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

OWIP Background

- Aug. 2008: Ohio failed TANF work participation rates
- Jan. 2013: Most counties now meet TANF work participation rates
- June 30, 2013: Gov. Kasich approves budget for SFY14-15 biennium
- July 2013: All 20 areas submitted OWIP plans
- Possible TANF penalties - Ohio sends Corrective Action Plan to Feds.
- Remaining caseload face employment barriers and need work supports
- $33 M/year for WIBs to help OWF recipients find & keep jobs
- All 20 OWIP plans approved by ODJFS
Goal of OWIP

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

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

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 for Participants
Follow-Up
Etc., Etc.
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 OJT 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

OWIP OJT Details

- OWIP-funded OJT 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

Two types of eligible participants, Two incentive tracks

**TRACK A**
- Current OWF recipient
- Placed in OJT or unsubsidized employment
- Earnings do not make household ineligible for OWF

**TRACK B**
- 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
Incentives for Local WIBs

<table>
<thead>
<tr>
<th>TRACK A</th>
<th>TRACK B</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELIVERABLE</td>
<td>INCENTIVE</td>
</tr>
<tr>
<td>OWF recipient placed in OJT or unsubsidized employment.</td>
<td>$1,000</td>
</tr>
<tr>
<td>OWF recipient in uninterrupted employment for 90 calendar days; OJT, if issued, has ended.</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

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.

Definition of “Retention”

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

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

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

Job #1: 25 hours/week
Job #2: 32 hours/week

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.

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:

Track A: Placement [$1,000]
Track B: 90 Day Retention [$2,000]
Track B: 180 Day Retention [$1,000]

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

Track B: Placement [$1,500]
Track A: 90 Day Retention [$1,500]
### 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)

### 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

### Source documentation to submit with invoice for Placements:

<table>
<thead>
<tr>
<th>Type</th>
<th>Element Description</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Incentive</td>
<td>Documentation of employment of at least 20 hours per week or 86 hours per month</td>
<td>The Work Number, wage records, pay stub, employer letter, employer contact: phone or electronic verification, etc.</td>
</tr>
<tr>
<td>Placement Incentive</td>
<td>Documentation of OWF status at time of placement</td>
<td>CRIS-E Screen Print: IQEL</td>
</tr>
<tr>
<td>Placement Incentive</td>
<td>Documentation of OWF monthly cash benefit amount</td>
<td>CRIS-E Screen Print: AEWAA</td>
</tr>
</tbody>
</table>

---

Office of Workforce Development
### Example IQEL Screen

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MI</th>
<th>SSN</th>
<th>DOB</th>
<th>SEX</th>
<th>ETH</th>
<th>RACE</th>
<th>ALIAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOUSE</td>
<td>MINNIE</td>
<td>XXXXXXXXX</td>
<td>02081985</td>
<td>F</td>
<td>N</td>
<td>W</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

RECIPIENT ID: ERIC
XXX XXXXXXXXXX
AG MED PART ELIG --ELIG DATE-- FIAT/ HS

1. ADCR 01 OPEN EA PASS 060113
2. ADCR 01 OPEN EA PASS 050113 053113
3. FS 01 OPEN EA PASS 060113
4. FS 01 OPEN EA PASS 050113 053113
5. MA C 01 OPEN CLIF EA PASS 060113
6. MA C 01 OPEN CLIF EA PASS 050113 053113
7. MA P 01 DENY EA FAIL 060113 050513
8. MA P 01 DENY EA FAIL 050113 053113
9. MA Z 01 DENY EA FAIL 050113 050513

Make sure “ADC” category is showing on the screen print for the month of placement.

### Example AEWAA Screen

COUNTY: 25 CASE: XXXXXXXXXX WORKER: WC003 WC003 3 TRAIN
EFFECTIVE BEGIN DATE: 05/05/13 STATUS: OPEN/

| CAT SEQ AG NAME STAT AMOUNT STAT CODES DATE  DB AUTHORIZE |
|-------------|-----|------|-----|------|---------|----------|
| ADCR 01 M MOUSE PASS 374.00 OP ___ ___ ___ 060113   |
| FS 01 M MOUSE PASS 299.00 OP ___ ___ ___ 060113 0414 |
| MA C 01 M MOUSE PASS .00 OP ___ ___ ___ 060113   |
| MA P 01 M MOUSE FAIL .00 DE 313 ___ ___ 050513   |
| MA Z 01 M MOUSE FAIL .00 DE 313 153 050513   |

NEXT TRAN: NEXT TRAN:

PARMS: ____________________________________________

### To earn Retention Incentive(s)

The local area must...

