funds. The employer is paying wages directly to the WIA participant.
- “WIA Youth – Non OJT” – the participant has been found eligible to participate in the WIA program as a “youth.” The individual is enrolled in the WIA program, and the participant is being engaged in a job subsidized by WIA funds. The employer is not paying wages directly to the WIA participant. The participant may receive a stipend or other form of payment that is not directly from the employer.