

**H-1B ITA**  
**Finger Lakes Region**  
**OSOS Guide**



## PURPOSE

The Finger Lakes Region H-1B Individual Training Account (ITA) program provides funding for certain types of advanced manufacturing training provided by Monroe Community College, Genesee Community College, or Finger Lakes Community College. The allowable training must lead to an Associate's Degree in one of these ten subjects:

1. Advanced Manufacturing
2. Biotechnology
3. Engineering Science
4. Electrical Engineering Technology
5. Manufacturing Technology
6. Optical Systems Technology
7. Precision Machining - Optical Fabrication
8. Instrumentation and Control Technologies
9. Mechanical Technologies
10. Computerized Drafting and Design

The 3 LWIBs that were granted participation in the H-1B Advanced Mfg program include:

1. Finger Lakes (Ontario, Seneca, Wayne, and Yates counties),
2. GLOW (Genesee, Livingston, Wyoming counties) &
3. Monroe county

## OSOS DATA ENTRY

### CUSTOMER ELIGIBILITY

H-1B ITA eligibility requires participants to:

- be at least 18 years of age (**Gen. Info** tab);
- be unemployed (**Gen. Info** tab);
- have a high school diploma or GED (**Gen. Info** tab); and
- be enrolled in the Workforce Investment Act (WIA) Adult and/or Dislocated Worker Program (**Enrollments** tab).

A screenshot of a software interface for data entry. The window title is "Education & Employment". It contains three sections, each with a green radio button and a dropdown menu. The first section is "Education Level" with the dropdown set to "12 Grade - HS Graduate". The second section is "School Status" with the dropdown set to "Not attending school; H.S. Graduate". The third section is "Employment Status" with the dropdown set to "Not Employed".



## PROVIDER

The **Provider Name** is the name of the Community College. All three providers have been auto loaded into OSOS through the Eligible Training Provider List (ETPL). There is no need to add another provider for this program.

The Provider Location for each Community College main campus has been auto loaded into OSOS through the ETPL.

There may be a need to change or add another Location as each Community College has multiple campuses. The training provider or the authorized user in each LWIB may change or data enter an additional location to the current Location when an H-1B trainee has been enrolled at that campus.

For example, if the Electrical Engineering Technology subject is only offered at the Finger Lakes Community College Geneva Campus and an H-1B trainee has been enrolled into the associate degree program, then the Geneva Campus address Location should be added to the Finger Lakes Community College Location.

**CUSTOMER** **PROVIDER** **EMPLOYER** **STAFF** **HELP**

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

Finger Lakes Community College ID: 70523 2 of 2

**General Info** Contact Info Services Service Performance Comments

**Provider Info**

Provider Status: Active  
Federal ID (FEIN):  
State ID (EIN):  
Organization Type: Community college  
Provider Name: Finger Lakes Community College  
Provider Phone: Ext:  
Provider URL:  
Provider Email:

**Billing Address**

Street Address (line1): 3325 Marvin Sands Dr  
Street Address (line2):  
City: Canandigua  
State: New York  
Zip Code: 14424

**Locations**

Location Name: Finger Lakes CC - Geneva Campu  
Street Address (line1): 63 Pulteney Street  
Street Address (line2):  
City: Geneva  
State: New York  
Zip Code: 14456  
Location Suffix:  
WIB: FINGER LAKES -Ontario/Seni

Location
<input type="checkbox"/> Finger Lakes Community College
<input checked="" type="checkbox"/> Finger Lakes CC - Geneva Campus

New Location Delete Location Copy Address Show Deletes



If not already done, the community college is required to submit the training program and offerings through the ETPL for any of the ten subjects as a **Provider Service** and **Offering** in which an H-1B trainee is, or may be, enrolled. If approved for WIA funding as well as the H-1B funding, then the **Provider Service** and **Offering** will auto load into OSOS. If the LWIB does not approve the **Provider Service** or **Offering** for WIA funding in which an H-1B trainee is enrolled, then the data will require manual entry into OSOS by an authorized user in the LWIB.

