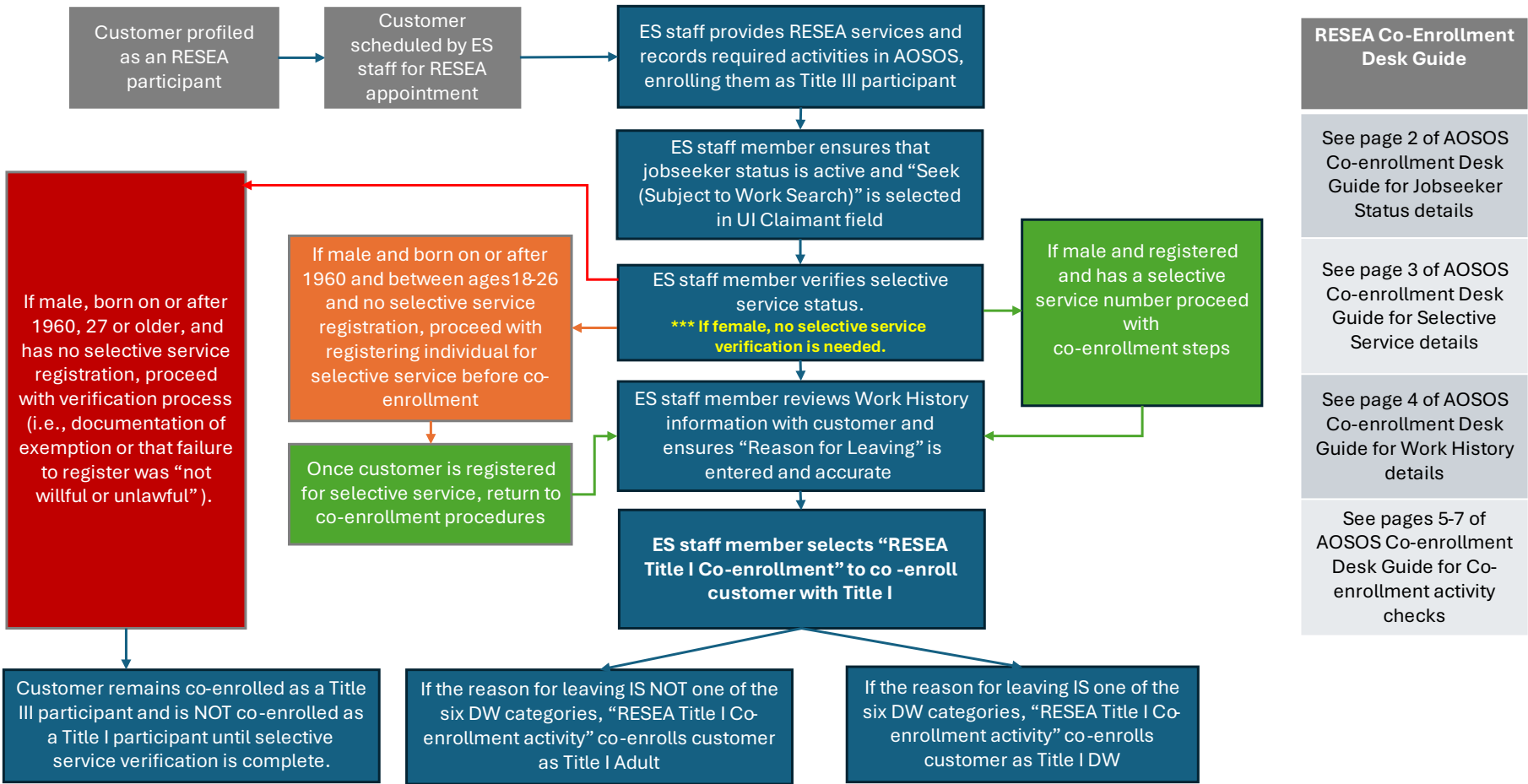


AOSOS Desk Aid – RESEA/ WIOA Dislocated Worker Co-enrollment

The RESEA program is now required to co-enroll participants with the WIOA Dislocated Worker program via AOSOS data entry. Below you will find the required fields for co-enrollment (highlighted).

