

## Agency Details

County: Seneca

Number of SNAP Staff: 42

E&T Plan Contacts:

Title	Name	Email	Phone
WFS Administrator	Michael McLane	Michael.McLane@jfs.ohio.gov	419-447-5011 ext 2413
WFS Assistant Administrator	Michelle Williams	Nichelle.Williams@jfs.ohio.gov	419-447-5011 ext 2434
WFS Supervisor	Suzanne Willacker	Suzanne.Willacker@jfs.ohio.gov	419-447-5011 ext 2399

## Assurances

**The following statements should be reviewed by the county agency Director and a fiscal representative. Each box should be checked to indicate that parties have read and understand each statement.**

### Budget

- The county agency is accountable for the content of the county E&T plan and will provide oversight of any sub-grantees.
- The county agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.
- County or state education costs will not be supplanted with federal E&T funds.
- 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.
- 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.
- Documentation of county agency costs, payments, and donations for approved E&T activities are maintained by the county agency and available for USDA review and audit.
- Steps are taken to ensure that SNAP E&T funds are not spent on individuals who also receive Title IV-A funds.
- Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.
- The county agency maintains its own operating budget and narrative which can be made available upon request by state or federal reviewers.

### Contracts

- Contracts are procured through competitive bid procedures governed by State and/or local procurement regulations.
- WEP site agreements and third-party contracts all contain language that requires notification of failed participation within 10 days.
- The county agency has a procedure that ensures a contractor or agency operating a component of its SNAP E&T notifies the county agency and participant of the failed date(s) within 10 days of when a required participant fails to comply with the employment and training requirements (including when the county agency is operating the component of SNAP E&T). The notification to the participant directs any information of good cause regarding the failure to the county agency for a determination of good cause to be made.
- WEP sites are monitored and/or their agreements are reviewed at least once per year.

- WEP site agreements and third-party contracts are available upon request by State or Federal reviewers.
- The county agency notifies the State whenever it enters or terminates a third-party contract.

**Components**

- Program activities are conducted in compliance with all applicable Federal and State laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
- E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.

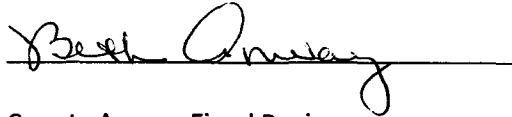
**By signing below, the county agency director and financial representative certify that the above assurances are met.**



County Agency Director

8-27-19

Date



County Agency Fiscal Reviewer

8-27-19

Date

### Eligibility Determination

OAC Rules 5101:4-3-11, 5101:4-3-20, 5101:4-6-04

The county must determine if a client is subject to SNAP work requirements. Work registrants must be screened to determine if they are required SNAP E&T participants (ABAWDs).

**1. Describe how work registrants and required E&T participants (ABAWDs) are identified.**

All caseworkers have been trained on ABAWD referrals/exemptions and how to identify them. Caseworkers have the SNAP E&T vs ABAWD Allowable Activities Desk Guide to help with this. Upfront inquiry is done on all applications and redeterminations to screen for potential required ABAWDs. During the interactive interview, caseworkers ask all questions that could identify a potential exemption. If the participant does not meet any ABAWD exemption, they are then referred to an Employment Services Worker for an appraisal. ABAWD referrals and exemptions are also checked through our QC process.

The following policies must be provided verbally and in writing to each work registrant and E&T participant (ABAWD), as applicable, at the eligibility interview:

- E&T Program Requirements
- Work Registrant Rights & Responsibilities
- Consequences of Failure to Comply
- ABAWD Work Requirements
- ABAWD Time Limits
- ABAWD Change Reporting Requirements

**2. Do you ensure the policies listed above are provided verbally and in writing during the interview/screening process?**

Yes  No

**3. Describe how your county informs work registrants about services available through Ohio Means Jobs (OMJ).**

Caseworkers do refer participants to the OMJ center, which is currently in our agency. If the participant is on the phone, the caseworker will explain the functions of the OMJ center and give the participant the website, mail a brochure if requested, or transfer the call directly to the OMJ center for more assistance. If the participant is in the agency, they are directed across the hall to the OMJ center.

**4. Does your county allow self-enrolled students as volunteers into the SNAP E&T Program?**

Yes  No

## Appraisal

OAC Rules 5101:4-3-29, 5101:4-3-11

Required SNAP E&T participants (ABAWDs) must be appraised to determine the best assignment to help them achieve self-sufficiency.

**1. Employability plans are required for every participant assigned to a SNAP E&T activity. Does your county use the state employability plan template?**

Yes  No  \*If no, please attach your county's employability plan.

