

State Employment and Training (E&T) Plan Ohio
Department of Job and Family Services Federal
Fiscal Year 2019

Part A: Cover Page and Authorized Signatures

State: *Ohio*

State Agency: *Ohio Department of Job and Family Services (ODJFS)*

Federal FY: *2019*

Primary Contacts:

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Certified By:

Benjamin Anderson, SNAP Director

Date

Certified By:

Office of Fiscal and Monitoring Services

Date

State Employment and Training (E&T) Plan
 Ohio Department of Job and Family Services
 Federal Fiscal Year 2019

Part B: Assurances

Assurance Statements		
<i>Check box at right to indicate you have read and understand each statement.</i>		
1.	The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	X
2.	The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	X
3.	State education costs will not be supplanted with Federal E&T funds.	X
4.	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	X
5.	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	X
6.	Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	X
7.	Contracts are procured through competitive bid procedures governed by State procurement regulations.	X
8.	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	X
9.	E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	X
10.	Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	X
11.	The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	N/A

By signing on the cover page of this document, the State agency Director (or Commissioner) and financial representative certify that the above assurances are met.

Part C: State E&T Program, Operations and Policy

Table 1: State E&T Program, Operations and Policy Overview	
Summary of the SNAP E&T Program	<p>The Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program is coordinated with Ohio’s more comprehensive Temporary Assistance for Needy Families (TANF) work and training program called Ohio Works First (OWF). The processes for assessment, assignment to an activity, and sanctioning for non-participation are similar for OWF and SNAP E&T and occur in the same data system.</p> <p>The components of the SNAP E&T program are limited to the following:</p> <ol style="list-style-type: none"> 1. Job Search and Job Readiness Activities; 2. Education and Training; and/or 3. Workfare - known in Ohio as the Work Experience Program (WEP). <p>The purpose of SNAP E&T is to assist individuals participating in the SNAP program to gain skills, training, or work experience that will increase their ability to obtain employment and ultimately become self-sufficient.</p> <p>Although Ohio does not have a mandated sequence of components, participation in at least one SNAP E&T component is mandatory for all non-exempt work-registered individuals unless the individual is:</p> <ul style="list-style-type: none"> • Pregnant; • Under 18 or 50 years of age or older; • A parent (natural, adoptive, or step) of an assistance group member under age 18, even if the assistance group member who is under 18 is not eligible for SNAP benefits; or • Residing in an assistance group where an assistance group member is under age 18, even if the assistance group member who is under 18 is not eligible for SNAP benefits. <p>Each county agency is required to develop written standards, criteria, and procedures for the operation of the SNAP E&T program in their county. County agencies are encouraged to coordinate with other workforce development agencies in their community, including two year colleges, vocational schools, basic education programs, OhioMeansJobs centers, regional development organizations, and vocational rehabilitation agencies.</p> <p>The number of monthly hours an individual is required to participate in a SNAP E&T component is determined by the county agency; however, the number of monthly hours in all E&T components combined, including hours of paid employment, cannot exceed 120 hours. The maximum number of monthly hours an assistance group is required to participate in WEP must comply with the Fair Labor Standards Act (FLSA), which is determined by dividing: the amount of the SNAP allotment by the state or federal minimum wage, whichever is higher.</p> <p>The able-bodied adults without dependents (ABAWD) population is 99.9% of the total SNAP E&T population, with the other 0.1% being volunteers in the SNAP E&T program. The number of work registrants that were ABAWD work registrants in 2017 was 155,577; this is used as the anticipated number of work registrants in FY2019</p>

Table 1: State E&T Program, Operations and Policy Overview

	<p>who will be required to participate in SNAP E&T. Ohio will waive the ABAWD time-limited requirement under 7 CFR 273.24 for thirty-six county agencies. These counties are: Adams, Ashtabula, Athens, Belmont, Brown, Carroll, Clinton, Columbiana, Coshocton, Crawford, Cuyahoga, Erie, Gallia, Guernsey, Harrison, Highland, Huron, Jackson, Jefferson, Lawrence, Lorain, Lucas, Mahoning, Meigs, Monroe, Morgan, Muskingum, Noble, Ottawa, Perry, Pike, Richland, Scioto, South Central Ohio (Hocking, Ross, and Vinton), Trumbull, and Washington. Although Ohio will waive the ABAWD time-limit requirement in the counties listed above, ABAWDs are still required to participate in SNAP E&T. If an ABAWD individual fails or refuses to participate in the SNAP E&T program, the rules require the individual be sanctioned accordingly.</p> <p>Along with serving all mandatory SNAP recipients, the counties may allow SNAP recipients to volunteer to participate in SNAP E&T. A volunteer participant may choose to participate more than 120 hours a month in any combination of SNAP E&T, which includes WEP, or regular paid employment. However, if a SNAP recipient volunteers to participate in WEP, the number of total hours assigned cannot exceed the total SNAP benefit amount divided by the federal or state minimum wage, whichever is higher, in accordance with the Fair Labor Standards Act (FLSA).</p> <p>The Ohio Department of Job and Family Services (ODJFS) staff provides technical assistance through county site visits, video conferences, and through phone and email contacts. SNAP E&T and ABAWD assessment and assignment policies and recommended business practices are addressed during the ongoing training sessions. Staff also review the county's work activity processes including SNAP E&T plans and procedures. The reviews are on a three year rotation cycle with one-third of the counties being reviewed each year.</p> <p><u>Program Coordination</u></p> <p>This section describes how the SNAP E&T program relates to other processes in the SNAP program. The functions to determine SNAP program eligibility are automated. An eligibility worker interviews the SNAP applicant and enters information into the state's automated eligibility system. Based on information entered into the system, eligibility for SNAP and the amount of the SNAP allotment is calculated. The automated eligibility system also determines many individuals who are subject to or waived from the time-limited ABAWD requirement, and who are required to participate in the SNAP E&T program based on information that the worker enters into the system during eligibility and appraisal interviews.</p> <p>The eligibility system automatically identifies individuals who are required to complete work registration during the SNAP application process. Work registrants who are required to participate in SNAP E&T according to rule 5101:4-3-11.1 of the Ohio Administrative Code must be appraised and assigned within 30 days after an application is approved. An assessment worker explores the individual's work history, education and training, skills, aptitude, interests, strengths, and barriers during the appraisal, and develops an employability plan which must be signed by the individual. An assignment to a SNAP E&T activity is made based on the employability plan.</p>
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Table 1: State E&T Program, Operations and Policy Overview

