

Trade Adjustment Assistance - Enrollment and Entering the First Service OSOS Guide



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PURPOSE

This guide will provide detailed instructions on enrolling an eligible customer in Trade Act, which includes entering an Individual Employment Plan (IEP) service. The Trade Act IEP is a written document, signed by the participating trade affected worker and their TAA Specialist. The plan outlines the customer's previous training and experience, as well as their qualifications and need for training. The plan also identifies the training provider, the industry-recognized credential to be earned, the customer's occupational goal, and a detailed timeline indicating the start and end dates of training.

Before any training can be approved, the customer's training plan must be reviewed to verify that it meets the six approval criteria.

SIX CRITERIA

1. There is no suitable employment – Suitable employment is work of a substantially equal or higher skill level than the trade-affected worker's past adversely affected employment, and at wages for such work at not less than 80% of the trade-affected worker's average weekly wage. (CFR 617.22.1)

2. The worker would benefit from the training – The trade-affected worker must be job ready upon completion of training. It is not permissible to approve and pay tuition costs for the first two years of a four-year program because the trade-affected worker would not be job ready for employment at the end of the training period. However, the first year of a two-year Community College degree program may be approved if it leads to an industry recognized credential such as a certificate necessary for the trade-affected worker to obtain employment. (CFR 617.22.2)

3. There is a reasonable expectation of employment as a result of training – Tools that can be used to show that there is a reasonable expectation of employment in the customer's labor market at the conclusion of training are: the demand occupation list, projections from the NYSDOL website, job postings from Jobs Express/NYS Job Bank, or classified ads from the newspaper or online postings. Additionally, a job offer from an employer, which includes a firm start date, will meet this criterion. Your local area's NYSDOL Labor Market Analyst can assist you in determining in-demand occupations. (CFR 617.22.3)

4. Training is reasonably available from either a governmental agency or private source and emphasis must be given to secure training within the commuting area – The training is within the trade-affected worker's commuting area at any governmental or private institution or facility, particularly on-the-job training. Training outside the normal commuting area is not precluded if none is available within the trade-affected worker's commuting area. Whether the training is within or outside the commuting area, the training must be available at a reasonable cost (See Criteria #6 below). First consideration must be given to training opportunities



available within the trade-affected worker's commuting area. Training outside the commuting area should be approved only if such training is not available in the area or the training to be provided will involve less funding. (CFR 617.22.4)

5. The trade-affected worker is qualified to undertake and complete training – The trade-affected worker's personal qualifications to undertake and complete the training must be assessed. Evaluation of the trade-affected worker's qualifications must include the worker's physical and mental capabilities, educational background, work experience, and financial resources, as adequate to undertake and complete the training program.

6. Training is suitable for the worker and available at a reasonable cost. For TAA purposes, "reasonable cost" is when all costs being considered, training of substantially similar quality, content and results cannot be obtained from another provider at a lower cost within a similar time frame. It also means that training may not be approved when the costs of the training are unreasonably high in comparison with the average cost of training other workers are receiving in similar occupations at other providers. (CFR 617.22.6)

CREATING THE TRADE ACT ENROLLMENT

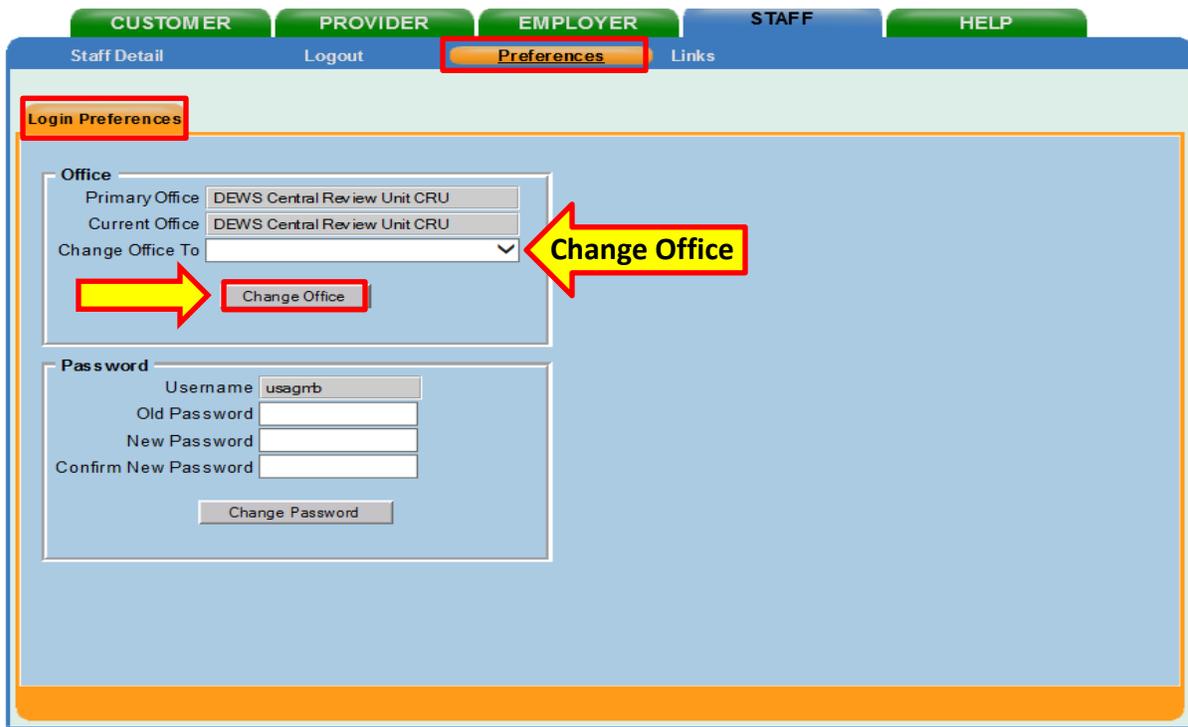
When working with a TAA customer in the career center, the first Trade Act related service that should be provided is the IEP. This service is a vehicle for creating a Trade Act Enrollment. The Individual Employment Plan outlines the customer's intent to utilize their Trade Act benefits through training.

CREATING AN INDIVIDUAL EMPLOYMENT PLAN (IEP)

An IEP is required before any Trade Act funded training service begins. The IEP is a detailed assessment that includes the identification of marketable or transferable skills, and the provision of job search assistance and other reemployment services. It should allow customers the opportunity to combine the information gained from the assessment tools, individual career counseling, and group structured activities to gain insight regarding their abilities, interests, and the relevant labor market information. An IEP must be created for every WIOA participant as a justification for training.

LOGGING INTO THE CORRECT OFFICE

Career Center staff must ensure that they are logged into OSOS in the same office associated with the customer before recording any activities or services. The user's **Primary Office** (if the user has any secondary office assignments) and the **Current Office**, are displayed in the **Staff** module > **Preferences** window > **Login Preferences** tab. To change the **Current Office**, select the appropriate office from the **Change Office To** drop-down field, and then click the **Change Office** button.



The screenshot shows the OSOS Staff Preferences window. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The STAFF tab is active, and the Preferences window is open. Inside the Preferences window, the Login Preferences tab is selected. The Office section contains the following fields:

| | |
|------------------|------------------------------|
| Primary Office | DEWS Central Review Unit CRU |
| Current Office | DEWS Central Review Unit CRU |
| Change Office To | [Dropdown menu] |

Below the Change Office To field is a red box containing the text "Change Office" with a yellow arrow pointing to it. A yellow arrow also points to the "Change Office" button below the Password section.

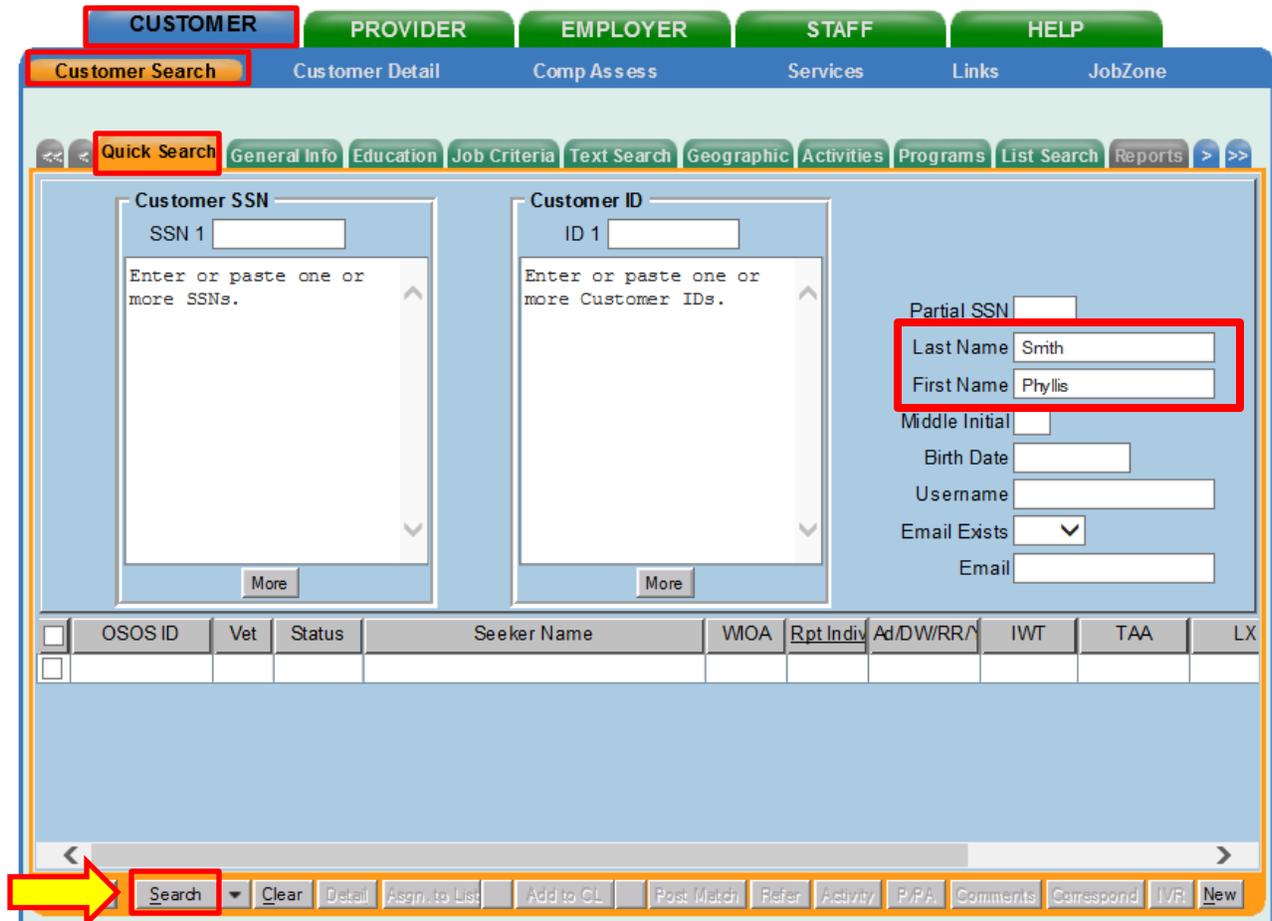
The Password section contains the following fields:

| | |
|----------------------|--------------|
| Username | usagrb |
| Old Password | [Text input] |
| New Password | [Text input] |
| Confirm New Password | [Text input] |

Below the Password section is a "Change Password" button.