The provider **Service Name** may be an abbreviation of the subject. The **Description** may be the full name of the subject or the full name of the college degree to be earned. All ten subjects are considered *Occupational Skills Training*. Below is a screen shot of the manually entered and auto loaded **Provider Services**.

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

Finger Lakes Community College ID: 70523 2 of 2

General Info Contact Info **Services** Service Performance Comments

**Service Detail**

- Service Category: Training
- Service Type: Occupational Skills Training
- Service Name: Elec Eng Tech  Not approved
- Description: Electrical Engineering Technology
- Service ID: 94307
- Total Service Length: Weeks  Days  Hours
- O\*Net Title
- CIP Code

Category	Service Type	Service Name	Description
<input type="checkbox"/>	Training	Occupational Skills Training	Environmental Science & Protec
<input type="checkbox"/>	Training	Occupational Skills Training	Advd Mfg Advanced Manufacturing
<input type="checkbox"/>	Training	Occupational Skills Training	Elec Eng Tech Electrical Engineering Technology

Monroe Community College ID: 70341 6 of 6

General Info Contact Info **Services** Service Performance Comments

**Service Detail**

- Service Category: Training
- Service Type: Occupational Skills Training
- Service Name: A.A.S. Biotechnology  Approved
- Description: ETP Auto load 05/03/2012
- Service ID: 98687
- Total Service Length: Weeks 53 Days  Hours
- O\*Net Title
- CIP Code

Category	Service Type	Service Name	Description
<input checked="" type="checkbox"/>	Training	Occupational Skills Training	A.A.S. Biotechnology ETP Auto load 05/03/2012
<input type="checkbox"/>	Training	Occupational Skills Training	A.A.S. Clinical Laboratory Techni ETP Auto load 04/04/2012



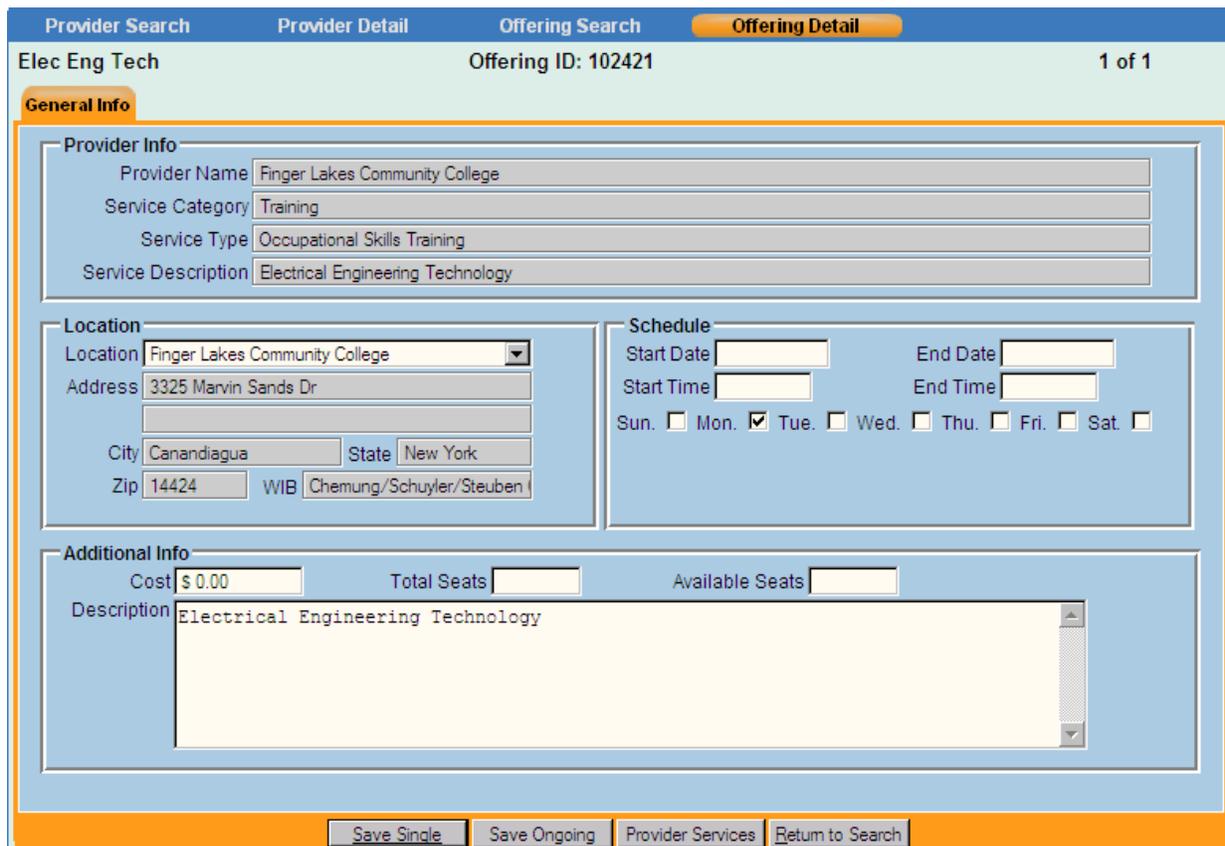
*Be careful that duplicate Offerings are not created in OSOS.*

