



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

August 8, 2007

Jeanne Carroll
Deputy Director
Office of Family Stability
50 W. Town Street, Ste. 400
Columbus, OH 43215

Dear Jeanne Carroll,

Thank you for your most recent submission of your state Work Verification Plan. After reviewing your plan, we believe it is very close to being approved. However, there remain a few outstanding issues that need to be further addressed in your plan. Attached are those items that need revision.

It is our goal to help you as best possible to have an approvable plan. Should you have any questions or need further clarification on our comments, we stand ready to assist you. We recognize that September 30, 2007 is quickly approaching when all plans must be approved and operational. Therefore, feel free to contact us as soon as possible if we can assist you in any way. Please use the ACF Regional TANF Program Manager for your state as your first point of contact.

I want to reiterate that your plan is very close to being approved. The sooner you are able to re-submit your plan with the changes that are necessary, the sooner we can issue an approval notice.

Thank you for your cooperation and help throughout this process. It has been a new process and experience for us just as it has been for you.

Sincerely,

A handwritten signature in cursive script that reads "Sidonie Squier".

Sidonie Squier
Director, Office of Family Assistance

Comments on Ohio's Work Verification Plan

1. (Page 4) The plan indicates that when prior hours are not representative of future hours, the projection is based on a "best estimate." Projections should not be based on estimates. The State should report actual hours until current hours are representative of future hours.
2. (Various pages) For each activity, the plan should indicate who verifies actual hours or participation and who signs-off on the time sheets and other documents verifying attendance.
3. (Page 8) For self-directed job search, the plan should indicate that random checks are conducted with employers to verify actual hours of participation. It should also indicate what the State does when the hours cannot be verified.
4. (Pages 8-9) The plan does not describe the provision of supervision for job search/job readiness activities. This needs to be corrected.
5. (Page 9) The plan states "The system reporting adjustments will be in effect no later than October 1, 2007." Please make the technical correction to September 30, 2007.
6. (Cover Letter and Page 16) The plan does not limit or designate holidays. This will not result in an approvable plan. You are free to designate 10 days of holidays to count toward the participation rate for an individual; we will not approve plans with more than 10 specific days of holidays. If you choose to designate two or more successive days (such as Thanksgiving and the Friday after Thanksgiving) as holidays, they will constitute two of the 10 maximum holidays that you can count for participation. There can be no substitutions for the designated holidays.
7. When the State resubmits its Work Verification Plan, it should include the following certification -

This is to certify that State TANF Work Verification Plan dated ___ includes all the information required by the regulations at 45 CFR 261.62(b) and accurately reflects the provisions under which the State is operating (or will be operating as of September 30, 2007).