

County SNAP Employment and Training Plan

for

Seneca County



**Department of
Job and Family Services**

Mike DeWine, Governor

Matt Damschroder, Interim Director

SNAP E&T Plan Contacts:

Title	Name	Email	Phone
WFS Administrator	Mike McLane	Michael.McLane@jfs.ohio.gov	419-447-5011, ext. 2413
WFS Assistant Administrator	Michelle Williams	Michelle.Williams@jfs.ohio.gov	419-447-5011, ext. 2434
WFS Supervisor	Theresa Frankart	Theresa.Frankart@jfs.ohio.gov	419-447-5011, ext. 2407

Total Number of SNAP Staff: 40

Assurances

The following statements should be reviewed by the county agency Director and fiscal representative. Each box should be checked to indicate that the parties have read and certify the below assurances are met.

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

Agreements and Contracts	
Contracts for services are procured through competitive bid procedures governed by State and/or local procurement regulations.	<input checked="" type="checkbox"/>
The county agency has a procedure for ensuring all required SNAP E&T individuals are referred to a contractor or agency operating a component of its SNAP E&T, as soon as possible (recommended within 10 days following the completion of the appraisal). The appraisal must be completed no later than 30 days following the SNAP authorization.	<input checked="" type="checkbox"/>
Work Experience Program (WEP) site agreements and third-party contracts all contain language describing how they will provide SNAP E&T components, including when the county agency is operating the components, and when applicable, case management services for each participant.	<input checked="" type="checkbox"/>

The county agency has a procedure that ensures a contractor or agency operating a component of its SNAP E&T program notifies the county agency and the participant of the failed date(s) within 10 days of when the participant fails to comply with the employment and training requirements.. The notification to the participant refers them to the county agency for determination of good cause.	<input checked="" type="checkbox"/>
Written agreements and third-party contracts all contain language that requires notification to the county agency of failed participation within 10 days.	<input checked="" type="checkbox"/>
Written agreements and third-party contracts all contain language of the process of how the county will be notified when there are no appropriate available slots for SNAP E&T individuals.	<input checked="" type="checkbox"/>
Written agreements and third-party contracts all contain language that requires notification to the county agency if any SNAP E&T participant, including voluntary individuals, is not suited for a SNAP E&T component (now referred to as "provider determination") within 10 days.	<input checked="" type="checkbox"/>
Sites are monitored on a regular cadence and their agreements are evaluated at least once per year.	<input checked="" type="checkbox"/>
Written agreements and third-party contracts are available upon request by State or Federal reviewers.	<input checked="" type="checkbox"/>
Plan amendments, including execution, termination or change of a contract or agreement must be submitted to the state.	<input checked="" type="checkbox"/>

Case Management

The county agency has a procedure for ensuring all SNAP E&T individuals receive an appraisal no later than 30 days after SNAP authorization, to determine the best assignment to a contractor or agency operating a component of its SNAP E&T to help the participant achieve self-sufficiency. This includes when the county agency is operating the component of SNAP E&T.	<input checked="" type="checkbox"/>
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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.	<input checked="" type="checkbox"/>
SNAP E&T education activities directly enhance the employability of the individuals; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
All SNAP E&T individuals receive case management services and at least one E&T component.	<input checked="" type="checkbox"/>

Provider Determination/Conciliation

The county agency has a procedure that ensures a contractor or agency operating a component of its SNAP E&T program notifies the county agency and the participant of their determination when a participant is found to not be suited for an E&T component/activity within 10 days of the determination, including when the county agency is operating the component/activity of SNAP E&T.	<input checked="" type="checkbox"/>
The county agency has a procedure that ensures a contractor or agency operating a component of its SNAP E&T program implements the provider determination with fairness, integrity, and in compliance with all Civil Rights Law and FNS regulations.	<input checked="" type="checkbox"/>
The procedure includes a channel for a contractor or agency operating a component of its SNAP E&T to communicate their reasoning for determining a participant is unsuitable for a SNAP E&T component/activity and a way for parties to share information to develop appropriate next steps.	<input checked="" type="checkbox"/>
The notification to the individual gives instruction on next steps, contact information, and notifies able-bodied adults without dependents (ABAWDS) that countable months will accrue unless the ABAWD fulfills work requirements, has good cause, lives in a waived area or is otherwise exempt.	<input checked="" type="checkbox"/>
The county has a due process procedure for the SNAP E&T individual to follow in the event the participant disagrees with a county good cause determination or a provider determination that an individual is not suited for a SNAP E&T component.	<input checked="" type="checkbox"/>

Noticing

The assistance group receives a consolidated written notice and comprehensive oral explanation of all applicable work requirements for each individual within the household.