- Ensure the OJT, if any, has ended and OJT Actual End Date in OWCMS has passed.
- Submit a valid, signed invoice to ODJFS with the following attachments:
  - Documentation of employment at 90 days after placement (and 180 days for Track B)
  - Updated documentation of status of OWF eligibility
  - Updated documentation of current OWF monthly benefit
Source documentation to submit with invoice for Retention

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

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

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
**Invoice Payment Process**

- **Invoice**
  - Area e-mails invoice w/ supporting documentation to OWIP@jfs.ohio.gov
- **Review**
  - ODJFS reviews documentation
  - ODJFS checks OWCMS data entry
- **Response**
  - ODJFS informs contact person of invoice status (Approved or corrections needed)
- **Payment**
  - ODJFS requests Shared Services to issue payment via Electronic Funds Transfer
- **Receipt of Funds**
  - Area receives payment of invoice electronically

**Accounting for OWIP Funds**

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

**Two Invoice Spreadsheets:**

- Initial Payment Invoice
  - Initial Payment Template
  - Payment Point Tracking Form
  - Incentive Invoice Summary

Invoice templates available for download from: [http://jfs.ohio.gov/owd/Initiatives/OWIP.stm](http://jfs.ohio.gov/owd/Initiatives/OWIP.stm)
Initial Payment Template -- 
Section 1: Area Information

- Enter area contact info & address
- Enter date span for immediate cash needs used to calculate Initial Payment
- End date of cash needs period must be within 30 days of date submitted

Initial Payment Template -- 
Section 2: Cash needs by type

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Cost Amount</th>
<th>Cost Categories</th>
<th>Cost Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Support Services</td>
<td>$600.00</td>
<td>Staff Salaries and Benefits</td>
<td>$200.00</td>
</tr>
<tr>
<td>Participant Training</td>
<td>$120.00</td>
<td>Program Materials</td>
<td>$24.00</td>
</tr>
<tr>
<td>Participant Actions</td>
<td>$120.00</td>
<td>Contracted Costs</td>
<td>$100.00</td>
</tr>
<tr>
<td>Participant Direct Expenses</td>
<td>$100.00</td>
<td>Administrative Costs</td>
<td>$500.00</td>
</tr>
<tr>
<td>Participant Travel</td>
<td>$200.00</td>
<td>Indirect Costs</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Total Initial Payment Request**

Itemize and describe "Other" costs or Prior Period Adjustments.

Enter negative value to return any prior period over-payments.
Initial Payment Template – Section 3: Balance & Signature

Enter the sum of all previous Initial Payments (not including the current request) to track the remaining balance. Ask WIB Director or designee to sign and e-mail to OWIP@jfs.ohio.gov

Incentive Invoice: Pay Point Tracking Form

Pay Point Tracking Form -- Section 1: Area & Participant

Enter county, participant name, last four digits of SSN.
### Pay Point Tracking Form — Section 2: Placement Details

<table>
<thead>
<tr>
<th>Employer</th>
<th>Placement Date</th>
<th>OJT approved?</th>
<th>Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store Department Store</td>
<td>7/2/2012</td>
<td>Yes</td>
<td>$12.40</td>
</tr>
<tr>
<td>Baker Trucking Co.</td>
<td>5/4/2013</td>
<td>No</td>
<td>$10.80</td>
</tr>
<tr>
<td>Te青山 Solutions</td>
<td>5/9/2013</td>
<td>No</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

If a participant starts a new job, enter new job information on a new row.

### Pay Point Tracking Form -- Section 3: Incentives Earned

<table>
<thead>
<tr>
<th>Track A - OAV Cash</th>
<th>Track B - OAV cash due to earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Incentive Payment ($1,000)</td>
<td>Retention 90 Days</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>Incentive Payment ($1,500)</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

The third example shows a participant who switched from Track A to Track B.

### Incentive Invoice Summary

<table>
<thead>
<tr>
<th>Activity Track</th>
<th>Activity Track 1</th>
<th>Activity Track 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAV Invoice</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>OAV Payment</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>OAV Cash</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>OAV Incentive</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Incentive Invoice Summary --
Section 1: Header

Enter Area information, invoice date and billing period, and contact person to answer questions about the invoice.

Incentive Invoice Summary --
Section 2: Track A Incentives

Enter count of Track A incentives earned. Counts must coincide with the data on the Pay Point Tracking Form.

Incentive Invoice Summary --
Section 3: Track B Incentives

Enter count of Track B incentives earned. Totals should calculate automatically.
Incentive Invoice Summary
Section 4: Signature

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

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)

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
**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

**OWIP Web Page**

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

Visit: [http://jfs.ohio.gov/owd/Initiatives/OWIP.stm](http://jfs.ohio.gov/owd/Initiatives/OWIP.stm)

**Questions?**

**E-mail:**
[OWIP@jfs.ohio.gov](mailto:OWIP@jfs.ohio.gov)