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**DATE:** April 15, 2005  
**TO:** Regional Workforce Board Executive Directors  
**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support  
**SUBJECT:** Welfare Transition (WT) Program System Code Changes

This memo is to inform WT program providers of changes to the One-Stop Service Tracking (OSST) system. Changes to OSST are being made to clarify elements in OSST for the integration of OSST into the One-Stop Management Information System (OSMIS); in response to questions and suggestions from the Regional Workforce Boards (RWBs); and in preparation for the reauthorization of Temporary Assistance for Needy Families (TANF) legislation. The OSST system is being changed to reduce the number of activities, services and trainings available in the drop down boxes. Additionally, in an effort to assist the RWBs with improving participation rate performance, some activities and trainings that are not included in the participation rate methodology will be removed. Services will be available depending on the participant status. For example, transitional services will not be available on applicant cases. Other changes include the removal of invalid employment types on the *Job/History Tracking* portion of the *Skill Development* screen.

Individuals who are referred to the WT program by the Department of Children and Families (DCF) as “mandatory” are required to participate in countable work activities. The Federal Regulations identify activities that are considered countable. The State must engage a certain percentage of its participants in the countable activities and ensure compliance. Activity and training categories that are countable for the Federal Participation Rate will be highlighted in red. Categories highlighted in red with a +20 indicate the activity or training is only countable in addition to 20 hours of participation in a basic countable activity. For more information on basic countable work activities and basic-plus countable work activities, please see the [Welfare Transition Training](#) module.

**Listed below are changes that will occur in OSST effective May 1, 2005**

- The following **training categories** will no longer be available for selection in OSST for cases in **mandatory or applicant** status: 330-On the Job Training, 530-Education/Other, 711-Adult Basic Education (ABE), 714-English for Speakers of Other Languages (ESOL), 715-Remedial Education, 720-Elementary/Middle School, 722-High School, 742-Associate of Science (AS)/Associate of Arts (AA) Degree, 743-Vocational Education Secondary, 744-Bachelor of Arts (BA)/Bachelor of Science (BS) Degree, 761-Parenting Education, and 762-Life Management Skills.

- The following **training categories** will be available for selection in OSST for cases in **mandatory or applicant** status: 310-Job Skills Training +20 hours, 712-Employment Related Education +20 hours, 713-Adult General Education Diploma (GED) Preparation +20 hours, 716-ESOL if needed for High School (HS)/GED +20 hours, 721-Teen GED Prep or HS, 731-Vocational Education Primary/Training/College, as well as TANF Benchmarks.
- The following **training categories** will no longer be available for selection in OSST for cases in **transitional** status: 779-Transitional Education/Training.
- The following **training categories** will be available for selection in OSST for cases in **transitional** status: 791-Adult Basic Education (Transitional), 792-ESOL (Transitional), 793-GED/HS (Transitional), 794-Vocational Education (Transitional), 795-Post-Secondary Education (Transitional), 798-AS/AA Degree (Transitional), 799-BS/BA (Transitional), as well as TANF Benchmarks.
- The following **activity categories** will no longer be available for selection in OSST for cases in **mandatory or applicant** status: 25-Hardship Tracking, 40-Desk Audit, 140-Combined Job Search, 340-Work Supplementation, and 772-Learnfare.
- The following **activity categories** will be available for selection in OSST for cases in **mandatory, transitional or applicant status**: 10-Orientation, 20-Assessment, 110-Employment Preparation Job Club, 120-Job Search, 210-Community Service Work Experience, 220-Work Experience Combined with Education, 780-Providing Child Care, as well as the TANF Benchmarks.
- The following **service categories** will no longer be available for selection in OSST for cases in **mandatory or applicant** status: 350-Referred to Job Training Partnership Act (JTPA), 420-Medical Exam, 430-Children Medical Care, 440-Children Remedial Medical Care, 644-Project Independence (PI) Childcare, 645-Family Transition Program (FTP) Childcare, 751-Self-Initiated Higher Education, 752-Self-Initiated Vocational Technology, 771-Bootstrap and 773-Workfare/FTP only.
- The following **service categories** will be available for selection in OSST for cases in **mandatory or applicant** status: 25-Hardship Tracking, 410-Transportation, 450-Tools, 460-Clothing, 470-Books, 480-Fees-Education, Licenses, etc., 640-Welfare Transition, 761-Parenting Education, 762-Life Management Skills, 821-Employment Counseling, 831-Educational Counseling, 841-Other Counseling, 842-Up-Front Diversion, 843-Relcoation, 844-Cash Severance Benefit, as well as TANF Benchmarks.
- The following **service categories** will be available in OSST for cases in **transitional** status: 650-Transitional Child Care, 785-Transitional Books, 786-Transitional

Fees/licenses, 787-Transitional Tools, 788-Transitional Clothing, 789-Transitional Parenting Education, 790-Transitional Life Management Skills, 796-Transitional Counseling, 797-Transitional Transportation, as well as TANF Benchmarks.

