

Connecting Low Income Ohioans With Job Opportunities – Guidance for Recipients

Governor Ted Strickland has required that all jobs created with American Recovery and Reinvestment Act dollars be posted on **OhioMeansJobs.com** and with the closest county department of job and family services One-Stop center.

Employers are responsible for reporting and posting every job created and for reporting positions retained. The U.S. Office of Management and Budget defines jobs or positions created as “those new positions created and filled, or previously existing unfilled positions that are retained as a result of Recovery Act funding.” Positions retained are defined as “those previously existing filled positions that are retained as a result of Recovery Act funding.” A job cannot be reported as both created and retained. It is not necessary to post an unfilled position if a laid-off worker is being recalled to re-fill that position.

Here are some basic instructions for posting ARRA-funded jobs.

How to Post Job Opportunities on OhioMeansJobs.com

- Step 1:** Go to www.OhioMeansJobs.com.
- Step 2:** From the home page, on the left-hand side under “Employers,” select the third option, labeled “Quick Job Post.”
- Step 3:** On the “Quick Job Post” screen, fill out the fields under “General Information” and “Contact Information.”

Helpful Hints:

- Be sure to read the “Quick Post Terms and Conditions” by clicking on the underlined terms and conditions line in the top blue box.
- Fields denoted in RED are mandatory.
- You must enter start and end dates for how long you would like the position to be posted. The system defaults to a 30–day posting. However, you may post positions for as little as 1 or as long as 90 days.
- In the “Desired Skills/Duties” field, you may cut and paste from other documents.
- To post multiple job openings for the same job description, we suggest that you state the number of openings in the “Job Title” or “Desired Skills/Duties” fields.
- Once you post a job, it is not possible for you to edit it. If you need assistance with a job opportunity after you have posted it, you may contact us at the following e-mail address and phone number:
 - E-mail: omj-help-desk@jfs.ohio.gov

- Phone: 1-888-296-7541. After calling and selecting your desired language, select Option #2, then Option #1, and finally Option #3 to speak with a customer service representative.

Step 4: Once you have completed entering the required information, scroll to the bottom of the page and click on “Save.”

Step 5: On the “Job Post Complete” page, you will receive a job post number and will be given the opportunity to print the page or the job posting. Please record the job post number for later reporting.

Helpful Hints:

- Select the “Print this Page” option. This will enable you to keep track of both your posting and your job post number. You will need this number if you ever need to contact us and for later reporting.
- If you do need to contact us, you may do so at the following e-mail address and phone number:
 - E-mail: omj-help-desk@jfs.ohio.gov
 - Phone: 1-888-296-7541. After calling and selecting your desired language, select Option #2, then Option #1, and finally Option #3 to speak with a customer service representative.
- Your job posting will take a few hours to appear on **OhioMeansJobs.com**.
- No matter what method you selected under the “Contact Information” section, you can register on **OhioMeansJobs.com** at any time and use Monster.com tools to search more than 4.5 million resumes, free of charge.

Step 6: From the “Job Post Complete” page, click on the nearest One-Stop location.

Step 7: On the map of Ohio, select the county in which the job opportunity has been posted. You will be given a name and number for the One-Stop Center serving that county. Please call to see whether they have additional posting requirements or if they rely solely on the **OhioMeansJobs.gov** system.

You have now successfully posted your job on **OhioMeansJobs.com**. Thank you for your cooperation and for your participation in Ohio’s recovery.

In addition to posting jobs on **OhioMeansJobs.com** and the nearest One Stop, Governor Strickland is encouraging all employers to take advantage of the Work Opportunity Tax Credit (WOTC) as well as to reach out to low-income populations regarding new job opportunities. For those employers interested in either the WOTC and/or establishing a plan to target low-income populations, please find additional information below.

The Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit Program (<http://jfs.ohio.gov/wotc/>) is a federal program that provides Ohio employers with a tax credit against their federal tax liability for hiring individuals from 11 target groups of disadvantaged job seekers.

Tax credits range from \$1,200 to \$2,400 for all WOTC target groups. Employers may receive a maximum credit of up to \$9,000 per eligible employee for the Long Term IV-A target group.

Target Groups

- 1) A member of a family that is receiving or recently received Temporary Assistance to Needy Families (TANF)
- 2) Veteran
- 3) Formerly Incarcerated
- 4) A resident of one of the federally designated Empowerment Zone (EZ), Enterprise Communities (EC) or Renewal Communities (RC), or a Rural Renewal County (RRC) (Crawford, Monroe, Paulding, Seneca and Van Wert Counties)
- 5) Vocational Rehabilitation Referral - An applicant who has a physical or mental disability that results in a substantial handicap to employment
- 6) Food Stamp Recipient
- 7) Supplemental Security Income (SSI) Recipient
- 8) Long Term TANF Recipient
- 9) Summer Youth - Age 16 but not yet 18 years old on hire date

Two New Target Groups Added Under ARRA:

- 10) Disconnected Youth – ages 16 to 24, not regularly attending school, not regularly employed and lacking sufficient skills to be employable
- 11) Unemployed Veteran - received unemployment insurance for not less than 4 weeks during the previous year ending on the hire date.

We advise employers to include the two WOTC Forms (8850 & 9061) in their hiring packets (application papers). Both of which can be downloaded at the following site:

<http://jfs.ohio.gov/wotc/index.stm>

Reaching out to Low-Income Ohioans

Firms are encouraged to reach out to the county Job and Family Services in their community, as well as their local One Stop, to connect new jobs with low-income Ohioans. Below you will find links to each of the county Job and Families Services as well as Ohio's One Stops.

County Job and Family Services

<http://www.jfs.ohio.gov/County/cntydir.stm>

Ohio's One Stops

<http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm>