

New York Systems Change and Inclusive Opportunities Network (NY SCION) OSOS Guide



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BACKGROUND

The specific goals of NY SCION are to:

- Improve employment outcomes for individuals with disabilities, ages 18 and older, using existing training, career pathways, Integrated Resource Teams ([IRTs](#)), Ticket to Work ([TTW](#)), asset development, and other promising and proven interventions;
- Expand available career services provided in the NYS Career Center network to job seekers with disabilities;
- Support and expand partnerships, collaboration, service coordination, and service delivery across multiple education, workforce, disability, Career Pathways programs;
- Support evaluation, sustainability planning, and implementation strategies including partnership development, business and funder outreach, and revenue identification; and
- Increase the number of Tickets assigned and Ticket revenue generated under the Social Security Administration's Ticket to Work Program.

NY SCION funding may only be used for Disability Resource Coordinators salary, fringe, admin, support, and training.

In addition to using WIOA Titles I and III funding, local areas are encouraged to leverage other program and partner resources to the greatest extent possible to fund all supportive services and needs related payments services, education and training services, on-the-job (OJT) training services, and job search activities for participants. Any adult, 18 years or older, with a disability served in a NYS Career Center will be considered a “participant,” and should be supported by WIOA Titles I (Adult, DW, Youth) and III (Wagner-Peyser) and/or other leveraged funds.

The Department believes that the successful outcomes of adults and youth with disabilities accessing the American Job Center system depends upon the leveraging of funds and resources beyond WIOA funds for education, training, and other activities.

The Workforce Innovation and Opportunity Act (WIOA) emphasizes “training that leads to industry-recognized post-secondary credentials.” Under multiple rounds of Disability Employment Initiative funding, we have found the following training services to be most helpful for individuals with disabilities:

- On-the-job training
- Internships



- Workplace training and cooperative education programs
- Entrepreneurial training
- Adult education and literacy activities in combination with training
- Customized training

PURPOSE

The mission of NY SCION is to improve the participation of individuals with disabilities in workforce systems and Career Pathways programs, and improve their employment outcomes via a sustainable, job-driven, inclusive model that involves businesses and workforce demand.

NY SCION will fund the placement of DRCs in every Local Workforce Development Area (LWDA) in NYS. Their role will be to improve and support employment outcomes for youth and adults with disabilities and to establish and expand partnerships leveraging resources across multiple service systems. They will train both state and partner staff in best practices to ensure consistent levels of service across the workforce system and in every career center.

The One-Stop Operating System (OSOS) is the primary case management system used for tracking all services provided to customers throughout the Workforce Development System. OSOS collects substantial information from customers, businesses, and training providers. This information is also used to prepare required State and Federal reports.

Required project reporting information for NY SCION will be captured in OSOS. This guide provides instructions on how to conduct the OSOS data entry for NY SCION.

The NY SCION OSOS Custom Tab is a tool that that will be used to measure direct and indirect DRC interventions and best practices delivered to participants served in their area. As such, the primary person responsible for use of the NY SCION custom tab is the DRC, and initial access to the NY SCION OSOS Custom Tab will be limited only to DRCs. All DRCs must have access to the tab.

In addition to the DRC, local areas have discretion as to who should have access to the NY SCION Custom Tab. If additional staff (e.g., Employment Counselors, Labor Services Representatives, and other county staff specialists) need access to the tab to support the DRC, the DRC, local Program Lead, or OSOS Security Coordinator must contact OSOS.WDTD@labor.ny.gov to justify their request for access.

Any staff with access to the NY SCION OSOS Custom Tab must, at minimum, complete the “Disability Categories” section of the tab for every customer for whom they enter an activity, comment, or service into OSOS. This triggers an enrollment of a participant in NY SCION.

NY SCION is a systems change project, and in order to effectively measure performance and systems change, local areas are strongly encouraged to complete and/or update the NY SCION tab comprehensively and regularly for services provided to, and outcomes attained by, every customer with a disability seen by the DRC and/or staff supporting a DRC. In either case, the DRC or the staff that works directly with the customer can update the NY SCION Custom Tab.