RESEA and Title I Co-Enrollment Procedures Overview



Customer Detail – General Info tab

1. In the Customer Data section - Status and Job Seeker must be ACTIVE
2. In the Customer Assignment section, staff must:
 - Under Staff Assigned - add your name or the name of the assigned Career Coach
 - Under Office – add the One Stop Career Center location
 - Under UI Claimant, “Seek (Subject to Work Search)” should be selected for all RESEA participants ****Note: If entered incorrectly participant will be enrolled in Title I Adult and must be corrected before saving.**

CUSTOMER PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search **Customer Detail** Logout

Osos, Trent SSN: ***-**-9009 OSOS ID: NJ009126420 1 of 0

General Info Eligibility Add'l Info Resume Data Planning Comp Assess Programs Outcomes Saved Searches Services Tests Comments Attachments Correspondence Audit

Customer Info

Customer Data

*SN: Active *Status: Active *Job Seeker: Active *Ethnic Heritage and Race:

*Username: trent009 *Password: 009Trent Merge

*Last Name: Osos *First Name: Trent MI:

*Date of Birth: 01/01/1982 *Gender: Male *Portfolio Level: Job Source User

*Address 1: 12 Osos Way

Address 2:

*City: Ososville *State: New Jersey *ZIP Code: 08648

County: Mercer Country: United States Metro:

Phone: 609-999-9993 Ext. Alt. Phone Ext. Fax

Email: osostrent@mailinator.com URL: Alt. URL:

Enrollments JZ/CZ Manager: No Add to Case Load

Citizenship

* U.S. Citizen

Education & Employment

*Education Level: High School Equivalency

*School Status: Not Attending School: Secondary School Graduate/Equivalent

*Employment Status: Not Employed

Underemployed Long Term Unemployed

Contact Preferences

☒ Use Postal ☐ Pri. Phone ☐ Alt. Phone ☐ Fax

☐ Email

Customer Assignment

Staff Assigned: Osos, Staffgeneral Change

WIB Assigned: Mercer County WDB

Agency: DEPARTMENT OF LABOR Office: Mercer County One Stop Career Center Change Office

UI Claimant: Seek (Subject to Work Search) Registered: 04/10/2025 Origin: Staff Profiled: Profiled Date:

☐ Internet Resume ☐ Confidential Work Search Record

Save Start Match |M| Activity |A| I.A. Referrals |R| Correspond IVR Links |L| Get To Srch Comments Tag Schedule Message WIOA Eligibility |W| Summary |U| Job Source

Reload Custom

Selective Service Registration Requirements (Skip this step for Female Customers)

Per WIOA regulations, **men** born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.)

1. Verify Selective Service requirement by checking the “**Add'l Info**” tab of the customer’s record.
2. If Selective Service number is not present
 - Ask customer if they know their Selective Service number
 - Click on Register/Lookup if number unknown, or to verify registration
3. If the customer failed to register for Selective Service and is between the ages of 18 and 26, please advise customer to register for Selective Service on their own.

Refer to your Local Area policy guidance for next steps if the customer is over 26 years old and failed to register for Selective Service. He cannot be co-enrolled during the RESEA process. Do not use the “RESEA – Title 1 Co-Enrollment” Activity for this customer.

CUSTOMERPROVIDEREMPLOYERSTAFFHELPADMIN

Customer SearchCustomer DetailLogout

Osos, TrentSSN: ***-**-9009 OSOS ID: NJ0091264201 of 0

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

Additional Info

Military Service

Service Veteran

No

Selective Service

Selective Service?

