



Department of
Job and Family Services

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

Family Assistance Letter # 113A

May 9, 2012

TO: Directors, County Departments of Job and Family Services

FROM: Trudie J. Bormann, Deputy Director
Office of Family Assistance

SUBJECT: **Reporting and Evaluation Requirements for the TANF Summer Youth Employment Program**

The Ohio Department of Job and Family Services is interested in assessing the impact the TANF Summer Youth Employment Program has on youth and the employment situation in Ohio. To achieve this, data must be collected from the employers and the youth.

REPORTING REQUIREMENTS

A new reporting tool has been developed to capture the data necessary to track the outcomes for the youth participants in the program. The reporting tool is attached as Attachment A. The tool is designed in Microsoft Excel and uses both formulas and tabs to complete the collection of data. This reporting tool is due on the **5th of each month** to the Office of Family Assistance.

The reporting tool is to be emailed to **Program_Policy@jfs.ohio.gov**. **Do not make changes to the design of the tool or submit the tool in PDF or in any format other than MS Excel. No fax or scan copies will be accepted, as it is imperative we receive the report in soft copy.**

INSTRUCTIONS FOR COMPLETING THE REPORTING TOOL

Attachment A is the blank reporting tool. Attachment B is the instructions for the reporting tool (Attachment A). Attachment C is a sample document that demonstrates how the report will look with information populated.

PRE AND POST EMPLOYMENT EVALUATION

In addition to the monthly reporting tool, employers will be responsible for completing a pre and post evaluation of the youth. The evaluation consists of a one page document attached to this letter as Attachment D. The document is in MS Word.

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

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County agencies or employers may mail, fax or email the evaluation forms to the Office of Family Assistance. The forms may be emailed to **Program_Policy@jfs.ohio.gov** or faxed at 614.644.1767 or mailed to Ohio Department of Job and Family Services, Office of Family Assistance, P.O. Box 182709, Columbus, Ohio 43218-2709, attention Matthew Cunningham.

The pre evaluation form must be completed by the second week of employment. The post evaluation form should be completed at the end of the employment or the program, whichever comes first. County agencies and employers may send all evaluations together at the end of the program. **All evaluations are due into the Office of Family Assistance by Friday, September 14, 2012.**

The same evaluation form (Attachment D) is to be used for completing both pre and post evaluations of the youth. The form asks 10 questions and requires the employer to rate the youth. Attachment E (titled "Definitions") is a document that defines each numeric rating for the ten questions. Both Attachments D and E shall be provided to the employers or work sites to complete. Ideally the pre and post evaluation forms should be completed by the supervisor of the youth; however, we are aware that different employers have different policies on the completion of such evaluations.

All documentation is to 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.

For further information about the 2012 TANF Summer Youth Employment Program, please feel free to contact Matthew Cunningham either by email at matthew.cunningham@jfs.ohio.gov or phone at 614-644-1296.

c: Michael Colbert, Director
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