Examples of when the tab should be updated include, but should not be limited to:

- The DRC directly serves a job seeker with a disability (e.g., benefits counseling, work incentive counseling);
- Career Center staff and/or partners supporting the DRC (with or without access to the NY SCION OSOS Custom Tab) directly serve a job seeker with a disability;
- Staff approach the DRC for local resources they can share with a customer they are currently seeing;
- Staff collaborate with a DRC to identify appropriate accommodations for a customer;
- Partner staff (e.g., Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) or NYS Commission for the Blind (NYSCB)) reach out to the DRC on behalf of a customer to connect them to Career Center services;
- The DRC, in the course of reviewing local OSOS data on active customers with disabilities, identify staff that have served these customers, and reach out to said staff to suggest next steps and appropriate services for said customers; and
- Staff, including the DRC, in the course of reviewing OSOS data, identify customers in need of additional referrals or services, and reach out to these customers;

Example: DRC Mary Smith reaches out to Employment Counselor Alan Pickett and asks if any of the individuals on Alan's current caseload are individuals with disabilities, and if so, could she discuss his current caseload with him. Mary and Alan spend roughly an hour talking about the barriers to employment that his customers with disabilities are facing. Mary provides technical assistance and advice to Alan regarding how he can work more closely together with WIOA Partners (e.g., ACCES-VR, NYSCB, and other partners such as the New York Employment Services System (NYESS) provider affiliates and Office for People with Developmental Disabilities (OPWDD) providers), to streamline services, leverage funding, and possibly form an Integrated Resource Team (IRT) to coordinate between the different entities.

Additional information on OSOS data entry and performance-related NY SCION requirements can be found on the NYSDOL website.



BASIC CUSTOMER RECORD

information found in the customer's OSOS record or from a verbal attestation by the customer.

Most of the data elements needed for NY SCION are currently being recorded in the OSOS Customer module. A NY SCION tab has been added to collect additional information.

Creating or updating a basic customer record requires data entry in seven tabs. These tabs are located in the Customer module, Customer Detail window.

They are:

- Gen. Info tab (General Information)
- Eligibility tab
- Add'l Info tab (Additional Information)
- Objective tab
- Work Hist. tab (Work History)
- Ed/Lic tab (Education/Licenses)
- Skills tab



If you are creating a new customer record, you must complete all the required fields in these tabs before you will be able to save the record. All required fields in OSOS are indicated by a green dot ● in front of the field name.

For detailed instructions on creating a basic customer record, please see the [Creating a Basic Customer Record OSOS Guide](#).

Below are noteworthy points for filling out the fields located within the Customer Detail window for NY SCION.



ELIGIBILITY TAB

Staff must ensure Disability Status is accurately entered on the Eligibility Tab.

Upon selecting Disabled from the drop-down menu, a list of Disability Categories will be displayed. Staff should select the category that is most accurate for the customer.

The screenshot displays the OSOS web application interface for the 'Eligibility' tab of a customer profile. The customer's name is Cecelia, and the OSOS ID is NY015304710. The 'Disability Status' is set to 'Disabled', which has triggered a list of 'Disability Category' options including Hearing, Vision, Mental, Mobility, Cognitive/IDD, Learning, Chronic Health, and Not Disclosed. The 'Hearing' category is selected. The 'Income Info' section includes fields for Lower Living Standard, Income 70% LLSIL, 5% Rule/Local Priority, and High Poverty Area, all set to 'Not Disclosed'. The 'Programs' section includes HVRP (Homeless Veterans Reintegration Program) and INAP (Indian and Native American Programs) with various associated fields like provider numbers, reasons, and tribal codes. The interface also features navigation tabs at the top (CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP) and a bottom toolbar with buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Edit, Resume, Sched, and Message.