Yes

Selective Service Number

82000000082

Register/Lookup

Employment Preferences

Work Week

Duration

Salary

Pay Unit

Date Available

Shift Preferences

Work Any Shift

Yes

No

First Shift

Second Shift

Third Shift

Rotating Shift

Split Shift

Customer List Participation

Office

Staff

List Name

Modified

No lists assigned

Assign to List

Remove From List

Save

Start Match |M|

Activity |A|

I.A. Referrals |R|

Correspond

IVR

Links |L|

Ret To Srch

Comments

Tag

Schedule

Message

WIOA Eligibility |W|

Summary |U|

Job Source

Reload

Custom

Resume Data tab – Work History section

Please be sure to update this section with the participant's most recent work history (work history information should be gathered during the Initial appointment or the reminder call).

Important sections regarding co-enrollment:

1. Start and End date – must be accurate. Get complete information from the participant.
2. Reason for leaving – must be one of the six DW categories *****NOTE: Most participants will be Category 1 – DW. If a DW Category is already entered for the most recent job, then no change is necessary. **Note: If entered incorrectly participant will be enrolled in Title I Adult and must be corrected before saving.**

(Once you choose the DW category, the QDD and Tenure boxes will appear except for Category 4 and 5).

3. QDD (Qualifying Dislocation Date) – same as the End date entered above
4. Tenure – calculate the months the participant worked in this position (use the start and end date to calculate the Tenure)

It's imperative that all previous Work History entries have an "End Date" and the "Reason for Leaving" must be updated (the Reason for Leaving cannot be Still Employed). Failure to enter the End Date or update the Reason for Leaving in previous work histories will result in the participant co-enrolled in the WIOA Adult program. [See page 10 for instructions on how to correct the file. \(NEW SLIDE\)](#)

The screenshot displays the 'Resume Data' tab with the 'Work History' section active. The top navigation bar includes 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', 'HELP', and 'ADMIN'. Below this, a sub-navigation bar shows 'Customer Search' and 'Customer Detail'. The main content area is titled 'sample 1008, sample 1008' and displays 'SSN: ***-**-4321' and 'OSOS ID: NJ006343232'. The 'Job Information' section is divided into 'Job Data' and 'Employer Data'. The 'Job Data' section includes fields for 'Job Title', 'O*Net Title', 'Job Type', 'Start Date', 'End Date', 'Wage', 'Salary Unit', 'Hours/Week', 'Reason for Leaving', 'QDD', and 'Tenure'. The 'Employer Data' section includes fields for 'Employer', 'Address', 'City', 'State', 'ZIP Code', 'Country', 'Supervisor', 'Phone', 'Ext.', 'NAICS', 'Title', and 'RR Event #'. A dropdown menu for 'Reason for Leaving' is open, showing options like 'Category 1-DW', 'Category 2-DW mass layoff or closure', 'Category 3-DW self-employed', 'Category 4-DW displaced homemaker', 'Category 5-DW Dislocated due to foreign trade', and 'Category 6-DW Spouse of a member of the Armed Forces'. The bottom of the screen features a navigation bar with buttons for 'New Job Entry', 'Delete Selection', 'Show Resume Usage', 'Show Audit', 'Custom', 'Save', 'Start Match', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Links', 'Ret To Srch', 'Comments', 'Tag', 'Schedule', 'Message', 'WIOA Eligibility', and 'Summary'.

Services Tab - Activities

The activity that triggers the co-enrollment is: RESEA - Title 1 Co-Enrollment.