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

Kathy Egan, MEd, GC

8/6/21

County Agency Director

Date

Steven Kaijas

8/6/21

County Agency Fiscal Reviewer

Date

Section 1: Coordination with the Workforce Development System

In accordance with 7 CFR 273.7(c)(5), state and county agencies must design the E&T program in consultation with the state and county workforce development boards.

1. Describe how your county partners with the Workforce Development System and utilizes Ohio Means Jobs (OMJ).

Seneca County DJFS operates the local OMJ Center, and our SNAP E&T program is administered by staff that also work in our OMJ. Our staff encourage participants to utilize OMJ services, including in-demand job listings, as well as refer to career services and eligible training providers when appropriate. TANF and WIOA funding sources are also utilized to provide customized training and/or supportive services when appropriate, and participants are referred to ASPIRE for basic education services if they do not have a HS Diploma or GED. Once appraised for potential barriers to employment, ABAWDS are assigned activities through OhioMeansJobs.com. OMJ staff assist participants with account registration, My Profile creation (formerly the "OMJ Backpack"), resume development, job search, career profile assessments, etc.

Section 2: Eligibility Determination and Screening

In accordance with OAC Rules 5101:4-3-11, 51015:4-3-20, and 5101:4-6-04, the county must determine if an individual is subject to SNAP work requirements. Work registrants must be screened to determine if they are required SNAP E&T individuals (i.e. ABAWDs in waived and non-waived counties).

1. The county must determine if a customer is subject to SNAP work requirements. Please describe the county agency's process for screening work registrants to determine if they are required SNAP E&T individuals (ABAWDS). Please include:

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

2. Some counties allow educational activities in vocational and post-secondary programs to qualify students enrolled at least half-time for SNAP when they are already enrolled at the time of application and all other eligibility requirements are met. Education and training must be an E&T component offered by the county. An appraisal of the student must be completed; the student must be assigned to education and training in the statewide eligibility system and coded as a SNAP E&T volunteer. Does your county allow self-enrolled students as volunteers into the SNAP E&T Program? No

3. The following polices must be provided verbally and in writing to each work registrant and E & T individual (ABAWDs in waived and non-waived counties), as applicable, at the eligibility interview:

- E&T Program Requirements
- Work Registration Rights and Responsibilities
- Consequences of Failure to Comply
- ABAWD Work Requirements
- ABAWD Time Limits

- o **ABAWD Change Reporting Requirements**

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

Section 3: Referrals

In accordance with OAC 5101:4-3-11 and OAC 5101:4-3-29, the county agency must screen each work registrant to determine if it is appropriate to refer them to the E&T program and, if appropriate, refer them for appraisal and an E&T component.

1.Are E&T services provided in-house or with a third-party provider? In house

2.Describe the step-by-step process by workers to refer eligible SNAP E&T individuals or recipients to the E&T program staff.

During the eligibility interview the SNAP Eligibility Caseworker will identify eligible SNAP E&T individuals and advise participants they will receive a phone call from an Employment Services Worker to conduct the required appraisal. The appraisal date will be scheduled 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 obtained from the participant and noted in case record. The Rights & Responsibilities and Good Cause & Excused Absences information will be sent to the participant. The Employment Services Worker is then notified of the scheduled appraisal time and will log the information.

3.How is the referral communicated to individuals and what information about SNAP E&T individuals given are when they are referred? (e.g. information about accessing E&T services, case management, dates, contact information)?

During the eligibility interview the SNAP Eligibility Caseworker will identify eligible SNAP E&T individuals and advise participants they will receive a phone call from an Employment Services Worker to conduct the required appraisal. The appraisal date will be scheduled 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 obtained from the participant and noted in case record. The Rights & Responsibilities and Good Cause & Excused Absences information will be sent to the participant. The Employment Services Worker is then notified of the scheduled appraisal time and will log the information.