FINDING THE CUSTOMER RECORD TO ADD A TAA SERVICE

From the **Customer** module > **Customer Search** window > **Quick Search** tab, search for the appropriate customer record. This can be accomplished by entering the customer's **Last Name** and **First Name** as search criteria. Click the **Search** button.



The screenshot shows the OSOS Customer Search window. The 'CUSTOMER' tab is selected. The 'Customer Search' sub-tab is active, and the 'Quick Search' sub-tab is selected. The search criteria are: Last Name: Smith, First Name: Phyllis. The 'Search' button is highlighted with a red box and a yellow arrow pointing to it.

Customer SSN: SSN 1
 Enter or paste one or more SSNs.

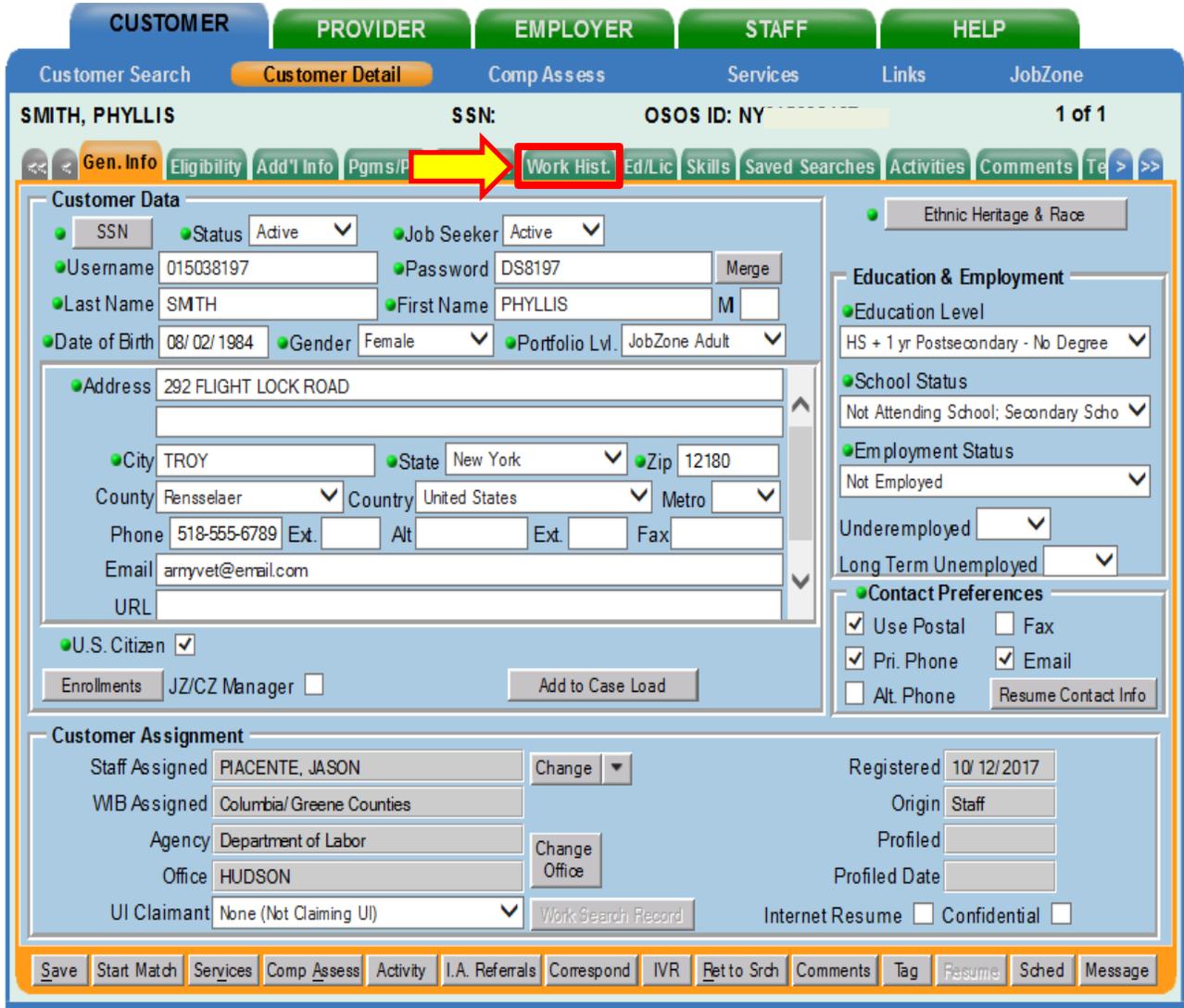
Customer ID: ID 1
 Enter or paste one or more Customer IDs.

Partial SSN
 Last Name
 First Name
 Middle Initial
 Birth Date
 Username
 Email Exists
 Email

| <input type="checkbox"/> | OSOS ID | Vet | Status | Seeker Name | W/OA | Rpt Indiv | Ad/DW/RR/A | IWT | TAA | LX |
|--------------------------|---------|-----|--------|-------------|------|-----------|------------|-----|-----|----|
| <input type="checkbox"/> | | | | | | | | | | |

Search Clear Detail Assign to List Add to CL Post Match Refer Activity P/PA Comments Correspond IVR New

This will display the customer record. Select the **Work History** tab.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

SMITH, PHYLLIS SSN: OSOS ID: NY 1 of 1

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

Customer Data

- SSN: 015038197
- Status: Active
- Job Seeker: Active
- Username: 015038197
- Password: DS8197
- Last Name: SMTH
- First Name: PHYLLIS
- Date of Birth: 08/02/1984
- Gender: Female
- Portfolio Lvl.: JobZone Adult
- Address: 292 FLIGHT LOCK ROAD
- City: TROY
- State: New York
- Zip: 12180
- County: Rensselaer
- Country: United States
- Phone: 518-555-6789
- Email: armyvet@email.com
- U.S. Citizen:

Education & Employment

- Education Level: HS + 1 yr Postsecondary - No Degree
- School Status: Not Attending School; Secondary Scho
- Employment Status: Not Employed
- Underemployed:
- Long Term Unemployed:

Contact Preferences

- Use Postal
- Fax
- Pri. Phone
- Email
- Alt. Phone

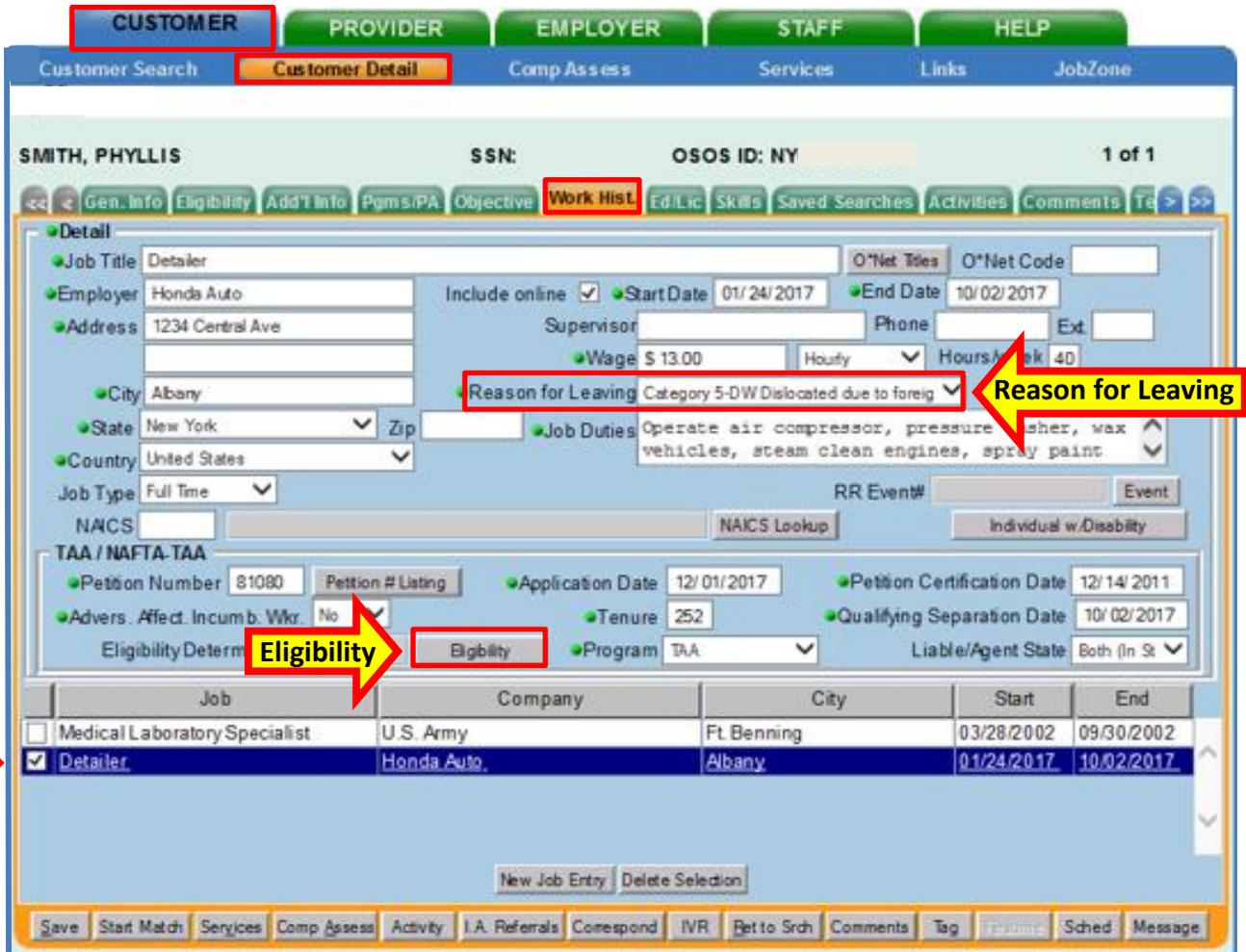
Customer Assignment

- Staff Assigned: PIACENTE, JASON
- WB Assigned: Columbia/Greene Counties
- Agency: Department of Labor
- Office: HUDSON
- UI Claimant: None (Not Claiming UI)
- Registered: 10/12/2017
- Origin: Staff
- Profiled:
- Profiled Date:
- Internet Resume: Confidential:

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

REVIEWING THE CUSTOMER'S WORK HISTORY

The first step to entering an IEP, is to identify the customer's **Trade Act Eligibility Date**, listed in the **Work History** tab. To find this, proceed to the **Customer** module > **Customer Detail** window > **Work History** tab. A list of the customer's previous employers will be displayed. Click on the trade-affected business, then click on the **Eligibility** button.