WORK HISTORY TAB

NY SCION will track certain information regarding a customer's most recent employment. This information is recorded in the customer's **Work History** tab.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

Cecelia, Customer SSN: OSOS ID: NY015304710 1 of 1

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

Detail

- Job Title: Cashiers O*Net Titles O*Net Code 41201100
- Employer: ABC Grocery Include online ● Start Date: 01/01/2019 ● End Date: 01/01/2021
- Address: 123 Broad Street Supervisor: _____ Phone: _____ Ext: _____
- City: Buffalo ● Wage: \$ 14.00 Hourly Hours/week 40
- State: New York ● Reason for Leaving: Lack of work
- Country: United States ● Job Duties: Rang up customer purchases, processing card, cash and c Job Duties
- Job Type: Full Time RR Even# _____ Event
- NAICS: _____ NAICS Lookup Individual w./Disability

	Job	Company	City	Start	End
<input checked="" type="checkbox"/>	Cashiers	ABC Grocery	Buffalo	01/01/2019	01/01/2021

New Job Entry Delete Selection Audit

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



It is possible that the customer may still be working at the most current job. In this instance, nothing should be entered in the **End Date** field and the **Still employed** option should be selected in the **Reason for Leaving** field.

Cecelia, Customer SSN: [Redacted]

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

Gen. Info Eligibility Add'l Info Pgms/PA Objective **Work Hist**

Detail

- Job Title: Cashiers
- Employer: ABC Grocery
- Address: 123 Broad Street
- City: Buffalo
- State: New York
- Country: United States
- Job Type: Full Time

Reason for Leaving: **Still employed**

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Cashiers	ABC Grocery	Buffalo	01/01/2019	01/01/2021

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

If the customer does not have any work history, no information will need to be added on the **Work History** tab. In this case, staff must check the No Information Provided checkbox at the bottom of the screen.

Job	Company	City	Start	End
<input checked="" type="checkbox"/> No Information Provided				

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



NY SCION TAB

The NY SCION tab is located in the **Customer** module, **Customer Detail** window. This tab must be used to track the additional information collected for NY SCION.

Use the arrow at the top right of the screen to scroll across to the tab.

This will add a new NY SCION record and open the fields on the right-hand side of the tab for data entry.

The screenshot shows the OSOS Customer Detail window for Cecelia, Customer. The NY SCION tab is active, displaying a table with one record and a form for data entry on the right side.

NY SCION	Date
<input checked="" type="checkbox"/>	

Form fields on the right side of the tab:

- Date Enrolled in:
- Career Pathways:
- Career Pathways Industry:
- Service Delivery Strategies:
 - Integrated Resource Teams:
 - Leveraged Funding:
 - Work-Based Experience:
 - Customized Employment:
 - Benefits Advisement/Work Incentive:
 - Individualized Learning Plan:
- Disability Categories:
 - Attention Deficit/Hyperactivity Disorders:
 - Blindness/Low:

Buttons at the bottom of the form: Add, Delete, Print List, Help, Print Record, Audit.

Buttons at the bottom of the window: Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message.



ENROLLMENT IN CAREER PATHWAYS TRAINING

Career Pathways is a combination of rigorous and high-quality secondary and postsecondary education, training, and other services offered to job seekers that align with the skills required by industries in the state or regional economy. These services are organized to meet the jobseeker's need and accelerate their educational and career advancement. It includes counseling to support education and career goals, and as appropriate, as well as education offered concurrently with workforce preparation activities for a specific occupation or occupational cluster. Career Pathways enables a customer to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential, and helps them to enter or advance within a specific occupation or occupational cluster.

WIOA Legislation defines how the workforce and education systems partner with businesses to create a training pipeline for job seekers within in-demand industries. Career Pathways prepares a job seeker to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937.



If the customer has been enrolled in Career Pathways Training, staff must enter the date of enrollment in the Date Enrolled in Career Pathways Training field. They must also enter the correlating industry in the Career Pathway Industry field.

This field should be left blank if the customer is not presently enrolled.



