

	New Jersey Workforce Innovation Notice		WD-PY23-7, Change 2
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	November 3, 2023; updated March 25, 2026	

SUBJECT: Access to America’s One Stop Operating System (AOSOS) for Partners and Service Providers in New Jersey American Job Centers

EFFECTIVE DATE: This guidance is effective **Immediately**.

FOR MORE INFORMATION: Questions may be directed to WIOAPOLICY@dol.nj.gov.

PURPOSE:

This guidance establishes policy on proper use of the America’s One-Stop Operating System (AOSOS) including required confidentiality provisions, data entry, and system use for all users including contracted providers.

The steps and processes in this guidance will be used to provide access to contracted Title I One Stop Operators and Career Services providers and One Stop Youth Services.

Please note that Attachments B, C, and D are provided with the guidance for informational purposes only. To request access for staff of procured and contracted providers, LWDBs should submit only initial forms as described below in *Steps to Request Access*.

About AOSOS and Access Requirements

The New Jersey AOSOS is used to document programmatic and participant data effectively and accurately. Data recorded in AOSOS is utilized to analyze programmatic and participant data, across the state and local areas. Local staff, including those employed by procured vendors, must follow the procedures outlined in the [AOSOS Technical Assistance Guide](#) released by NJDOL to ensure data is recorded consistently; that information is accessible for State and Federal reporting purposes; and that each system is used as intended.

AOSOS is the primary case management system used for tracking all services provided to customers throughout the Workforce Development System. AOSOS collects substantial information from customers, businesses, and training providers. This information is also used to prepare required State and Federal reports. Data must be entered to maintain data integrity and ensure that records accurately reflect the sequence and nature of services, staff must record all services and activities in

AOSOS in a timely manner following any customer interaction or significant event. Real-time data entry is strongly recommended, and services and activities should be recorded on the actual date of consultation or service. AOSOS does not permit backdating of activities.

All persons granted access to AOSOS under this guidance must:

- Enter into the appropriate confidentiality agreement(s) with NJDOL
- Follow all AOSOS user guides developed by NJDOL and any procedures established by state and local policy
- Complete training related to confidentiality and cybersecurity
- Annually renew required certifications

Staff and Counselor Access

AOSOS access levels fall under these two categories.

- Staff General Access
 - Access group with broad administrative access across functions and Tabs. Users with this permission can perform a wide range of responsibilities in AOSOS, including adding/editing records, activities, comments and services, add attachments, delete certain items they enter, etc. Most tasks in AOSOS can be accomplished with a Staff General permission level.
- Counselor Approved Access
 - This access level is inclusive of Staff General Access with additional access to the secure “Counseling Statement” tab to document case notes, comments, and interactions with customers that may be personally identifying or sensitive in nature. Counselors are required to undergo additional vetting for this process including heightened training requirements, and job duties must involve counseling responsibilities.

Responsibilities of LWDBs

Policies and Monitoring

Local Workforce Development Boards (LWDBs) are responsible for managing and maintaining their contracted providers’ requested access to AOSOS. LWDBs should have a policy to determine how providers are granted access, to track individuals with access, and to monitor providers’ and individuals’ compliance with annual cybersecurity certification and any other aspect of this guidance. Local areas are responsible for notifying NJDOL when staff members who have AOSOS access leave and/or transfer from their role in NJDOL in Attachment I of this guidance. By submitting a request for provider access, LWDBs commit to this oversight responsibility.

LWDBs maintain responsibility for monitoring and ensuring accuracy of the information recorded in AOSOS. NJDOL granting access to procured or contracted providers does not relieve the LWDB from this obligation, and records entered and used by these providers will be subject to the same monitoring, data validation, and other oversight procedures as for other AJC staff and partners.

