

Memorandum

DATE: July 18, 2014

TO: Local Area WIB Directors and Fiscal Agents

FROM: Pamela A. Mason, Program Administrator *PAM*

SUBJECT: Ohio Works Incentive Program (OWIP) Payment Process PY14

The Office of Workforce Development (OWD) and Office of Family Assistance (OFA) hosted an OWIP webinar on July 9, 2014. The webinar provided information on OWD OWIP staff changes, updates on invoicing requirements and completion of invoice forms. Additionally, Trumbull County staff shared OWIP best practices ascertained during the first year of implementation.

The following points are a summary of changes/updates presented during the webinar:

- OWD has increased staff working on the OWIP invoices to allow faster processing of payments. Vince McNatt will continue processing invoices for WIA Areas 1-10. David Ganzfried has rejoined the OWIP staff and will be responsible for processing invoices for WIA Areas 11-20(21). Pamela Mason is newly assigned to handle questions and provide technical assistance pertaining to OWIP invoices and payment processing.
- Local Areas are no longer required to provide CRIS-E screen shots (IQEL or AEWAA) for OWF recipient verification. OWD staff will have limited access to CRIS-E data to assist local areas in gathering the CRIS-E information.
- Local Areas are still required to provide the Invoice Incentive spreadsheet and proof of employment showing at least 20 hours per week or 86 hours per month worked.
- Regarding the Incentive Invoice spreadsheet, the Payment Point Tracking of Participants sheet has been updated and now requires the CRIS-E Recipient ID number, instead of the SSN. This will allow OWD staff to look up the CRIS-E screens. Also, the Invoice Summary sheet has been revised to reflect the new PO #0000016492 for PY2014.
- All PY2013 incentive invoices (incentives earned before July 1, 2014) must be billed using the old PO #0000015470. Additionally, all incentive invoices for incentives earned before July 1, 2014 must be submitted to ODJFS by August 31, 2014. All invoices for incentive earned on or after July 1, 2014 must be billed against the new PO #0000016492.

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- OWD staff will approve partial invoices in the local areas that choose this option. With this choice, OWD will approve the complete incentive payments, revise the total invoice amount at the state level and reject the others for resubmission. Local areas wishing to opt out of partial payment invoices should send an email to OWIP@jfs.ohio.gov.

Please share this memo with staff and sub-recipients as appropriate to ensure the above information reaches all concerned.

CC: John B. Weber
Kara Bertke-Wentz
Benjamin Anderson
Matthew Cunningham
David Ganzfried
Vince McNatt
Ron Weber