4.What type of services are SNAP E&T individuals referred to? Check all that apply:

- Orientation
- Case Management (i.e. comprehensive appraisal, individualized employability plan, and ongoing monitoring)
- Supervised Job Search
- Job Readiness Training
- Basic/Foundational Skills Instruction (includes high school equivalency programs)
- Career/Technical Education Programs or other Vocational Training
- English Language Acquisition
- Work Readiness Training
- Work Experience Program (WEP)
- Other:

5.How is information about the referral communicated within the county agency and to SNAP E&T providers, as applicable?

A log is utilized to communicate and track SNAP E&T referrals from SNAP Eligibility Caseworkers to the Employment Services Worker. Phone calls, emails, and FTF communication is also utilized within our agency to communicate during this referral process.

6. How does the referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.

During the eligibility interview the SNAP Eligibility Caseworker will identify eligible SNAP E&T individuals and advise participants they will receive a phone call from an Employment Services Worker to conduct the required appraisal. The appraisal date will be scheduled 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 obtained from the participant and noted in case record. The Rights & Responsibilities and Good Cause & Excused Absences information will be sent to the participant. The Employment Services Worker is then notified of the scheduled appraisal time and will log the information. During the appraisal, employment challenges and barriers are reviewed, as well as possible exemptions explored. Based upon this information obtained from the appraisal, individuals are referred to appropriate and available components.

7. If the county uses a third-party provider for E&T services, how does communication occur between the county agency and its partners, as well as between partners. Please include the mode of communications (shared database, etc.) and the types of information that is shared (e.g. referrals, noncompliance with program requirements, provider determinations, etc.).

Our county does not utilize a third-party provider for E&T services.

8. If the county uses a third-party provider, describe how new policies, procedures, or other information is shared with the intermediary or other partners.

Our county does not utilize a third-party provider for E&T services.

Section 4: Case Management

Case management services are activities and resources that help the individual achieve program goals, and they must directly support an individual's participation in the SNAP E&T program. Case management services can be provided either virtually or in-person. Please refer to OAC Rules 5101:4-3-29 and 7CFR 273.7(c)(6)(ii).

1.Required SNAP E&T individuals (ABAWDs) must be appraised to determine the best assignment to help them achieve self-sufficiency. Employability plans are required for every individual assigned to a SNAP E&T activity. Does your county use the state employability plan template? Yes If no, please attach your county's employability plan.

2.Describe the county's step-by-step appraisal process to develop employability plans for SNAP E&T individuals.

The Employment Services Worker will review the SNAP E&T Required Log daily for upcoming scheduled 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, education, etc. Each participant is also appraised regarding any Domestic Violence related barriers to employment. During the 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 their Employability Plan. SNAP E&T Participant Packets will be mailed to each participant following their appraisal. Participant Packets will be mailed within one business day of the appraisal and will include: SNAP Employability Plan, Specific instructions regarding their assignments including verification due dates, OhioMeansJobs.com details, and Job Application Submission Logs

3.Please indicate which of the following are explored to ensure a comprehensive appraisal in your county. Check all that apply:

- Work history
- Education
- Training
- Skills
- Aptitude
- Interests
- Strengths
- Goals
- Barriers
- Domestic Violence
- Other: Accessibility to Transportation

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

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

Does your county provide any additional case management services other than to appraisals, individualized employability plans and ongoing progress monitoring? No

If yes, please describe additional case management services. N/A

5.How will individuals' case management services be monitored and by whom?

The Employment Services Worker monitors individuals' case management, and those case management services are also reviewed by a supervisor.

6.What entity (or entities) will be responsible for providing case management services?

Seneca County DJFS

7.Describe how the case manager will coordinate with the SNAP E&T providers and other community resources.

Seneca County DJFS administers the SNAP E&T program. Referrals may be made to other OMJ partners and/or community resources, however the SNAP E&T case management is provided in-house by Seneca County DJFS staff.

8.Describe how E&T individuals will receive targeted case management services.

Case management services are targeted and customized based upon individual participant's needs.