Personally Identifiable Information (PII)

The New Jersey Department of Labor and Workforce Development (NJDOLE) issued [NJWIN 6-15](#), which requires LWDBs to have policies and procedures in place regarding the handling of Personally Identifiable Information (PII). Local WDBs must ensure that these policies and procedures include PII stored in and obtained from AOSOS and share these policies and procedures with all providers with AOSOS access. LWDBs must monitor provider compliance with these policies and procedures.

Transition to Procured and Contracted Providers

Through PY24, many LWDBs transitioned from services provided by employees who functioned as staff of the LWDB to providing those services through procured or contracted providers. In some cases, the same employees transitioned to become employees of those procured providers.

Individuals with current or existing access to AOSOS who subsequently provide services through a competitively awarded contract do not need to reapply through the process in this guidance **provided there are NO changes in any of the following:**

- Organization through which the user is employed
- IT infrastructure such as email addresses or domains, access equipment, including servers or organizational networks
- Employment status and/or working title

Staff who have changes in the status of any of the above **must complete the full access process** outlined in this guidance, regardless of previous AOSOS access status, previous employer, or tenure at the previous employer or as an authorized AOSOS user. Local areas may opt to have all employees of service providers covered under this guidance follow the full process for access, with no distinction between new and previous users.

Steps to Request Access to AOSOS

All communications about service provider access to AOSOS will be managed through Technical Assistance via NJDOLE's Program Oversight and Development Unit. ***Failure to follow the steps in this process may result in a delay in granting access or a denial of the request for access.***

To initiate the process, the LWDB director must submit the following forms. These forms will contain social security numbers and must be sent via email to their assigned [Technical Assistance Liaison](#) as one packet. **LWDBs must ensure that this packet protects PII, through password protection and email encryption.** Third party encryption services such as Cisco or Barracuda in which accounts must be created to access files are unallowable. **ONLY** these forms should be provided to begin the process; NJDOLE staff will guide completion of additional forms and requirements. Inclusion of additional materials may result in a delay in the process.

- LWDB Provider Access and Request Form (Attachment 1)
- Interagency Agreement for Exchange of Confidential Information (Attachment A), signed by a representative of both the LWDB and the partner

- Request for Criminal History Record Information form (Attachment 2) for each employee listed on the LWDB Request form.

Upon receipt of the initial set of forms, NJDOL will guide the WDB, provider, and individuals as appropriate through the remainder of the required steps as described below. ***These forms should NOT be sent with the initial request but completed only with instruction and guidance from NJDOL. They are provided as attachments to this guidance for information only.***

1. All users, including those from private and nonprofit entities, must complete an Individual Access and Confidentiality Agreement. **Attachment B**
2. All individuals must view a mandatory 36-minute training entitled “Cornerstones of Confidentiality” and complete a self-attestation form to document that they have completed the training. In order to take the course, any outside vendor must register on the My New Jersey website ([Log In to myNewJersey](#)). Once a registered user, the user must take the Cornerstones of Confidentiality course. **Attachment C**
3. All individuals must obtain a NJDOL Cyber Security Certificate by completing the course on the My New Jersey website as described in the section above. This must be done and renewed **Annually**.
4. All individuals must submit an account request form (the equivalent of our current AOSOS Security Agreement Form) and select either Staff General or Counselor access in section 1. **Attachment D**

After, and ***only after***, all steps are completed can an individual be granted access to AOSOS. Delays may occur if:

- LWDBs make incomplete requests, including not listing the level of access.
- LWDBs, providers, or prospective users provide inaccurate information.
- Documents are missing signatures.
- PII is not email encrypted or password-protected.

Time Limit to Complete Process

The Program Oversight and Development unit follow-up for the AOSOS timeline process will terminate 30 days after the individual courses are assigned to LMS accounts. Individuals requesting AOSOS access must respond to pertinent requests for information within this 30-day time frame or else the request for access will lapse.