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

SMITH, PHYLLIS | SSN: | OSOS ID: NY | 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: Detailer | O*Net Titles: | O*Net Code: | Employer: Honda Auto | Include online: | Start Date: 01/24/2017 | End Date: 10/02/2017 | Address: 1234 Central Ave | Supervisor: | Phone: | Ext: | Wage: \$ 13.00 | Hourly: | Hours/Week: 40 | City: Albany | Reason for Leaving: Category 5-DW Dislocated due to foreign trade | Job Duties: Operate air compressor, pressure washer, wax vehicles, steam clean engines, spray paint | State: New York | Zip: | Country: United States | Job Type: Full Time | RR Event#: | Event: | NAICS: | NAICS Lookup: | Individual w/Disability: | TAA / NAFTA-TAA | Petition Number: 81080 | Petition # Listing: | Application Date: 12/01/2017 | Petition Certification Date: 12/14/2011 | Advers. Affect. Incumb. Wkr.: No | Tenure: 252 | Qualifying Separation Date: 10/02/2017 | Eligibility Determination: Eligibility | Program: TAA | Liable/Agent State: Both (In St)

| Job | Company | City | Start | End |
|--|------------|-------------|------------|------------|
| <input type="checkbox"/> Medical Laboratory Specialist | U.S. Army | Ft. Benning | 03/28/2002 | 09/30/2002 |
| <input checked="" type="checkbox"/> Detailer | Honda Auto | Albany | 01/24/2017 | 10/02/2017 |

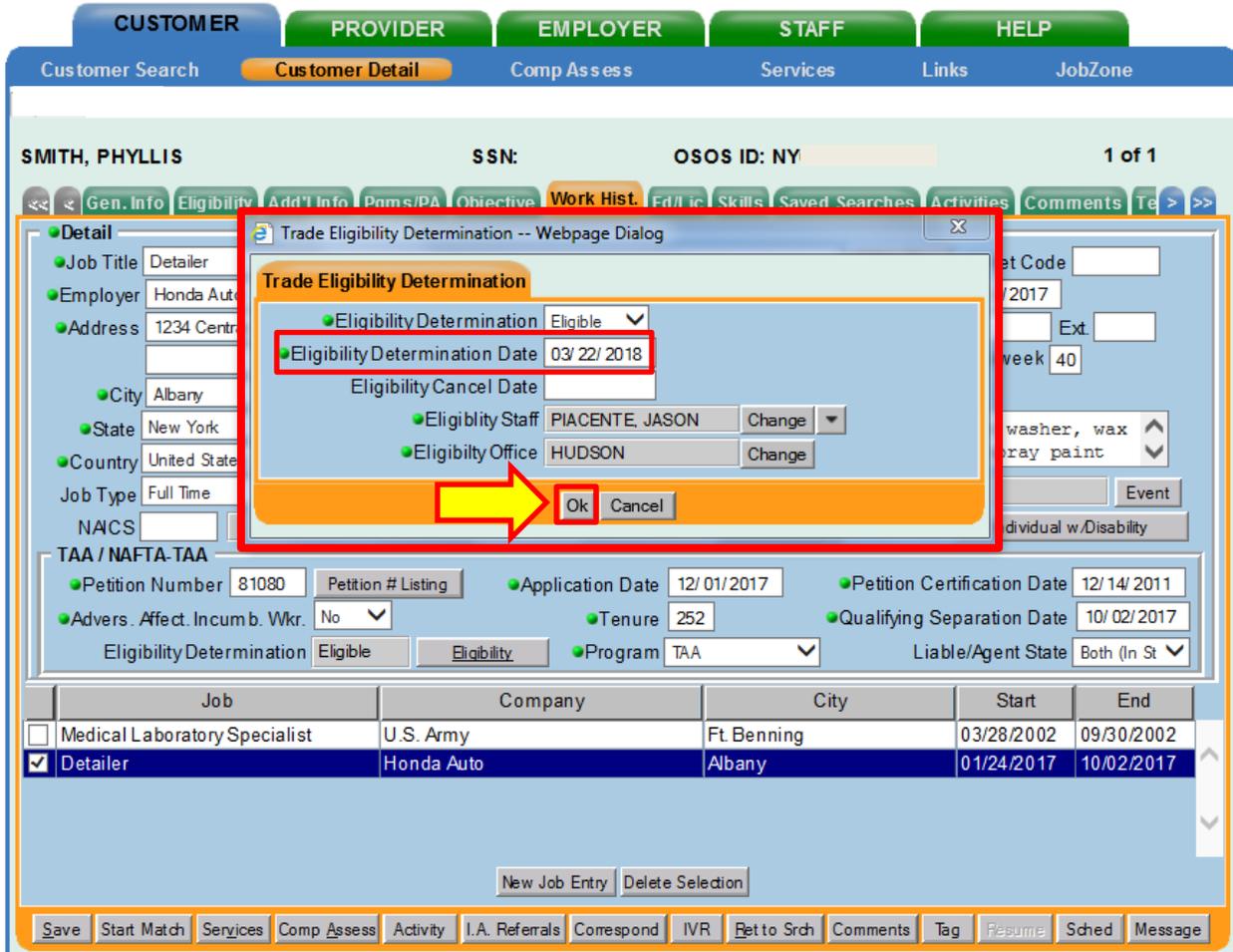
New Job Entry | Delete Selection

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



If the **Work History** tab includes multiple entries, review the **Reason for Leaving** field to identify which entry indicates **Category 5-DW Dislocated due to foreign trade**.

The Webpage Dialog box will pop-up and display the **Eligibility Determination Date**. *The date of the IEP must be on or after this date.* When complete, click **OK**.



The screenshot shows the OSOS interface for customer SMITH, PHYLLIS. A 'Trade Eligibility Determination -- Webpage Dialog' box is open, displaying the following information:

- Eligibility Determination: Eligible
- Eligibility Determination Date: 03/22/2018
- Eligibility Cancel Date: (empty)
- Eligibility Staff: PIACENTE, JASON
- Eligibility Office: HUDSON

Buttons for 'Ok' and 'Cancel' are visible at the bottom of the dialog box, with a yellow arrow pointing to the 'Ok' button.

Below the dialog box, the 'TAA / NAFTA-TAA' section shows:

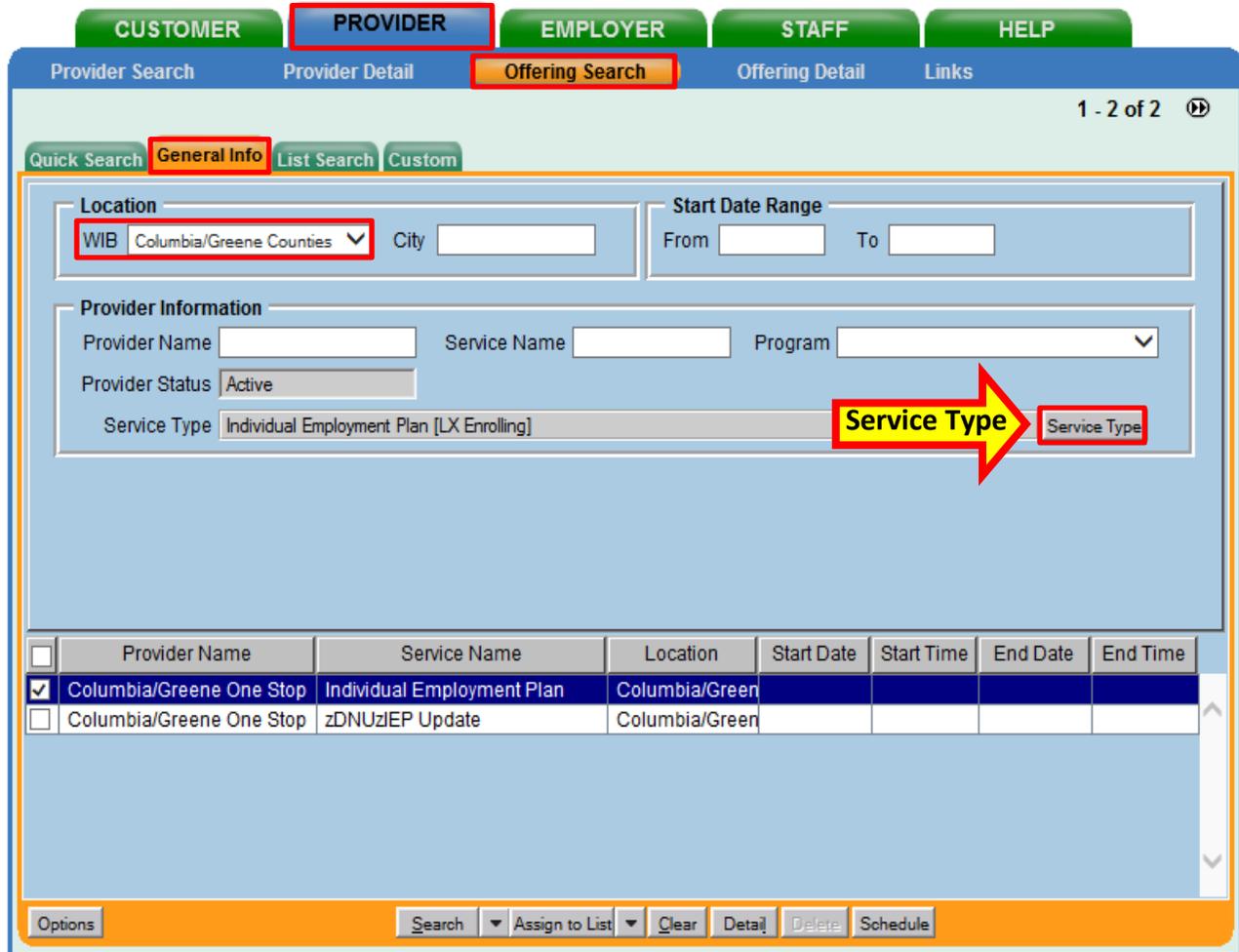
- Petition Number: 81080
- Petition # Listing: (empty)
- Application Date: 12/01/2017
- Petition Certification Date: 12/14/2011
- Advers. Affect. Incumb. Wkr.: No
- Tenure: 252
- Qualifying Separation Date: 10/02/2017
- Eligibility Determination: Eligible
- Program: TAA
- Liabile/Agent State: Both (In St)

A table of jobs is displayed below:

| | Job | Company | City | Start | End |
|-------------------------------------|-------------------------------|------------|-------------|------------|------------|
| <input type="checkbox"/> | Medical Laboratory Specialist | U.S. Army | Ft. Benning | 03/28/2002 | 09/30/2002 |
| <input checked="" type="checkbox"/> | Detailer | Honda Auto | Albany | 01/24/2017 | 10/02/2017 |

CHANGING THE CUSTOMER'S LWDA

Next, proceed to the **Provider** module > **Offering Search** window > **General Info** tab. The user's **Workforce Development Board (WDB)** should be displayed in the **WIB** window. To change this field click the drop-down and select the appropriate choice. Once the WDB has been updated, click the **Service Type** button.



