



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

Family Assistance Letter # 123A
OFFICE OF FAMILY ASSISTANCE
May 16, 2013

TO: Directors, County Departments of Job and Family Services

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

SUBJECT: **TANF Summer Youth Employment Program Reporting**

The Ohio Department of Job and Family Services (ODJFS) is again interested in assessing the impact the Temporary Assistance for Needy Families (TANF) Summer Youth Employment Program has on youth and the employment situation in Ohio. This letter outlines the reporting requirements, timeframes for submission and feedback surveys for the 2013 TANF Summer Youth Employment Program.

This Family Assistance Letter and Family Assistance Letter #123 govern the 2013 TANF Summer Youth Employment Program.

REPORTING TOOL

A new reporting tool has been developed to capture the data necessary to track the outcomes for the youth participants in the program. The tool is a Microsoft Access database that will be made available on the statewide Q: drive with access being granted to specific individuals at each county agency. Each county agency will need to designate at least one data entry person who shall be given access to the shared folder on the Q: Drive containing the database. Information must be added into the reporting tool by the **10th of each month.**

County agencies that are not on the State Novell network will still need to provide a technical point of contact. The Office of Information Systems will communicate connection parameters to the agency technical point of contact in support of those counties. Instructions for using the database are attached as Attachment A.

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

COUNTY CONTACTS FOR REPORTING TOOL

Each participating county is required to assign at least one person to access the reporting tool on the Q: Drive to enter data. A county agency may assign more than one person; however, access shall be limited to staff who are required to enter the data. Please send your county contact to Matt Cunningham at: matthew.cunningham@jfs.ohio.gov by **May 22, 2013**, with the user(s) name, user Novell ID, and county agency.

PRE AND POST EMPLOYMENT EVALUATION

In addition to the monthly reporting tool, employers will be responsible for completing an evaluation of the youth. This year's evaluation tool is just one form. Pre and post assessments will be captured on a single form to be submitted to the Office of Family Assistance. The evaluation form is attached as Attachment B. Definitions for the evaluation ratings are attached as Attachment C. The form may be submitted by email at Program-Policy@jfs.ohio.gov, fax at (614) 644-1767, or by mail to the Office of Family Assistance - Summer Youth, 4200 East Fifth Avenue Columbus, Ohio 43219, attention Sue Cook. All evaluation forms are due to the Office of Family Assistance by **September 13, 2013**.

All documentation must be kept in case files at the county agency. There is no requirement to enter documentation into CRIS-E for the TANF Summer Youth Employment Program. County agencies should keep copies of documentation of all reporting and evaluations submitted to ODJFS.

YOUTH SURVEY

This year a satisfaction survey has also been developed to gather the participants' feedback of the program. An email will be sent to all participating counties in August with a link to a Survey Monkey questionnaire. The link should be provided to each participating youth. It is requested that the youth access the link and fill out a few questions concerning their experience with the 2013 TANF Summer Youth Employment Program. This is not a mandatory requirement.

For further information about the 2013 TANF Summer Youth Employment Program, please feel free to contact Matthew Cunningham either by email at matthew.cunningham@jfs.ohio.gov or by phone at (614) 644-1296.

c: Michael Colbert, Director
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