The AOSOS Technical Guide can be found here: [AOSOS Technical Guide](#)

Forms to be used:

Submitted with initial request:

- **Attachment 1:** LWDB Provider Access and Request Form
- **Attachment 2:** Request for Criminal History Record Information
- **Attachment A:** Interagency Agreement for Exchange of Confidential Information

Submitted only with NJDOL Instruction and Guidance:

- **Attachment B:** Individual Access and Confidentiality Agreement
- **Attachment C:** Attestation of Completion Form, New Jersey Department of Labor Cornerstones of Confidentiality Training Program
- **Attachment D:** Security and Confidentiality Agreement

Questions:

WIOAPOD@dol.nj.gov

NEW JERSEY STATE POLICE, STATE BUREAU OF IDENTIFICATION (SBI)

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE

(TYPE OR PRINT ALL INFORMATION)

COMPLETE NAME AND ADDRESS OF REQUESTING AGENCY			ASSIGNED IDENTIFIER (ORI Number)		
New Jersey Department of Labor Office of Internal Audit PO Box 950 John Fitch Plaza Trenton, New Jersey 08625-0950			NJLABIA0X		
			REQUESTING AGENCY USE ONLY		
NAME (Including Maiden Name)			SBI NUMBER (If Known)		
(Last Name)	(Maiden Name)	(First Name)	[Middle]		
ADDRESS			FBI NUMBER (If Known)		
(Number)	(Street)	(City)	(State)		
DOB		SEX	RACE	SOCIAL SECURITY NUMBER	
(Month)	(Day)	(Year)			
<p>I certify that I am authorized to receive Criminal History Record Information pursuant to a Federal or State Statute, Rule or Regulation, Executive Order, Administrative Code Provision, Local Ordinance, or Resolution. I understand that the Criminal History Record Information received shall not be disseminated to persons unauthorized to receive the information.</p> <p style="text-align: center;">N.J.A.C. 13:59-1.2(a)(1)</p> <hr/> <p style="text-align: center;">(Enter the appropriate Statute, Rule or Regulation, Executive Order, Administrative Code, Local Ordinance, or Resolution.)</p>					
Type or Print Name of Authorized Person Making request			Signature of Authorized Person Making Request		
AUTHORIZATION BY SUBJECT OF REQUEST AND PRIVACY ACT NOTIFICATION					
<p>Supervisor, State Bureau of Identification:</p> <p>I hereby authorize the release of any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the above stated Noncriminal Justice Purpose to New Jersey Department of Labor, Office of Internal Audit.</p> <p style="text-align: center;">(Insert name of agency you authorize to receive this information)</p> <p>Pursuant to the Privacy Act of 1974 (P.L. 93-579), I realize that disclosure of my social security number is voluntary. I also realize my social security number will be used by the State Bureau of Identification for the purpose of facilitating the security check authorized by the above referenced authority. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the express purpose of processing the above indicated application.</p>					
Signature of Applicant				Date	

**INTERAGENCY AGREEMENT FOR EXCHANGE OF
CONFIDENTIAL INFORMATION BETWEEN THE
NEW JERSEY DEPARTMENT OF LABOR AND
LOCAL WORKFORCE DEVELOPMENT BOARD**

This agreement is entered into by and between the New Jersey Department of Labor (the Department) and the _____, a Local Workforce Development Board (LWDB) Career Center(s) System partner or its agent or subcontractor ("Partner") regarding the use of America's One Stop Operating System (AOSOS) owned and operated by the Department.

I. PURPOSE

This agreement provides the authority under which the Partner may access and exchange information in providing employment and training services through AOSOS.

AOSOS will serve as the New Jersey State job bank/talent bank for employment and training services provided pursuant to the Workforce Innovation and Opportunity Act (WIOA). AOSOS is an automated approach designed to help states and Local Workforce Development Boards (LWDBs) effectively and efficiently meet the challenge of WIOA through on-line technologies. AOSOS assists individuals in job searches with an on-line resume writing capability that allows individuals to enter data. The system also has a case management component that identifies, schedules, manages and evaluates the delivery of services that support an individual in finding, and keeping, a job.