SERVICE DELIVERY STRATEGIES

In the Service Delivery Strategies section, staff must click the checkboxes to indicate which strategies have been employed on behalf of the customer.

Definitions of these strategies are below.

The screenshot displays the OSOS system interface for a customer named Cecelia. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, a secondary menu contains Customer Search, Customer Detail (selected), Comp Assess, Services, Links, JobZone, and NextGen. The main content area shows the customer's details: Cecelia, Customer, SSN, and OSOS ID: NY015304710. A list of NY SCION records is shown, with the date 01/04/2022 selected. The Service Delivery Strategies section is expanded, showing checkboxes for Integrated Resource Teams (checked), Leveraged Funding (checked), Work-Based Experience (unchecked), Customized Employment (checked), Benefits Advisement/Work Incentive (unchecked), Individualized Learning Plan (checked), and Disability Categories (Attention Deficit/Hyperactivity Disorders, Blindness/Low, all unchecked).

Integrated Resource Teams (IRT) composition vary depending on the employment needs of the jobseeker and could include representatives from the One-Stop Career Center, other government agencies, community colleges or other post-secondary institutions, nonprofit partners, and other organizations (NDI Consulting, 2011a). “An IRT brings together private and public sector representatives at the local, One-Stop community level. It improves communication and collaboration which results in enhanced coordination of services and supports for an individual jobseeker with a disability” (NDI Consulting, 2011b). The focus on the individual is paramount, and differentiates IRTs from Interagency Committees, which meet regularly to collaborate on systems-level improvements. (From Social Dynamics’ Synthesis Report).



Leveraged Funding refers to the contribution of funds from two or more State and Federal agencies toward the jobseeker’s goals in education, training, and job placement. Blended funding refers to arrangements that pool funds from multiple sources and make the fund streams indistinguishable. Braided funding pulls together resources from different sources, as well, but keeps the funding streams clearly separated. The use of funds from multiple sources is believed to provide more effective services to the jobseeker, as different funding streams can address the differing needs of jobseekers with disabilities. (SC Interim Synth Report 12-28-12)

Work-Based Experience is a planned, structured learning experience that takes place in a workplace and provides opportunities for career exploration and skill development. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. WIOA identifies types of work experience for employment opportunities available, pre-apprenticeship and apprenticeship programs, internships, and job shadowing. Work-based experiences, apprenticeships, and internships should ideally take place in demand industries such as health care, advanced manufacturing, information technology, hospitality, finance, and agriculture.