1 - 2 of 2

Location

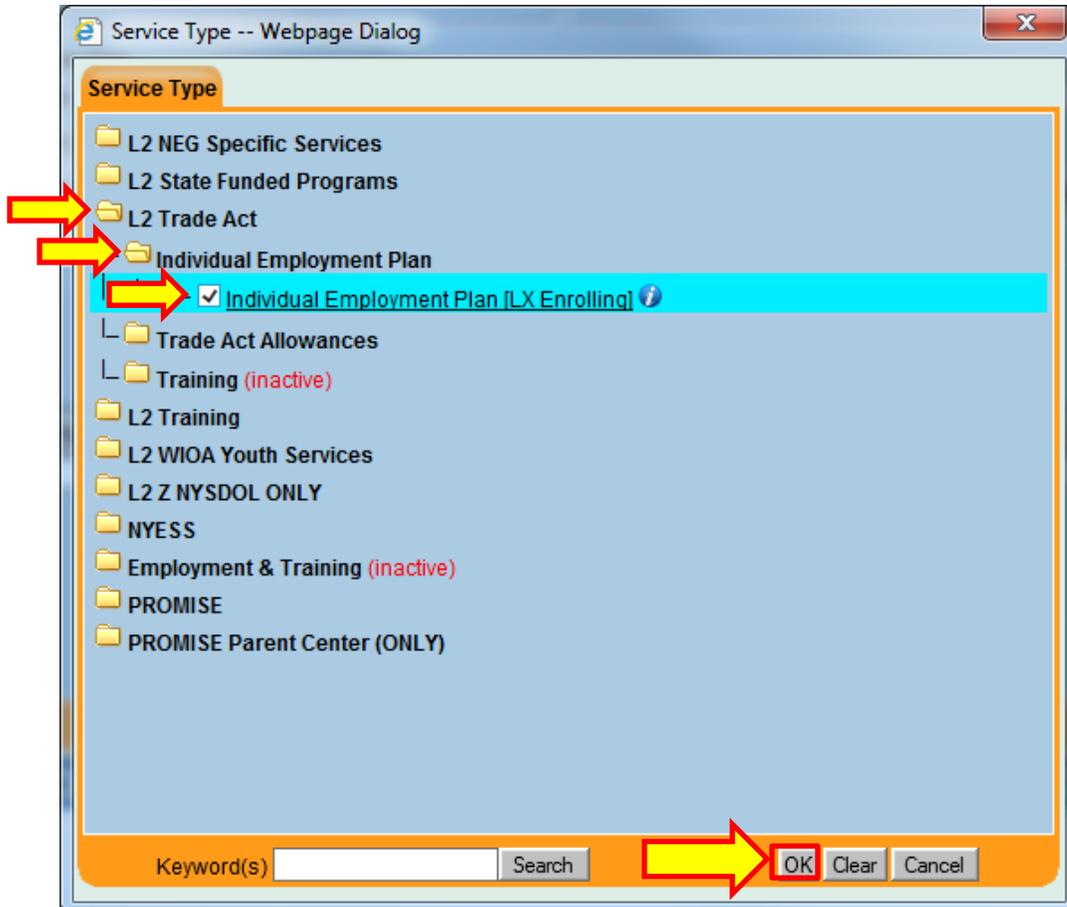
Start Date Range

Provider Information
 Provider Name
 Service Name
 Program

Provider Status
 Service Type

| <input type="checkbox"/> | Provider Name | Service Name | Location | Start Date | Start Time | End Date | End Time |
|-------------------------------------|--------------------------|----------------------------|----------------|------------|------------|----------|----------|
| <input checked="" type="checkbox"/> | Columbia/Greene One Stop | Individual Employment Plan | Columbia/Green | | | | |
| <input type="checkbox"/> | Columbia/Greene One Stop | zDNUzIEP Update | Columbia/Green | | | | |

From the **Service Type Dialog Box**, select **L2 Trade Act > Individual Employment Plan (IEP)**, then choose the **Individual Employment Plan (LX Enrolling)**. When complete, click **OK**.





The system will automatically navigate back to the **Provider** module > **Offering Search** window > **General Info** tab. Click the **Search** button at the bottom of the screen to search for the **Provider Name**, and the corresponding IEP **Service Name**. Be sure to select the appropriate IEP offering.

*Note that each WDB enters the **Service Name** individually, so the IEP **Service Name** may appear differently from what is shown below.*

Then, click on **Schedule**.

Provider Search Provider Detail **Offering Search** Offering Detail Links

1 - 6 of 6

Quick Search **General Info** List Search Custom

Location: WIB Albany/Rensselaer/Schenectady City: Start Date Range: From To

Provider Information: Provider Name Service Name Program Provider Status Active Service Type Individual Employment Plan [LX Enrolling] Service Type

| <input type="checkbox"/> | Provider Name | Service Name | Location | Start Date | Start Time | End Date | End Time |
|-------------------------------------|-----------------------------|----------------------------------|--------------------|------------|------------|----------|----------|
| <input checked="" type="checkbox"/> | Albany - Career Central One | IEP - Individual Employment Plan | Albany - Career C | | | | |
| <input type="checkbox"/> | Capital District Women's Em | Individual Employment Plan | Capital District W | | | | |
| <input type="checkbox"/> | Rensselaer County One Stop | TAA Employment Plan | Rensselaer Cou | | | | |
| <input type="checkbox"/> | Schenectady Community Acti | Employment Plan Development | SCAP-Schenecta | | | | |
| <input type="checkbox"/> | Schenectady One Stop | IEP/Intensive | Schenectady On | | | | |
| <input type="checkbox"/> | Schenectady One Stop | Intensive / Individual Employmen | Schenectady On | | | | |

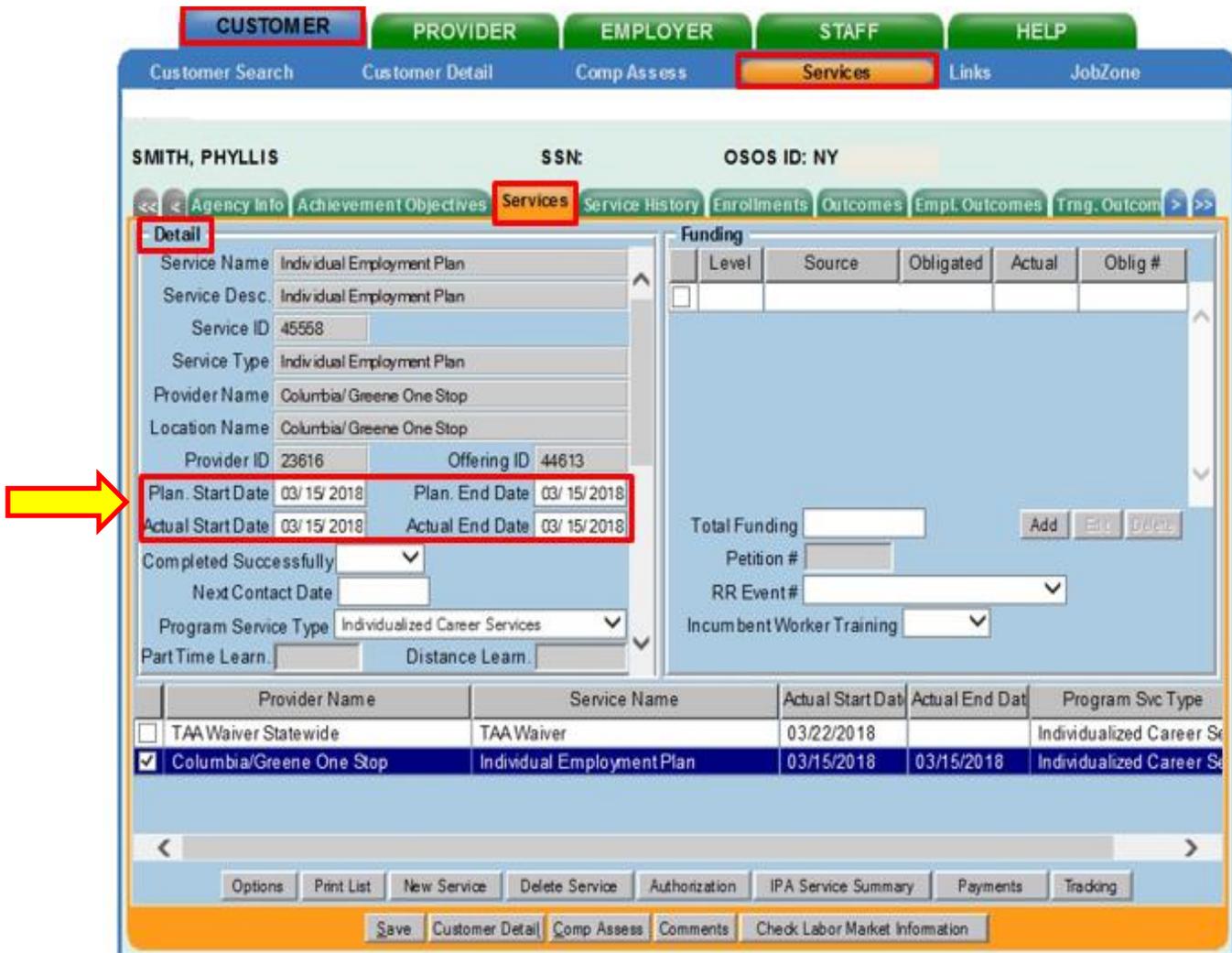
Options Search Assign to List Clear Detail Delete Schedule

SCHEDULING THE IEP SERVICE

Clicking the **Schedule** button navigates directly to the **Customer** module > **Services** window > **Services** tab. Complete the data fields in the **Detail** section to enter the service.

Next, enter a **Planned Start Date**, **Planned End Date**, **Actual Start Date** and **Actual End Date**. *Please note, since the IEP service is completed with the customer in one meeting, all four dates listed must be the same date.*

Once the **Actual Start Date** is entered, the **Petition #** field becomes accessible, on the right side of the screen. This will be explained in more detail on Page 18 of this guide.



CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

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

SMITH, PHYLLIS | SSN: | OSOS ID: NY

<< Agency Info | Achievement Objectives | **Services** | Service History | Enrollments | Outcomes | Empl. Outcomes | Trng. Outcom >>

- Detail

Service Name: Individual Employment Plan
 Service Desc.: Individual Employment Plan
 Service ID: 45558
 Service Type: Individual Employment Plan
 Provider Name: Columbia/Greene One Stop
 Location Name: Columbia/Greene One Stop
 Provider ID: 23616 | Offering ID: 44613

Plan. Start Date 03/15/2018 | **Plan. End Date** 03/15/2018
Actual Start Date 03/15/2018 | **Actual End Date** 03/15/2018

Completed Successfully:
 Next Contact Date:
 Program Service Type: Individualized Career Services
 Part Time Learn: | Distance Learn:

Funding

| Level | Source | Obligated | Actual | Oblig # |
|--------------------------|--------|-----------|--------|---------|
| <input type="checkbox"/> | | | | |

Total Funding: [Add] [Edit] [Delete]
 Petition #:
 RR Event#:
 Incumbent Worker Training:

| | Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|-------------------------------------|--------------------------|----------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> | TAA Waiver Statewide | TAA Waiver | 03/22/2018 | | Individualized Career Se |
| <input checked="" type="checkbox"/> | Columbia/Greene One Stop | Individual Employment Plan | 03/15/2018 | 03/15/2018 | Individualized Career Se |

Options | Print List | New Service | Delete Service | Authorization | IPA Service Summary | Payments | Tracking