II. RESPONSIBILITIES OF THE PARTNER

- A. The Department hereby authorizes the Partner to access information residing in the AOSOS in provision of its authorized program activities under WIOA. The Partner acknowledges and understands that individual customer information contained in the AOSOS is confidential and privileged and may only be disclosed to LWDB Career Center System partners (set forth in section 121 of WIOA) for the purpose of providing services pursuant to WIOA.
- B. The Partner shall ensure compliance with all applicable federal and state privacy laws and regulations governing this agreement and shall protect the rights of the individuals and businesses served by this system in accordance with such laws.
- C. The Partner shall only grant access to those Partner employees that are administering services pursuant to WIOA. The Partner shall ensure that all personnel including its employees, agents and sub-contractors (hereinafter collectively referred to as "Employees") authorized to access the AOSOS shall be fully advised of the confidential nature of the information contained therein, the safeguards required to protect the information, and the civil and criminal

sanctions for noncompliance contained in applicable state and federal laws. The Partner will ensure that all personnel with access to AOSOS will comply with all required annual confidentiality trainings associated with accessing the AOSOS system.

- D. The Partner shall require that its Employees authorized to access AOSOS sign an “Individual Access and Confidentiality Agreement” (Attachment C) prior to being granted access. Access shall be granted by issuance of a password. Employees shall not be permitted to disclose the password to any unauthorized users for any purpose.
- E. When an employee leaves the employment of the Partner or no longer serves in an appropriate position, the Partner shall ensure that access shall be immediately terminated. Access to the AOSOS system can also be terminated for any individual who violates any terms of this agreement. The Department shall be notified of any such termination immediately.
- F. The Partner will establish internal management systems, protocols, and security procedures to help ensure that information sharing activities by its Employees and LWDB Career Center System partners are in compliance with this agreement.
- G. The Partner shall monitor the use of AOSOS by Employees to ensure that the data and information is accessed and provided solely in accordance with authorized program activities and shall take appropriate remedial action for any unauthorized use.
- H. The Partner shall ensure that any records or information obtained from the AOSOS will be stored in an area that is physically safe from access by unauthorized persons during duty hours as well as non-duty hours. Information obtained from AOSOS which is maintained in electronic format must be stored and processed such that unauthorized persons cannot obtain the information by any means.
- I. The Partner will notify the Department immediately upon discovering any breach or suspected breach of security or any unauthorized disclosure or use of the confidential information provided under this agreement.
- J. The Partner will retain or use the records or information provided hereunder for only so long as necessary to complete the purpose specified herein. Upon such completion, the Partner will return or destroy the data. If the Partner chooses to destroy the data, the Partner must provide to the Department a certified statement attesting that the destruction of the data has been completed and the date of such destruction. The Partner will not retain or use the records or information provided hereunder beyond completion of the purpose specified herein without written permission from the Department.

III. GENERAL PROVISIONS

- A. This agreement will become effective upon execution, and continue during the

Partner's participation in the LWDB Career Center(s) System, subject to the termination provisions set forth below.

