

Ohio Works Incentive Program (OWIP)

Fiscal Process Webinar
8/1/2013

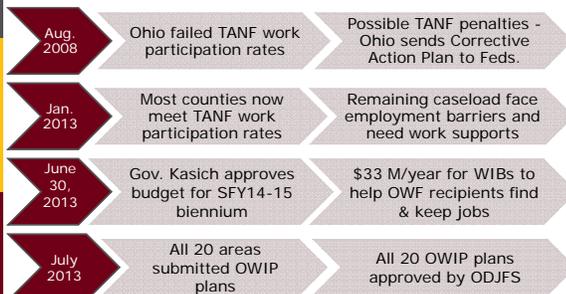
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Objectives

- Background and Overview of OWIP
- Incentives: Track A & Track B
- Initial Payment funds
- Invoicing Requirements:
 - Placement Incentives
 - Retention Incentives
 - Initial Payment
- Completion of Invoice Forms

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OWIP Background



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Goal of OWIP

To reduce dependency on the Ohio Works First program while strengthening Ohio's workforce.

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Summary of OWIP Program Design

Funded with TANF Dollars	Performance Based	Local WIB Application Process
Local Plans (Flexibility)	WIA / CDJFS Coordination	Areas to receive funds by invoicing ODJFS
Incentives for Placement & Retention	Initial Payment funds available to get started	\$33 M available in both SFY14 and SFY15

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What types of services can WIB provide to OWIP participants?

Services defined in Area's approved local plan, such as:

Core, Intensive, and Training Services	Job Search Assistance	Workshops	Outreach
Basic and comprehensive assessments	Job Clubs	Case Management	Supportive Services
Pre-Vocational Services	Work Experience Wages	Classroom Training	On-the-Job Training
Job Coaching	Incentives to Participants	Follow-Up	Etc., Etc.

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On-the-Job Training for OWIP Participants

- ODJFS encourages WIBs to use OJT as a tool for helping OWIP participants find employment and retain jobs
- OWIP OJTs should follow the WIA OJT Comprehensive Policy (WIA PL 10-08.1) and the OJT Procedures Manual
- More information on OJT available at: <http://jfs.ohio.gov/owd/WorkforceProf/OJT.stm>

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OWIP OJT Details

- OWIP-funded OJTs will reimburse up to 50% of wages (no sliding scale)
- No state-level limit on OJT hourly wage amount or reimbursement per participant. Local areas may set caps in local policy.
- OJT must be completed before Retention Incentive may be requested

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Two types of eligible participants, Two incentive tracks

TRACK A Participant	TRACK B Participant
<ul style="list-style-type: none"> • Current OWF recipient • Placed in OJT or unsubsidized employment • Earnings do not make household ineligible for OWF 	<ul style="list-style-type: none"> • OWF recipient at time of placement • Placed in OJT or unsubsidized employment • Off OWF cash assistance due to earnings

Individuals not on OWF cash at time of job placement are not eligible for OWIP

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Incentives for Local WIBs

TRACK A		TRACK B	
DELIVERABLE	INCENTIVE	DELIVERABLE	INCENTIVE
OWF recipient placed in OJT or unsubsidized employment.	\$1,000	Former OWF recipient whose earnings from placement in OJT or unsubsidized employment ended OWF cash benefits	\$1,500
OWF recipient in uninterrupted employment for 90 calendar days; OJT, if issued, has ended.	\$1,500	Remains employed & off OWF cash for 90 days; OJT ended.	\$2,000
		Remains employed and off OWF cash for 180 days; OJT ended.	\$1,000

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Definition of "Placement"

- For the Placement Incentive, "placement" is defined as:

Employment at a public, non-profit, or for-profit entity for 20 hours/week or more, or 86 hours/month or more, in either unsubsidized employment or OJT.

- Placement may be verified using employer statement, pay stubs, etc.

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Definition of "Retention"

TRACK A

- Remained in uninterrupted employment for 90 days
- OJT (if applicable) ended successfully

TRACK B

- Remained in uninterrupted employment for 90 (or 180) days
- Remains off OWF cash for 90 (or 180) days
- OJT (if applicable) ended successfully

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Switching jobs

- Participant need not remain in the Placement job to earn Retention
- Employment must be uninterrupted
- Jobs must meet definition of "placement"



Multiple Incentives*

If OWIP participant loses job, employment is interrupted, and then finds new job:



Another placement incentive can be earned for new job, even if incentive was paid for first job.

If new job is retained 90 days (and 180 days for Track B):



Additional retention incentive(s) may be earned for same individual

** All cases are subject to review. Each placement must be made to move the individual toward self-sufficiency.*

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Switching Tracks: Participant need not stay in one Track

Scenario 1: Track A participant's OWF cash ends 75 days after placement due to earnings:



Scenario 2: 60 days after placement, Track B participant's pay is cut, OWF cash is reinstated:



Ending of Incentives

- Ability to earn incentive payments for a participant ends when:
 - OWF cash assistance has ended, and
 - OJT, if approved, has ended, and
 - 180-day incentive has been paid
- OR
 - OWIP project ends (6/30/2015)

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To earn Placement Incentive

The local area must...

Enroll participant in OWIP Grant Office in OWCMS and fill out Job Placement Screen. Enter OJT service if applicable.