Save | Customer Detail | Comp Assess | Comments | Check Labor Market Information



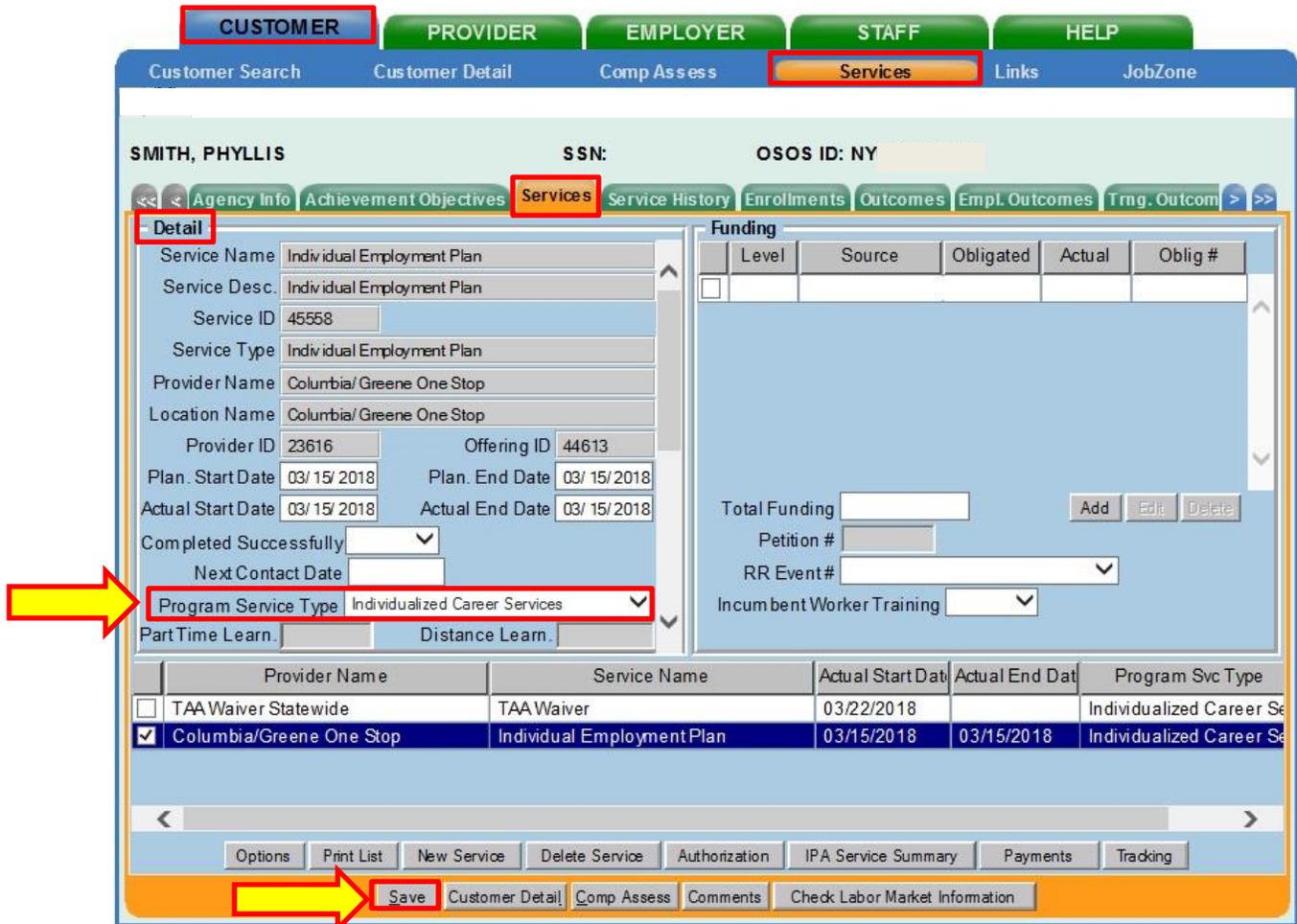
The **Planned Start Date** and **Actual Start Date** of the service cannot be earlier than:

- the **Application Date**- the date the customer signed the TA720,
- the **Qualifying Separation Date**- the customer's last day of work at the trade-affected employer, or
- the **Eligibility Determination Date**- the mail date on the TA722.

Note: The **Application Date** will always be on or before the **Eligibility Determination Date**.

Exception: When data entering the **Application Date** and **Eligibility Determination Date** for Adversely Affected Incumbent Workers (AAIW), you must enter the mail date of the threatened status letter in both fields. Contact the TAA Unit for assistance, at TAA.WDTD@labor.ny.gov

Proceed to the **Program Service Type** drop down, and choose **Individualized Career Services** for an IEP. Click the **Save** button.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

SMITH, PHYLLIS SSN: OSOS ID: NY

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcom

Detail

Service Name: Individual Employment Plan
 Service Desc.: Individual Employment Plan
 Service ID: 45558
 Service Type: Individual Employment Plan
 Provider Name: Columbia/Greene One Stop
 Location Name: Columbia/Greene One Stop
 Provider ID: 23616 Offering ID: 44613
 Plan. Start Date: 03/15/2018 Plan. End Date: 03/15/2018
 Actual Start Date: 03/15/2018 Actual End Date: 03/15/2018
 Completed Successfully:
 Next Contact Date:
Program Service Type: Individualized Career Services
 Part Time Learn.: Distance Learn.:

Funding

| Level | Source | Obligated | Actual | Oblig # |
|--------------------------|--------|-----------|--------|---------|
| <input type="checkbox"/> | | | | |

Total Funding: Add Edit Delete
 Petition #:
 RR Event#:
 Incumbent Worker Training:

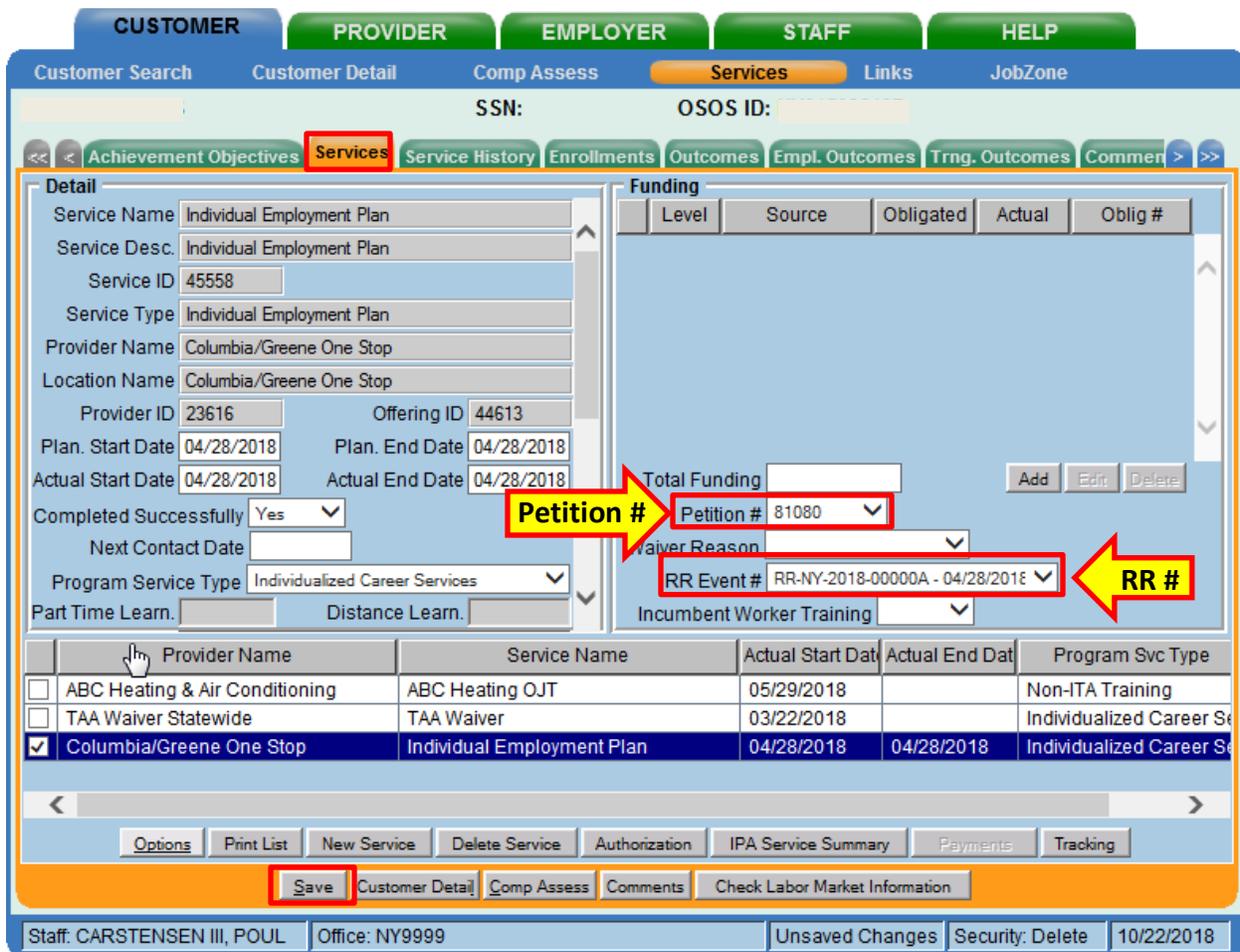
| | Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|-------------------------------------|--------------------------|----------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> | TAA Waiver Statewide | TAA Waiver | 03/22/2018 | | Individualized Career Se |
| <input checked="" type="checkbox"/> | Columbia/Greene One Stop | Individual Employment Plan | 03/15/2018 | 03/15/2018 | Individualized Career Se |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

FUNDING AN IEP

Next, click on the appropriate **Petition #** from the drop-down menu, and the **Rapid Response (RR) Event #** if one exists. Click the **Save** button.



The screenshot shows the OSOS interface with the 'Services' tab selected. The 'Detail' section on the left contains fields for Service Name, Service Desc, Service ID (45558), Service Type, Provider Name, Location Name, Provider ID (23616), Offering ID (44613), Plan Start/End Dates (04/28/2018), Actual Start/End Dates (04/28/2018), and Program Service Type (Individualized Career Services). The 'Funding' section on the right includes a table with columns for Level, Source, Obligated, Actual, and Oblig #. Below the table are dropdown menus for 'Petition #' (81080) and 'RR Event #' (RR-NY-2018-00000A - 04/28/2018). A 'Save' button is highlighted in the bottom navigation bar.

| Level | Source | Obligated | Actual | Oblig # |
|-------|--------|-----------|--------|---------|
| | | | | |

| Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|--|----------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> ABC Heating & Air Conditioning | ABC Heating OJT | 05/29/2018 | | Non-ITA Training |
| <input type="checkbox"/> TAA Waiver Statewide | TAA Waiver | 03/22/2018 | | Individualized Career Se |
| <input checked="" type="checkbox"/> Columbia/Greene One Stop | Individual Employment Plan | 04/28/2018 | 04/28/2018 | Individualized Career Se |