	<p>Because Ohio is a state-supervised, county-administered program, each county agency determines the structure of their agency and their operational procedures. Each county agency is required to submit a SNAP Employment and Training Plan to the state agency describing the county agency’s policies and procedures for conducting appraisals and assessments assigning to SNAP E&T components, providing supportive services, monitoring compliance with program requirements, determining good cause, and implementing sanctions.</p> <p>When information is entered into the eligibility system signifying that a person has failed to participate in a SNAP E&T activity without good cause, the eligibility system automatically notifies the eligibility worker to impose a sanction. The eligibility worker enters the sanction information into the eligibility system, which generates the notice of adverse action to be mailed to the participant. A fifteen-day prior notice period is required between the time the sanction is proposed and the sanction is implemented. Each county agency is encouraged to set up a review process to monitor the appropriateness of sanctions. Along with the notice of adverse action, the eligibility system will also send the compliance form. The applicant must sign, date, and return the form before benefits will be reinstated after the minimum sanction period. The compliance form explains that the form must be signed and returned before the “Sanction End Date” for benefits to be reinstated. In the last weeks of a sanction, workers will receive an alert that explains an applicant’s sanction is ending and they should verify a compliance form has been received. At that time, the worker will review the case to determine if further contact is necessary.</p> <p><u>SNAP Program Components</u></p> <p>1. <u>Job Search/Job Readiness</u></p> <p>Job Search/Job Readiness is a training component designed to help individuals learn the strategies and skills needed to get a job. This is a non-work component, which means it is not an actual job in the workplace that is available statewide. The component is operated by the county agency or by providers under contract with the county agency.</p> <p>Job Search/Job Readiness is tailored to the individual needs of the participant as much as possible, and may include career assessment, classroom instruction, group and individual job search, job development and placement services, and information on how to identify and overcome barriers to employment.</p> <p>An assignment to Job Search/Job Readiness is determined based on information obtained in the appraisal conducted by the county agency. The specific requirements for individuals participating in Job Search/Job Readiness are determined by the county agency.</p> <p>A recipient is required to participate in Job Search/Job Readiness for the number of hours determined by the county agency, but at a minimum, the assignment must be comparable to spending 12 hours per month making job contacts. Hours of participation in Job Search and Job Readiness, on its own or combined with other SNAP E&T components and hours of paid employment cannot exceed 120 hours per month.</p>
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	<p>The services that may be included in Job Search/Job Readiness are:</p> <ul style="list-style-type: none"> • Classroom instruction in the strategies and skills of job seeking; • Supervised telephone job search activities; • Job lead development and self-directed job search; • Identifying and overcoming personal barriers to employment; • Building self-confidence and self-promotion; • Good grooming and dress techniques; • Managing time, money, and household budgets; • Obtaining proper dependent care and supervision of dependents while working; • Conducting self-assessments to determine employment options and training needs; • Completing resumes, work histories, and application forms; • Learning and using good interviewing techniques; • Using resources such as the telephone, telephone directories, newspapers, internet, and friends and/or relatives; • Contacting the individual who does the hiring; • Maintaining good records of job search activities; • Understanding employer expectations; • Understanding unions, benefits, taxes, deductions, and hospitalization policies; • Being prompt and punctual for work; • Accepting supervision positively; • Relating to other employees; and, • Retaining the job as a step toward security and independence. <p>The objectives of Job Search/Job Readiness are:</p> <ul style="list-style-type: none"> • To provide a structured program in which participants are trained in the strategies and skills to be used in obtaining employment of the highest quality within the shortest period of time; • To provide participants with an experience in which job search techniques learned could be used at any time during their work years; and, • To provide employers in the community with qualified individuals to fill vacant positions. <p>County agencies have additional E&T case management tools through enhanced functionality of the OhioMeansJobs website (https://jobseeker.ohiomeansjobs.com) and the Ohio Workforce Case Management System (OWCMS). OhioMeansJobs is a comprehensive website that helps job seekers build and post resumes for employers to search, develop career profiles and plans, search for jobs in Ohio, complete skills assessments and tutorials to improve skills, and create current and future financial budgets. County agencies may refer SNAP E&T participants to the OhioMeansJobs website to participate in job search and job readiness activities that will count towards their participation requirements. County agencies are able to track participation, assess barriers and competencies through OWCMS. A county agency is not required to use</p>
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Table 1: State E&T Program, Operations and Policy Overview