1. In the event changes in either state or federal law or regulations occur which render performance hereunder illegal, impracticable, or impossible, this agreement shall terminate immediately.
 2. In the event the Partner withdraws from participation in the LWDB Career Center System.
 3. The Department may terminate the agreement at any time upon written notice to the Partner for failure to comply with any provisions of this agreement. If the Partner fails to comply with any provision of this Agreement, the Department reserves the right to first suspend the Agreement and the further disclosure of any information hereunder, until the Department is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, the Department will terminate the Agreement.
 4. Upon termination, the Partner must return all data obtained under the agreement (and any copies thereof) and any other information relevant to the Agreement.
 5. The Partner's indemnification, confidentiality and/or related assurances and obligations hereunder shall survive termination of this agreement.
- B. The Partner hereby agrees to hold the Department harmless from, and to indemnify the Department for any and all claims, losses, expenses, and/or damages arising out of Partner's breach of this Agreement or other unauthorized use of the material not by way of limitation, Partner agrees that it will pay to the Department any costs of enforcing this Agreement (including reasonable attorney's fees), securing appropriate corrective action returning data or information furnished hereunder, as well as any and all charges to federal funds and any other costs incurred by the Department in enforcing the terms of this Agreement.
- C. The Department reserves the right to enter onto the premises to inspect the software, equipment and records of Partner to ensure that all of the terms of this Agreement are fully complied with, provided reasonable notice is given.
- D. The Department's right to terminate this Agreement for breach thereof shall not limit the right of the Department to undertake any other action under the agreement, or State or Federal law, to enforce the Agreement and secure satisfactory corrective action or return of the data furnished hereunder, or to undertake other remedial actions permitted by State or Federal law to effectively adhere to the requirements herein, including seeking damages, penalties and restitution as permitted under such law.
- E. This Agreement including any attachments hereto represents the entire Agreement between the parties and supersedes and replaces any other understandings or agreements, whether written or oral, relating generally to the subject matter.

- F. No modification of this Agreement will be effective unless it is in writing and fully executed by the parties hereto. Any failure to enforce a provision of this Agreement shall not be construed as a waiver of any succeeding breach of such provision or a waiver of the provision itself.
- G. The Partner may not assign this agreement, its obligations or any interest hereunder. Any assignment of this agreement shall be null and void.
- H. This Agreement shall be governed by the laws of the State of New Jersey except where the Federal supremacy clause requires otherwise.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT BY THEIR DULY AUTHORIZED OFFICIALS:

Signature
New Jersey Department of Labor

Signature
Provider or Partner

Printed Name

Printed Name

Title

Title

Date

Date

Signature
Local Workforce Development Board

Printed Name

Title

Date

INDIVIDUAL ACCESS AND CONFIDENTIALITY AGREEMENT

Pursuant to Section 121 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Local Workforce Development Board (LWDB) has established Career Centers and Affiliate Career Centers (Centers) comprised of Career Center System partners (Partners) providing services at the Centers.

In furtherance of its functions, the LWDB and each of the Partners has obtained access to an on-line automated system, the America One-Stop Operating System (AOSOS), to more effectively and efficiently meet the challenges of WIOA. Individual customer information contained in AOSOS is confidential and privileged, and subject to use and disclosure solely to authorized personnel.

The purpose of this Agreement is to authorize access to either the AOSOS to employees of Partners and to ensure employees' compliance with the restrictions contained herein.

_____, an authorized employee ("Employee") of

_____, a Partner or its agent or sub-contractor ("Partner"),
is hereby granted access to:

AOSOS

Such access to AOSOS is granted in accordance with the following terms and conditions.

1. All information contained in AOSOS is confidential and shall not be re-disclosed to any person or organization except those authorized to use the information pursuant to WIOA. Employee has been fully advised of those persons or organizations to which information can be shared.
2. Employee shall comply with all applicable federal and New Jersey State privacy and confidentiality laws and has been advised of those applicable provisions. Failure to comply with such laws may result in a criminal prosecution or civil sanctions.
3. Access to AOSOS is granted through the issuance of a password only during the period of employment with the Partner to provide program services, including but not limited to career services and reemployment services, as determined by the Department to authorized program participants. Employee shall not use AOSOS for any personal activities and shall not disclose the password to any person.
4. Access may be terminated at any time without any prior notice. Employee shall immediately notify the Partner of any misuse, misappropriation or unauthorized disclosure of information. Employee will cooperate with any investigation of the Partner, the LWDB or the Department of Labor concerning the misuse, misappropriation or unauthorized disclosure of information.
5. Employee shall not alter, tamper or interfere with, or otherwise impair the proper functioning of AOSOS.
6. Employee shall not make copies of the AOSOS software or use the software in

violation of any intellectual property rights of the software company(ies) owners or the Department of Labor. Employee understands that any licensing rights are limited to use for program purposes and subject to revocation any time.