When an LWIB authorized user must manually enter an offering into OSOS, a search must be performed to confirm that the offering is not already listed. Navigate to the **Offering Search** tab; select the appropriate WIB; and entering the Provider Name. Then click Search.

When the desired offering is not found, then click the **New Offering** button. This brings you to a blank **Offering Detail** window.

- Select the appropriate community college campus in the **Location** field dropdown box.
- Check the box for Monday in the **Schedule** box. Leave the other boxes empty.
- In the Additional Info box, the **Cost** is \$0.00.
- The **Description** may be the full name of the subject or the college degree.

Please leave start and end dates, start and end times and the seat data fields blank so that the offering may be used repeatedly. This avoids creating duplicate offerings that may overwhelm the database and make searching for the appropriate service burdensome.



Click **Save Single**.



## CUSTOMER SERVICES

It is expected that each trainee participating in the H-1B ITA program will also receive WIA funded services in accordance with:

- TA 09-17 (Individual Employment Plans/Training Plans for WIA Participants)
- TA 11-7 (Common Enrollments and Exits, and Inclusion in Workforce Investment Act and Wagner-Peyser Performance Measures).
- TA 11-12 (Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Act Adjustment/Trade and Globalization Adjustment Act Programs).
- TA 10-18 (Recording O\*NET Occupational Training Titles in OSOS).
- TA 08-4.1 (Effective Use of Initial Assessment in the Workforce Investment One-Stop System).

The following services and costs are allowable under the H-1B ITA program:

### ITA Costs

- Tuition Costs
- Lab fees
- Academic and application fees
- Study materials (e.g., books, CDs, DVDs) and supplies
- Parking, or vehicle registration fees
- Health fees

### Supportive Services

- Transportation
- Child/Dependent Care
- Housing



Individual training services are entered through the **Services** tab in the **Customer** module.

Click the **New Service** button at the bottom of the screen.

This action will navigate you to the **Quick Search** tab in the **Offering Search** window.

Click on the **General Info** tab and

- Select the blank space as the location in the **WIB** data field.
- Enter the name of the Community College in the **Provider Name** data field.
- Enter the Service Name or the first five (5) characters of the Service Name.
- Click Search.

Select the appropriate **Provider Name**, **Provider Service Name** and **Location** and click the **Schedule** button.

- If you are not sure if you have selected the appropriate offering, then click the Detail button.
- If it is the correct offering, then click Return to Search and then the click the Schedule button.
- If it is not the correct offering, then click Return to Search; find the appropriate offering; and then the click the Schedule button.

You will automatically navigate back to the **Service** tab in the **Customer** module where you started. The details from the selected offering will now be visible in some of the Read Only data fields.