	<p>OhioMeansJobs as a SNAP E&T activity; it is within the county agency’s discretion to determine when it would be appropriate. However, a county agency should ensure that any individual assigned to OhioMeansJobs has an email account and access to a computer and the internet.</p>								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Number of individuals expected to participate in Job Search/Job Readiness</td> <td style="text-align: right;">40,450</td> </tr> <tr> <td>Average participant cost of transportation/incidental reimbursement</td> <td style="text-align: right;">\$74</td> </tr> <tr> <td>Total expected cost of transportation/reimbursement</td> <td style="text-align: right;">\$2,993,300</td> </tr> <tr> <td>Total expected administrative cost of Job Search/Job Readiness</td> <td style="text-align: right;">\$3,563,292</td> </tr> </table>	Number of individuals expected to participate in Job Search/Job Readiness	40,450	Average participant cost of transportation/incidental reimbursement	\$74	Total expected cost of transportation/reimbursement	\$2,993,300	Total expected administrative cost of Job Search/Job Readiness	\$3,563,292
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	<p><u>2. Education and Training</u></p> <p>The Education and Training component includes basic education and vocational education with the goal of improving the employability potential of the participant. This is a non-work component, which means it is not an actual job in the workplace that is available statewide. The component is operated by the county agencies or by providers under contract with the county agencies.</p> <p>A participant is assigned to Education and Training based on information obtained in an appraisal. Individuals who express interest, need, and capability are aided in seeking appropriate available schooling. The Education and Training program must show a direct link between the degree or certificate program and employment.</p> <p>A recipient is required to participate in Education and Training for the number of hours needed to complete the Education or Training program but not more than 120 hours per month. Study hours may be assigned as determined by the county agencies. Hours of participation in Education and Training combined with other SNAP E&T components and paid employment will not exceed 120 hours per month.</p> <p>Individuals in Education and Training are expected to attend school for the number of hours required for participation in that particular course of study, and to make satisfactory progress. Participation is expected to continue as long as the individual receives SNAP and is making satisfactory progress until the course of study is finished, or until the participant ceases to attend classes, at which time another component will be assigned.</p> <p>The types of Education and Training are:</p> <ul style="list-style-type: none"> • Basic Education – High school or equivalent education; remedial education; adult basic literacy education, and education for an individual with limited English proficiency; • Vocational Education –Occupational training in technical job skills; post-secondary education to obtain useful employment in a recognized occupation; and training offered by other public and private entities. 								

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	<p>County agencies may refer SNAP E&T participants to the OhioMeansJobs website to participate in education and training activities that may count towards their participation requirements as well. As with job search/job readiness, county agencies are able to track participation, assess barriers and competencies through OWCMS. A county agency is not required to use OhioMeansJobs as a SNAP E&T activity; it is within the county agency's discretion to determine when it would be appropriate. However, a county agency should ensure that any individual assigned to OhioMeansJobs has an email account and access to a computer and the internet.</p> <p>Ohio has aligned the allowable SNAP E&T Vocational Education activities with the Workforce Innovation and Opportunity Act (WIOA) approved programs. A listing of these programs can be found by accessing the following website: https://ohiomeansjobs.com. The approved WIOA programs match job opportunities within a community with occupational and basic training to obtain those jobs; approved programs can be found by searching for a specific program name or by county.</p> <table border="0"> <tr> <td>Number of individuals expected to participate in Education/Training</td> <td style="text-align: right;">56,008</td> </tr> <tr> <td>Average participant cost of transportation/incidental reimbursement</td> <td style="text-align: right;">\$222</td> </tr> <tr> <td>Total expected cost of transportation/reimbursement</td> <td style="text-align: right;">\$12,433,776</td> </tr> <tr> <td>Total expected administrative cost of Education/Training:</td> <td style="text-align: right;">\$4,933,788</td> </tr> </table> <p>3. <u>Workfare</u></p> <p>Workfare is a component which places individuals in useful public service jobs. Participants in workfare are given an opportunity to learn through work experience. In Ohio, workfare is referred to as the Work Experience Program (WEP). This is a work component that is available statewide. The component is operated by the county agency or by providers under contract with county agency.</p> <p>A participant is assigned to WEP based on information obtained in the appraisal.</p> <p>The monthly number of hours an assistance group is required to participate in WEP is determined by the county agency. The maximum number of hours a participant can be assigned is determined by dividing the assistance group's SNAP allotment by the federal or state minimum wage, whichever is higher, not to exceed 30 hours per week or 120 hours per month. An individual may be assigned to WEP and another SNAP E&T component concurrently; however, the total number of hours an individual is assigned to WEP combined with other components and paid employment cannot exceed 120 hours per month.</p> <p>The objectives of WEP include:</p> <ul style="list-style-type: none"> • To provide training and work experience for participants not otherwise able to obtain employment in order to assist them to move into regular employment; 	Number of individuals expected to participate in Education/Training	56,008	Average participant cost of transportation/incidental reimbursement	\$222	Total expected cost of transportation/reimbursement	\$12,433,776	Total expected administrative cost of Education/Training:	\$4,933,788
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	<ul style="list-style-type: none"> • To give participants an opportunity to improve existing skills or learn new skills through work experience; • To promote participants' self-esteem by providing an opportunity for them to engage in productive work; • To have participants work in jobs that serve a useful public purpose; and, • To expand the availability of public services in Ohio. <p>Number of individuals expected to participate in Workfare 59,119</p> <p>Average participant cost of transportation/incidental reimbursement \$148</p> <p>Total expected cost of transportation/reimbursement \$8,749,612</p> <p>Total expected administrative cost of Workfare: \$5,207,888</p>
Program Changes	<p>In August 2018, Ohio implemented a new statewide automated eligibility system to be used in all 88 counties. As of October 2018, CRIS-E will no longer be used to determine eligibility, but will exist for view-only historical purposes.</p> <p>Additionally, ODJFS has made SNAP E&T a focus for FY2019. ODJFS is providing technical assistance and best practices to the county agencies to help expand their SNAP E&T programs throughout the state. For this reason, additional 50/50 funding is being requested to ensure supportive services are available to our 155,577 mandatory participants.</p>
Workforce Development System & Other Employment Programs	<p>The assessment and assignment process for SNAP E&T is integrated with the process to assess and assign individuals subject to TANF work requirements. To the greatest extent possible, the TANF and SNAP E&T programs operate as a seamless system; however, a compliance activity of up to two weeks is required for second and third tier OWF sanctioned individuals.</p> <p>Fully recognizing the benefits of maximizing the use of all resources, ODJFS encourages the county agencies to coordinate services with local providers. County agencies refer SNAP E&T participants to local providers for education and training, career assessment, and job placement services. Generally, services are rendered via formal or informal non-financial agreements.</p> <p>ODJFS participates in a state OhioMeansJobs group, which was created to facilitate the coordination of services at the state and local level. The state OhioMeansJobs group is an informal organization that includes representatives from the TANF and SNAP programs, the Workforce Innovation and Opportunity Act (WIOA), Ohio Department of Development, Ohio Board of Regents, Ohio Department of Education, Ohio Department of Mental Health and Addiction Services, Rehabilitation Services Commission, Ohio Department of Aging, and the county agency. The organization provides coordination of services, improves communication and service delivery among the partners of the OhioMeansJobs centers.</p> <p>The coordination between SNAP E&T programs and other state employment services vary</p>

