

Oklahoma Employment Security Commission



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Oklahoma Employment and Training Issuance # 02-2009 Change 1

TO: LO Managers, Area Managers, WIB Staff

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: August 24, 2009

SUBJECT: Approved Training Procedures

REFERENCE: Rules for the Administration of the Oklahoma Employment Security Act section 240:10-3-10, Approved training.

BACKGROUND: Approved training forms and procedures were initially established in the 1990s so staff could approve and document claimants attending approved training programs while drawing unemployment benefits. By entering this information into the computer system, the claims department could then identify those claimants that did not have to search for work. Since that time the procedures have become confused in most workforce centers. Change 1 is being sent out to clarify in detail the proper procedures for completing and entering approved training forms.

FORMS: The proper forms to be used are the OES 750 (Rev 3-08) – for claimants that are other than WIA or Dislocated Worker and the OES 515 – for claimants that are WIA or Dislocated Workers.

COMPUTER SCREENS: Some staff in the local workforce center believed they had lost access to the computer screens that allowed them to enter approved training information. That access is still available. Log into the OESC Mainframe system (G-Link), once you are in the system it will bring up the ES Menu. Then enter #1 Profiling/Approved Training. The approved training screens listed are #'s 7, 8, 9, and 10. See Approved Training screens attached.

PROCEDURE: Listed below are the proper procedures for approved training.

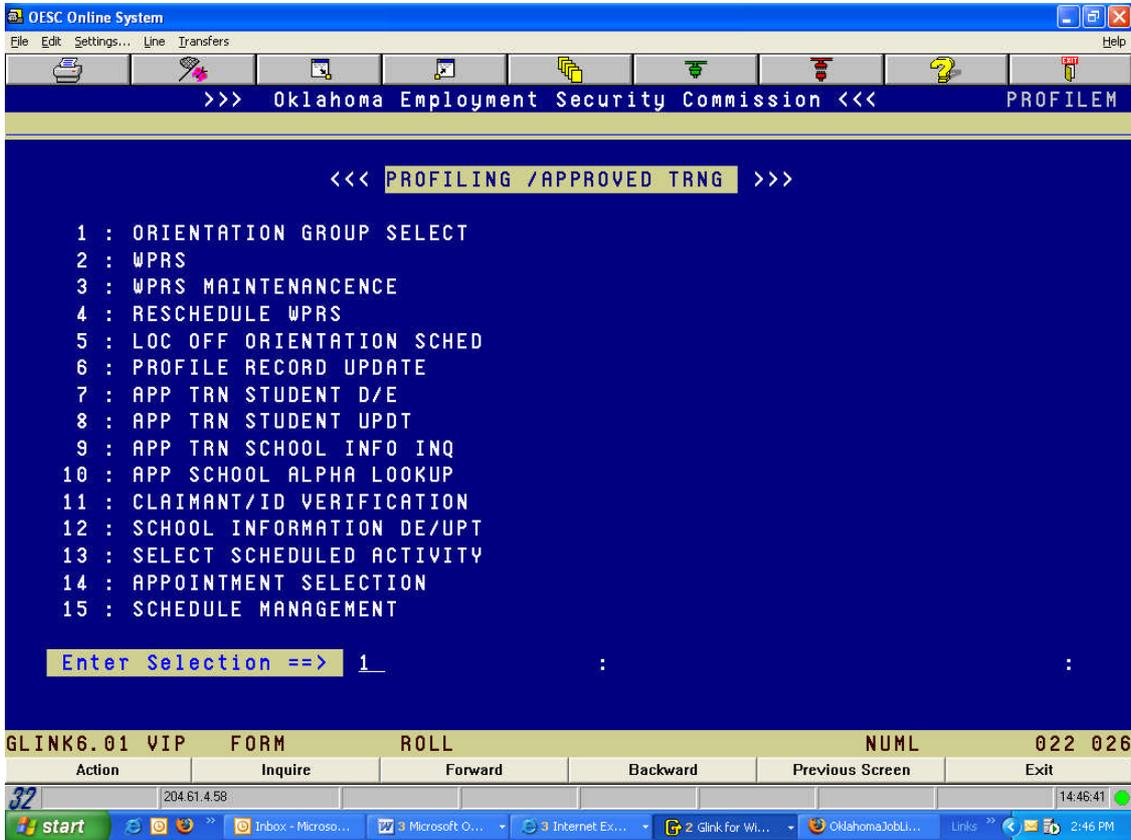
1. In the present economy, the United States Department of Labor (USDOL) is encouraging all the states to have the workforce centers make claimants aware of their ability to attend school and draw unemployment benefits. We need to make sure that claimants are aware that Pell grants may be available to help them finance their schooling. If the WIA program can not approve training for the claimant, we can still approve other training by using the OES-750. It does not matter who is paying for the training. The training does not have to be on the local WIA approved training list. When a claimant decides to attend school (not funded by WIA or TAA) while drawing a claim for unemployment insurance, staff **must complete** the OES-750 form in its entirety showing that the claimant is in fact pursuing schooling that he/she possesses the needed aptitudes or skills and that it is an occupation that an applicant can expect to return to work. The OES-750 is to be approved by the Workforce Center Manager. It is the Manager's responsibility to ensure that information provided by the claimant is reviewed and a decision is made that the claimant's present occupation is not in demand and that if the claimant receives the training in question, they can expect to return to work. It is not the manager's decision whether the claimant has to make work searches or not.
2. If the Workforce Center Manager approves the training, then the appropriate **OES-750 is to be completed and entered by ES staff** into the Mainframe system that day. Then they are to fax the completed form OES-750 to (405) 962-7524) with it properly noted in the top right hand corner of the OES-750 with a "P" for processed and the date & initials of the person who entered the form. Once input, the UI staff for that area should be notified. Make a copy of the OES-750 and send to the UI Rep in your area. UI staff will distribute the OES-752's. OES-752's must be sent to the fax server (405) 962-7524. When this information is entered properly the UI system will know when to start asking the claimant the appropriate school questions.
3. Claimants in TAA or WIA/TAA approved training are approved and data entered by the TAA Unit at State Office.
4. If the claimant is a WIA/Dislocated Worker claimant, then WIA staff must complete the OES-515 form. This form must be signed by the WIA caseworker ensuring that the claimant is enrolled in approved training. The approved training list may be found in Oklahoma Service Link. Once completed, the form must be entered by the ES staff and then they are to fax the form OES-515 to (405) 962-7524 with it properly noted in the top right hand corner of the OES-515 with a "P" for processed and the date & initials of the person who entered the form. Make a copy of the OES-515 and send to the UI Rep in your area. OES-515's must be input by ES staff the day they are received. UI staff will distribute the OES-752s which must be sent to the fax server (405) 962-7524). **Schools are not to be given the OES-752s to hand out to the claimants.**

