

OWF Time Limits and Hardship Determination Policy

Union County Dept. of Job and Family Services (UCDJFS)

August 2000

The Ohio Revised Code (section 5107.18) limits participation in Ohio Works First (OWF) to 36 months. State law permits UCDJFS to exempt up to 20% of OWF assistance groups from the 36 month time limit due to hardship, as determined by UCDJFS.

UCDJFS will consider demographic, physical, social, psychological, and employment related challenges in granting or denying extensions to the 36 month time limit. The following process will be followed for assistance groups reaching the 36 month time limit.

- Assistance groups will be periodically notified of their approaching 36 month deadline through CRIS-E notices. Approximately 60 days before the deadline, UCDJFS will mail the assistance group a letter explaining the 36 month time limit, UCDJFS's policy and procedures, and an application for an extension to the time limit. The assistance group will be given a deadline by which the application must be returned in order to be considered for the extension without interruption of benefits.
- The application, if received, will initially be reviewed by the case manager. The case manager will schedule a meeting with the assistance group adults and representatives of any other agencies or organizations involved with the assistance group, as appropriate, to develop a revised employment plan, not to exceed 90 days.
- The plan will be monitored on a bi-weekly basis by the case manager to assure needed services are in place and that the customer is making progress in meeting the goals and activities of the employment plan.
- The assistance group may apply for additional extensions, however, the intent of the first extension is to obtain employment within the ninety day time frame. Exceptions to this could include an assistance group with a terminally ill or severely handicapped family member where the work-required individual is needed in the home to provide care.
- The extension will become void at any point the participant fails to participate in the revised employment plan.
- Time limit extensions are subject to availability of an exemption "slot".

