MEMORANDUM

DATE: October 18, 2006

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support

SUBJECT: Changes in the One-Stop Service Tracking (OSST) System

In light of the Deficit Reduction Act and the publication of the Interim Final Regulations, changes will be made in the OSST system, effective October 27, 2006. Several of these changes require action by either the State or the region. Please notify program providers of the OSST changes and the impact that these changes will have on the Welfare Transition (WT) program.

The specific changes are as follows:

1. Job Search (code 120) will be renamed “Job Search and Job Readiness Assistance”. The code will not change.

2. Employment Preparation/Job Club (code 110), which is considered to be job readiness assistance, will be inactivated. Cases currently coded as 110 should be changed to 120 by the program provider if the participant is still required to participate in job readiness activities. Otherwise, the system will automatically terminate all open activities coded as 110, and enter zeros in the blank Job Participation Rate (JPR) weeks associated with code 110. On October 31, 2006, all open cases with an open 110 code will automatically be closed by the system with an outcome of “Assigned to another activity”. On November 1, 2006, a Job Search and Job Readiness Assistance activity (code 120) will be opened with an Actual Start Date of November 1, 2006.

3. GED Prep or High School (code 721) will be inactivated as there are currently two different codes being used for this activity. All cases currently coded as 721
on the Skill Development screen should be reviewed for re-coding by the program provider. If these trainings are not updated by the provider, the system will automatically terminate all open 721 codes, and enter zeros in the blank JPR weeks associated with code 721. On October 31, 2006, all open trainings coded 721 will automatically be closed by the system with an outcome of “Assigned to another activity”. On November 1, 2006 a training code 713 will be opened with an Actual Start Date of November 1, 2006.

4. Community Service Work Experience (code 210) will be renamed “Community Service”. The code will not change.

5. Adult GED Prep (code 713) + 20 hrs (State) will be renamed “Attendance in GED or secondary prog. (713) +20 hrs if adult”.

6. ESOL-if needed or HS/GED (716) + 20 (State), currently code 716, will be renamed “ESOL-If needed for HS/GED (716) +20”. It will no longer reference the State countable activity

7. Employment Related Educ. (712) + 20 will be renamed “Education directly related to empl. (712) +20 hrs if adult”.

8. Work Experience Combined with Education (code 220) will be renamed “Work Experience”. The code will not change. All individuals currently assigned to this activity must be reviewed for reassignment and/or recoding by the provider to be in compliance with the new federal definition of Work Experience.
   
   o Previously, engagement in this activity required participants to be assigned simultaneously to an education component and a worksite component and only one code, “220” was entered in OSST.

   o According to the new definitions under the interim final rule, Work Experience must represent hours completed at a worksite. Therefore, RWB providers may no longer combine education and worksite hours under code 220.

   o A participant may be assigned to educational activities while participating in Work Experience. However, for the hours in an educational activity to count towards the participation rate, the educational assignment must first meet the definition of an educational activity under federal law; and second, the educational activity must be coded correctly. Educational activities include:
      
      - Vocational Educational Training (code 731) - this activity cannot be included in the participation rate calculation for more than 12 months;

      - Satisfactory Attendance at Secondary School or a Program Leading to a General Equivalency Diploma (GED) - this activity must be combined with the minimum hours required in a core activity to count towards the participation rate calculation and the
individual must also demonstrate satisfactory progress. The activity may be coded as “Attendance in GED or secondary prog. (713) +20 hrs if adult” or “ESOL-If needed for high school/GED (716) +20”.

- Language instruction must be a required educational/program component or needed to obtain the diploma or GED.
- This activity is only countable for participation rate requirements if the individual does not have a diploma or GED.
- If the individual(s) is a teen without a high school diploma or GED, (s)he can participate in this activity full time based on the program requirements;
  - *Education Directly Related to Employment* - this activity is limited to persons without a high school diploma or a GED and must be combined with the minimum number of hours required in a core activity to count in the participation rate calculation. This should be coded as “Education directly related to employment (712) +20 hrs if adult”.
  - If the individual(s) is a teen without a high school diploma or GED, (s)he can participate in this activity for a minimum of 20 hours per week to be considered in compliance. The same code (712) is applicable; and
  - *Job Skills Training Directly Related to Employment* - this activity must be combined with the minimum number of hours required in a core activity to count in the participation rate calculation. This should be coded as “Job Skills Training (310)”.

9. The *Work Experience* calculation for determining the maximum number of hours an individual may be assigned to a worksite will be the same as the current calculation used to determine hours for Community Service. The calculation found on the *Benefit Information* screen will be modified to include the food stamp allotment. The United States Department of Agriculture approved Florida’s request to conduct a simplified “mini” food stamp program which allowed us to include food stamp benefits in the Work Experience calculation and to utilize the “deeming” provision explained below. The calculation for Work Experience or Community Service in Florida is now [(cash assistance amount + food stamps)/state minimum wage/4.3].

Participants completing the maximum number of hours allowed at a worksite, based on the calculation, may be “deemed” to have met the “core” hours.
Example, a single parent is required to meet 20 hours in core activities. If the
calculation for Work Experience or Community Service results in 16 hours and
the participant completes 16 hours (the maximum allowed at the worksite) the
participant will be “deemed” to have met the 20-hour core requirement and 20
hours would be entered on the JPR screen. More information about the
application of this requirement will be forthcoming.

If you have any questions, please contact Erica Mott at (850) 245-7429 or by email at
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LAS/oem

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