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

  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 the HOSC AZTECS screen into OnBase(g) 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.
- Application for receipt of UI is reported.

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.

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NA EXCEPTION

NA participants are NOT required to apply for UI benefits.

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