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

Customer Search **Customer Detail** Logout

Osos, Trent SSN: ***-**-9009 OSOS ID: NJ009126420 1 of 1

General Info Eligibility Add'l Info Resume Data Planning Comp Assess Programs Outcomes Saved Searches **Services** Tests Comments Attachments Correspondence Audit

Customer Info

Customer Data

*SSN Active *Job Seeker Active *Ethnic Heritage

*Username trent009 *Password 009Trent

*Last Name Osos *First Name Trent

*Date of Birth 01/01/1982 *Gender Male *Portfolio Level Job Source User

*Address 1 12 Osos Way

*Address 2

*City Ososville *State New Jersey

*County Mercer *Country United States

Phone 609-999-9993 Ext. Alt. Phone Ext. Fax

Email osostrent@mailinator.com URL Alt. URL

Enrollments JZ/CZ Manager: No Add to Case Load

Customer Assignment

Staff Assigned Osos, Staffgeneral Change

Agency DEPARTMENT OF LABOR

Registered Origin Profiled Profiled Date

Save Start Match |M| Activity |A| I.A. Referrals |R| Correspond IVR Links |L| Get To Srch Q Comments Tag Schedule Message WIOA Eligibility |W| Summary |U|

Activities

- ▶ Labor Exchange
- ▶ Employment & Training
- ▶ WIOA Basic Career Services (WIA Core)
- ▶ State Specific
- ▶ Jersey Job Club
- ▼ RESEA
 - ▼ Reported
 - ☐ RESEA - Reported to RESEA Orientation/Assessment [Rpt Indiv, LX Enrolling]
 - ☐ RESEA - Reported - Work Search Waiver
 - ☐ RESEA - Reported to Initial Work Search Planning Session [LX Enrolling]
 - ☐ RESEA - Reported to Second Work Search Planning Session [LX Enrolling]
 - ☐ RESEA - Reported to Third Work Search Planning Session [LX Enrolling]
 - ☒ **RESEA - Title 1 Co-Enrollment [LX Enrolling]**
 - ▶ Services
 - ▶ DNR/Non-Compliant

Activity Date 04/28/2025

RR Event #

Keyword(s) Search Reset OK Cancel

Services Tab – Activities (contd.)

When this activity is selected, the **Common Measures Enrollment** and **Labor Exchange Enrollment** are automatically entered. No other RESEA activity will trigger co-enrollment, so it's important that every eligible participant who reports to the Initial RESEA appointment is given this activity.

CUSTOMER

PROVIDER

EMPLOYER

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HELP

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Customer Search

Customer Detail

Logout

Osos, Trent

SSN: ***-**-9009 OSOS ID: NJ009126420

1 of 0

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Activities

Services

History

1-11 of 11

1

100

	Activity	Activity Date	Office	Staff	Employer	Job ID	SA	FA
<input type="checkbox"/>								
<input type="checkbox"/>	WIA Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	Common Measures Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	Labor Exchange Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes	
<input type="checkbox"/>	New Job Seeker - Staff Assisted	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Title 1 Co-Enrollment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				Yes
<input type="checkbox"/>	RESEA - Reported to RESEA Orientation/Assessment	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Reported - Work Search Waiver	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Reported to Initial Work Search Planning Session	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				Yes
<input type="checkbox"/>	RESEA - EEO Notification	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - IEP Review	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No
<input type="checkbox"/>	RESEA - Referred to training	04/10/2025	Mercer County One Stop Career Center	Osos, Staffgeneral				No

1-11 of 11

1

100

Delete Activity

Print List

Detail

Custom

Save

Start Match |M|

Activity |A|

I.A. Referrals |R|

Correspond

IVR

Links |L|

Ret To Srch

Comments

Tag

Schedule

Message

WIOA Eligibility |W|

Summary |U|

Job Source

Reload

Custom

Services – History

Under this section, you will see that the participant has automatically received WIOA Reportable services. You are **not required** to manually enter any Services for RESEA.