Table 1: State E&T Program, Operations and Policy Overview	
	by area. Some county agencies are the local OhioMeansJobs operators and integrate all employment programs. Other county agencies refer SNAP E&T participants to the local OhioMeansJobs center for Job Search assistance and WIOA core and intensive services. Some OhioMeansJobs operate the SNAP E&T Job Search components only.
Consultation with Tribal Organizations	N/A
Special Populations	<p>Every SNAP recipient in Ohio is required to be work registered unless they meet one of the following exemptions listed in rule 5101:4-3-11 of the Ohio Administrative Code:</p> <ul style="list-style-type: none"> • An individual younger than sixteen years of age • An individual sixty years of age or older • An individual who is caring for a child under six or an incapacitated individual • Receipt of Unemployment Compensation (UC) or applied and complying with UC work requirements • Physically or mentally unfit for employment • Applied for Supplemental Security Income (SSI) and SNAP at the Social Security office • Participating in a drug or alcohol treatment/rehabilitation program • Student enrolled at least half time • Ineligible student allowed to volunteer based on county discretion • Complying with OWF work requirement • Employed or self-employed at least 30 hours a week or receiving earnings equal to federal minimum wage times 30 hours. <p>Each work registrant is required to complete all work registration requirements listed in rule 5101:4-3-11.1 of the Ohio Administrative Code. This would include completing an appraisal and participating in SNAP E&T, unless they meet one of the following exemptions:</p> <ul style="list-style-type: none"> • Pregnant; • Under 18 or 50 years of age or older; • A parent (natural, adoptive, or step) of an assistance group member under age eighteen, even if the assistance group member who is under eighteen is not eligible for SNAP; or • Residing in an assistance group where an assistance group member is under age eighteen, even if the assistance group member who is under eighteen is not eligible for SNAP. <p>In addition, individuals identified during the appraisal process to be victims of domestic violence are exempt from the SNAP E&T requirement. If the county agency determines that the individual has been subjected to domestic violence and requirement compliance with the work requirement would make it more difficult for the individual to escape domestic violence or unfairly penalize the individual, the county agency may excuse the individual from the work requirements. The county agency shall review the continued eligibility of the excused non-participation at least once every six months. Policy to</p>

