



Department of
Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

Family Assistance Letter # 91A
OFFICE OF FAMILIES AND CHILDREN

January 5, 2010

To: Directors, County Departments of Job and Family Services

From: Trudie J. Bormann, Deputy Director
Family Assistance
Office of Families and Children

Subject: TANF Subsidized Employment Program

We have received tremendous interest in the TANF subsidized employment program, which was first introduced in Office of Family Stability Letter #91. We held a video conference for interested county departments of job and family services on November 6, 2009. At the meeting, we indicated that we would issue a letter after the video conference to include a listing of counties participating, a set of questions & answers, and forms that have been created to assist you in tracking these cases.

In Family Stability Letter #91, issued on October 16, 2009, we provided a background of the funds made available for the program, and allowable use and distribution of the funds. Addendums that include the allocation amount were e-mailed to participating counties on Friday, November 20, 2009 by the Office of Fiscal and Monitoring Services. The allocation is also available for download into the QuIC+ system. Once the allocation is in the QuIC+ system, expenditures can be posted and draws can be requested.

Participating Counties and Workforce Development Contacts:

Appendix A contains a list of all of the county agencies who are implementing a TANF subsidized employment program. The One-Stop system operators across the state can be found online at: <http://jfs.ohio.gov/workforce/docs/workforceprof/One-Stop-Local-System-Operators.pdf>.

Questions & Answers:

We have received many questions on the TANF subsidized employment program. A listing of the questions and responses is attached to this letter as Appendix B. For your convenience, we have separated them into categories – (1) use of funds; (2) employer issues; (3) fiscal; (4) contract issues; (5) monitoring and audits; (6) reporting; and (7) program eligibility. We received clarification from the U.S. Department of Health and Human Services on the question from many counties regarding the use of these funds to

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subsidize new or existing positions at the county departments of job and family services. The response to this question is included on the attachment as #1 under "Use of funds".

We will also be posting all of the questions and responses on the Office of Families & Children web-based searchable database at: <http://innerapp.odjfs.state.oh.us/OFAMQA/>.

Monitoring and Reporting Tool:

Attached to this letter as Appendix C is the final version of the TANF "Subsidized Employment Program Reporting Form", the JFS 07206. We have revised it since the video conference based upon comments made by county agencies.

There were concerns expressed at the video conference that the return date of the form to staff at ODJFS did not provide enough time for the county agencies. After discussion with a few counties, we have changed the date to the 30th day of the month after the reporting month.

The monthly reports are to be sent to the Program-Policy@jfs.ohio.gov e-mailbox. The first report will be due January 30, 2010, which will cover wage subsidies provided under these funds in the report months of November and December 2009.

All documentation will be kept in case files at the county agency. There are no requirements to enter documentation into CRIS-E. Subsidized employment program contracts, applications, eligibility determinations, expenditures, invoices, etc. shall be retained for auditing purposes.

Subsidized Employment Program Contract Templates

We were also asked at the video conference to provide a template for the subsidized employment program contract. We have attached a sample contract template from a county and it is Appendix D.

If you have questions regarding this letter or the TANF subsidized employment program, please direct them to the TANF-FSTA or WACTA e-mailboxes.

C: Douglas E. Lumpkin, Director
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ODJFS Deputy Directors

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Families & Children staff