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**OFFICE OF FAMILY STABILITY LETTER #61**  
May 29, 2007

**TO:** Directors, County Departments of Job and Family Services

**FROM:** Jeanne Carroll, Deputy Director  
Office of Family Stability

**SUBJECT: OAKS Implementation Update – New Warrants & CRIS-E**

This letter is being issued to provide information concerning implementation of the first financial components of the Ohio Administrative Knowledge System (OAKS) scheduled for July 2007 as they pertain to the Office of Family Stability programs. This phase of OAKS implementation will issue new state warrants and modify some aspects of CRIS-E functionality. We would like to review with you some of the anticipated changes so that you may inform appropriate staff and clients.

**New Look to State Issued Warrants**

This new process will affect all programs and all aspects of financial issuance in Ohio. Recipients of benefits associated with programs supervised by the Office of Family Stability will be receiving a new look to the state issued warrant. These programs include:

- OWF Cash Assistance
- OWF Work Allowance
- OWF LEAP Bonus
- Refugee Cash Assistance
- Food Stamp Cash-out Demonstration Project
- Food Stamp Employment and Training Work Allowance
- Disability Financial Assistance

Recipients need to be aware of the impending change to the warrant to avoid any confusion. Previous correspondence from ODJFS shared some of this information with you.

- The new check will be printed on blue paper with remittance information attached. The remittance will contain the invoice number (CASE/CAT/SEQ + a CRIS-E generated number); the invoice data; and a message announcing the benefit:

- “This payment represents your cash benefit and/or approved work allowance.”
- “This payment represents your Disability Financial Assistance benefit.”
- “This payment represents your food stamp benefit or approved Food Stamp Employment and Training work allowance.”
- “For benefit information contact your local County Department of Job and Family Services.”

The warrant will also include the following:

- Name and return address of the Ohio Department of Job and Family Services. Previously, all undelivered warrants had been returned to the Auditor of State for processing by ODJFS.
- The warrant number in the top right hand corner.
- The date of issuance in the center of the warrant above the pay line.
- The name and signature of the Director of the Office of Budget and Management (J. Pari Sabety) on the lower right hand corner.
- A watermark of the Great Seal of the State of Ohio.
- The statement, “Void After 90 Days”.
- New language on the back of the warrants:
  - *“By signing this check, I affirm, under penalty of law, that the information submitted or conditions reported are true, and accurate, and entitle me to this payment, property, service, or reimbursement. I understand and agree to comply with the terms of the issuing authority.”*

A sample of the new warrant for posting will be shared with you as soon as possible. A special ad hoc Notice is being prepared and will be sent to all cash assistance clients the first week in June.

### **CRIS-E Processing Changes**

While minimal changes were made to CRIS-E, there are some differences to current operations due to OAKS processing requirements.

- The actual warrant number will be generated by OAKS; not CRIS-E. The CRIS-E generated number previously used as the “warrant number” will be combined with the CASE/CAT/SEQ to create the unique invoice number that will be printed on the remittance. This can be used to identify cases in CRIS-E. The actual warrant number will no longer be contained or displayed in CRIS-E.
- Calls to ODJFS mail services to manually pull a warrant from being mailed will no longer be possible. All processing and mailing of Ohio’s benefit and vendor warrants for all state agencies will occur from the same location. Due to this volume the ability to locate a single warrant will no longer be available.
- The ability to implement a “Hold” (requested on screen SFHD) or a “Redirect” (requested on screen SFRD) for cash warrants is currently under modification. More information on the changes within CRIS-E for these functions and the procedures for their use will be forthcoming.

- PreNote processing for recipient direct deposit will no longer be necessary or occur. Initial recurring benefits will be handled through the Electronic Fund Transfer (EFT) and be deposited into the recipient's bank account. Any returns or changes to routing numbers and/or account numbers based on information provided back from the Bank will continue to be addressed by the CRIS-E Help Desk, noted in CLRC, and e-mailed to the county contact.
- The option of "Vendor Pay" for cash assistance warrants on AEFPY will no longer be available. This payment delivery option has been removed from rule 5101:1-23-40 of the Administrative Code effective July 1, 2007 and will be issued with the next Cash Assistance Transmittal Letter.

### **Timeline**

Implementation of the first financial components of OAKS is scheduled for July 2007, with the start of the new State Fiscal Year. All benefits issued on or after July 1, 2007 will be processed through OAKS. **There are two exceptions:**

- 1) Recurring cash benefit warrants for July 2007 will look and be the same as they are today and will have a warrant dated earlier than July 1, 2007. The July recurring benefits are being issued a few days prior to July 1, 2007 and through the existing process to ensure the large recurring file will be processed timely.

This early issuance will not have an adverse effect on food stamp eligibility. Rule 5101:4-4-31 (G) of the Administrative Code allows for variation due to changes in mailing cycles or pay dates on recurring income. CRIS-E will still reflect these cash assistance benefits as July benefits.

- 2) All initial proration and benefit authorizations occurring on June 27-30 will be processed in the July 2<sup>nd</sup> cash benefit auxiliary batch. These will be handled through OAKS and be issued on the new blue warrant. There will not be a cash benefit auxiliary batch cycle run on Friday, June 29<sup>th</sup>.

Any questions regarding Office of Family Stability programs' benefit issuance within OAKS should be directed to Michael McCreight at [MCCREM@odjfs.state.oh.us](mailto:MCCREM@odjfs.state.oh.us).

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