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	support this exemption is found in rules 5101:4-3-11.1 and 5101:4-3-29 of the Ohio Administrative Code. The number of individuals that were excused from completing the work activity requirements due to domestic violence by county can be obtained by generating an ad hoc report from the eligibility system.
Screening Process	The county agencies are required to conduct an appraisal of each individual who is required for SNAP E&T within 30 days after an application is approved. Based on information obtained during the appraisal, an employability plan is developed and signed by the individual, and the individual is assigned to an appropriate activity. Required participants must be assessed to determine the best assignment for their skills and needs in order to move them toward self-sufficiency and personal responsibility. An assignment cannot be made in CRIS-E until an assessment is completed. This assessment involves, but it is not limited to, interviewing the individual to capture employment history, transportation and child care needs, education history, and domestic violence situations.
Conciliation Process	<p><u>Conciliation Process</u></p> <p>Each county agency must develop its own conciliation process to resolve disputes which arise concerning required SNAP E&T participation. The conciliation process may be initiated by the participant or by the county agency. The conciliation process must be posted within the county agency and must be given in writing to each SNAP E&T participant during the appraisal interview. The conciliation process should include disputes over assignments, inappropriate treatment by county agency or worksite supervisor, irregular work hours that create hardship, worksite assignments that deviate from normal duties, disagreement with disciplinary action at the worksite, disputes concerning working conditions and workers' compensation coverage, wage rate calculations to determine the hours of participation, disputes concerning failure to participate in SNAP E&T, and other areas of concern to the participant. The conciliation process can be initiated with written or verbal request from the participant or the county agency; requests for conciliations must be tracked by the county agency and should be resolved within fifteen days of the date the conciliation process was initiated. This policy is further explained in 5101:4-3-38 of the Ohio Administrative Code.</p> <p><u>Good Cause</u></p> <p>The county agency must determine if an individual meets good cause at any time when a SNAP work registered individual fails or refuses to comply with an appraisal, an E&T program assignment or when a work registered individual quits a job or reduces his or her work effort. The county agency must consider the facts and circumstances when determining whether or not good cause exists. Good cause can include, but is not limited to: illness of self or another household member, a household emergency, the unavailability of transportation, the lack of adequate child care of children aged 6-12, or domestic violence. When good cause is determined to exist, the individual cannot be sanctioned and should be excused. This policy is further explained in 5101:4-3-11.1 of the Ohio Administrative Code.</p>
Disqualification Policy	In accordance with 5101:4-3-11.2 of the Ohio Administrative Code, Ohio sanctions individuals who are required to participate in SNAP E&T who fail or refuse to participate in a SNAP E&T activity without good cause. Ohio has a three-tier sanction process. For the first occurrence failure, the individual is ineligible for one payment month or until

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	<p>compliance, whichever is longer. For the second occurrence failure, the individual is ineligible for three payment months or until compliance, whichever is longer. For the third or subsequent occurrence failure, the individual is sanctioned for six payment months or until compliance, whichever is longer. A sanction is lifted if a person becomes exempt from SNAP E&T requirements.</p> <p>For a sanctioned individual to achieve compliance they have to serve their minimum sanction period, and sign and return a compliance form to the county agency. An individual's benefits will not be reinstated until the compliance form is signed and returned to the county agency. An individual may participate in the conciliation process described above at any time during SNAP E&T participation prior to the effectuation of the sanction.</p>
Participant Reimbursements	<p>The county agency is responsible for arranging or providing supportive services that are necessary for an individual to participate in SNAP E&T. The county agency is the deciding authority for determining the appropriateness and the availability of funds for the supportive services. Allowable participant reimbursement costs are costs incurred by SNAP recipients that are reasonable and necessary for participation in SNAP E&T components as defined in FNS regulations and guidance.</p> <p>The county agency must reimburse for the actual costs of supportive services needed for participation up to the maximum level of reimbursement established by the county agency in accordance with federal and state law and regulations. If the costs of transportation, incidental expenses, or child care exceed the maximum level set by the county, the county agency must increase the amount of the monthly expense allowance, re-assign the participant to another site where the costs of participation do not exceed the maximum level or excuse the individual from participation until a suitable component is available or the individual's circumstances change and the monthly expenses do not exceed the expense allowance.</p> <p>Each county agency is responsible for establishing written policy and procedures for reimbursement of transportation and incidental expenses associated with participation. The county's written plan must include the county's policy for the maximum level of reimbursement and policy and procedures for determining and documenting actual costs of participation.</p> <p>At the time of assessment and assignment to a component, the county agency worker discusses the need for supportive services with the participant. If it is determined that reimbursement is needed for transportation or incidental expenses related to participation, there are two processes the worker may use to issue the reimbursement to the participant. First, the case manager may enter the monthly amount of the reimbursement for transportation and incidental expenses into the eligibility system which generates a check (by paper or direct deposit) to the participant. Whenever possible, the reimbursement check is issued prior to the person's participation in a component. As long as the individual is participating in a SNAP E&T component and reimbursement is authorized by the county agency, the eligibility system automatically generates a reimbursement check at the first of each month. In addition to issuing the reimbursement check directly to the participant through the eligibility system, the county agency has the option of issuing the</p>