Complete the required fields:

- **Planned Start Date:** Enter the date the customer is projected to begin training in the format of mm/dd/yyyy.
- **Planned End Date:** Enter the date the customer is projected to finish training in the format of mm/dd/yyyy.
- **Actual Start Date:** Enter the date the customer actually starts training in the format of mm/dd/yyyy.
- **Program Service Type:** Select ITA Training.
- **Part Time Learning:** Select No, as trainees must be enrolled full time to participate in this program (at least 12 “credit” hours).
- **Distance Learning:** Select Yes or No to indicate whether or not the training is taking place remotely through electronic technology.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search    Customer Detail    Comp Assess    **Services**

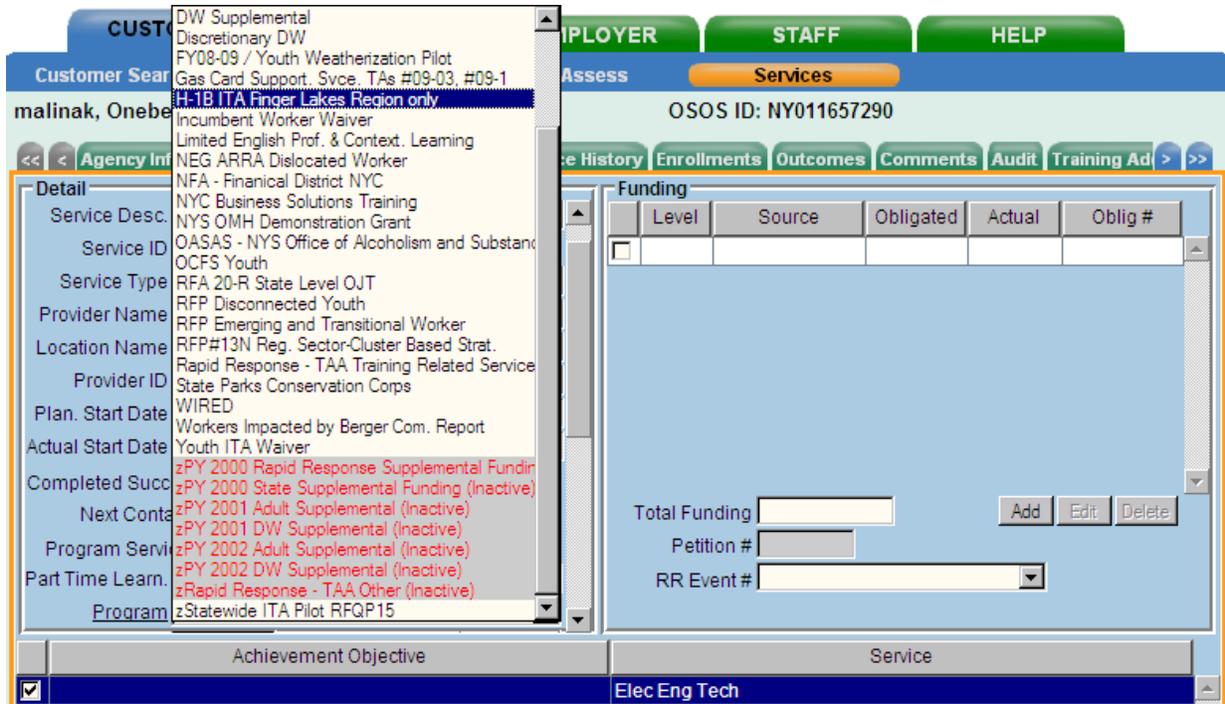
malinak, Onebee    SSN:    OSOS ID: NY011657290

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail		Funding				
Service Name	Elec Eng Tech	Level	Source	Obligated	Actual	Oblig #
Service Desc.	Electrical Engineering Technology	<input type="checkbox"/>				
Service ID	6425699					
Service Type	Occupational Skills Training					
Provider Name	Finger Lakes Community College					
Location Name	Finger Lakes Community College					
Provider ID	70523					
Offering ID	102421					
Plan. Start Date	05/14/2012					
Plan. End Date	05/16/2014					
Actual Start Date	05/14/2012					
Actual End Date						
Completed Successfully	<input type="checkbox"/>	Total Funding <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>				
Next Contact Date	<input type="text"/>	Petition # <input type="text"/>				
Program Service Type	ITA-Training	RR Event # <input type="text"/>				
Part Time Learn.	No					
Distance Learn.	No					

Achievement Objective	Service
<input checked="" type="checkbox"/>	Elec Eng Tech

- **Program:** Select "*H-1B ITA Finger Lakes Region Only*". This is how the training will be tracked.