Submit a valid, signed invoice to ODJFS with the following attached:

Documentation of employment of at least 20 hours per week or 86 hours per month

Documentation of OWF status at time of placement

Documentation of OWF monthly cash benefit amount

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Source documentation to submit with invoice for Placements:

Type	Element	Documentation
PLACEMENT INCENTIVE	Documentation of employment of at least 20 hours per week or 86 hours per month	The Work Number, wage records, pay stub, employer letter, employer contact: phone or electronic verification , etc.
	Documentation of OWF status at time of placement	CRIS-E Screen Print: IOEL
	Documentation of OWF monthly cash benefit amount	CRIS-E Screen Print: AEWAA

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Source documentation to submit with invoice for Retention

Type	Element	Documentation
RETENTION INCENTIVE	Updated documentation of employment at 90 days after placement (and 180 days for Track B)	The Work Number, wage records, pay stub, employer letter, employer contact: phone or electronic verification , etc.
	Updated documentation of status of OWF eligibility	CRIS-E Screen Print: IOEL
	Updated documentation of current OWF monthly benefit	CRIS-E Screen Print: AEWAA

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Initial Payment

- ❑ ODJFS committed \$150,000 to each workforce system to get started
- ❑ Initial payment funds are considered TANF funding
- ❑ Expenses must be TANF-allowable
- ❑ Local Area must invoice for immediate cash needs only (current costs and up to 30 days of projected actual costs)
- ❑ Multiple invoices may be submitted until entire commitment is fully issued

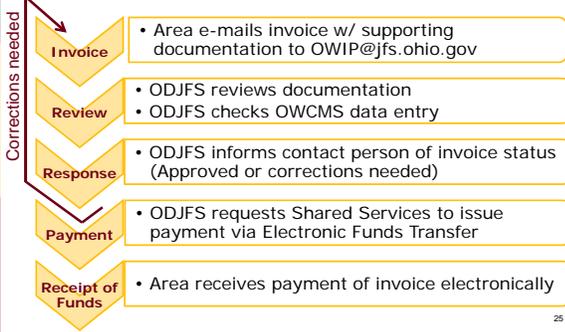
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Invoicing Process

- ❑ Areas should invoice ODJFS monthly:
 - Initial Payment (if balance remains)
 - Incentives Earned
- ❑ Invoice is due within 60 days of date incentive was earned
- ❑ WIB Director or designee must sign invoices
- ❑ Scan and e-mail the signed invoices to: OWIP@jfs.ohio.gov

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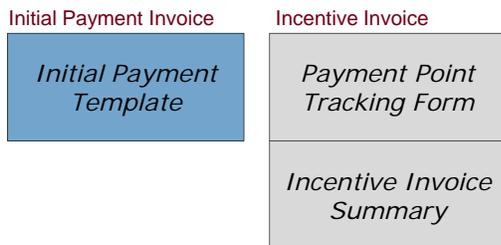
Invoice Payment Process



Accounting for OWIP Funds

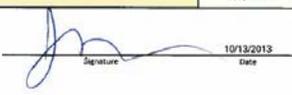
Initial Payment Funds	Incentive Funds
Funds maintain TANF identity	Funds are non-reimbursable
Must be spent on activities allowable under TANF rules	May be spent on necessary and reasonable costs
Code receipts and expenses as non-reimbursable in CFIS	Code in CFIS using new non-reimbursable receipt code to be established in an upcoming BCFTA Update
Maintain detailed records of expenses against these funds in local accounting system	Maintain record of incentives earned and supporting documentation for auditors
Include on Schedule of Expenditures of Federal Awards	Include on Schedule of Expenditures of Federal Awards

Two Invoice Spreadsheets:



Invoice templates available for download from:
<http://jfs.ohio.gov/owd/Initiatives/OWIP.stm>

Incentive Invoice Summary Section 4: Signature

Total Reimbursement Request this invoice	\$9,500.00	
Joe Director <small>Print name of authorized WIB Director or Designee</small>	 <small>Signature</small>	10/13/2013 <small>Date</small>
Purchase Order Number: _____		

- Confirm the sum of incentive payments is correct
- Have WIB Director or designee sign and date
- E-mail invoice to OWIP@jfs.ohio.gov

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Summary of OWIP Invoice documents

Initial Payment Template (if funds remain available) signed and dated	Pay Point Tracking Form, updated with latest incentives earned	Incentive Payment Summary signed and dated
Verification of employment for each incentive participant	Status of OWF eligibility for each incentive (CRIS-E screen IQEL)	Verification of OWF benefit for each incentive (CRIS-E Screen AEWAA)

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Data Entry in OWCMS

- E-mail list of staff needing access to OWIP Special Grant Office to:
WIAQNA@jfs.ohio.gov
- Webinar on OWIP data entry will be:
August 9th 2013 at 1:00 PM

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OWIP Begin Date

- Areas may submit OWIP invoices after:
 - ODJFS generates the Purchase Order
 - Area's WIA subgrant agreement is signed by local officials and ODJFS
- Effective begin date of OWIP is 7/1/2013
- End date of OWIP will be 6/30/2015
- Once area is able to submit invoices, area may invoice for Initial Payment & incentives completed beginning on the OWIP begin date

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OWIP Web Page

- Guidance memos
- Invoice templates
- This power-point
- Other helpful resources

Visit:

<http://jfs.ohio.gov/owd/Initiatives/OWIP.stm>

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Questions?

E-mail:
OWIP@jfs.ohio.gov

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