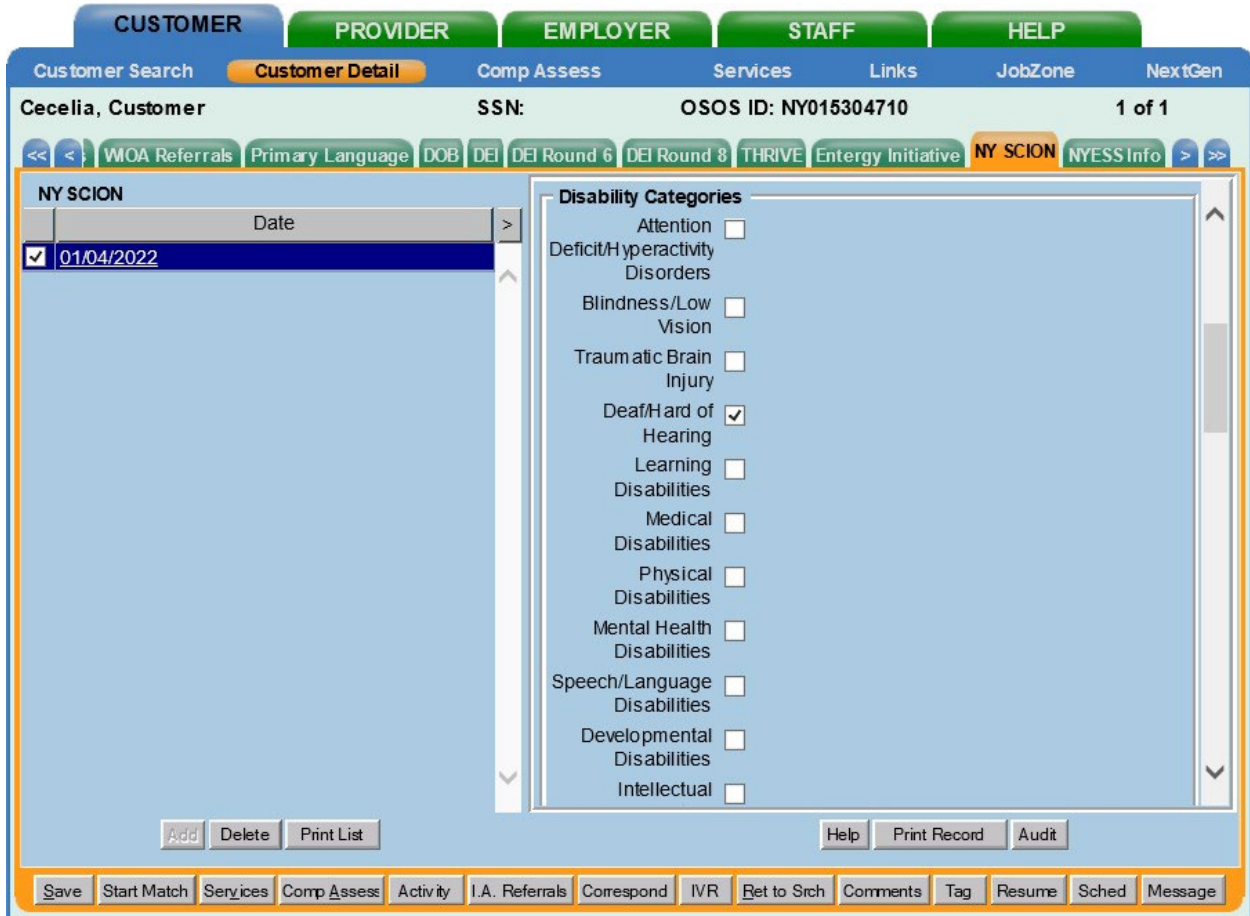
Customized Employment uses a flexible and individualized process for matching employer job descriptions to jobseekers, one jobseeker and one employer at a time. In the first type of job customization, some job tasks of incumbent workers are reassigned to create a new job description. A job is carved when there is a modification in the job description, reducing the number of responsibilities from an existing job description. And in job sharing, two or more workers share the responsibilities of one job based on each worker’s strengths (ODEP, n.d.a).

Benefits Advisement/Work Incentive Counseling refers to the person-centered analysis of the effect that work and other life situation changes have on public and private programs, including income support programs. Benefits planning helps people with disabilities steer through the complicated maze of public and private benefits programs while minimizing disincentives and barriers that exist for them to prepare for, obtain, advance in, retain, leave, and regain employment.

Individualized Learning Plan (ILP) is both a document and a process that students use – with support from school counselors, teachers, and parents – to define their career goals and postsecondary plans in order to inform the student’s decisions about their courses and activities throughout high school. Many states have adopted policies that require all middle and/or high school students to develop and maintain an individualized learning plan in order to make schools more personalized and improve student outcomes. For more information on ILPs, visit: <http://www.ncwd-youth.info>.

DISABILITY CATEGORIES

In the Disability section, staff must click the checkboxes to indicate which disability or disabilities the customer has disclosed.