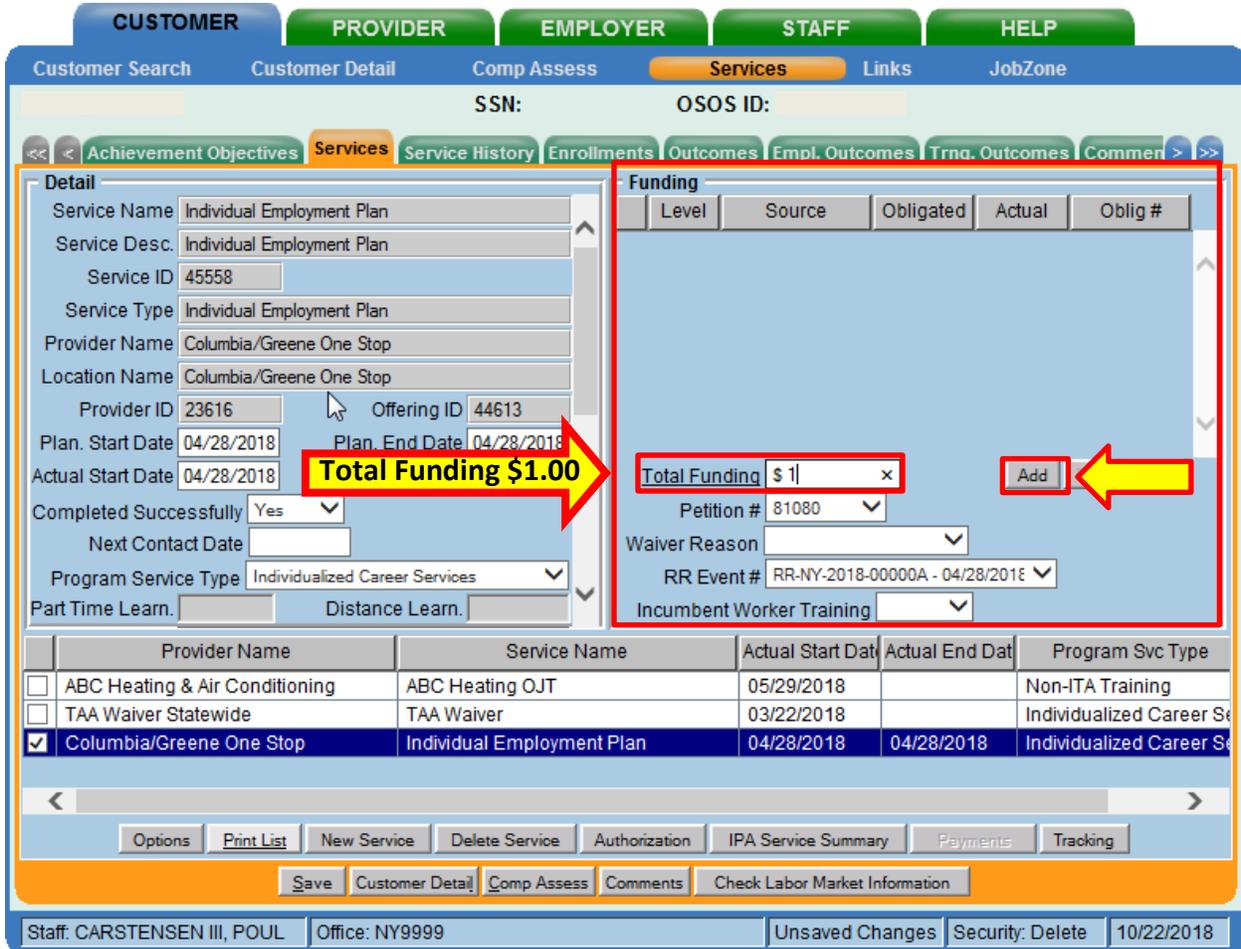


The **Petition #** and Rapid Response drop-down menu will only be available after all information has been entered into the customer's **Work History** tab, including the **Eligibility Determination Date** (see page 7 of this guide).



Most customers will only have one petition # in the drop-down menu. However, it is possible for customers with multiple lay-offs to have more than one petition # listed. Be careful to select the appropriate petition number. Attaching the petition number will create the Trade Act enrollment.

An IEP is funded using the right side of the same screen, under the **Funding** heading. Enter \$1.00 into the **Total Funding** data field. Click the **Add** button.



The screenshot shows the OSOS 'Services' screen. The 'Funding' section is highlighted with a red box. It contains a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table, there is a 'Total Funding' input field containing '\$ 1' and an 'Add' button. A yellow arrow points to the 'Total Funding \$1.00' text, and another yellow arrow points to the 'Add' button.

Detail

Service Name: Individual Employment Plan
 Service Desc: Individual Employment Plan
 Service ID: 45558
 Service Type: Individual Employment Plan
 Provider Name: Columbia/Greene One Stop
 Location Name: Columbia/Greene One Stop
 Provider ID: 23616 Offering ID: 44613
 Plan. Start Date: 04/28/2018 Plan. End Date: 04/28/2018
 Actual Start Date: 04/28/2018
 Completed Successfully: Yes
 Next Contact Date:
 Program Service Type: Individualized Career Services
 Part Time Learn.
 Distance Learn.
Total Funding \$1.00

Funding

| Level | Source | Obligated | Actual | Oblig # |
|--------------------|---------------------------|--------------------------------|--------|---------|
| Total Funding \$ 1 | | | | |
| | Petition # | 81080 | | |
| | Waiver Reason | | | |
| | RR Event # | RR-NY-2018-00000A - 04/28/2018 | | |
| | Incumbent Worker Training | | | |

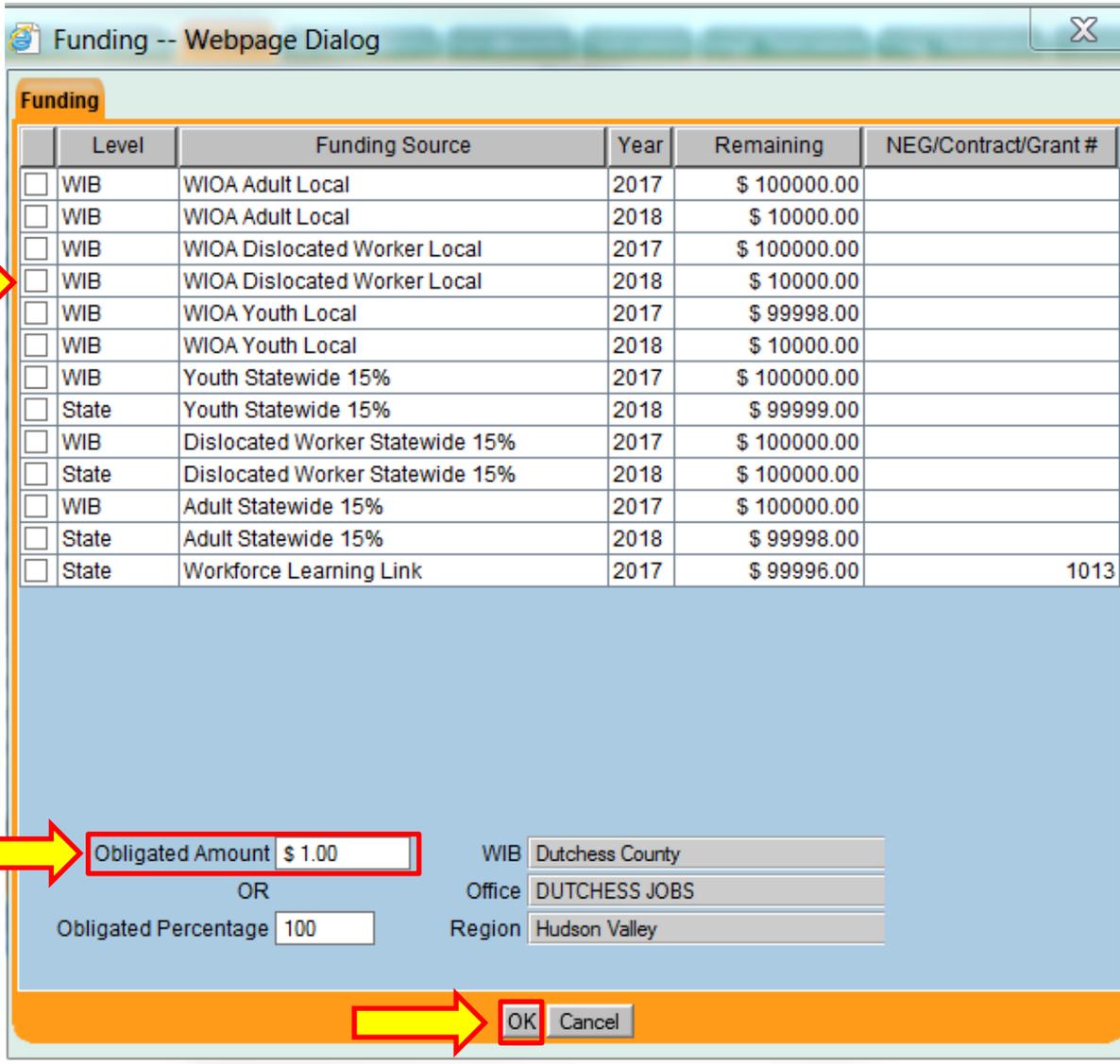
| | Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|-------------------------------------|--------------------------------|----------------------------|-------------------|-----------------|-------------------------|
| <input type="checkbox"/> | ABC Heating & Air Conditioning | ABC Heating OJT | 05/29/2018 | | Non-ITA Training |
| <input type="checkbox"/> | TAA Waiver Statewide | TAA Waiver | 03/22/2018 | | Individualized Career S |
| <input checked="" type="checkbox"/> | Columbia/Greene One Stop | Individual Employment Plan | 04/28/2018 | 04/28/2018 | Individualized Career S |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

Staff: CARSTENSEN III, POUL Office: NY9999 Unsaved Changes Security: Delete 10/22/2018

This will open the **Funding--Webpage Dialog** box. Select the most recent year "WIOA Dislocated Worker Local" as the **Funding Source**. Enter "\$1.00" in the **Obligated Amount** field and click the **OK** button.



| <input type="checkbox"/> | Level | Funding Source | Year | Remaining | NEG/Contract/Grant # |
|--------------------------|-------|---------------------------------|------|--------------|----------------------|
| <input type="checkbox"/> | WIB | WIOA Adult Local | 2017 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | WIOA Adult Local | 2018 | \$ 10000.00 | |
| <input type="checkbox"/> | WIB | WIOA Dislocated Worker Local | 2017 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | WIOA Dislocated Worker Local | 2018 | \$ 10000.00 | |
| <input type="checkbox"/> | WIB | WIOA Youth Local | 2017 | \$ 99998.00 | |
| <input type="checkbox"/> | WIB | WIOA Youth Local | 2018 | \$ 10000.00 | |
| <input type="checkbox"/> | WIB | Youth Statewide 15% | 2017 | \$ 100000.00 | |
| <input type="checkbox"/> | State | Youth Statewide 15% | 2018 | \$ 99999.00 | |
| <input type="checkbox"/> | WIB | Dislocated Worker Statewide 15% | 2017 | \$ 100000.00 | |
| <input type="checkbox"/> | State | Dislocated Worker Statewide 15% | 2018 | \$ 100000.00 | |
| <input type="checkbox"/> | WIB | Adult Statewide 15% | 2017 | \$ 100000.00 | |
| <input type="checkbox"/> | State | Adult Statewide 15% | 2018 | \$ 99998.00 | |
| <input type="checkbox"/> | State | Workforce Learning Link | 2017 | \$ 99996.00 | 1013 |

Obligated Amount OR Obligated Percentage

WIB
Office
Region



Trade Act funds are not required to create the Trade Act enrollment. TAA funds are only used to fund these benefits:

- TAA Training
- TRA
- RTAA
- Job Search Allowances
- Job Relocation Allowances

Click the **Save** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

SMITH, PHYLLIS SSN: OSOS ID: NY015038197

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Part Time Learn. Distance Learn.

