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.

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.

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.
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.
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 Apprentice 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.