ACTION: Please ensure that **all** staff in the Workforce Center is familiar with the approved training procedures in this OETI and are aware the forms that are available on Inside OESC. The current forms OES-515 and OES-750 are in the process of being updated. Do not submit approved training forms to the claim's department without entering the information into the Mainframe (G-Link) system.

QUESTIONS: If you have any questions please contact Ann Pendergraft at 405-557-5317 or ann.pendergraft@oesc.state.ok.us.

Attachments: 4

To access the school data entry screens go to the ES Main Menu and select **PROFILING /APPROVED TRNG**. Below is the Profiling/Approved Training Menu.



APP SCHOOL ALPHA LOOKUP – School Alpha Lookup

- Be sure to look for a school before sending a request that a school be added; *in the event you need a school added to the list contact Michele Walter or Jon Eller*
- Use a broad search term. Due to the length of the data field, some school names are shortened or abbreviated.
- Put an “X” next to the appropriate school and use action code 11 to take you to the APP TRN STUDENT D/E – Training Information Data Entry screen.

OESC Online System

File Edit Settings... Line Transfers Help

>>> Oklahoma Employment Security Commission <<< ESS096D1

SCHOOL ALPHA LOOKUP DATE 03/03/09
SCHOOL NAME amer TIME 16:23:49

SEL ACCT #	NAME	MAILING ADDRESS
012821174	AMER INSTITUTE FOR PARALE	2501 E MEMORIAL RD. OKLAHOMA CIT
012081980	AMER SCHOOL DOG GROOMING	2619 N MACARTHUR, #B OKLAHOMA CIT
480000011	AMERICAN INDIAN EDUC	1508 N CLASSEN OKC
010627842	AMERICAN BEAUTY COLLEGE,	7337 S WESTERN OKLAHOMA CIT
012627642	AMERICAN BEAUTY INSTITUTE	123 W MAIN ARDMORE
480000089	AMERICAN BEAUTY INSTITUTE	2009 N MAIN MCALESTER
013146599	AMERICAN BROADCASTING SCH	4511 SE 29 DEL CITY
011282579	AMERICAN EXPRESS FINANCIA	3030 N W EXPRESSWAY OKLAHOMA CIT
013025764	AMERICAN FLIGHT ACADEMY I	ARDMORE INDUSTRIAL AIRPARARDMORE
005219047	AMERICAN INDIAN TRAINING	4801 N CLASSEN BLVD #200 OKC
480000108	AMERICAN INST OF MED TECH	7040 S VALE TULSA
480000019	AMERICAN SCHOOL OF BUSINE	4317 BARNET ROAD WICHITA FALL
320000001	AMERICAN SCHOOL OF DEALIN	9200 LAS VEGAS LAS VEGAS
012801980	AMERICAN SCHOOL OF DOG GR	2619 N MacARTHUR, STE B OKLAHOMA CIT
013181390	AMERICAN SECURITY TRAININ	4325 E 51 TULSA