Program

Minimum Hours Number of Weeks

O*Net

NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned: BUCCI, GINA

WIB Assigned: Albany/Rensselaer/Schenectady Co

Agency: Capital District WAE

Office: Albany Career Central

Orig. Obligation: \$ 1.00 Total Obligation: \$ 1.00

Offering Cost: \$ 1.00 Actual Cost:

Funding

| Level | Source | Obligated | Actual | Oblig # | |
|--------------------------|--------|-----------------|---------|---------|--|
| <input type="checkbox"/> | WIB | WIOA Dislocated | \$ 1.00 | \$ 0.00 | |

Total Funding: \$ 1.00

Petition #: 81080

Waiver Reason:

RR Event #: RR-NY-2018-00000A - 04/28/2018

Incumbent Worker Training:

| | Provider Name | Service Name | Actual Start Dat | Actual End Dat | Program Svc Type |
|-------------------------------------|--------------------------------|----------------------------|------------------|----------------|-------------------------|
| <input type="checkbox"/> | ABC Heating & Air Conditioning | ABC Heating OJT | 05/29/2018 | | Non-ITA Training |
| <input checked="" type="checkbox"/> | Columbia/Greene One Stop | Individual Employment Plan | 04/28/2018 | 04/28/2018 | Individualized Career S |
| <input type="checkbox"/> | TAA Waiver Statewide | TAA Waiver | 03/22/2018 | | Individualized Career S |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

Staff: CARSTENSEN III, POUL Office: Albany Career Central Unsaved Changes Security: Delete 10/22/2018



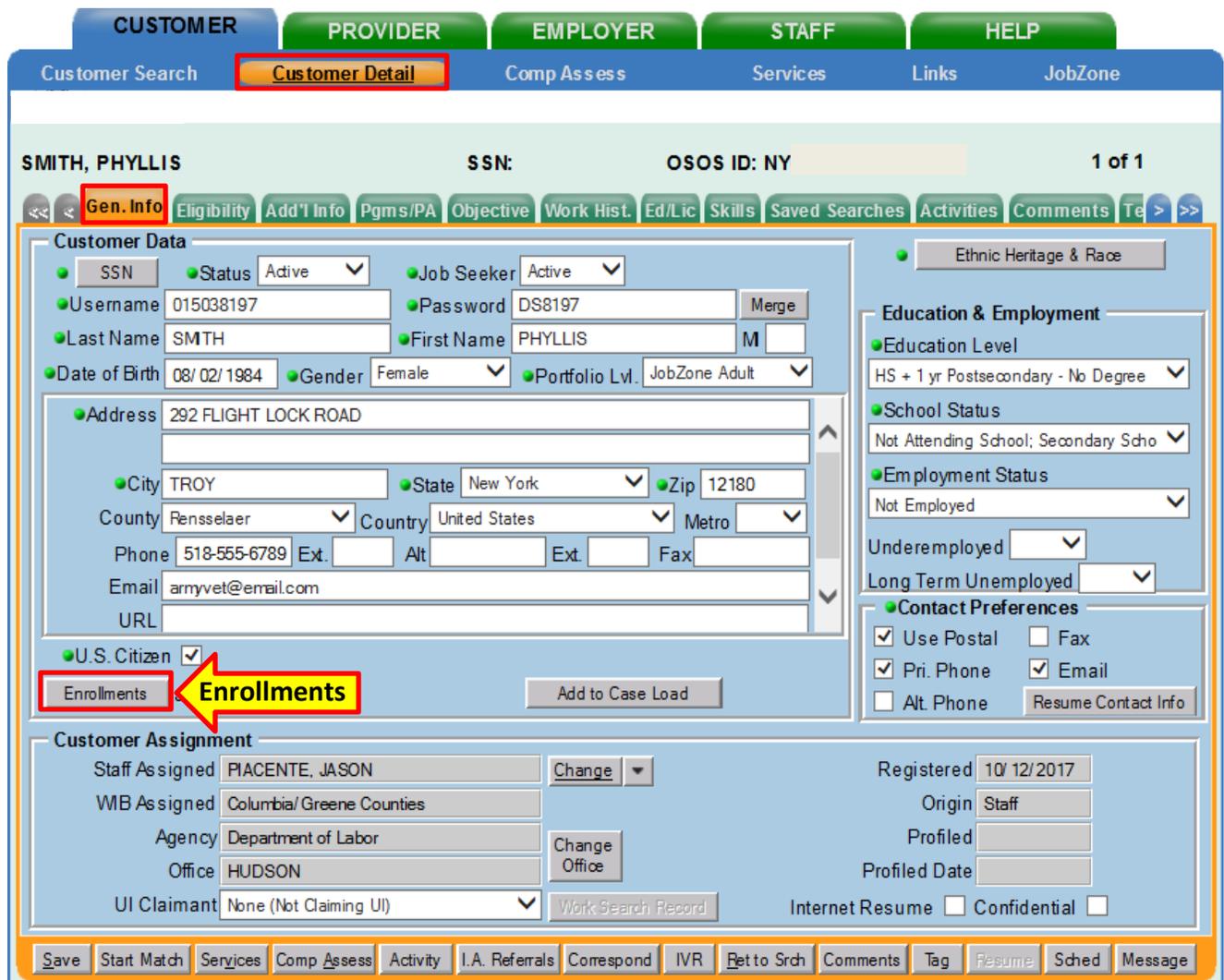
The \$1.00 used to fund services in OSOS is not reflective of any real costs of service. It is the convention used for tracking services in the system. Some of the information is used for federal reporting purposes.

CONFIRMING THE TRADE ACT ENROLLMENT

The Trade Act enrollment is created when the service is funded, and the petition number has been attached to the service. To confirm the prior steps have been completed properly, select the **Customer** module > **Customer Detail** window > General **Info** tab to display the customer's enrollments. To confirm the customer is enrolled in the Trade Act program, select the **Enrollments** button. This will open the **Customer Enrollments Webpage Dialog** box.

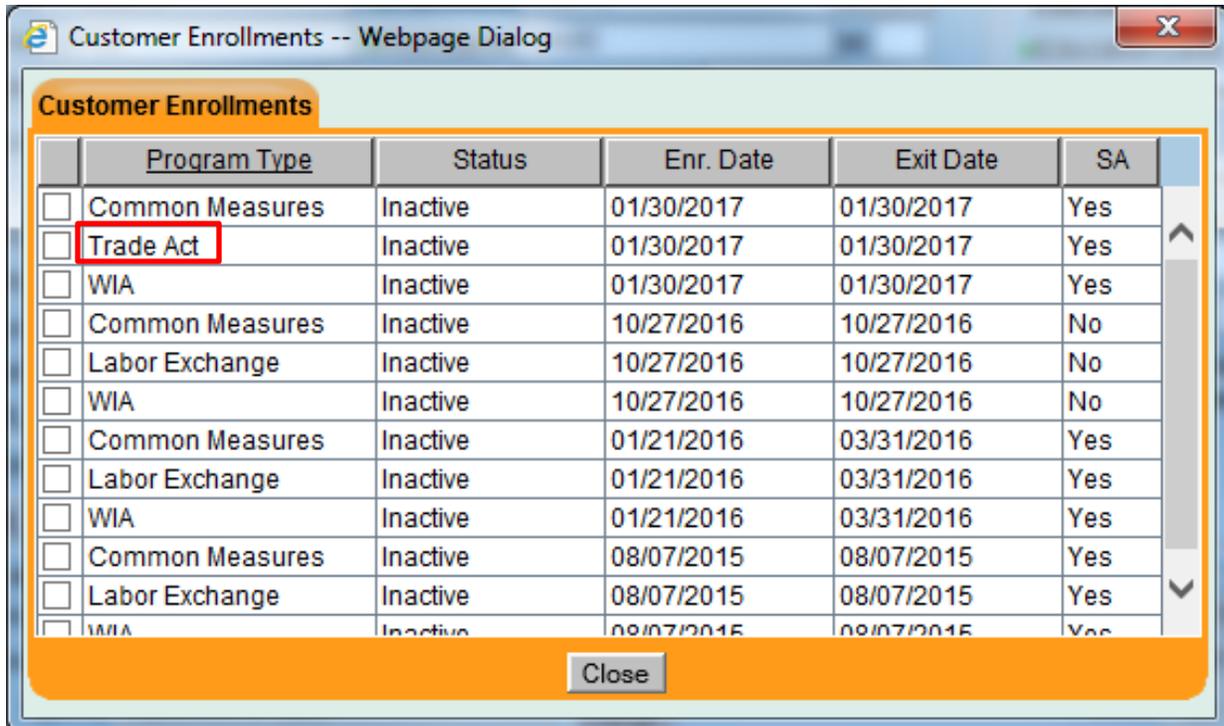


*Another way to confirm if the customer has successfully been enrolled in Trade Act is to proceed to the **Customer** module > **Services** window. Click the **Enrollments** button. All the programs for which the customer has been enrolled will be listed under **Programs**, toward the bottom of that screen.*



The screenshot shows the OSOS Customer Detail window for SMITH, PHYLLIS. The 'Customer Detail' tab is selected. The 'Gen. Info' sub-tab is active. The 'Enrollments' button is highlighted with a red box and a yellow arrow pointing to it. The 'Customer Data' section includes fields for SSN, Status (Active), Job Seeker (Active), Username (015038197), Password (DS8197), Last Name (SMTH), First Name (PHYLLIS), Date of Birth (08/02/1984), Gender (Female), and Portfolio Lvl. (JobZone Adult). The 'Address' section includes 292 FLIGHT LOCK ROAD, TROY, New York, 12180. The 'Contact Preferences' section includes checkboxes for Use Postal, Fax, Pri. Phone, Email, and Alt. Phone. The 'Customer Assignment' section includes Staff Assigned (PIACENTE, JASON), WB Assigned (Columbia/Greene Counties), Agency (Department of Labor), Office (HUDSON), and UI Claimant (None (Not Claiming UI)).

Listed in the **Customer Enrollments Webpage Dialog box** are all the enrollments for the customer. Verify that the **Trade Act** enrollment is shown.



| | Program Type | Status | Enr. Date | Exit Date | SA |
|--------------------------|------------------|----------|------------|------------|-----|
| <input type="checkbox"/> | Common Measures | Inactive | 01/30/2017 | 01/30/2017 | Yes |
| <input type="checkbox"/> | Trade Act | Inactive | 01/30/2017 | 01/30/2017 | Yes |
| <input type="checkbox"/> | WIA | Inactive | 01/30/2017 | 01/30/2017 | Yes |
| <input type="checkbox"/> | Common Measures | Inactive | 10/27/2016 | 10/27/2016 | No |
| <input type="checkbox"/> | Labor Exchange | Inactive | 10/27/2016 | 10/27/2016 | No |
| <input type="checkbox"/> | WIA | Inactive | 10/27/2016 | 10/27/2016 | No |
| <input type="checkbox"/> | Common Measures | Inactive | 01/21/2016 | 03/31/2016 | Yes |
| <input type="checkbox"/> | Labor Exchange | Inactive | 01/21/2016 | 03/31/2016 | Yes |
| <input type="checkbox"/> | WIA | Inactive | 01/21/2016 | 03/31/2016 | Yes |
| <input type="checkbox"/> | Common Measures | Inactive | 08/07/2015 | 08/07/2015 | Yes |
| <input type="checkbox"/> | Labor Exchange | Inactive | 08/07/2015 | 08/07/2015 | Yes |
| <input type="checkbox"/> | WIA | Inactive | 08/07/2015 | 08/07/2015 | Yes |



Customers eligible to receive WIOA and TAA program funds, are required to be co-enrolled in WIOA and Trade Act programs.



