



Family Assistance Letter # 118
OFFICE OF FAMILY ASSISTANCE
July 11, 2012

TO: Directors, County Departments of Job and Family Services

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

SUBJECT: **Cash and Food Assistance Recertification/Reapplication Mailing**

In May, we notified the county agencies of a pilot project we tested to mail the JFS 7204 "Request to Reapply for Cash and Food Assistance" with the recertification/reapplication telephone appointment notices generated through CRIS-E scheduling, and added additional language to all recertification/reapplication appointment notices for the JFS 7501 "Program Benefit Enrollment Information" booklet. The Office of Family Assistance has completed the testing of this pilot project and it was successful.

As a result of the positive results of the pilot project the county agencies utilizing CRIS-E client scheduling (Appt Type 52 on AEICI) no longer have to manually prepare and mail the JFS 7204 when conducting telephone interviews. In addition, because of the language added to recertification/reapplication appointment notices county agencies also no longer need to mail the JFS 7501 to every assistance group at reapplication and recertification; however, if one is requested it must be provided. The language that has been added to the recertification/reapplication notices is below:

"When you first began receiving benefits you were provided a JFS 7501 "Program Enrollment & Benefit Information" booklet. This booklet contains information regarding your benefits and your rights. If you no longer have the booklet and would like to receive another copy please contact your county agency listed at the top of the notice and request one be mailed, or you can view the booklet online by going to www.jfs.ohio.gov Move your mouse over "Cash Assistance" or "Food Assistance" at the top of the page and select "Enrollment and Benefit Information" at the bottom of the drop down box."

Ohio Administrative Code rules 5101:4-7-07 and 5101:1-2-10 requiring county agencies to provide the JFS 7204 and JFS 7501 at recertification/reapplication will not be amended because the county agency is still responsible for ensuring this information is provided to recipients; this is simply a new method for meeting this requirement. Also, please note that the requirement to provide a hard copy JFS 7501 at initial application has not changed.

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Questions can be sent to Program Policy Services either by email at TANF-FSTA@jfs.ohio.gov or by calling 1-866-886-3537 (option 6).

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