Dislocated Worker OSOS Checklist

Completing an **Employability Profile**

☐ Update Customer Assignment section (general info tab)

☐ Employment Status (general info tab)

☐ Date of birth (general info tab) & DOB tab for validation – See below

☐ Gender (general info tab, should be recorded when training is funded)

☐ Education information (general info tab, **and** Ed/Lic tab- Schools) - School Section must have at least one complete entry for customers who possess an Associate's Degree or more (i.e. Bachelor, Master or Doctorate). This information must match the Education Information on the General Info Tab.

☐ Objective (objective tab)

☐ O*Net Title (objective tab & work history tab. At least one O*Net title from the objective tab must match the O*Net title listed in work history tab)

☐ Skills (skills tab)

☐ Work History (work history tab)

  ☐ Replace "TCC Update" or "TO BE UPDATED",

  ☐ Start and End dates, (unless still employed)

  ☐ Reason for Leaving

  ☐ ONET Title

  ☐ Job Duties

  ☐ Wage

☐ Eliminate any duplicated work histories

Dislocated Worker Status
must select one under Reason for Leaving- Work History Section

☐ Category 1-DW – Laid off; Unlikely to Return to Previous Occupation

  ☐ Enter the customers qualifying dislocation date, tenure and O*Net title

☐ Category 2- DW mass layoff or closure

  ☐ Enter the customers qualifying dislocation date, tenure and O*Net title

☐ Category 3- DW self-employed

  ☐ Enter the customers qualifying dislocation date, tenure and O*Net title

☐ Category 4-DW displaced homemaker

- Job title = Homemaker, with the participant's address and name as employer.
- No start or end date is required. Use 0.01 as the wage.

☐ Category 5-DW Military Spouse (Select category 1-DW until OSOS is updated)

  ☐ Enter comment, "Customer is a Dislocated Worker-Spouse of a member of the Armed Forces"

☐ Category 6- Dislocated worker due to foreign trade

  ☐ Enter the required information in the TAA/NAFRA-TAA field. This information can be found on the Customer's TA 722 eligibility form.

Date of Birth Validation

☐ Validate DOB (DOB tab)

  ☐ UI customers will be completed automatically

☐ Non UI – use DMV verification with Driver's/non Driver's license or source document- If no DMV ID, use other acceptable documents such as passport or birth certificate.

Selective Service (for males 18-24 years of age/born after 1959)
☐ Check Selective Service box (**add'l info tab**)
☐ Enter registration number – Note that if there is no registration, customer can't be served with WIOA funds, only Wagner/Peyser. If customer is past the age of registration (over 25), then the customer must self-attest in writing that the failure to register was not knowing and willful.

Demographic Characteristic/Barriers to Employment
Disability (**add'l info tab**)
☐ Enter Disability Status (Disabled/Not Disabled or Not Disclosed)
☐ Enter Disability Category for Disabled customers
Low Income - Public Assistance (**add'l info tab** or **prgms/pa tab**)
☐ Check Poverty guidelines (http://labor.ny.gov/workforcenypartners/tools.shtm
☐Enter income status (add'l info tab) – Income 70% LLSIL box
If neither eligibility are met record "NA"
☐ Enter 'Yes' for any public assistance and include a date (prgms/pa tab)
English Language Learner-LEP (Comp Assess window, **Education tab**)
☐ Select "yes" for Limited English or "no"
☐ Add comment, LEP per customer attestation dated (mo/day/year),
☐ Add primary language and needs in the Primary Language tab
Cultural Barriers
☐ Enter comment; the comment must include customer's cultural barriers.
Single Parent (Comp Assess window, **Family tab**)
☐ Record the selection that corresponds to the information provided. If no information provided, choose "not reported".
Homeless (Comp Assess window, **Housing tab**)
☐ Record 'Homeless' in the current housing field or if not homeless under Housing Assistance- "None"
Offender (Comp Asses window, **Legal tab**)
☐Select 'Yes' or "Not Applicable" in the offender Status field

All customers who receive funding for training will also need an Individual Employment Plan (IEP) completed. An IEP should include all of the listed information.

Individual Employment Plan (IEP) Checklist
☐ Identify the customer's occupational goal
☐ Look up labor market outlook for the customer's goal
☐ Summarize the customer's existing skills, which may include transferable and occupational skills, including those gained from hobbies or volunteer work. Customer interests, work values and aptitudes should be highlighted as appropriate to the employment goal identified
☐ Summarize the customer's skills gaps, remedial education, and supportive service needs
☐ Justification for the particular training program or provider
☐ Create an action plan including but not limited to: referrals to training and supportive services

(including needs-related payments) as well as the start and anticipated completion dates for each action step identified. Then add an IEP activity to the customer record.

RESEA Customers - OSOS activities should follow the **RESEA Guide**

Required OSOS Activities for Dislocated Workers going to training
☐ Initial Assessment: Assessment interview, Initial Assessment [LX Enrolling]
☐ Initial Assessment Outcome: CDS
☐ Individual Employment Plan
☐ Workforce Information Services Staff assisted (LMI)
☐ Career Guidance- intensive