ACTION CODE

GLINK6.01 VIP FORM ROLL NUML 004 014

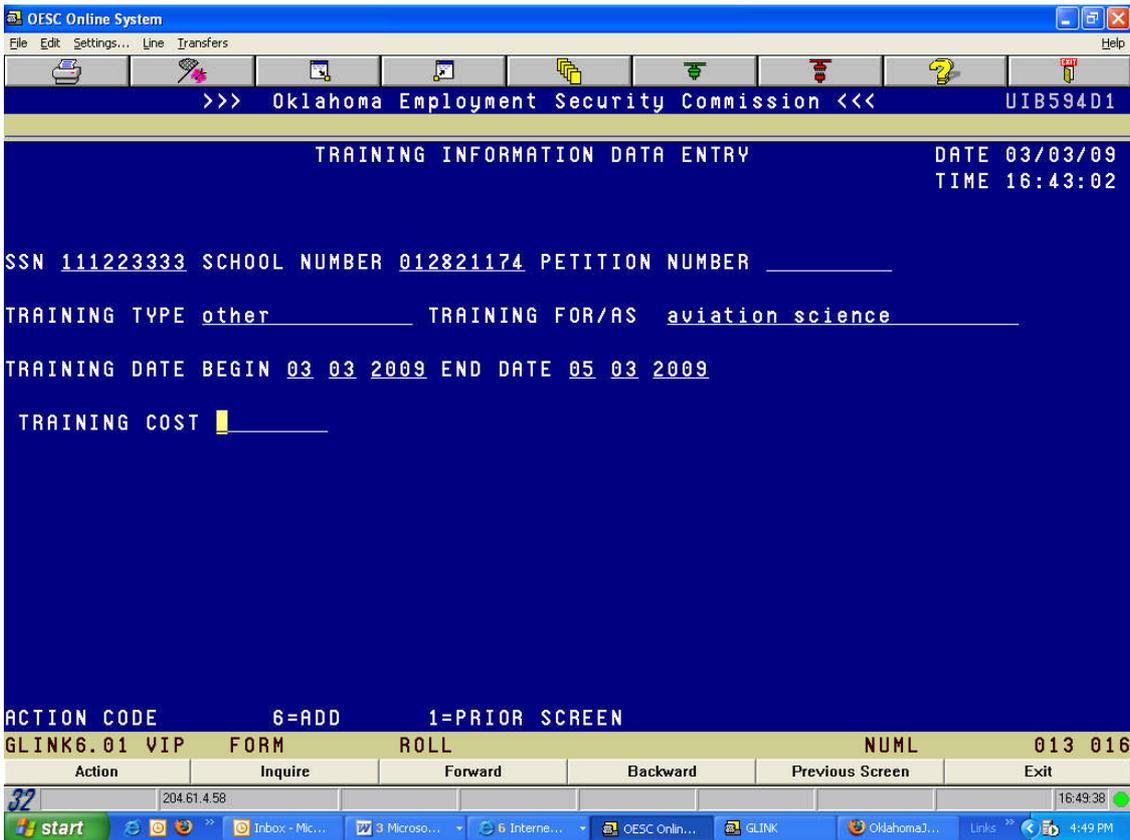
Action Inquire Forward Backward Previous Screen Exit

204.61.4.58 16:29:30

start [Taskbar icons: Internet Exp..., OESC Online Sy..., OklahomaJobLin..., Links] 4:29 PM

APP TRN STUDENT D/E – Training Information Data Entry

- Enter SSN, School number will appear from prior screen or you can input, Training Type will be WIA or Other, Training For/As should be what they are training to be, Beg & End Dates; any other fields are optional
- Action Code (A/C) 6 to add the training
- Next proceed to the APP TRN STUDENT UPDT – Approved Training School Update



APP TRN SCHOOL UPDT – Approved Training School Update

- Used to update or change existing training information
- Training status is ‘A’ for approved or the claimant will not get a check. Use ‘C’ for completed if they have completed all their training.
- **Funding** type must match **training** type: OTHER (OES-750) or WIA (OES-515)
- Current school status is ‘A’ for attending ‘C’ for completed
- If the claimant has completed their training, the as of date and the training ending date must be the same.
- Action code 2 to update
- May give you a strange message, just enter action code 2 again and it will update.

