

**Ohio Works  
Incentive Program (OWIP)**

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**Fiscal Updates  
July 2014**

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**Objectives**

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- OWD OWIP Staff Changes
- Invoicing Requirement Updates
- Completion of Invoice Forms

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**Staff Changes**

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- Vince McNatt – WIA Areas 1-10
- David Ganzfried – WIA Areas 11-20(21)
- Pamela Mason – Questions/Technical Assistance

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## Invoicing Requirement Updates

- Beginning July 9, 2014, no longer required to provide CRIS-E Screen Prints: IQEL or AEWAA
- Invoice Verification - Staff at OWD responsible for approving invoices will be granted limited access to CRIS-E data to assist local areas in gathering information required for invoices
- Recipient ID Number instead of SSN

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## Invoicing Requirement Updates

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IQEL                                INDIVIDUAL ELIGIBILITY HISTORY
LAST NAME      FIRST      MI  SSN      DOB
R              M              N  43      07

RECIPIENT ID  ERI
1101          99

CO.  CASE  CAT SEQ STAT  AG  PART ELIG  --ELIG DATE--
1   510    298 ADCR 01 CLOSE  EA  FAIL  040114 033114
2   510    298 ADCR 01 OPEN   EA  PASS  040114 033114
3   510    298 ADCR 01 OPEN   EA  PASS  030114 033114
4   510    298 ADCR 01 OPEN   EA  PASS  020114 022814
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## Invoicing Requirements

### What is still required?

- Incentive Invoice Spreadsheet
  - Payment Point Tracking of participants
  - Invoice Summary
- Proof of employment showing at least 20 hours per week (or 86 hours per month) worked

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## Completion of Invoicing Forms

- OWD will be able to approve partial invoices, in the areas that choose this process
- In the areas that choose, OWD will be able to approve complete incentive payments and reject others for resubmission.
- Local areas wishing to opt out of partial invoice payments should send email to OWIP@jfs.ohio.gov

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## Sample – Partial Invoice

### Ohio Works Incentive Program Incentive Invoice Summary Template

**Instructions:** Enter the number of incentive deliverables completed during the billing period for participants in Track A and/or Track B in the tables below. These counts must correspond with the information provided on the attached Payment Fund Tracking. To receive payment, print this invoice, have the local Area WIP director or designee sign in blue ink, scan and e-mail it along with supporting documentation to: OWIP@jfs.ohio.gov.

OWIP Vendor ID: 22456 Location Code: 22  
 OWIP Vendor Name: Area 24  
 Workforce Area #: 24 Date submitted: 7/12/2014  
 Contact Person: Jim Marjano Contact's Email: Jim.Marjano@jfs.ohio.gov  
 Street Address: 1121 East Main City: Aoyahara  
 State: OH Zip: 43055 Invoice Period: JUL

**I. Incentives earned under Track A – Current OWP Recipients**

TRACK A INCENTIVE DELIVERABLES	Number to report during billing period	Incentive amount per deliverable	Calculated Payment Due
Number of OWP participants placed into unsubsidized employment during this invoice period	2	\$1,000	\$ 2,000.00
Number of OWP participants who remained in unsubsidized employment for 90 consecutive calendar days and OIT, if any, is ended	3	\$1,500	\$ 4,500.00
<b>Total</b>			<b>\$ 6,500.00</b>

6,500

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## Sample – Partial Invoice

### II. Incentives earned under Track B – No longer receiving OWP cash assistance due to earnings

TRACK B INCENTIVE DELIVERABLES	Number to report during billing period	Incentive amount per deliverable	Calculated Payment Due
Number of participants placed in unsubsidized employment who are no longer eligible to receive OWP due to earnings.	2	\$1,500	\$ 3,000.00
Number of participants who have remained in unsubsidized employment and off of OWP for 90 consecutive calendar days and OIT, if any, is ended.	2	\$2,000	\$ 4,000.00
Number of participants who have remained in unsubsidized employment and off of OWP for 180 consecutive calendar days and OIT, if any, is ended.	0	\$1,000	\$ 0.00
<b>Sub-Total: Track B</b>			<b>\$ 7,000.00</b>

**Total Reimbursement Request this Invoice** **\$17,000.00**

James Director  
 (Once name of authorized WIP Director or Designee)  
 Signature: *James Marjano* Date: 7/12/14  
 Purchase Order Number: 000016493

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## Completion of Invoicing Forms

- New Purchase Order Number for OWIP for PY14
- All invoices for incentives earned **on or after 7/1/14** must be billed against the new PO #0000016492.
- All PY13 incentive invoices (incentives earned **before 7/1/14**) must be submitted to ODJFS by August 31, 2014

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## Initial Payment Invoices

- Initial funding for program startup has ended
- Initial payment invoices can no longer be accepted
- Initial payment invoices received on or before June 30, 2014 will be processed and paid.

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## Questions

### Contact Information:

- Pamela Mason
- OWD Program Administrator
- [Pamela.Mason@jfs.ohio.gov](mailto:Pamela.Mason@jfs.ohio.gov)
- (614) 644-0978

### OWIP web page:

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

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