The screenshot shows the OSOS software interface. A dropdown menu is open, listing various programs. The selected program is "H-1B ITA Finger Lakes Region only". The interface includes tabs for "Customer Search", "Agency Info", "Detail", "Funding", "Achievement Objective", and "Service". The "Funding" section contains a table with columns for Level, Source, Obligated, Actual, and Oblig #. Below the table are input fields for Total Funding, Petition #, and RR Event #.

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

Total Funding  Add Edit Delete  
 Petition #   
 RR Event #

You will need to scroll down to access the remaining data fields in the Detail section.

- Click the **O\*Net** button and select the job title that matches the customer's occupational goal related to the OJT.
  - The Occupational Information Network (O\*Net) is a database which defines the key features of an occupation as a standardized, measurable set of variables called "descriptors".
  - When the appropriateness of which O\*Net title to select is in doubt, click the Details tab on the O\*Net Webpage Dialog screen to review the description for each title under consideration. It is best to discuss the descriptions with the customer to determine the most appropriate title.
- Click the **NAICS** button and select appropriate NAICS code. The North American Industry Classification System (NAICS) groups establishments into industries based on the activity in which they are primarily engaged.
- The **Offering Cost** must be listed as zero dollars (\$0.00) for the H-1B ITA program. This auto loads from the offering information. If it has a different amount, change it to \$0.00.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search   Customer Detail   Comp Assess   **Services**

malinak, Onebee   SSN:   OSOS ID: NY011657290

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail		Funding						
Part Time Learn.	No	Distance Learn.	No	Level	Source	Obligated	Actual	Oblig #
Program	H-1B ITA Finger Lakes Region only							
Minimum Hours		Number of Weeks						
O*Net	49209400	Electrical and Electronics Repairers, Con	O*Net					
NAICS			NAICS					
Min. Prog. Agreed								
Achv. Objective								
Staff Assigned	Rotman, Neil		Change					
WIB Assigned	GLOW -Genesee/Orleans/Livingston							
Agency	WAE Genesee/Livingston/Orleans/Livingston		Change Office					
Office	Genesee County Career Center							
Orig. Obligation	\$ 0.00	Total Obligation	\$ 0.00					
Offering Cost	\$ 0.00	Actual Cost						
				Total Funding				Add Edit Delete
				Petition #				
				RR Event #				

Click the **Save** button at the bottom of the service screen.



Enter a zero (0) in the **Total Funding** field and click the **Add** button.

Funding						
	Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>						
				Total Funding	\$ 0.00	Add Edit Delete
				Petition #		
				RR Event #		

The **Funding - - Webpage Dialog** box will appear. Select the **WIB** level funding that is most appropriate to the trainee; enter a zero (\$0.00) in the **Obligated Amount** field; and click **OK**. Then click **Save**.

Funding				
	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	WIA Adult Local	2009	\$ 452716.50
<input type="checkbox"/>	WIB	WIA Adult Local	2010	\$ 424804.00
<input type="checkbox"/>	State	WIA Adult Local	2011	\$ 49999.00
<input checked="" type="checkbox"/>	WIB	WIA Adult Local	2011	\$ 406506.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2009	\$ 632177.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2010	\$ 578240.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2011	\$ 573028.00

Obligated Amount  OR Obligated Percentage

OK Cancel

The Funding will then appear as shown below:

**CUSTOMER PROVIDER EMPLOYER STAFF HELP**

Customer Search Customer Detail Comp Assess **Services**

malinak, Onebee SSN: OSOS ID: NY011657290

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail		Funding				
Service Desc.	Electrical Engineering Technology	Level	Source	Obligated	Actual	Oblig #
Service ID	6425699	<input type="checkbox"/>	WIB	WIA Adult Local	\$ 0.00	\$ 0.00
Service Type	Occupational Skills Training					
Provider Name	Finger Lakes Community College					
Location Name	Finger Lakes Community College					
Provider ID	70523					
Offering ID	102421					
Plan. Start Date	05/14/2012					
Plan. End Date	05/16/2014					
Actual Start Date	05/14/2012					
Actual End Date						
Completed Successfully	<input type="checkbox"/>					
Next Contact Date						
Program Service Type	ITA-Training					
Part Time Learn.	No					
Distance Learn.	No					
Program	H-1B ITA Finger Lakes Region only					
Achievement Objective		Service				
<input type="checkbox"/>		Elec Eng Tech				

Total Funding  Add Edit Delete

Petition #

RR Event #



L1 supportive services may not be used when funded through the H-1B ITA program as there is no procedure to attach the service to the program. If one of the eligible community colleges provides a supportive service to an H-1B trainee, the LWIB will have to create the provider service and offering for the community college as a supportive service cannot be submitted through then ETPL. The LWIB will also have to coordinate with the community college to ensure that the provision of each supportive service through the H-1B program is recorded in OSOS for the trainee.

**CUSTOMER**   **PROVIDER**   **EMPLOYER**   **STAFF**   **HELP**

Customer Search   Customer Detail   Comp Assess   **Services**

Malinak, Onebee   SSN:   OSOS ID: NY011657290

<< < **Services** Service History Enrollments Outcomes Comments Audit Training Addl Info Addl Outcomes Jobs Info > >>

Detail		Funding					
Service Desc.	One time supportive service to assist client in obtain	Level	Source	Obligated	Actual	Oblig #	
Service ID	6425709	<input type="checkbox"/>	WIB	WIA Adult Local	\$ 0.00	\$ 0.00	
Service Type	Supportive Services (Other)						
Provider Name	Liv. Co. Office of Workforce Development						
Location Name	Liv. Co. Office of Workforce Development						
Provider ID	3007						
Offering ID	85159						
Plan. Start Date	05/14/2012						
Plan. End Date	05/16/2014						
Actual Start Date	05/14/2012						
Actual End Date							
Completed Successfully	<input type="checkbox"/>						
Next Contact Date							
Program Service Type	ITA-Training						
Part Time Learn.	<input type="checkbox"/>						
Distance Learn.	<input type="checkbox"/>						
Program	H-1B ITA Finger Lakes Region only						
Total Funding		\$ 0.00					
				Add Edit Delete			
Petition #							
RR Event #							
Achievement Objective	Service						
<input type="checkbox"/>	Elec Eng Tech						
<input checked="" type="checkbox"/>	Supportive Service						



## RESOURCES AND ASSISTANCE

H1-B Program Guidance Letter: H-1B Grant for Advanced Manufacturing Guidance Letter No. 1  
<http://www.labor.ny.gov/workforcenypartners/H1B/h1b-pgl-1.pdf>

TA 09-17: Individual Employment Plans/Training Plans for WIA Participants  
<http://labor.ny.gov/workforcenypartners/ta/TA09-17.pdf>

TA 11-7: Common Enrollments and Exits, and Inclusion in Workforce Investment Act and Wagner-Peyser Performance Measures  
<http://labor.ny.gov/workforcenypartners/ta/TA11-7.pdf>

TA 11-12: Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Act Adjustment/Trade and Globalization Adjustment Act Programs  
<http://labor.ny.gov/workforcenypartners/ta/TA11-12.pdf>

TA 10-18: Recording O\*NET Occupational Training Titles in OSOS  
<http://labor.ny.gov/workforcenypartners/ta/TA10-18.pdf>

TA 08-4.1: Effective Use of Initial Assessment in the Workforce Investment One-Stop System  
<http://labor.ny.gov/workforcenypartners/ta/TA08-4-1.pdf>

Additional program information, OSOS guides and other resources can be found at:  
<http://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](mailto:help.osos@labor.ny.gov)