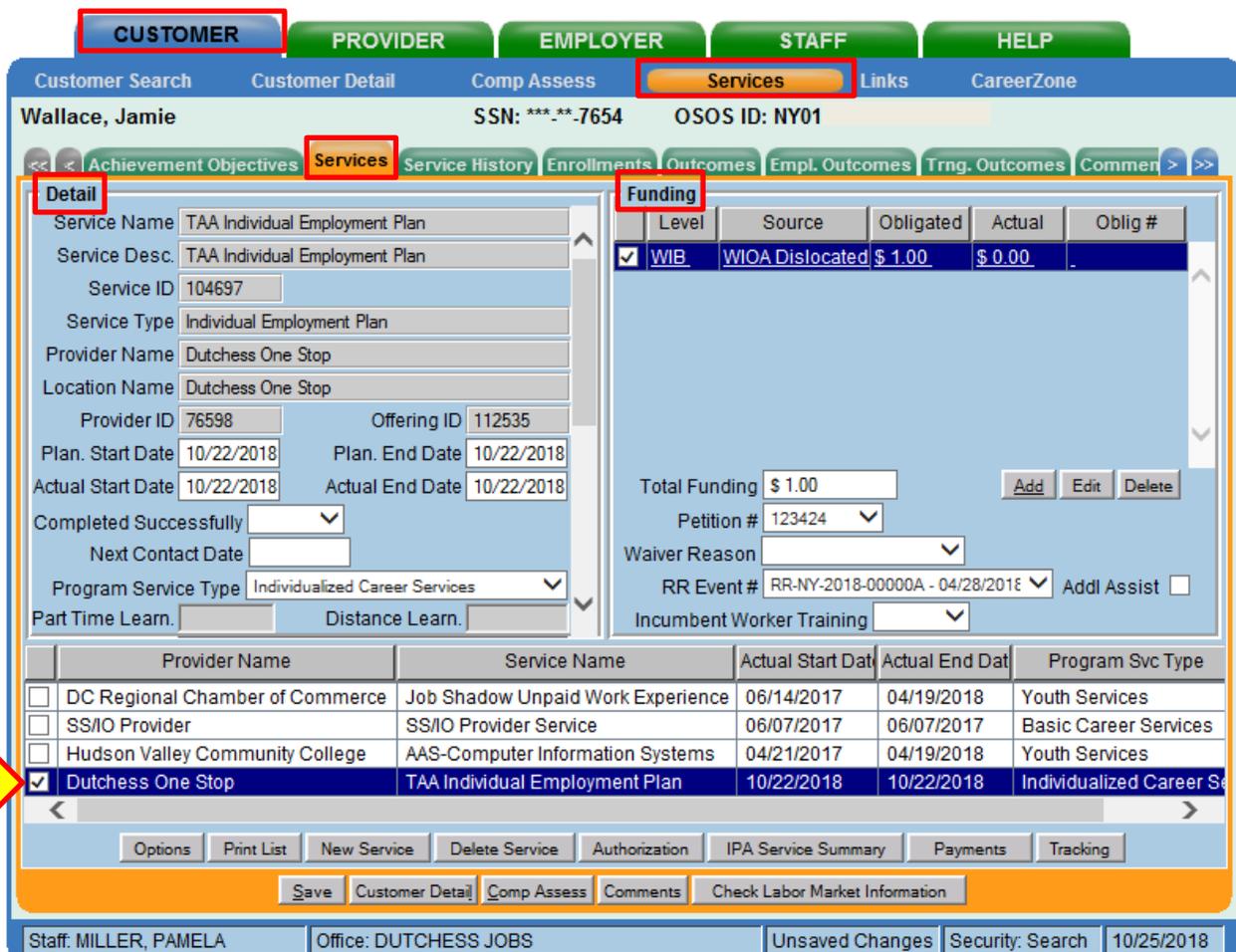
Customers who are TAA eligible, but not DW eligible due to insufficient Selective Service status, are only eligible for Trade Act benefits. They are not eligible for WIOA benefits.

ENDING THE SERVICE

When the IEP service has ended, the service must be closed. To close a service, navigate to the **Customer** module > **Services** window. Choose the **Services** tab.

*Please note, since the IEP service is completed with the customer in one meeting, the **Planned Start Date, Actual Start Date, Planned End Date and Actual End Date** listed must be the same date.*

The list of services is displayed at the bottom of the page. In the **Service Name** column, select the Service to be closed. Once that Service has been chosen, the details will populate in the **Detail** and **Funding** sections.



CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links CareerZone

Wallace, Jamie SSN: ***-**-7654 OSOS ID: NY01

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Commen >>

Detail

Service Name: TAA Individual Employment Plan
 Service Desc: TAA Individual Employment Plan
 Service ID: 104697
 Service Type: Individual Employment Plan
 Provider Name: Dutchess One Stop
 Location Name: Dutchess One Stop
 Provider ID: 76598 Offering ID: 112535
 Plan. Start Date: 10/22/2018 Plan. End Date: 10/22/2018
 Actual Start Date: 10/22/2018 Actual End Date: 10/22/2018
 Completed Successfully:
 Next Contact Date:
 Program Service Type: Individualized Career Services
 Part Time Learn.: Distance Learn.:

Funding

| Level | Source | Obligated | Actual | Oblig # |
|-------------------------------------|--------|-----------------|---------|---------|
| <input checked="" type="checkbox"/> | WIB | WIOA Dislocated | \$ 1.00 | \$ 0.00 |

Total Funding: \$ 1.00

Petition #: 123424
 Waiver Reason:
 RR Event #: RR-NY-2018-00000A - 04/28/201E Addl Assist
 Incumbent Worker Training:

| | Provider Name | Service Name | Actual Start Dat | Actual End Dat | Program Svc Type |
|-------------------------------------|---------------------------------|-----------------------------------|------------------|----------------|-------------------------|
| <input type="checkbox"/> | DC Regional Chamber of Commerce | Job Shadow Unpaid Work Experience | 06/14/2017 | 04/19/2018 | Youth Services |
| <input type="checkbox"/> | SS/IO Provider | SS/IO Provider Service | 06/07/2017 | 06/07/2017 | Basic Career Services |
| <input type="checkbox"/> | Hudson Valley Community College | AAS-Computer Information Systems | 04/21/2017 | 04/19/2018 | Youth Services |
| <input checked="" type="checkbox"/> | Dutchess One Stop | TAA Individual Employment Plan | 10/22/2018 | 10/22/2018 | Individualized Career S |

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

Staff: MILLER, PAMELA Office: DUTCHESS JOBS Unsaved Changes Security: Search 10/25/2018



Planned End Date: Enter the end date.

Actual End Date: Enter the end date.

Click **Save**.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services** Links CareerZone

Wallace, Jamie SSN: ***-**-7654 OSOS ID: NYC1000000000

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment >>

Detail

Service Name: TAA Individual Employment Plan
Service Desc: TAA Individual Employment Plan
Service ID: 104697
Service Type: Individual Employment Plan
Provider Name: Dutchess One Stop
Location Name: Dutchess One Stop
Provider ID: 76598 Offering ID: 112535
Plan. Start Date: 10/22/2018 **Plan. End Date: 10/22/2018**
Actual Start Date: 10/22/2018 **Actual End Date: 10/22/2018**
Completed Successfully:
Next Contact Date:
Program Service Type: Individualized Career Services
Part Time Learn.: Distance Learn.:

Funding

| Level | Source | Obligated | Actual | Oblig # |
|-------------------------------------|--------|-----------------|---------|---------|
| <input checked="" type="checkbox"/> | WIB | WIOA Dislocated | \$ 1.00 | \$ 0.00 |

Total Funding: \$ 1.00 Add Edit Delete
Petition #: 123424
Waiver Reason:
RR Event #: RR-NY-2018-00000A - 04/28/2018 Addl Assist:
Incumbent Worker Training:

| | Provider Name | Service Name | Actual Start Date | Actual End Date | Program Svc Type |
|-------------------------------------|---------------------------------|-----------------------------------|-------------------|-----------------|--------------------------------|
| <input type="checkbox"/> | DC Regional Chamber of Commerce | Job Shadow Unpaid Work Experience | 06/14/2017 | 04/19/2018 | Youth Services |
| <input type="checkbox"/> | SS/IO Provider | SS/IO Provider Service | 06/07/2017 | 06/07/2017 | Basic Career Services |
| <input type="checkbox"/> | Hudson Valley Community College | AAS-Computer Information Systems | 04/21/2017 | 04/19/2018 | Youth Services |
| <input checked="" type="checkbox"/> | Dutchess One Stop | TAA Individual Employment Plan | 10/22/2018 | 10/22/2018 | Individualized Career Services |

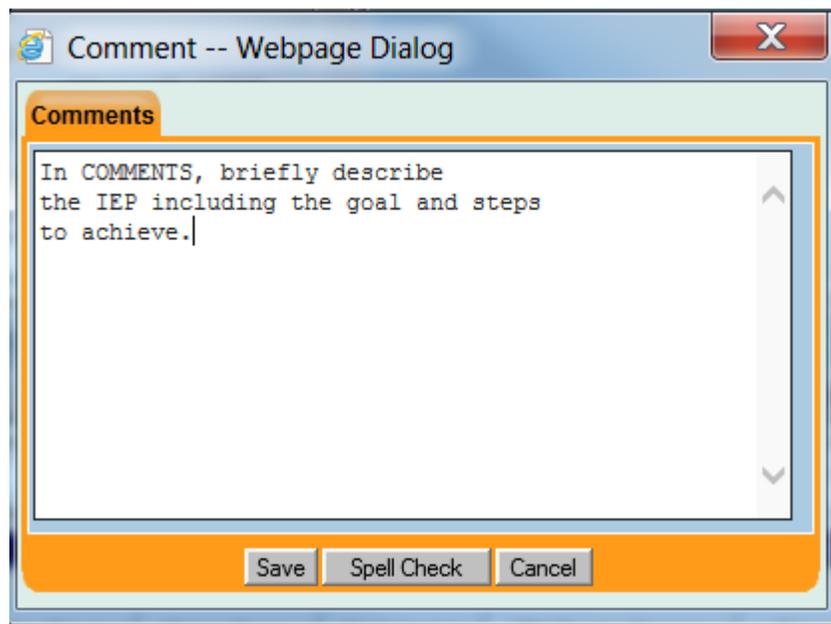
Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

Staff: MILLER, PAMELA Office: DUTCHESS JOBS Unsaved Changes Security: Search 10/25/2018

ENTERING COMMENTS

It is best practice for staff to record relevant and detailed comments about the Individual Employment Plan that was created and provided to a customer. Comments should reflect that the IEP includes the necessary steps and timetables to achieve employment in a specific occupation, industry, and/geographic area



Comment -- Webpage Dialog

Comments

In COMMENTS, briefly describe the IEP including the goal and steps to achieve.

Save Spell Check Cancel



RESOURCES AND ASSISTANCE

Additional ETA program information and other resources can be found at:

<http://www.doleta.gov/tradeact/factsheet.cfm>

TAA Program Guides: <https://labor.ny.gov/workforcenypartners/tools.shtm>

TAA Quick Guide for Petitions: <https://labor.ny.gov/workforcenypartners/taa/quick-guide-for-petitions-ta-w-80000.pdf>

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

<https://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

For further assistance regarding Trade Adjustment Assistance (TAA), please contact:

labor.sm.wdtd.taa