Table 1: State E&T Program, Operations and Policy Overview	
	<p>reimbursement directly to the participant by county warrant or arranging for services through a service provider and issuing payment directly to the provider.</p> <p>If it is determined that child care is needed in order for the person to participate, the county agency worker either takes an application for child care or refers the participant to the child care unit for application. Ohio expects child care to only be utilized for volunteer participants since required individuals have no children.</p> <p>Reimbursement ceilings apply to all publicly funded child care providers. The Ohio Department of Job and Family Services pays licensed child care centers, licensed type A child care homes, licensed type B child care homes, border state child care providers that are approved by ODJFS, and day camps that are approved by ODJFS and providers through the Ohio Department of Education that are approved by ODJFS, a reimbursement that is the lowest of the following:</p> <ul style="list-style-type: none"> • The provider’s customary charge to the public; or, • State determined reimbursement ceiling established in accordance with the Child Care and Development Block Grant provisions. <p>Programs that are participating in Step Up To Quality (SUTQ), Ohio’s tiered quality rating and improvement system, have a base rate 4% higher than the non-rated ceilings. A SUTQ enhancement is added to the SUTQ base rate. The enhancement is based on the rating achieved by the program. County certified in-home aide providers are paid minimum wage for each hour of care provided, regardless of the number of children served.</p> <p>The ODJFS enters into provider agreements with a child care provider prior to the provision of child care services. Parents and providers use an automated child care system to record each child’s attendance, and ODJFS makes the payment through an electronic benefit transfer. If the individual is determined to be eligible for publicly funded child care, the payments are made using money from the Child Care Development Fund (CCDF), TANF, or the Ohio General Revenue Fund (GRF). SNAP E&T funds are only used for individuals who do not qualify for publicly funded child care, or for whom there is not a publicly funded child care provider available.</p>
Work Registrant Data	<p>The estimated number of work registrants for FFY 2019 is the same as the actual yearly unduplicated count for FFY 2017. The unduplicated count of work registrants is obtained from the eligibility system. An initial count of work registrants is obtained on October 1. A count of new work registrants is obtained at the end of each month. Individuals in the eligibility system are identified by a social security number and an identification number assigned to each unique individual. The system checks to make sure work registrants are not counted more than once during the federal fiscal year.</p> <p>Ohio produces a monthly report that is available to the state and county workers. The report, called the “SNAPET ABAWD Assignment Detail and Summary Report,” is broken down by county, division, office, unit, and worker. State and county staff use this report</p>

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	to monitor whether individuals are work registrants and whether required ABAWD individuals are assigned to a SNAP E&T activity.
Outcome Reporting Data Source and Methodology	<p>State agencies must report SNAP E&T outcome data to FNS in an annual report, which is due January 1 each year. The annual report must report the outcome data for the Federal fiscal year ending the preceding September 30.</p> <p><u>National Outcome Reporting Measures</u></p> <p>Each January, the SNAP E&T participant information for the previous fiscal year will be gathered. If an individual has participated in any E&T component at any point in the federal fiscal year being reported upon, the individual will be identified as a participant in E&T in the FNS annual report. Of those individuals, the state agency will determine the number of individuals who completed SNAP E&T during the fiscal year.</p> <p>Utilizing data collected from the State Wage Information Collection Agency (SWICA), Ohio will use the following processes to report the required national measures:</p> <ol style="list-style-type: none"> 1. The number and percentage of participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in SNAP E&T: The number of individuals who receive an interface record from SWICA for having unsubsidized employment earnings in the second quarter after completion will be included in the number reported to FNS. The percentage will be calculated by dividing the <i>number of those who received a match</i> from SWICA who completed E&T in the same quarter by the <i>total number of individuals</i> who completed E&T in the same quarter. 2. The number and percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T: The number of individuals who receive an interface record from SWICA for having unsubsidized employment earnings in the fourth quarter after completion will be included in the number reported to FNS. The percentage will be calculated by dividing the <i>number of those who received a match</i> from SWICA who completed E&T in the same quarter by the <i>total number of individuals</i> who completed E&T in the same quarter. 3. The median quarterly earnings of all participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T: From all individuals who received an employment match for unsubsidized employment from SWICA in the second quarter after completion of E&T participation, the State will determine the median amount. 4. The number and percentage of participants that completed a training, educational, work experience, or an on the job training component: The number of individuals who participated in any of the E&T components offered as part of the State's E&T program during the fiscal year will be gathered; then, the number of these individuals who completed one of these components will be determined. The number of individuals who completed one of these components will be divided by the total number of those who participated in these components during the fiscal year to get the percentage.

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	<p><u>Demographic Data</u></p> <p>Throughout the fiscal year, the county agency will capture the demographic data for SNAP E&T participants in various fields in the eligibility system. For the annual report, the SNAP E&T participants for that fiscal year will be gathered and each demographic will be reported in the annual report to FNS. Demographics of a, b and c below will be disaggregated in each of the national reporting measures as well.</p> <p>The demographic data includes the number of all E&T participants who:</p> <ol style="list-style-type: none"> a. Are voluntary vs. mandatory participants; b. Have received a high school degree (or GED) prior to being provided with E&T services; c. Are Able Bodied Adult Without Dependents (ABAWDs); d. Speak English as a second language; e. Are male versus female; f. Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older. <p><u>State Outcome Reporting Measures</u></p> <p>Each of the components of E&T (Job search/Job Readiness; Education and Training; and/or the Workfare program) are projected to have 100 or more participants annually.</p> <p>The national reporting measures will include every single individual that starts and participating in an E&T component: This includes participants that were unable to continue participating due to a disability (or even death); and individuals that voluntarily chose not to continue to participate. Ohio elects to measure the outcomes of individuals who have <i>successfully participated</i> in each of the SNAP E&T components within the fiscal year. This will accurately measure the outcome of SNAP E&T components in a mandatory E&T state, as it will reflect the individuals who meaningfully engaged in E&T. and as a result no longer need services. ODJFS will delegate the manual tracking of these participants to the county agencies to complete as individuals complete participation in SNAP E&T. The County SNAP E&T Tracking Sheet contains only the data elements necessary to determine the outcome of each successful SNAP E&T participant. The data elements include: county of participation; case number; first and last name; person ID from Ohio Benefits; end date of participation; the SNAP E&T component; and outcome of the SNAP E&T participation. For each quarter in the federal fiscal year, the county agency must identify the individuals who have successfully participated and completed a SNAP E&T component at any point in the quarter being reported upon, determine the outcome of the participation, and track the individuals on the County SNAP E&T Tracking Sheet.</p> <p>There are five possible successful outcomes from the SNAP E&T program provided as drop-down options:</p> <ul style="list-style-type: none"> <i>Credential</i>- Indicates the individual has earned a credential or licensure <i>Employment</i>- Indicates the individual has gained employment <i>HS Diploma/GED</i>- Indicates the individual has obtained a high school diploma or general equivalency diploma (GED) <i>In School</i>- Indicates the individual has enrolled in school
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	<p><i>Self-Sufficiency</i>- Indicates the individual has become self-sufficient and is no longer in need of SNAP E&T.</p> <p>ODJFS will track and aggregate the information throughout the year, in order to submit the aggregated state data to FNS on the annual report.</p>