7. Employee shall comply with any protocol or procedure established by the Partner, the LWDB or the Department of Labor.
8. Employee understands that the Department and the Partner reserve the right, without notice, to monitor any of Employee's activities related to the use of AOSOS.
9. Employee understands that any records or information obtained from AOSOS must be stored in an area that is physically safe from access by unauthorized persons during duty hours as well as non-duty hours.
10. Employee shall comply with all required annual confidentiality trainings associated with accessing AOSOS.

I certify that I have read the above document and that I have been advised of the confidentiality requirements and will comply therewith even after my relationship with the Partner is terminated.

Employee Signature _____

Name (print) _____

Date _____

Provider or Partner _____

Supervised by _____

Signature _____

Attestation of Completion Form
***New Jersey Department of Labor Cornerstones of
Confidentiality Training Program***

Employee Section:

I hereby attest that I have completed the Cornerstones of Confidentiality Training Program, as mandated by the New Jersey Department of Labor. I have read and understood its content and understand that I am responsible for complying with its contents as applicable/appropriate.

Employee Name: _____

Date: _____

Employee Email: _____

Agency Name: _____

Work Address/Location: _____

Work Telephone Number: _____ Ext _____

Supervisor Section:

I hereby confirm that the individual named above has completed the Cornerstones of Confidentiality Training Program.

Supervisor Name: _____

Date: _____

Supervisor Email: _____

Work Telephone Number: _____ Ext _____

Please retain a copy for your records and send in this fully completed document to: WIOAPOD@dol.nj.gov.



State of New Jersey
Department of Labor and Workforce Development
Security and Confidentiality Agreement

The New Jersey Department of Labor and Workforce Development is responsible for the security and confidentiality of information contained within a number of manual and automated workforce development system databases including, but not limited to, America's One-Stop Operating System (AOSOS), Workforce Development Program (WDP), Talent Banks, and the online Employability Plan Development Tool (EPDT) and Individual Responsibility Plan (IRP) applications.

It is the responsibility of the New Jersey Department of Labor and Workforce Development to protect the computing resources (data, information, software and hardware) under its management from unauthorized access, use, modification, disclosure, copying and destruction.

I understand that if I am provided access to any workforce development system database (for example, an AOSOS logon ID and password) I am responsible for all system transactions performed under that logon ID.

I recognize that the information stored in and available through any workforce development system used in the conduct of my duties in the State's One-Stop Career Centers and/or partner agencies has been given by its sources with an explicit or implicit condition of confidentiality, and that all the information was provided solely for the purpose of facilitating the provision of needed services to clients of the New Jersey One-Stop Career Centers and partner agencies (herein after called the "One-Stop Career Center system").

If given access to any workforce development system and its information, I agree that:

- I will use the information provided ONLY:
 - a. To assess the needs of clients of the One-Stop Career Center system for services through the New Jersey One-Stop Career system and its partners;
 - b. To develop an employability plan;
 - c. To schedule, and, if appropriate, obligate available funds to pay for, services specifically designed to assist the client in obtaining and retaining employment;
 - d. To develop operational reports or evaluate program performance as authorized under federal or state law.
- I will **NOT** divulge system IDs and passwords to any other person, including, but not limited to, any client and/or fellow employee of this or any other agency, with the exception of the duly constituted administrator(s) of the automated system within the Department of Labor and Workforce Development.
- I will **NOT**, under ANY circumstances, extract records or duplicate information from any workforce development system including, but not limited to AOSOS, WDP, TADA, TAZ, Job Source, other Job and Talent Banks, or the online EDPT-IRP on my behalf or on behalf of any other, for personal or non-One-Stop Career Center system business reasons.
- I will handle all information contained in REPORTS summarizing or based on data contained in workforce development system database with exactly the same strict observance of security and confidentiality as

the original data.