## **2. Describe your county's appraisal process.**

The SCDJFS will conduct an appraisal of each required SNAP E&T ABAWD participant. Results of the appraisal will help develop the participant's Employability Plan and assignment to activities. The Employment Services Workers will make appropriate assignments based on the appraisal of each individual's education, work history, skills, abilities, interests, barriers, and on the needs of the family. These activities must continue unless the participant receives exemption from a Financial Assistance Eligibility Worker:

- During the eligibility interview the Financial Assistance Eligibility Worker will identify ABAWD's and advise participants that they will receive a phone call from an Employment Services Worker to conduct the required appraisal. The assessment date will be scheduled by the Financial Assistance Eligibility Worker for a specific date – seven (7) calendar days from the date of the interactive interview. (i.e. Interview is Monday, Assessment is the following Monday) A reliable telephone number will be provided by the participant and noted in case record. The Rights & Responsibilities and Good Cause & Excused Absences forms will be mailed to the participant. The Employment Services Worker is then notified of the scheduled appraisal time and will log the information.
- The Employment Services Worker will review the SNAP E&T Required Log daily for upcoming appraisals. The Employment Services Worker will make attempts to contact participants by telephone on the scheduled appraisal dates. Each participant must be appraised individually which will include questions regarding their strengths, barriers, employment experience, and education. Each participant is also appraised regarding any Domestic Violence related barriers to employment. During the SNAP E&T appraisal, the Employment Services Worker will assign participants to the following activities: Job Search (Includes OhioMeansJobs.com Registration, OhioMeansJobs.com: Resume Upload, twenty (20) job application submissions (ten (10) must be through the OhioMeansJobs.com), and WEP assignment. Participant must also sign and return an Employability Plan. SNAP E&T Participant Packets will be mailed to each participant following their appraisal. Participant Packets will be mailed no later than twenty-four (24) hours from date of the assessment and will include: SCDJFS SNAP Employability Plan, Specific instructions regarding their assignments, including verification due dates, OhioMeansJobs.com details, and Job Application Submission Logs.

Please indicate which of the following are explored during a comprehensive appraisal in your county:	
Work history	<input checked="" type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Skills	<input checked="" type="checkbox"/>
Aptitude	<input checked="" type="checkbox"/>
Interests	<input checked="" type="checkbox"/>
Strengths	<input checked="" type="checkbox"/>
Goals	<input checked="" type="checkbox"/>
Barriers	<input checked="" type="checkbox"/>
Family Waiver Screening (domestic violence)	<input checked="" type="checkbox"/>

The following policies must be provided verbally and in writing to each E&T participant (ABAWD) at the appraisal appointment:

- E&T Program Requirements
- ABAWD Work Requirements
- Work Registrant Rights & Responsibilities
- ABAWD Time Limits
- Consequences of Failure to Comply
- ABAWD Change Reporting Requirements

**4. Do you ensure the policies listed above are provided verbally and in writing during the appraisal/assessment?**

Yes  No

## Components

OAC Rule 5101:4-3-29

Every county must offer at least one E&T Program component.

1. Use the boxes below to indicate which component(s) your county offers, who provides it, and how many participants are expected to be enrolled per component in FFY 2020. Expected enrollment is based on average monthly enrollment numbers for FFY 2019 per JFSR 5201-D-SNAPET- ABAWD Assignment Detail Report (SNAP). \*You can request your average monthly participation number by contacting [Outcomes And Analysis@jfs.ohio.gov](mailto:Outcomes And Analysis@jfs.ohio.gov).

Component	Description		Check all that apply	Average Monthly Participation
Supervised Job Search	Requires participants to make inquiries to prospective employers. Time spent in supervised job search activities must be tracked within the case record.		<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Offered by County <input type="checkbox"/> Offered by Provider	10
	Participants are assigned Job Search activities which include OhioMeansJobs.com registration, resume creation, and applying for jobs.			
Education and Training	Education and Training	Educational programs or activities to improve basic skills or otherwise improve employability; vocational training in a skill or trade allowing the participant to move directly into employment. Educational programs such as vocational training in a skill or trade which will help lead to employment	<input type="checkbox"/> Not Offered <input type="checkbox"/> Offered by County <input checked="" type="checkbox"/> Offered by Provider	2
	Job Readiness Training Activities	Enhances the job readiness of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. Participants are assigned OhioMeansJobs.com registration and resume creation activities which enhance their job readiness and self-confidence by researching and applying for jobs.	<input type="checkbox"/> Not Offered <input checked="" type="checkbox"/> Offered by County <input type="checkbox"/> Offered by Provider	
Work Experience Program (WEP)	Designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment.		<input type="checkbox"/> Not Offered <input type="checkbox"/> Offered by County <input checked="" type="checkbox"/> Offered by Provider	3

## Participant Tracking & Monitoring

OAC Rule 5101:4-3-29

Participants must be monitored to ensure that both ABAWD and E&T Program requirements are met. Counties must apply sanctions and/or terminate benefits as appropriate according to CFR and OAC.