Part D: Table 2: Components Offered Per County

County Name	Job Search	Education and Training	Workfare
Adams	X	X	X
Allen	X	X	X
Ashland	X		X
Ashtabula	X	X	X
Athens	X	X	X
Auglaize	X	X	X
Belmont	X	X	X
Brown	X	X	X
Butler	X	X	X
Carroll	X	X	X
Champaign	X	X	X
Clark	X	X	
Clermont	X	X	X
Clinton			X
Columbiana	X	X	X
Coshocton	X	X	X
Crawford	X	X	X
Cuyahoga	X	X	X
Darke	X	X	X
Defiance/ Paulding	X	X	X
Delaware	X	X	X
Erie	X	X	X
Fairfield	X	X	X
Fayette	X	X	X

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Franklin	X	X	X
Fulton	X	X	
Gallia	X	X	X
Geauga	X	X	
Greene	X	X	X
Guernsey	X	X	X
Hamilton	X	X	X
Hancock	X	X	X
Hardin	X	X	X
Harrison	X	X	X
Henry	X	X	X
Highland	X	X	X
Holmes	X	X	X
Huron	X	X	X
Jackson	X	X	X
Jefferson	X		
Knox	X		X
Lake	X	X	
Lawrence	X	X	X
Licking	X	X	X
Logan	X	X	X
Lorain	X	X	X
Lucas	X	X	X
Madison	X	X	X
Mahoning	X		X
Marion	X		X
Medina	X	X	X
Meigs	X	X	X
Mercer	X	X	X
Miami	X	X	X
Monroe	X	X	X
Montgomery	X	X	X
Morgan	X	X	X
Morrow	X	X	X
Muskingum	X	X	X
Noble	X	X	X
Ottawa	X	X	X
Pickaway	X	X	X

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Pike	X	X	X
Portage	X	X	X
Perry	X	X	X
Preble	X	X	X
Putnam	X	X	X
Richland	X	X	X
Sandusky			X
Scioto	X	X	X
Seneca	X	X	X
Shelby	X	X	X
South Central	X	X	
Stark	X	X	X
Summit	X		X
Trumbull	X	X	X
Tuscarawas	X	X	X
Union	X	X	X
Van Wert		X	X
Warren	X	X	X
Washington	X	X	X
Wayne	X	X	X
Williams	X	X	X
Wood	X	X	X
Wyandot	X	X	X
Total number of counties offering component	82	77	79

Reporting Measure(s) – if > 100 participants	See above in Outcome Reporting Data Source and Methodology
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Part F - Table 3: Estimated Participant Levels

A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	370,313
B.	Total number of planned State option exemptions from E&T Participation:	215,704
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. Exempt due to Domestic Violence 2. Pregnant 3. Parent of an AG member under 18 4. Residing in an AG with a member under 18 5. Under 18 or over 50 6. 7. 8. 9. 10.	<p style="text-align: right;">968</p> <p style="text-align: right;"><u>7,116</u></p> <p style="text-align: right;"><u>113,338</u></p> <p style="text-align: right;"><u>27,440</u></p> <p style="text-align: right;"><u><u>66,842</u></u></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p>
C.	Percent of all work registrants exempt from E&T (B/A)	58%
D.	Anticipated number of E&T mandatory participants (A–B)	154,609
E.	Anticipated number of voluntary E&T participants	62
F.	Anticipated number of ABAWDs in the State during the Federal FY.	155,577
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	90,436
H.	Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	0
I.	Number of potential at–risk ABAWDs expected in the State during the Federal FY (F–(G+H))	65,141

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Part G - Table 4: Partnerships/Contracts

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum (Part H).

