

Bob Taft
Governor



Jacqueline Romer-Sensky
Director

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October 27, 2000

OWF/PRC Guidance Letter No. 31

TO: Directors, County Departments of Job and Family Services
Directors, County Public Children Services Agencies
Directors, Child Support Enforcement Agencies

FROM: JACQUELINE ROMER-SENSKY, DIRECTOR

SUBJECT: **INDIVIDUAL DEVELOPMENT ACCOUNT (IDA)
REPORTING FORM AND INSTRUCTIONS**

The purpose of this guidance letter is to issue the **ODJFS 5101, “Individual Development Account (IDA) Reporting Form”** and instructions. Policies governing the IDA program are contained in Ohio Administrative Code (OAC) rule 5101:1-3-18.

Ohio Administrative Code rule 5101:1-3-18 outlines the information that the fiduciary organization is required to collect and report to the County Department of Job and Family Services (CDJFS). OWF/PRC Guidance Letter #28, titled Individual Development Accounts and dated August 10, 2000, outlines the requirement for the CDJFS to report the information to the Ohio Department of Job and Family Services (ODJFS) and states that the specific reporting form and instructions would be issued by ODJFS in the near future.

As stated in OAC rule 5101:1-3-18 and OWF/PRC Guidance Letter #28, counties electing to implement an IDA program must adhere to the requirements contained in the Ohio Revised Code (ORC) Sections 329.11 through 329.14. ORC Section 329.12 requires each CDJFS to submit a semi-annual report to the Ohio Department of Job and Family Services (ODJFS) based on information collected by the fiduciary organization. ORC Section 5101.971 requires ODJFS to subsequently submit an annual report to the governor and legislature about the IDA program.

This guidance letter contains the form, instructions and process for reporting the information that the fiduciary is required to collect and report to the CDJFS as outlined in OAC rule 5101:1-3-18 and OWF/PRC Guidance Letter #28. All counties are required to complete the form as described in this guidance letter.

The CDJFS is asked to complete the attached IDA reporting document with the information that the county has received from the fiduciary organization and send to ODJFS by **November 30, 2000**. The form is to be submitted even if the number of individuals participating in the IDA program in the county is zero. The reporting period for the first report which is due November 30 is January 1, 2000 through June 30, 2000. The report is subsequently due twice a year: **March 1** to report data for the previous July through December period and **September 1** for the previous January through June. For example, the following chart outlines the due date for submitting the form and the reporting period for the next two years:

FORM IS DUE

November 30, 2000
March 1, 2001
September 1, 2001
March 1, 2002

REPORTING PERIOD

January 1, 2000 - June 30, 2000
July 1, 2000 - December 31, 2000
January 1, 2001 - June 30, 2001
July 1, 2001 - December 31, 2001

Please fax your reporting form to Mary King at (614) 752-7193. If you have any questions or concerns, please e-mail Mary or call her at (614) 466-4815. Thank you for your cooperation.

JRS:bn

Attachment

cc: County Commissioners Association
PCSAO
Regional Account Managers
Joel Potts
Wayne Sholes
Bill Demidovich
John Schuster
Fiscal Supervisors

Cheri Walter
Deputy Directors
Deputy Account Managers
LouAnn Shy
Technical Assistance Managers
Bureau Chiefs/OWD
Rick Smith
OHSDA

INDIVIDUAL DEVELOPMENT ACCOUNT REPORTING FORM

(Attach a separate sheet if necessary)

1. County _____ 2. Date _____
3. Contact person _____ 4. Phone number _____
5. Reporting period _____ 6. OWF _____

(Match Funding Source) 7. PRC _____ 8. Other source _____

(Demographics)

9. Total IDA participants _____
10. Sex of individuals Female _____ Male _____
11. Age of participants (Under20) _____ (20-29) _____ (30-49) _____ (50 plus) _____
12. Race of individuals White _____ African American _____ Hispanic _____
Native American/Alaskan Native _____ Asian/Pacific Islander _____

(Account Information)

13. Fiduciary organization _____
14. Number of accounts opened _____
15. Amount deposited in accounts \$ _____
16. Amount matched by contributors \$ _____ 17. Match Rate \$ _____
18. Contributors _____

(Outcome Measures)

19. Personal residences purchased _____
20. Participants that used funds for business capitalization _____
21. Participants that used funds for postsecondary educational expenses _____
22. Names of institutions _____

(Withdrawals)

23. Emergency _____ 24. Terminations _____
25. Reasons for the withdrawal/termination _____
(be specific) _____

Individual Development Account Reporting Form Instructions
(ODJFS 5101)

- 1. County** Name of county submitting form
- 2. Date** Date form completed
- 3. Contact Person** Name of person completing the form or person who can be contacted concerning the contents of the form if necessary
- 4. Phone Number** Phone number of contact person listed above
- 5. Reporting Period** Indicate reporting period from month/year to month/year that report covers
- 6. OWF** Number of individuals who participated in an IDA who received OWF during the reporting period
- 7. Funding Source-PRC** Number of individuals who participated in an IDA during the reporting period where PRC or TANF set-aside money is used as the match
- 8. Funding Source- Other** Number of individuals who participated in an IDA during the reporting period where another source of funding (not PRC/TANF) is used as the match
- 9. Total IDA Participants** Number of individuals who participated in an IDA during the reporting period
- 10. Sex** Number of males/females
- 11. Age** Number of participants within each age group
- 12. Race** Number of participants within each group
- 13. Fiduciary Organization** Name of organization
- 14. Number of Accounts Opened** Total number of IDA accounts opened during the reporting period

- | | | |
|------------|---|--|
| 15. | <i>Amount Deposited in Accounts</i> | Total amount of funds deposited in IDA accounts by employed individuals during the reporting period |
| 16. | <i>Amount Matched by Contributors</i> | Total amount of funds matched by contributors during the reporting period |
| 17. | <i>Match Rate</i> | Dollar match rate |
| 18. | <i>Contributors</i> | Name of organizations contributing match funds |
| 19. | <i>Personal Residences Purchased</i> | Number of individuals who purchased a home using IDA funds during the reporting period |
| 20. | <i>Business Capitalization</i> | Number of individuals who used IDA funds to start a business during the reporting period |
| 21. | <i>Postsecondary Education</i> | Number of individuals who attended postsecondary education using IDA funds during the reporting period |
| 22. | <i>Institutions</i> | Name of the educational institutions where IDA funds were used |
| 23. | <i>Emergency Withdrawals</i> | Number of participants that withdrew funds for emergency purposes during the reporting period |
| 24. | <i>Terminations</i> | Number of participants that were terminated from the program due to excessive withdrawals, misuse of withdrawn funds, failure to abide by the agreement with the fiduciary organization, or voluntary withdrawal during the reporting period |
| 25. | <i>Reasons for Withdrawal/
Termination</i> | Specific reasons why funds were withdrawn or accounts terminated |