

Ohio Workforce Accelerator Network (OWAN)
A Grantee of the Ohio Means Internships & Co-ops (OMIC) Program
Of the Ohio Board of Regents
Business Guidelines and Eligibility Requirements



Eligibility:

OMIC funds are available to eligible Ohio businesses that provide new internships and co-operative educational experiences (co-ops) for college students. Eligible businesses must be Ohio for-profit companies. For purposes of this program, an Ohio company means a company with a physical presence in the State.

Eligible businesses must be able to offer students valid engineering, technology, business, actuary or green chemistry internships or co-ops in one of the defined JobsOhio key industries, including: BioHealth, Energy, Automotive, Advanced Manufacturing, Polymers, Aerospace & Aviation, Food Processing, Financial Services, Information Technology, and Consumer Products.

Purpose:

OWAN is designed to help Ohio businesses with their workforce development efforts and employee recruitment strategies. The program is designed to give businesses access to high quality talent to help increase competitiveness while decreasing the cost of finding new talent in the communities where they do business. OWAN provides the opportunity for students enrolled in higher education to participate in meaningful work-based learning experiences that are paid, available for credit, and connect them to a company to enhance their skills set and increase their competitiveness.

OMIC funds will reimburse a business sponsoring eligible internships or co-ops 40% of the first semester wages for each new eligible internship opportunity. The business may receive an internship or co-op grant for the same position only once, the first semester it is added to payroll. **OWAN grant funds must be matched with private funds on a one-and-one-half-for-one cash basis.** Currently, OMIC funds are only available to reimburse internships and co-ops which take place during calendar year 2013.

Guidelines:

The Ohio Workforce Accelerator Network of the OMIC Program is available to Ohio businesses in JobsOhio key industries that agree to employ University of Toledo, Ohio State University or Northwest State Community College student interns or co-ops to accelerate their business interests. Enrolled businesses agree to abide by the policies and procedures established by OWAN and the OMIC Program. In addition, businesses agree to ensure that employed interns or co-ops meet Program standards and that the work experience provided supports Program objectives. Once enrolled, businesses will work directly with career development personnel at the selected partner institution to identify and connect with qualified students for internships or co-ops. Businesses are also encouraged to list their internship or co-op positions on OhioMeansInternships.com

Each business is responsible for maintaining the accuracy of their job postings, the interview, selection, negotiation and hiring of interns or co-ops, providing positive career-related work experiences which promote OMIC goals, and for maintaining and providing the records and documentation required for Program operation. Additionally, please note the following:

- Depending on the terms of the internships or co-ops, unemployment compensation requirements could apply. In Ohio, unemployment compensation is governed by Chapter 4141 of the Ohio Revised Code. Businesses are responsible for determining if unemployment compensation will

apply to their internship or co-op positions. Additional information about unemployment compensation is available at <http://codes.ohio.gov/orc/4141>.

- The business must represent that it is in compliance with, and that it will continue to comply with the federal laws and regulations that prohibit discrimination against all individuals in the U.S. based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, or on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the U.S. To learn more, please visit http://www.access.gpo.gov/nara/cfr/waisidx_02/29cfr32_02.html.
- The business will report to OWAN any termination action associated with the internship or co-op. The business agrees to abide by OWAN direction for internship closure, including information reporting for program evaluation. The business will be required to provide documentation supporting requests for disbursement of any grant funds awarded. Such documentation will include, for example, evidence of eligibility, employment of the intern or co-op (e.g., timesheets and payroll documentation) and satisfaction of matching fund requirements.

Grantees

The Ohio Board of Regents is assisted in the administration of the Ohio Means Internships & Co-ops Program by grantees, such as the Ohio Workforce Accelerator Network (OWAN). OWAN, through its partner institutions, works to match their eligible students with participating businesses and to process internship and co-op grant payments. Each participating business will work with a partner institution selected by the enrolling business as part of enrollment process.

Participating Businesses Must:

- Provide eligible college student interns and co-ops with meaningful employment with the business in one of the JobsOhio key industries for which the business will receive a grant for 40% of the semester wages paid to the student. Grants will be paid on a reimbursement basis, and must be matched one-and-one-half-for-one by the business.
- Provide the OWAN program with
 - a. Biographical and eligibility information for each intern or co-op;
 - b. Approved timecards and work experience evaluation with each reimbursement request;
 - c. A final report at the end of each internship or co-op semester and follow-up reporting as requested by the OMIC program.
- Retain accurate intern or co-op employment records for a period of three (3) years after completion of the internship or co-op grant.

Reimbursement qualifications:

- Businesses selected to receive internship or co-op grants will be reimbursed forty percent (40%) of the wages paid to an eligible intern or co-op for the first semester of a new position, up to an aggregate of 640 hours in a contiguous semester time period, whether full-time or part-time. Eligible internships must offer at least 170 hours in a semester-long period. Eligible co-op positions must offer at least 480 hours in a semester-long period. Semesters are nominally January-May, May-August and August-December. Eligible wages must be for work performed during calendar year 2013.
- A business selected to receive an internship or co-op grant award may use more than one intern or co-op to fill the same position only under the following circumstances
 - a. An intern or co-op quits the position within the first 640 hours and is replaced by the business with another eligible student;

- b. An intern fails to meet the standards outlined in the job description and/or employment agreement and is replaced by the business with another eligible student.

The Ohio Board of Regents reserves the right to disapprove any Ohio Workforce Accelerator Network enrollment that does not satisfy program requirements. The Ohio Board of Regents and Grantee responsible for administering an internship or co-op grant shall also have the right to disapprove reimbursement requests submitted by participating businesses if the requests are incomplete, do not include appropriate supporting documentation or are inconsistent with an eligible internship or co-op. The decision of OWAN is final and is not subject to review or appeal.

Definitions: Cooperative Education (Co-op) & Internships

Cooperative education (or co-op) is defined as a partnership between students, institutions of higher education, and employers that formally integrates the students' academic study with work experience in cooperating employer organizations and:

- Alternates periods of academic study and full-time work experience in appropriate fields as an integral part of the student's education;
- Provides participating students with compensation from the cooperative employer in the form of wages or salaries for work performed;
- Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;
- Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education;
- Is part of an overall degree or certificate program for which a percentage of the total program is acceptable to the Chancellor of the Ohio Board of Regents and involves cooperative education.

Internships are a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work or community service experience and that:

- Are of a specified and definite duration;
- Provide participating students with academic credit upon successful completion of the internship;
- Provide students with compensation in the form of wages or salaries for work performed;
- Evaluate each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer.

Who to contact:

For questions about Ohio Workforce Accelerator Network eligibility and program administration contact:

Brian W. Randolph, 419-530-8040, brian.randolph@utoledo.edu

For assistance finding co-op and intern students in Engineering and Technology fields contact:

Vickie Kuntz, 419-530-8054, vickie.kuntz@utoledo.edu (University of Toledo)
Amy Thaci, 614-292-1137, thaci.1@osu.edu (The Ohio State University)
Daniel Burklo, 419-267-1273, daniel.burklo@northweststate.edu (Northwest State Community College)

For assistance finding intern students in Business Administration fields contact:

Terribeth Gordon-Moore, 419-530-4376, terribeth.gordon@utoledo.edu

For assistance finding intern students in Actuarial Science contact:

Paul Hewitt, 419-530-2975, paul.hewitt@utoledo.edu

For assistance finding intern students in Green Chemistry contact:

Mark Mason, 419-530-1532, mark.mason@utoledo.edu