The screenshot shows the OSOS interface for customer Cecelia. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, there are links for Customer Search, Customer Detail (selected), Comp Assess, Services, Links, JobZone, and NextGen. The customer's name, SSN, and OSOS ID are displayed. A secondary navigation bar includes WOA Referrals, Primary Language, DOB, DEI, DEI Round 6, DEI Round 8, THRIVE, Entergy Initiative, NY SCION (selected), and NYESS Info. The main content area is titled 'NY SCION' and contains a table with a 'Date' column. A row with the date '01/04/2022' is selected and has a checked checkbox. To the right of the table is a 'Disability Categories' section with a list of checkboxes: Attention Deficit/Hyperactivity Disorders, Blindness/Low Vision, Traumatic Brain Injury, Deaf/Hard of Hearing (checked), Learning Disabilities, Medical Disabilities, Physical Disabilities, Mental Health Disabilities, Speech/Language Disabilities, Developmental Disabilities, and Intellectual. At the bottom of the main content area are buttons for Add, Delete, Print List, Help, Print Record, and Audit. A bottom navigation bar contains buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

If the customer has a disclosed a disability not covered by the available selection, staff should use the Other Disabilities field to indicate the disability.



This screenshot shows a close-up of the 'Disability Categories' section. It lists several categories with checkboxes: Developmental Disabilities, Intellectual Disabilities, Autism Spectrum Disorders, and Other Disabilities. The 'Other Disabilities' category has a text input field next to it. At the bottom of this section are buttons for Add, Delete, Print List, Help, Print Record, and Audit.

REFERRALS

The Referrals section of the tab is used to track customers referred to our services by our partners, as well as customers that our staff refer to partner services.

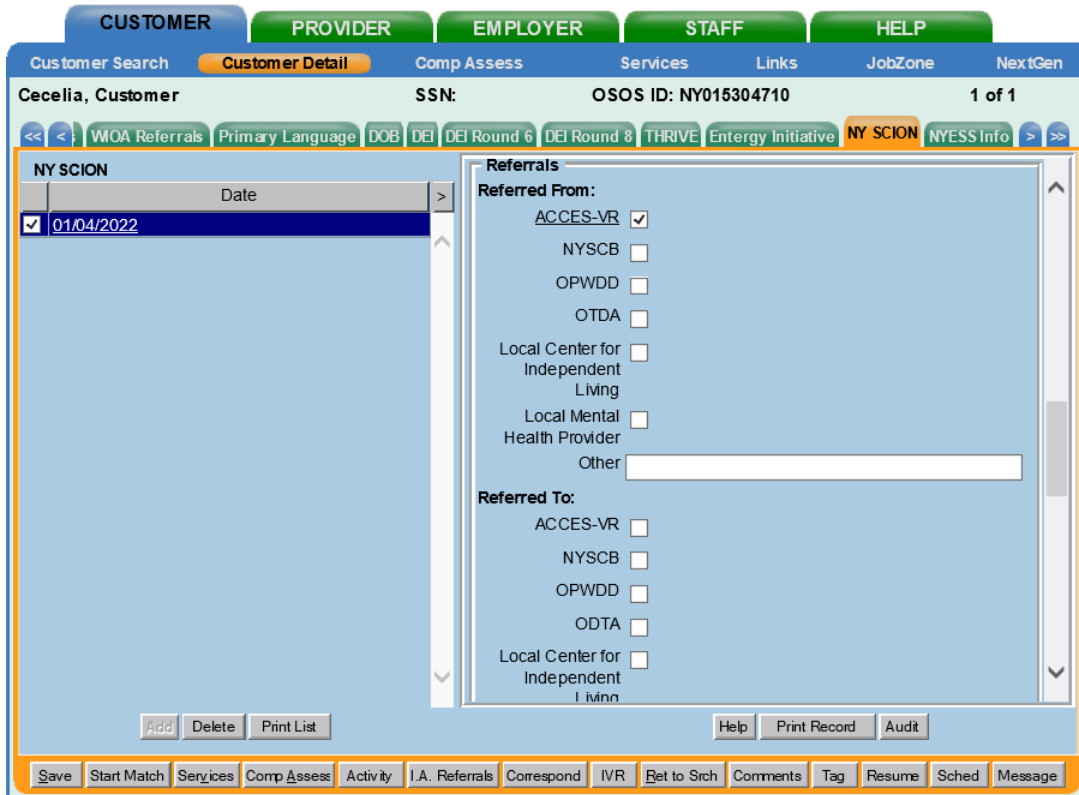
If a customer has been referred from another agency, staff must select the corresponding checkbox in the **Referred From** section.

If a customer is being referred to another agency, staff must select the corresponding checkbox in the **Referred To** section.

The options provided are:

- New York State (NYS) Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR),
- NYS Commission for the Blind (NYS CB),
- NYS Office for People with Developmental Disabilities (OPWDD),
- NYS Office of Temporary and Disability Assistance (OTDA)
- Local centers for independent living, and

There is also a text field under both referral sections in which staff may enter any agency not already accounted for on the above list (e.g., TBI provider, local reentry taskforce, addiction treatment center).



The screenshot displays the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these, there are sub-tabs: Customer Search, Customer Detail (selected), Comp Assess, Services, Links, JobZone, and NextGen. The main header shows the customer's name, Cecelia, Customer, and their SSN and OSOS ID. A secondary navigation bar includes various filters and options like WOA Referrals, Primary Language, DOB, DEI, DEI Round 6, DEI Round 8, THRIVE, Entergy Initiative, NY SCION (selected), and NYESS Info. The main content area is divided into two sections: a table on the left for NY SCION referrals and a 'Referrals' section on the right. The table has columns for 'Date' and a checkbox, with one entry: 01/04/2022. The 'Referrals' section is split into 'Referred From' and 'Referred To'. Each section has checkboxes for ACCES-VR, NYSCB, OPWDD, OTDA, Local Center for Independent Living, Local Mental Health Provider, and Other. The 'Referred From' section has ACCES-VR checked. Below the 'Other' options is a text input field. At the bottom of the main content area, there are buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. The footer of the application contains a row of buttons: Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.



PUBLIC BENEFITS

In the **Public Benefits** section, information is recorded related to Social Security Disability Insurance (SSDI), Supplemental Disability Income (SSI), Medicare, and Medicaid, and participation in the Ticket to Work (TTW) program.

For each of the fields in this section, staff must select Yes or No from the drop-down. Definitions for these fields are below.

The screenshot displays the OSOS system interface for a customer named Cecelia. The interface includes navigation tabs (CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP) and a menu bar (Customer Search, Customer Detail, Comp Assess, Services, Links, JobZone, NextGen). The customer details show Cecelia, Customer, SSN, and OSOS ID: NY015304710. The Public Benefits section contains several drop-down menus for SSDI, SSI, Medicare/Medicaid, and Ticket to Work participation. The Asset Development Strategies section includes checkboxes for Free Tax Preparation/Tax Provisions and ABLE Accounts.

Social Security Disability Insurance (SSDI) pays monthly benefits to workers who are no longer able to work due to a significant illness or impairment that is expected to last at least a year or to result in death within a year. It is part of the Social Security program that also pays retirement benefits to the vast majority of older Americans. Benefits are based on the disabled worker's past earnings and are paid to the disabled worker and to his or her dependent family members. To be eligible, a disabled worker must have worked in jobs covered by Social Security. Individuals who are eligible for SSDI cash benefits are typically also eligible for Medicare.



Supplemental Security Income (SSI) provides a cash payment to serve as a minimum level of income for people who have limited to no earned income and limited assets and are elderly or meet the Social Security Administration's (SSA) strict rules that define disability. Individuals who are eligible for SSI cash benefits are typically also eligible for Medicaid.

Ticket to Work is a program that connects qualified individuals with free employment services designed to help them decide if work is the right answer; find a job and maintain a job. Everyone between the ages of 18 and 64 who receives Supplemental Security Income (SSI) benefits and/or Social Security Disability Insurance (SSDI) qualifies for participation in the Ticket to Work program. Ticket to Work is free and voluntary and gives participants access to career counseling, job placement, and vocational rehabilitation. For more information on Ticket to Work, see the [New York Employment Services System Brochure](#).



