



Family Assistance Letter # 156
OFFICE OF FAMILY ASSISTANCE
June 23, 2016

TO: Directors, County Departments of Job and Family Services

FROM: Kara B. Wentz, Deputy Director, Office of Family Assistance

SUBJECT: County Employment and Training Plans

Kara B. Wentz

Background

The United States Department of Agriculture, Food and Nutrition Service (FNS) requires the Ohio Department of Job and Family Services (ODJFS) to update its Supplemental Nutrition Program (SNAP) Employment and Training (E&T) Plan annually. Consequently, ODJFS requires county agencies to annually update their E&T plans using a template provided by the State.

Beginning with the E&T Plans that are due to FNS on August 15, 2016, FNS is changing some of the requirements of what must be included in the State's E&T Plan and has provided a template for use by counties in county-administered states. ODJFS staff have modified the template provided by FNS to more closely align with the county E&T plan template from prior years wherever possible.

Format of the County E&T Plan Template

The County E&T Plan template consists of five sections:

- *Part A:* One page where the county must indicate the primary contacts for E&T and provide formal signature certifying the plan by the county agency Director and a fiscal reviewer. The county agency may determine who within the organization is a "fiscal reviewer."
- *Part B:* One page that includes assurances that the county agency will comply with federal and state law in the administration of E&T.
- *Part C:* This Part requires the county agency to provide the same level of detail regarding the operation of its E&T program that has been provided in the past and maintains the "help text" as previously provided; however, the format has changed.
- *Part D:* This Part includes the most significant changes from years past. FNS now requires the county to include (by E&T component):

- A high-level description of the component;
- The targeted audience (homeless, ABAWDs, job ready, etc.);
- The anticipated number of monthly participants (ODJFS recommends county agencies base their projections on the data included in Control D report GWP 587RA);
- The monthly anticipated administrative costs; and
- The expected outcome.

Just as in previous years, county agencies will be required to include a list of active work experience program (WEP) sites.

- *Part E*: Similar to previous years, county agencies will have to provide certain information per contract for E&T services, but this year, additional information regarding monitoring, funding, and outcomes/evaluations will have to be included.

ODJFS expects that county agencies will find the completion of Parts D and E to be the largest change from years past. The clear intent of the changes are to align with the overall shift in how FNS is approaching E&T programs by focusing more on ensuring meaningful engagement of participants and positive outcomes.

Due Dates

Given the changes to the County E&T Plan template, the tight timeframe states and counties have been provided and the competing priorities county agencies have at this time, ODJFS is prioritizing the completion of Parts D and E over the rest of the E&T Plan because they must be aggregated and provided to FNS by August 15. As such, county agencies are asked to send completed Parts D and E to ODJFS **no later than August 3**. Parts A, B and C should be completed and sent to ODJFS **no later than August 30**. Plans should be submitted to WACTA@jfs.ohio.gov.

The Office of Family Assistance, Program Policy Services Section (PPS) will be conducting video conferences on Thursday, July 7 from 1pm -3pm and Wednesday, July 13 from 9am – 11am. Changes and expectations for this year’s plan will be discussed in detail with an opportunity for questions and answers. The material covered will be the same at each session.

If you have any training or technical assistance needs, please contact Denise Olson at (419)247-0472 or at Denise.Olson@jfs.ohio.gov

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