

## B Household System Check - Overview

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

BAGQ

- The last date a mandatory **AFIP** participant was fingerprint imaged in the AFIP DATE field.
- Employer identifying information for each employer during the last six quarters, from the date HOSC is accessed.

Information displays in the EMPLOYER INFO / BASE WAGE fields as follows:

- Unemployment Insurance (UI) Employer Number.  
When zeros display in place of a UI Employer Number, elevate to the Policy Support Team (PST) via e-mail.  
(See [PST](#) for e-mail address)
- Name
- Address
- City, state, and ZIP Code
- Telephone number

**NOTE** Review the employer identifying information with the participant when verifying income.

A line break separates each employer's information.

When no wage information is available for the participant for the last six quarters, the following edit message displays in the EMPLOYER INFO / BASE WAGE field:

NO DATA AVAILABLE FOR LAST 6 QUARTERS

- Base wage information from each employer during the last six quarters, from the date HOSC is accessed.

Information displays in the QUARTER and EARNINGS fields for each employer identified in the EMPLOYER INFO / BASE wage field as follows:

- Wage information displays in the EARNINGS field when wages are reported in ANY of the last six quarters.
- Up to six quarters of information displays, beginning with the most current of the last six quarters.
- Quarters in which no wages are reported display \$ .00 in the EARNINGS field.
- When the remainder of the six quarters following a quarter with wage information are quarters in which no wages are reported, the quarters do not display at all. (See Example [HOSC](#))

Verify income displayed in the calendar quarter prior to the date HOSC is accessed when verification is not in the case file.

- UI benefit payment information in the UNEMPLOYMENT INFORMATION field, as follows:

The last 180 days of UI benefit payments from the date HOSC is accessed.

An indicator for how the payments are received.

- UI benefit claim information in the UNEMPLOYMENT CLAIM INFORMATION field, as follows:

The benefit year begin and end date.

The weekly benefit amount.

The benefit amount paid to date.

The benefit balance remaining.

The UI overpayment balance.

Review and print HOSC, when any of the following apply:

- Prior to a new or renewal interview.
- Prior to authorizing benefits.
- A change in employment is reported.
- A change in budgetary unit composition is reported.

NOTE Place HOSC prints in the case file on [side two, right](#).

Refer participants to [Unemployment Insurance](#) (UI) 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.

**FS EXCEPTION**

FS participants are NOT required to apply for UI benefits.

When the participant has applied for UI, information displays in the following fields:

- BENEFIT YEAR BEGIN
- BENEFIT YEAR END
- PAID TO DATE
- BAL
- WKLY BEN AMOUNT
- OVERPAYMENT BAL

After the initial inquiry is completed, the local office receives an AZTECS ACTS Alert when there is a UI discrepancy. (See [AZ UI DISCR MM/YY](#))

When employment information is present for a child in the budgetary unit, see [Employee Using A Child's SSN](#).

When a participant is working under an SSN that does not belong to them, complete an inquiry for that SSN by using HOSS.

(See [HOSC Field Descriptions](#))