

B Household System Check - Overview

[REVISION 29](#)
(04/01/14 - 05/31/14)

HOSC is accessed by keying both of the following on INME:

- 19 in the FUNCTION (BY NUMBER) field
- The case number in the CASE NUMBER field

When information is available, HOSC displays the following for each participant registered to a case:

- Edit messages prompting EIs to check the following systems or screens, when information is available that may affect eligibility:
ININ
CHSP
- The last date a mandatory **AFIP** participant was fingerprint imaged in the AFIP DATE field.
- Identifying information for each employer during the last six quarters, from the date HOSC is accessed. (See [HOSC – Employment Information](#))
- Unemployment claim information. (See [HOSC – Unemployment Information](#))

When employment information is displayed on HOSC, the information must be verified. (See [HOSC – Employment Verification Requirements](#))

Review HOSC and [upload\(g\)](#) the HOSC AZTECS screen into [OnBase\(g\)](#) when any of the following apply:

- Prior to a new or renewal interview, or during the [Customer Contact process](#).
- A change in budgetary unit composition is reported.
- A participant reports any of the following:
They have applied for Unemployment Insurance (UI)
They have started receiving UI benefits
A change has occurred regarding their UI benefits

Refer participants to Unemployment Insurance to apply for benefits

when both of the following apply:

- Income displays in any of the four calendar quarters prior to the date HOSC is accessed.
- The participant reports terminated employment, or is not employed.

NA EXCEPTION

NA participants are NOT required to apply for UI benefits.

ARCHIVED (Valid until 08/08/17)