**1. Which of the following methods does your county use to prevent overpayments to ABAWDs who reach their time limit (3 of 36 months)?** Select all that apply.

- ABAWD Countable Months Detail Report (OB)
- ABAWD Time Limit Month (OB)
- Other: *Describe any other methods, processes, or technology used.*

**2. How does your county ensure that the participant is informed of an alleged failure prior to imposing a timely sanction to ABAWDs who fail to participate in a SNAP E&T activity for the appropriate number of hours?** Select all that apply.

- Sample notification form
- Email
- Phone call
- Other reasonable means (please explain)
- Other: System generated notice of Non-compliance and proposed actions to terminate or reduce SNAP benefits

**3. How does your county ensure that timely sanctions are applied to ABAWDs who fail to participate in a SNAP E&T activity for the appropriate number of hours?** Select all that apply.

- Report (OB)
- Activity Progress Detail (OB)
- Other: Seneca CDJFS Excel Spreadsheet Log of referrals, exemptions, non-compliances and tracking of WEP participation.

## Supportive Services

OAC Rule 5101:4-3-32

The county agency is responsible for providing supportive services that are reasonably necessary and directly related to participation to SNAP E&T participants.

1. Check the boxes next to all supportive services that are offered, indicate the maximum monthly amount allowed per participant, and provide a recent total monthly cost for each supportive service offered. Please specify the calendar month for which the total amount spent on each service was accumulated June 2019.

Service	Offered	Max \$ per person/month	Total amount spent	Service	Offered	Max \$ per person/month	Total amount spent
Automobile repairs	<input type="checkbox"/>	\$___	\$___	Licensing/bonding fees	<input type="checkbox"/>	\$___	\$___
Background checks	<input type="checkbox"/>	\$___	\$___	Medical services	<input type="checkbox"/>	\$___	\$___
Books	<input type="checkbox"/>	\$___	\$___	Personal safety items	<input type="checkbox"/>	\$___	\$___
Clothing – for interview	<input type="checkbox"/>	\$___	\$___	Student activity fees	<input type="checkbox"/>	\$___	\$___
Clothing – for job (not uniform)	<input type="checkbox"/>	\$___	\$___	Test fees	<input type="checkbox"/>	\$___	\$___
Course registration fees	<input type="checkbox"/>	\$___	\$___	Tools	<input type="checkbox"/>	\$___	\$___
Dependent Care costs	<input type="checkbox"/>	\$___	\$___	Training materials	<input type="checkbox"/>	\$___	\$___
Drug tests	<input type="checkbox"/>	\$___	\$___	Transportation expenses (not gasoline)	<input checked="" type="checkbox"/>	\$200.00	\$0.00
Equipment	<input type="checkbox"/>	\$___	\$___	Tuition & fees	<input type="checkbox"/>	\$___	\$___
Fingerprinting	<input type="checkbox"/>	\$___	\$___	Uniforms	<input type="checkbox"/>	\$___	\$___
Gasoline	<input type="checkbox"/>	\$___	\$___	Union dues	<input type="checkbox"/>	\$___	\$___
Legal services	<input type="checkbox"/>	\$___	\$___				



## Contracts

OAC Rule 5101:9-6-09

Counties must have budgets that track expenditures. Budgets and narratives must be kept on file and made available upon request by state or federal reviewers.

**1. Total SNAP E&T Operating Budget: \$26,846**

**\$** Enter the total SNAP E&T budget amount (this includes both 100% and 50/50 funds).

**2. Number of monetary contracts for E&T services (excluding WEP sites)? 0**

**3. For each contract, complete the below table.** For additional tables, click the plus sign at the bottom right, before entering any information. *\*The county is to notify the State whenever it enters or terminates a third-party contract.*

<b>Contractor Name</b>	<i>Enter the name of the contractor.</i>
<b>Effective Dates</b>	<i>Enter the start date and end date of the contract.</i>
<b>Cost of Contract</b>	<i>Enter the total cost of the contract.</i>
<b>Component(s)</b>	<i>List the SNAP E&amp;T component(s) being contracted out.</i>
<b>Description of Services</b>	<i>Describe the services offered by the contractor (placement, assessment, tracking, etc.).</i>