B **Household System Check - Overview**

REVISION 12
(04/01/10 –06/30/10)

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

 BAGI

- 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.