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Osos, TrentSSN: ***-**-9009 OSOS ID: NJ0091264201 of 0

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

ActivitiesServicesHistory

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	Date	Service Type	Service Name	Staff	Agency	Office	SA
<input type="checkbox"/>	04/10/2025	Program	WIOA Reportable Individual - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	WIOA Participation Period - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	WIOA - Dislocated Worker - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Program	Wagner-Peyser - Participation	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Legacy Program	WIA - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Legacy Program	Common Measures - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Legacy Program	Labor Exchange - Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	Yes
<input type="checkbox"/>	04/10/2025	Service	Functionally Aligned Provider Service	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Service	Functionally Aligned Provider Service	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Referred to training	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - IEP Review	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - EEO Notification	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported to Initial Work Search Planning Session	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported - Work Search Waiver	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Reported to RESEA Orientation/Assessment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	RESEA - Title 1 Co-Enrollment	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No
<input type="checkbox"/>	04/10/2025	Activity	New Job Seeker - Staff Assisted	Staffgeneral Osos	DEPARTMENT OF LABOR	Mercer County One Stop Career Center	No

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DetailPrint List

SaveStart Match [M]Activity [A]I.A. Referrals [R]CorrespondIVRLinks [L]Ret To Srch [Q]Comments [C]TagSchedule [S]Message [M]WIOA Eligibility [W]Summary [U]Job Source [J]

ReloadCustom

Instructions for Verifying WIOA Dislocated Worker Co-Enrollment and correcting errors

There are three ways to verify that you have accurately completed the WIOA Dislocated Worker co-enrollment.

5. In the Enrollment Verification pop-up window, you should see WIOA Dislocated Worker in the “*Program(s) Verified*” box. If you find that the information *under “Program(s) Verified”* (highlighted below) says *WIOA- Adult you **must correct this*** by following the steps to correct co-enrollment errors on page 11.

The screenshot shows the 'Enrollment Verification' window with tabs for 'Customer Detail', 'Comp Assess', and 'Audit'. The 'Customer Detail' tab is active. It contains several sections: 'Not Disclosed' (unchecked), 'Financial Capability - has a receipt and has received:' (with checkboxes for 'Benefit Planning Services' and 'Financial Capability/Asset Develop. Services'), 'Created Staff' (with fields for 'Osos, Staffgeneral', 'Office', 'Date', and 'Program(s) Verified'), and 'Eligibility Data Effective Date: 05/30/2025'. The 'Program(s) Verified' field is highlighted in yellow and contains the text 'WIOA - Dislocated Worker'. The 'Office' field is 'Mercer County One Stop Career Center' and the 'Date' field is '05/30/2025'. At the bottom, there are checkboxes for 'Apply Updates to Customer Record' (checked), 'Apply Updates Thru Today: 05/30/2025', and 'Apply Updates Thru This Date: '.

Office	Date
Mercer County One Stop Career Center	05/30/2025

Created Staff	Office	Date	Program(s) Verified
Osos, Staffgeneral	Mercer County One Stop Career Center	05/30/2025	WIOA - Dislocated Worker

Eligibility Data Effective Date: 05/30/2025

☒ Apply Updates to Customer Record

☐ Apply Updates Thru Today: 05/30/2025

☐ Apply Updates Thru This Date:

6. If you didn't receive a pop-up notification, then you may verify the co-enrollment by going to the Services tab. If you see "WIOA Adult Local" you **must correct this** by following the steps to correct co-enrollment errors on page 11.

General Info | Eligibility | Add'l Info | Resume Data | Planning | Comp Assess | Programs | Outcomes | Saved Searches | **Services** | Tests | Comments | Attachments | Correspondence | Audit

Activities | **Services** | History

Detail

Service ID: -10 Service Name: Functionally Aligned Provider Service Service Type: RESEA - Title 1 Co-Enrollment

Service Description: FA Svc - RESEA - Title 1 Co-Enrollment Add'l Service Info

Provider ID: 121956 Provider Name: Functionally Aligned Provider Location Name: Functionally Aligned Only Offering ID: 990

Plan Start: 05/21/2025 Plan End: 05/21/2025 Program: Achievement Objective:

Act. Start: 05/21/2025 Act. End: 05/21/2025 Completed: Next Contact: Program Service Type: Basic Career Services