- I will **NOT** copy or duplicate any data provided through workforce development system database except for use for the purposes stated above within the One-Stop Career Center of which I am an employee, or its partner agencies.
- I will **NOT** verbally or in writing communicate information received through Workforce development system databases to any person other than employees of the One-Stop Career Center which employs me, or its partner agencies, and to these **ONLY** for the purposes explicitly stated above.
- I **WILL** log out from any workforce development system application and or database whenever I temporarily leave my computer monitor.

I understand that provision to me of any workforce development system username and password in no way places an obligation upon the New Jersey Department of Labor and Workforce Development to maintain, repair or replace the hardware or software which I will use to access the system.

I understand that the New Jersey Department of Labor and Workforce Development will neither defray the cost of nor charge a cost for Internet access service or line usage incurred incident to my accessing workforce development system(s) unless agreed to in a formal contract or memorandum of understanding between partner agencies.

I understand that a username and a password for access to the workforce development system(s) and their data, if provided to me, are not an inherent right of mine by virtue of my employment position or of any other factor, and that they are provided only for the purposes stated above and are provided conditional upon my strict observance of the security and confidentiality procedures prescribed above.

I understand that, in the event that I fail to observe any of the above-stated security and confidentiality procedures, any and all levels of access to the workforce development system(s) may be denied to me. Other disciplinary action is possible. Serious breaches of security may also result in criminal action against the involved individual(s).

I understand that any and all levels of access to workforce development system(s) may be denied to me at any time at the discretion of the duly appointed administrators of the workforce development system(s) in the New Jersey Department of Labor and Workforce Development.

AOSOS Security Agreement

Send this completed form to: wioapod@dol.nj.gov

My signature confirms my agreement with each and every part of this document and attests to my commitment to fully and consistently observe all of the prescribed security and confidentiality measures. Please **type or print** clearly.

First Name:	MI:	Last Name:
Work Phone Number:		Job Title:
Email:		
Office Type - <u>Choose one</u> : Employment Services <input type="checkbox"/> Employment & Training <input type="checkbox"/> Board of Social Services <input type="checkbox"/> Other <input type="checkbox"/>		
Official Office Name:		
Signature:		Date:

In the space provided below, print **ALL** current employers and/or self-employment, your position / job title with each current employer and/or self-employment. If not applicable, indicate such with "NA".

Employer #1:	Position / Job Title:
Employer #2:	Position / Job Title:
Employer #3:	Position / Job Title:

Office Manager / Supervisor Approval for AOSOS Access

I attest that the individual above will need the following access to AOSOS to perform the duties of their job as indicated below.

1. AOSOS Level of Access – Choose only one:

Read Only: <input type="checkbox"/>	Staff General: <input type="checkbox"/>	Counselor: <input type="checkbox"/>	Manager: <input type="checkbox"/>	MIS Rep: <input type="checkbox"/>
Response Team: <input type="checkbox"/>	DVOP: <input type="checkbox"/>	LVER: <input type="checkbox"/>	BSS Staff: <input type="checkbox"/>	Monitor Team: <input type="checkbox"/>

2. EPDT

Will this individual need access to the EPDT system: Yes No

3. Office Preferences

Primary Office Name:			
Secondary Office Name:			
(Name & Office Number)			
Office Manager / Supervisor (Print):			
Office Manager / Supervisor Signature:			Date:
Office Manager / Supervisor Phone #:	Ext:	Email:	

If an employee, who is required to sign the Agreement, disagrees with anything in this Agreement or has concerns regarding interpretation or intent of the Agreement and its provisions, he or she is hereby afforded an opportunity to attach a written objection or request for clarification before signing this Agreement. However, **no AOSOS system access will be granted without an executed agreement**. The employee's supervisor should forward a copy of the employee's statement to the AOSOS Administrator at NJDOL and Workforce Development, PO BOX 057, Trenton, NJ 08625-0055 with a request for a response to the employee's statement.

(Rev. 12/2021)