

GRWDB AOSOS Staff and Vendor Access Policy

Purpose: The Greater Raritan Workforce Development Board (GRWDB) Operations Committee review and approved an AOSOS Staff and Vendor Access Policy at its August 8, 2024, meeting, and the full board approved this policy at its October 10, 2024, meeting.

Background: America's One-Stop Operating System (AOSOS) is the primary case management system used for tracking all services provided to customers throughout the New Jersey 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, and funnels information into the Futureworks dashboard used by all Local Workforce Development Boards.

Uniform understanding and use of AOSOS, including required confidentiality provisions, data entry, and system use, is required for all users, including staff of the GRWDB, certified as a Local Area by the New Jersey State Employment and Training Commission staff, as well as all GRWDB vendors and subcontractors who may use AOSOS to complete their contracted duties. It is also important to remember that information collected within AOSOS is highly confidential. To protect this information and prevent the misuse of this data, anyone who will have access to AOSOS must take steps to ensure confidentiality.

Policy: Staff of the GRWDB, as well as GRWDB vendors and subcontractors, using AOSOS will follow all guidelines and procedures established in [New Jersey Workforce Innovation Notice WD-PY23-7.1](#), issued on March 25, 2024. New GRWDB staff and all vendors and subcontractors employing workers hired after October 10, 2024, to complete their contracted AOSOS duties will follow and complete all confidentiality and training procedures and documents and agreements as outlined in WD-PY23-7.1.

The AOSOS Access Policy implementation will be led by the GRWDB Director, who will be the team lead for GRWDB staff and who will work with the team leader of the vendor or subcontractor to complete all necessary steps in the AOSOS Access process. Vendors and subcontractors will provide copies of completed AOSOS Access documents to the GRWDB prior to the beginning of any work involving AOSOS.

As outlined in WD-PY23-7.1, all AOSOS users must obtain a New Jersey Department of Labor Cyber Security certification, following the procedures outlined in the policy. This certification must be renewed annually, and an automated email will be sent by the NJDOL indicating that the individual needs to renew certification. Current GRWDB staff and current staff of GRWDB vendors and subcontractors accessing AOSOS must complete this certification process by December 31, 2024, and annually going forward. Completion of this certification will be sent to the GRWDB for its records retention. Failure to do so may result in delays of payment for contract duties.