County	Name of Partner/Contract	Cost	% of E&T Operating Budget
ODJFS	Cuyahoga/Franklin/Hamilton- Center for Employment Opportunities	\$900,000	2%
Allen	Apollo Career Center	\$24,000.00	.06%
Ashland	Transformation Network	\$39,315.37	.09%
Ashtabula	Ashtabula County Transportation System	\$1000.00	.002%
Carroll	Carroll County Family and Children First Council	\$9,660.52	.03%
Columbiana	Community Action Agency-Carts	\$100,000.00	.3%
Cuyahoga	Centers for Families and Children/El Barrio- Job Search	\$104,618.25	.3%
Cuyahoga	Centers for Families and Children/El Barrio- Job Skills	\$105,000.00	.3%
Cuyahoga	Verge	\$107,613.60	.3%
Cuyahoga	Maximus Human Services	\$471,082.00	1%
Fayette	Southern State Community College	\$40,386.00	.1%
Franklin	Ohio Association of Foodbanks	\$707,952.36	2%
Fulton	Northwest Ohio Community Action Commission	\$2,000.00	.005%
Fulton	Ohio State University Extension	\$2,000.00	.005%
Gallia	Gallia Meigs Community Action Agency	\$20,000.00	.05%
Hamilton	Napier Truck Driving	\$100,000.00	.3%
Hamilton	Allied Construction	\$21,200	.06%
Hamilton	New Horizons Computer Learning Center of Cincinnati	\$10,000	.03%
Hamilton	Easterseals of Greater Cincinnati	\$7,200	.02%
Hamilton	Maxx Technical Training	\$9,000	.02%
Hamilton	Per Scholas of Cincinnati	\$9,000	.02%
Hamilton	Great Oaks	\$31,750	.08%
Holmes	ANAZAO Community Partners	\$38,235.00	.1%
Lake	Ohio Guidestone	\$115,000.00	.3%
Licking	Licking County Transit	\$375,000.00	1%
Licking	C-TEC Aspire PRE GED	\$62,000.00	.2%
Licking	C-TEC Comprehensive Evaluation	\$75,000.00	.2%
Lorain	C&D LLC/New Beginnings	\$172,358.00	.5%
Lorain	Medina Co Sheltered Industries/Windfall Ind.	\$224,657.93	.6%
Madison	Lynne Alexander/London ABLE	\$7,180.16	.02%
Marion	Tri-Rivers Center for Adult Education	\$49,500.00	.1%
Marion	Marion Goodwill Industries	\$29,500.00	.08%
Medina	Tri-County Jobs for Ohio Graduates	\$185,144.00	.5%
Montgomery	Goodwill Easter Seals of Miami Valley	\$150,000.00	.4%
Morgan	Morgan County Transit	\$3,732	.01%
Morrow	Morrow County Transportation Collaborative	\$6,500	.02%

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Pickaway	Jackson Transportation Group LLC	\$1,200.00	.003%
Pickaway	Pickaway County Community Action, Inc	\$1,200.00	.003%
Perry	Perry County Transit	\$15,000.00	.04%
Sandusky	EHOVE Career Center	\$157,404.00	.4%
Trumbull	Family & Community Services, INC.	\$58,269.67	.2%
Warren	Aspire	\$70,000.00	.2%

Part H: Contractor Detail Addendum

At this time, Ohio does not have any contracts that equal more than 10% of the E&T Operating Budget.

Partner/Contract Name				
Monitoring and communication with contractor (s)				
Role of Contractor				
Timeline	Start		End	
Description of Activities/Services				
Funding				
Evaluation				

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Part I - Table 5: Operating Budget

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages	\$0	\$0	\$0
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	\$0	\$0	\$0
c) Contractual Costs	\$450,000	\$450,000	\$900,000
d) Non-capital Equipment and Supplies	\$0	\$0	\$0
e) Materials	\$0	\$0	\$0
f) Travel	\$0	\$0	\$0
g) Building/Space	\$0	\$0	\$0
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$0	\$0	\$0
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: _____%	\$0	\$0	\$0
Total Indirect Costs	\$0	\$0	\$0
III. In-kind Contribution			
State in-kind contribution	\$0	\$0	\$0
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care	\$0	\$0	\$0
b) Transportation & Other Costs	\$0	\$0	\$0
c) State Agency Cost for Dependent Care Services	\$0	\$0	\$0
V. Total Costs	\$0	\$0	\$0

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.

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Part J - Table 6: Budget Narrative and Justification Table

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	These costs are tracked at the county agency level.
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	These costs are tracked at the county agency level.
c) Contractual Costs	This amount addresses the FY2019 50/50 partnership contract between ODJFS and Center for Employment Opportunities.
d) Non-capital Equipment and Supplies	These costs are tracked at the county agency level.
e) Materials	These costs are tracked at the county agency level.
f) Travel	These costs are tracked at the county agency level.
g) Building/Space	These costs are tracked at the county agency level.
h) Equipment & Other Capital Expenditures	These costs are tracked at the county agency level.
II. Indirect Costs:	
	These costs are tracked at the county agency level.
III. State In-kind Contribution	
	These costs are tracked at the county agency level.
IV. Participant Reimbursements	
a) Dependent Care	These costs are tracked at the county agency level.
b) Transportation & Other Costs	These costs are tracked at the county agency level.
c) State Agency Cost for Dependent Care Services	These costs are tracked at the county agency level.

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Part K - Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	\$2,938,610	\$3,236,616
2. Share of \$20 Million ABAWD Grant (if applicable)	\$0	\$0
3. Additional E&T Administrative Expenditures	\$11,500,000	\$10,900,000
a. 50% Federal	\$5,750,000	\$5,450,000
b. 50% State	\$5,750,000	\$5,450,000
4. Participant Expenses:	\$10,872,006	\$24,251,688
a. Transportation/Other	\$10,872,006	\$24,176,688
50% Federal	\$5,436,003	\$12,088,344
50% State	\$5,436,003	\$12,088,344
b. Dependent Care	\$0	\$75,000
50% Federal	\$0	\$37,500
50% State	\$0	\$37,500
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	\$25,105,535	\$38,388,304
6. 100% State Agency Cost for Dependent Care Services	\$0	\$0
7. Total Planned Federal FY Costs (Must agree with Part I—Operating Budget)		\$38,388,304

***Include immediately preceding Federal FY's final approved budget figures for each spending category**