

## Technical Assistance Guidance

**TAG-02-2016**

Issued Date: Monday, April 11, 2016

Subject: MIS Data Entry Directive

### **Purpose**

To provide guidance with respect to new WIOA reporting requirements that impact data entry procedures in OSOS (aka NJCOS), the designated MIS platform.

### **Background**

New WIOA reporting guidelines now require services offered by WIOA agencies that are partially or wholly funded by a non-WIOA source to be entered into Workforce Connections' (WC) designated MIS system (OSOS). This primarily applies to supportive services, but also impacts training service data entry. Effective immediately, WIOA supportive services provided to the client but not funded with WIOA funds, and trainings using WIOA and another funding source must be entered into the State's MIS system.

### **Guidelines:**

#### A. Supportive Services (When funded 100% with non-WIOA funds but delivered as a WIOA service)

1. Enter New Service (left side)
  - a. Enter New service in OSOS as usual
  - b. Min. Prog. Agreed: Describe where the funds came from and for what (e.g. \$65 Bus Pass, Non-WIOA)
  - c. Offering Cost = \$1
  - d. NEVER use Actual Cost non-WIOA funded services
2. Funding (right side)
  - a. Total Funding = Offering Cost
  - b. Funding Source
    - i. Funding Source = Same as rest of funding for that client
    - ii. Obligated Amount = \$1
3. Case Notes
  - a. Acknowledge the service in case notes, noting that the payment did NOT come from WIOA funds; this should be more thorough than the Min. Prog. Agreed description

#### B. Training and other services funded with WIOA **AND** other/partner funds:

1. Enter New Service (left side)
  - a. Enter New service or training in OSOS as usual
  - b. Min. Prog. Agreed: Describes the other or partner payment amount which should include: from who and the amount and type of training or service (e.g. MSFL Phleb, \$500 CEP)
  - c. Offering Cost = The WIOA funded amount
2. Funding (right side)
  - a. Total Funding = Offering Cost
  - b. Funding Source
    - i. Funding Source = Same as rest of funding for that client
    - ii. Obligated Amount = Offering Cost

3. Actual Cost
  - a. After service/training is complete and the amount is known
  - b. Enter the amount of WIOA funds spent only it will equal the Offering Cost or Less
4. Case Notes
  - a. Acknowledge the training in case notes, noting the funding details WIOA vs. non-WIOA; this should be more thorough than the Min. Prog. Agreed description.

C. Sector Tab (applies to training and training related supportive services only)

1. Enter services when funded with WIOA funds; it is not necessary to enter services that are wholly funded through a source that is non-WIOA. When entering the amount of the contract, enter the amount of WIOA funding only.