Pt Time Lrn: Distance Lrn: Min. Hours: 0 Nbr. Weeks: Min. Prog. Agreed:

O*Net: Title: NAICS: Title: NAICS:

Will: WDB of Northwest NJ Agency: DEPARTMENT OF LABOR Office: Newton 1-Stop Career Ctr Change Office

Staff Assigned: Genschow, Paula Change Orig. Oblig: Total Oblig: \$ 0.00 Offering Cost: Actual Cost:

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/> WIB	WIOA Adult Local	0.00	0.00	92258

Total Funding: Petition #:

Incumbent Worker Training: RR Event #:

Add Edit Delete

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input checked="" type="checkbox"/>	Functionally Aligned Provider	Functionally Aligned Provider Service	05/21/2025	05/21/2025	Basic Career Services

7. Programs – Pgms/PA Summary

In the Programs tab, and “Pgms/PA Summary” sub tab, you will see that the participant is enrolled as a **WIOA Participant**, **WIOA Reportable Individual**, and a **WIOA Dislocated Worker**. If the participant was incorrectly enrolled in WIOA Adult, follow the steps to correct co-enrollment errors on page 11.

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer Search

Customer Detail

Logout

Osos, Trent

SSN: ***-**-9009 OSOS ID: NJ009126420

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General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Pgms/PA History

Pgms/PA Summary

Non-Service Events

Legacy Enrollments

<input type="checkbox"/>	Russell Nat'l School Lunch Act (PIRL)			
<input type="checkbox"/>	SSI - Supplemental Security Income Title XVI (PIRL)			
<input type="checkbox"/>	SSDI - Social Security Disability Insurance (PIRL)			
<input type="checkbox"/>	USDA Commodity Program (PIRL)			

Current Programs

		Reg Date	Term Date	Grant Number
<input checked="" type="checkbox"/>	WIOA Participation Period	04/10/2025		
<input checked="" type="checkbox"/>	WIOA Reportable Individual	04/10/2025		
<input checked="" type="checkbox"/>	Wagner-Peyser	04/10/2025		
<input type="checkbox"/>	WIOA - Adult			
<input checked="" type="checkbox"/>	WIOA - Dislocated Worker	04/10/2025		
<input type="checkbox"/>	WIOA - Youth			
<input type="checkbox"/>	WIOA - Dislocated Worker Grants (DWG) / general-collection			
<input type="checkbox"/>	Other WIOA Programs (PIRL)			
<input type="checkbox"/>	Other non-WIOA Programs (PIRL)			
<input type="checkbox"/>	Registered Apprenticeship - Managed (PIRL)			
<input type="checkbox"/>	Adult Education (PIRL)			

Save

Start Match |M|

Activity |A|

I.A. Referrals |R|

Correspond

IVR

Links |L|

Get To Srch

Comments

Tag

Schedule

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WIOA Eligibility |W|

Summary |U|

Job Source

Reload

Custom

Steps to correct co-enrollment errors

The “RESEA - Title 1 Co-Enrollment” activity is used to co-enroll RESEA participants with the WIOA Title 1 Dislocated Worker program. If the customer is co-enrolled with the WIOA Title 1 Adult program in error, please complete the following steps to remove the WIOA Adult co-enrollment and enter the WIOA Dislocated Worker co-enrollment:

1. Delete the activity “RESEA Title 1 Co-Enrollment”
2. Make all necessary changes (Verify that the UI Claimant box, Selective Service information (for males), and Reason for Leaving information is accurate. Also all previous “Work History entries have an End Date”). These entries must have the correct data for proper RESEA Title I Co-Enrollment in Dislocated Worker.
3. Save the record (and exit to be safe)
4. Bring record back up
5. Reenter “RESEA Title 1 Co-Enrollment” activity and doublecheck before saving that WIOA DW participation is going to be created
6. Save