
Ohio Works Incentive Program (OWIP)

OWCMS Data Entry Webinar
8/9/2013

OHIO WORKS CASE MANAGEMENT SYSTEM (OWCMS)

- This webinar will illustrate how to enter data in OWCMS for the Ohio Works Incentive Program (OWIP) so a local area can receive their incentives.
 - This includes entering WIA Special Grant office information (All information for the grant will entered into the WIA portion of OWCMS).
 - Completing the Job Placement screen for this grant.
 - Completing Eligibility and Services in OWCMS (if necessary).

OWIP SPECIAL GRANT PROCEDURE

- **Before You Begin Procedure:**
- Before you perform this procedure, you must be assigned to the OWIP special grant office in your county.
 - Send names of staff needing access to OWIP Special Grant Office to: WIAQNA@jfs.ohio.gov
- Once access has been granted log into OWCMS at **URL:**
<http://owcms.ohio.gov/>

The Employment Type, Job Obtained by What Means, Job Title, Non-Traditional Employment, Training Related, Recalled by Layoff Employer, and Benefits fields are optional and can be filled out at the local area's discretion.

After completing the required fields, then select the Save button to save the Job Placement information.

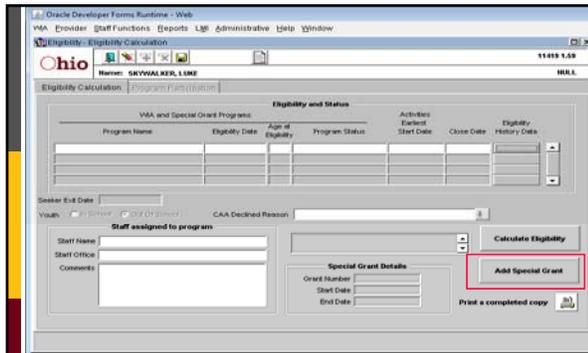
The Job Placement Details can be accessed from the Summary tab of the Job Placement screen and selecting the button next to the Job Placement Details you want to see.

Adding New Job Placements

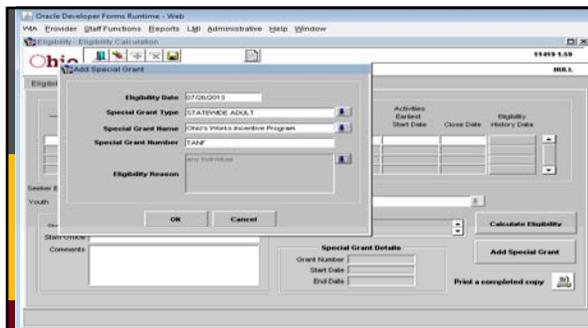
- New Job Placements can be added by selecting Job Placement from the WIA menu and following the same procedure.

Eligibility and Services

- ❑ This is all that is required in OWCMS to receive an incentive payment unless an OJT is involved.
- ❑ Eligibility and Services only need to be added to OWCMS if you need to record an OJT placement, want to record other OWIP services, or you want to co-enroll these individuals in the WIA Program.
- ❑ Individuals will not count toward performance unless they are co-enrolled in other WIA programs.



To calculate Eligibility for the Ohio Works First Incentive Program (OWIP) select Eligibility from the WIA menu. To calculate eligibility for this program select the Add Special Grant button.



Fill in the Eligibility Date field for the individual. Select each of the drop down arrows to complete the information for Special Grant Type, Special Grant Name, Special Grant Number, and Eligibility Reason fields. You will only be given one choice for each selection. Select the OK button.
