



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

Family Assistance Letter #147
OFFICE OF FAMILY ASSISTANCE
September 2, 2015

To: Directors, County Departments of Job and Family Services

From: Kara B. Wentz, Deputy Director

Subject: New Work Activity Case Management Tools

Background

The Office of Family Assistance and the Office of Workforce Development have collaborated to enhance the functionality of the OhioMeansJobs website and to develop a case management tool within the Ohio Workforce Case Management System (OWCMS) to assist in serving SNAP and Ohio Works First clients.

OhioMeansJobs is a comprehensive website that helps job seekers:

1. Build and post resumes for employers to search;
2. Develop a career profile;
3. Search for jobs in Ohio; and
4. Complete skills assessments, take tutorials to improve skills, and create budgets.

With the enhancements, county agencies will be able to refer food assistance employment & training (E&T) participants and Ohio Works First (OWF) work eligible individuals to the OhioMeansJobs website to participate in job search and training activities that will count toward their participation requirements. County agencies will then be able to track participation, assess barriers and determine competencies through OWCMS.

Enhancements

In order to facilitate the assignment to OhioMeansJobs, the following three work activity assignment types have been added to reference table TWPA (Work Program Activity Codes) in CRIS-E to be used on WPAS and WPCT for ongoing work activity and compliance assignments:

- OMJJSR (Job Search)
- OMJJRD (Job Readiness)
- OMJJSK (Job Skills)

A daily file exchange will be sent from CRIS-E to OWCMS with any new OMJ assignment. Once the file is sent, OWCMS will store demographic and assignment information. When the client enters the website they will register through a unique "Ohio Job and Family Services Customer" icon. Once the client enters the portal, their activities are tracked and sent to OWCMS. This will enable caseworkers to monitor participation in required activities, link recipients to jobs and identify barriers to employment. Activities tracked include:

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

- Building and posting a resume
- WorkKeys Assessment and Practice Tests
- All other assessments not included in WorkKeys
- Tutorials
- Career Profile Assessments
- Jobs applied for by the individual

It is important to note there is not a file exchange from OWCMS back to CRIS-E; therefore, a caseworker will have to verify participation in assignments in OWCMS and then enter participation hours or failures into CRIS-E and sanction an individual when appropriate.

Getting Started

Caseworkers will need to request access to OWCMS by completing the JFS 07078 "Code of Responsibility" and emailing it to Julie McKay at Julie.McKay@jfs.ohio.gov. When completing the JFS 07078, caseworkers should indicate any casebank he/she is associated with if that casebank ID is used to populate the "Jobs Worker" field on WPA1. This will ensure that the caseworker is able to view individuals in OWCMS that are associated with a casebank rather than an individual caseworker.

A county agency will not be required to use OhioMeansJobs as an activity in food assistance or OWF; it is within the county agency's discretion to determine when it would be an appropriate activity. However, county agencies should ensure that any individual assigned to OhioMeansJobs has an email account and access to the internet.

- When OhioMeansJobs is deemed an appropriate assignment, the caseworker will need to enter the activity code, begin date, end date or review date, and the monthly hours on WPAS. No other fields need to be completed.
- When entering assignments for sanction compliance on WPCT, the worker will need to enter the JFS 03804 "Ohio Works First/Food Assistance Sanction Compliance Agreement" received date, compliance type, activity, begin date, and end date. Date and hours at the bottom of WPCT are optional to the worker. If dates and hours are entered, the worker will be required to complete the "HRS PART" and "HRS FAIL" fields when the compliance period ends. No other fields will need to be completed.

As part of assigning a client to OhioMeansJobs, the caseworker will need to identify, within the E&T Employability Plan or self-sufficiency contract, the specific activities the client will be required to complete on the website. Possible activities could include: building and posting a resume, searching for a specific number of jobs per week, taking required assessments (e.g. math, reading, computer basics, etc.) to establish skills and competencies, and creating a monthly budget. When OhioMeansJobs is assigned, the client should be given the "OhioMeansJobs.com Registration Instructions" (see attachment) to assist with the registration process.

Implementation

Clark and Greene counties began piloting the enhancements to OhioMeansJobs and OWCMS on August 1, 2015. The OhioMeansJobs enhancements will be available statewide on September 1, 2015.

Training

OFA's Program and Policy Services section will be providing in-depth training on OhioMeansJobs and OWCMS through webinars provided on the following dates and times, with registration information coming soon:

- Wednesday, September 23rd – 9-11:00am
- Thursday, September 24th – 1-3:00pm
- Tuesday, October 20th – 1-3:00pm
- Thursday, October 22nd – 9-11:00am

If you have any training or technical assistance needs, please contact Denise Olson at (419)247-0472 or at Denise.Olson@jfs.ohio.gov.

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