**Section 599 Flow Chart**

**Already in training**

- **OSOS Activities:** 599OS In-Training Disclosure Date & Referred to Training
- **OSOS Comment:** Where, what, how many credits / hours, schedule, start / end dates

**Enrolled in future training**

- **OSOS Activities:** 599OS In-Training Disclosure Date & Referred to Training
- **OSOS Comment:** Where, what, how many credits / hours, schedule, start / end dates

**Considering training**

- **OSOS Activities:** 599OS In-Training Disclosure Date & Referred to Training
- **OSOS Comment:** Where, what, how many credits / hours, schedule, start / end dates

---

**NO:** Even if just 1 item missing, or customer disclosed enrollment via phone or email

**Issue Pending Documents Advisory (OS44PD)** to customer, listing missing items ONLY. (Don't list items customer brought in.)

- "Due date" is always 14 days (2 weeks) from date issued.
- Give One-Stop 599 Application (OS44) to customer.

**OSOS Comment:** 599OS Documents Pending

**OSOS Activity:** 599OS Documents Pending

**OSOS Comment:** List all pending documents and due date.

---

**YES:**

- All items here now

---

**Did customer submit all materials on time?**

**NO**

- Customer has 14 days to submit pending documents as listed on OS44PD.
  - Can email or fax to you
  - Can mail or deliver to office, attn: your name
  - Out of office? Arrange for a backup to handle your pending 599 apps

- Use Outlook calendar reminders to keep track of all 599 app deadlines.

- At your discretion, may schedule an appointment so customer has a specific date and time to bring in their pending documents.
  - Can NOT schedule in REOS as a mandatory RESEA, C3E or DVOP follow-up unless it so happens you'd already be scheduling customer that week anyway

---

**YES**

- You and customer sign OS44PD
- Copy OS44PD and any documents customer provided today
- You keep copies
- Customer keeps originals

---

**Complete form: Training Recommendation (OS44R)**

- Consult "Instructions for Completing OS44R" as needed.

**OSOS Activities:**

1. 599OS Received Complete Application, and either;
2. 599OS Recommend Approval of O/S Application or;
3. 599OS Recommend Disapproval of O/S Application

**OSOS Comments:** Include recommendation from OS44R. See 599 Data Entry Chart for other requirements, depending on activities posted. Note if app was timely.

**Complete form:** 599 Application Fax Cover Sheet (OS44F). Upper-right boxes are for SSN, not NY#. Fax entire application pkg to CRU number shown on OS44F.

---

**No enrollment yet = no 599 yet**

- Give 599 Fact Sheet and discuss appropriate & approvable training.
- Very important to apply for 599 promptly upon being accepted into a training program. Advise customer to contact you ASAP when that happens.

---

**Complete form:** 599 Application Fax Cover Sheet (OS44F). Only check boxes for the document(s) you are actually submitting. Fax it all to CRU.

**Having a 599 application “in the queue” does not excuse anyone from UI obligations.**

Customers must seek work weekly and be "ready, willing and able to work" and must attend Career Center appts until they get 599 approval. (Don’t excuse/resched for school.) Always provide the availability advisory as shown in the 599 Data Entry Chart.