ASSET DEVELOPMENT STRATEGIES

In the Asset Development Strategies section, staff must click the checkboxes to indicate which strategies have been employed on behalf of the customer. Definitions of these strategies are below.

The screenshot shows the OSOS system interface for a customer named Cecelia. The interface includes navigation tabs (CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP), a search bar, and a list of strategies with checkboxes. The 'Free Tax Preparation/Tax Provisions' and 'Financial Literacy/Capability Training' strategies are checked. The 'ABLE Accounts' strategy is unchecked. The 'Self Employment', 'Home-Ownership', and 'Auto Purchase' strategies are also unchecked. The 'Other' field is empty.

NY SCION	Date
<input checked="" type="checkbox"/>	01/04/2022

Asset Development Strategies

- Free Tax Preparation/Tax Provisions
- ABLE Accounts
- Financial Literacy/Capability Training
- Self Employment
- Home-Ownership
- Auto Purchase
- Other

Free Tax Preparation/Tax Provisions: These programs, such as the Volunteer Income Tax Assistance (VITA) Program, Tax Counseling for the Elderly (TCE) Program, and other local programs assist people not only with filing their taxes, but taking advantage of important tax provisions, such as the Earned Income Tax Credit (EITC).

ABLE Accounts: The Achieving a Better Life Experience (ABLE) Act of 2014 allows states to create tax-advantaged savings programs for eligible people with disabilities (designated beneficiaries). Funds from these ABLE accounts can help designated beneficiaries pay for qualified disability expenses. Distributions are tax-free if used for qualified disability expenses. For more information, visit www.ablenrc.org.



Financial Literacy/Capability Training: This could include, but should not be limited to, money management/budgeting, credit, debt management, risk management, investing, and retirement planning.

Self-Employment: This includes participation in entrepreneur training programs like the NYSDOL [Self Employment Assistance Program](#) (SEAP).

Home-Ownership: This includes first-time home buyer State of New York Mortgage Agency (SONYMA) programs through local banks/credit unions, saving through a Plan to Achieve Self-Support (PASS) or ABLE account, and/or education or counseling programs related to the process of buying a home and paying for a mortgage.

Auto Purchase: This could include participation in a PASS plan, saving through an ABLE Account, securing an auto loan or lease.



DRC ROLE

Disability Resource Coordinator activities include:

- Increasing the enrollment of youth and adults with disabilities - including Social Security Beneficiaries and Individuals with Intellectual and/or Developmental Disabilities - in the Career Center system via outreach and recruitment activities
- Providing benefits advisement and work incentive counseling to Social Security Beneficiaries in their transition to work
- Promoting the Ticket to Work Program
- Formalizing the Integrated Resource Team serving their area
- Conducting outreach to businesses
- Placing youth and adults with disabilities in work experiences (i.e., internships, on the job training, summer work experiences, etc.)
- Placement and retention of youth and adults with disabilities in occupational skills training
- Placement and retention of youth and adults with disabilities in competitive, integrated employment

Additionally, activities that have occurred under previous Disability Employment Initiative projects will be scaled and expanded under NY SCION. These activities include:

- Career Expos that include "Meet the Employer" sessions where youth and adults explore career pathways in advanced manufacturing, healthcare, information technology and other in-demand industries
- Hiring events where youth and adult participants engage in interviews with business representatives, such as the "Reverse Career Fair" model

Key partners supporting NY SCION include the NYS Education Department, NYS ACCES-VR, NYS Office of Children and Family Services, NYS Commission for the Blind, NYS Office of Temporary and Disability Assistance, NYS OPWDD, and community and non-profit partners across the state.



RESOURCES AND ASSISTANCE

Additional OSOS guides and other resources can be found [here](#).

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

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

For additional program information regarding NY SCION:

By email: SpecialPopulations@labor.ny.gov

New York State Technical Advisories:

<https://dol.ny.gov/policy-directives>