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Office of Family Stability Letter No. 41  
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**TO:** Directors, County Departments of Job and Family Services

**FROM:** Jeanne Carroll, Deputy Director  
Office of Family Stability

**SUBJECT: The Work Experience Program (WEP) Handbook:  
“Creating a Meaningful Work Experience Program”**

Through county meetings, county correspondence, and monitoring visits, counties have asked for direction in creating and monitoring WEP sites. To meet this need, a handbook titled, “Creating a Meaningful Work Experience Program” has been developed.

WEP can be an appropriate assignment for OWF and food stamp recipients who are required to participate in a work activity. Counties have the flexibility to develop their WEP programs in accordance with ORC § 5107.54 of the Ohio Revised Code and rule 5101:4-3-32 of the Administrative Code.

The WEP handbook contains sections on program development, provider recruitment, worksite development, worksite monitoring, promising practices and policy resources. From surveying national research to studying successful local programs, ODJFS was able to determine what factors correlate with successful participant outcomes. Successful programs will assist participants in removing barriers and help them develop good work habits and job skills which lead to employment. In addition to providing guidance for increasing participant success, the handbook also outlines the requirements for tracking and reporting participation in a WEP activity.

The Office of Family Stability has submitted the handbook through clearance, provided draft copies of the handbook to counties through trainings, individual meetings and received helpful feedback. Attached is the final document.

If you have questions about the WEP handbook, please contact your Work Activity Coordinator, [WACTA@ODJFS.state.oh.us](mailto:WACTA@ODJFS.state.oh.us) .

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