- The following “Types of Employment” will be available for selection in OSST when entering an employment record: 775-Subsidized Private, 776-Subsidized Public, 77502-Subsidized Private-Work Supplementation, 77501-Subsidized Private-On-The-Job-Training, 77505-Subsidized Private-Apprenticeship Program, 77601-Subsidized Public OJT, 77603-Subsidized Public Work Study and 774-Unsubsidized Employment.
- The following “Types of Employment” will no longer be available for selection in OSST when entering an employment record: 7750304-Subsidized Private Work Study, 77504-Subsidized Private Paid Work Experience, 77602-Subsidized Public Work Supplementation, and 77604-Subsidized Public Paid Work Experience.

Please find the attached list of WT cases in each region that currently have service, activity, training or employment categories open in the OSST system. Some of the cases on the Excel spreadsheet are highlighted in blue and others are not. This list is being provided to help facilitate the inactivation of categories in OSST.

- Cases that *are not* highlighted in blue indicate a case that requires review by the RWB or program provider. **The service, activity, training or employment should be closed no later than May 15, 2005.**
- If the service, activity, training or employment is not closed by this date, it will be automatically closed by the system with an end date of “May 15, 2005” and an outcome of “System-closure”.
- Cases that are highlighted have a service, activity, training or employment category that will be automatically closed by the system with an outcome of “System-closure” on May 15, 2005. To assist the regions with the data cleanup, a new category will be automatically opened by the system.

**Example:** 25-Hardship Tracking under the *Activity* tab on the *Skill Development* screen is being inactivated in the OSST system. On May 15, 2005, all open Hardship Tracking activity categories will be closed with an outcome of *System-closure*. The system will automatically enter and open Hardship Tracking as a service under the *Service Plan* on the *Skill Development* screen in OSST. On the attached spreadsheet, Hardship Tracking activities **are** highlighted in blue. The table below applies only to the cases that are highlighted in blue.

**Note:** None of the service, activity or training categories that will be automatically generated by the system are used in any of the performance measure calculations.

Name of Category Open in OSST System	Category Type	Conditions	Automatic Closure End Date/Outcome	New Category Entered
Hardship Tracking-25	Activity	All cases regardless of status in OSST.	May 15, 2005 System-closure	New-Hardship Tracking-25 (service category)
Adult Basic Education-711  Remedial Education-715  Elementary/Middle School-720	Training	If the case status is transitional, a training (711, 715 and 720) will be closed and a transitional training will be started.	May 15, 2005 System-closure	Transitional Adult Basic Education-791
ESOL-714	Training	If the case status is transitional, open 714 trainings will be closed and a transitional training will be started.	May 15, 2005 System-closure	Transitional ESOL-792
High School-722	Training	If the case status is transitional, open 722 trainings will be closed. A transitional training will be started.	May 15, 2005 System-closure	Transitional GED/High School-793
AS/AA Degree-742	Training	If the case status is transitional, open 742 trainings will be closed. A transitional training will be started.	May 15, 2005 System-closure	New-Transitional AA/AS Degree-798

Name of Category Open in OSST System	Category Type	Conditions	Automatic Closure End Date/Outcome	New Category Entered
BA/BS Degree-744	Training	If the case status is transitional, open 744 will be closed and a transitional training will be started.	May 15, 2005 System-closure	New- Transitional BA/BS Degree-799
Vocational Education Secondary-743	Training	If the case status is transitional, 743 trainings will be closed and a transitional training will be started.	May 15, 2005 System-closure	Transitional Vocational Education-794

Efforts should be made to ensure that WT case records contain current and accurate information as required in Florida Statute, 445.011. Additionally, case records containing service, activity, training or employment codes that are being inactivated and that do not have a service start date will have an outcome of "Not started" automatically entered on the system.

Any questions, comments or concerns should be directed to Erica Mott. [Erica Mott](#) can be contacted by phone at (850) 245-7429. To email Erica, use the above hyperlink.

LAS/oem

cc: JenniLee Robins  
 Department of Children and Families