9.Who conducts the appraisal?

Seneca County DJFS Staff: Employment Services Worker

10.When are Individuals appraised?

Within 7 calendar days from the date of the SNAP eligibility interactive interview.

11.How are appraisals conducted?

- Electronically on a computer
- Orally with staff
- Paper questionnaire
- Combination of all the above
- Other:

12.How is information from the appraisal communicated or shared with the SNAP agency, with E&T providers, and with the individual, as appropriate?

Information from the appraisal is documented in Ohio Benefits. The Employment Services Worker may also communicate directly with the SNAP Eligibility Caseworker to update and share information when appropriate. Information from the appraisal is also communicated directly with the participant during the appraisal call, reviewed during subsequent calls, and documented on the employability plan which is mailed to each participant.

Section 5: Components

A county agency's E&T program must include one or more for the following components: Supervised job search, education and training, or work experience (WEP). Please refer to OAC Rules 5101:4-3-33, 5101:4-3-34, and 5101:4-3-35 and 7CFR 273.7(e)(2).

Use the boxes below to indicate which component(s) your county offers, who provides it, and the projected annual participation number per component in FFY 2022. Expected participation numbers are based on average monthly enrollment numbers for FFY 2021 per JFSR 5201-D- SNAPET- ABAWD Assignment Detail Report (SNAP). Counties can request their average monthly participation number by contacting [Outcomes And Analysis@ifs.ohio.gov](mailto:Outcomes_And_Analysis@ifs.ohio.gov).

Supervised Job Search

1. Supervised Job Search	
Do you offer Supervised Job Search?	Yes If no, continue to the next component #2
Summary: Provide a summary of the county guidelines implementing supervised job search. This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of individuals and track the timing and activities of individuals.	Participants are assigned Job Search activities which include OhioMeansJobs.com registration, resume creation, resume upload to OMJ, and applying for jobs. Participants may conduct job search activities online at any location, we have chosen to allow any location due to this being the most available option for many participants. Many chose to conduct job search at home, library, or a friend's home with internet access, however our OhioMeansJobs Resource Room is also available for use as well. The only criteria used to approve locations is internet access for OMJ activities. Participants are assigned a Job Search log, which caseworkers use to verify and track job search activities. These details are then documented within case record.
Direct link: Explain how the county agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities (i.e. how the State agency will screen to ensure individuals referred to Supervised Job Search have the skills to be successful in Supervised Job Search and how the Supervised Job Search program is tailored to employment opportunities in the community).	Participants are encouraged to utilize OhioMeansJobs.com, which includes in-demand job listings.
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDS
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels,	No skills, knowledge, or experience is necessary for participation.

recent labor market attachment, computer literacy etc.)	
E&T Providers: Identify all entities that will provide the service.	Seneca County DJFS
Projected Annual Participation: Project the number of unduplicated individuals.	40
Estimated Annual Component Administrative Costs:	\$25,000

Educational Programs

2. Basic/Foundational Skills Instruction (includes High School Equivalency Programs)	
Do you offer Basic/Foundational Skills Instruction?	No (Participants are referred to ASPIRE for help in the pursuit of a HS Diploma or GED when appropriate.) If no, continue to the next component #3
Description of the component: Provide a summary of the activities and services	
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
E&T Providers: Identify all entities that will provide the service.	
Projected Annual Participation: Project the number of unduplicated individuals.	
Estimated Annual Component Administrative Costs: Not supplanting: Federal E&T funds used for activities within the education component must not supplant (i.e. replace) non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
Cost Parity: If any of the educational services or activities are available to persons other than E&T individuals, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T individuals (e.g. comparable tuition).	

3. Career/Technical Education Programs or other Vocational Training	
Do you offer Career/Technical Education Programs or other Vocational Training?	No If no, continue to the next component #4

Description of the component: Provide a summary of the activities and services.	
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
E&T Providers: Identify all entities that will provide the service.	
Projected Annual Participation: Project the number of unduplicated individuals.	
Estimated Annual Component Costs: Project only administrative costs. Not supplanting: Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
Cost Parity: If any of the educational services or activities are available to persons other than E&T individuals, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T individuals (e.g. comparable tuition).	

4. Job Readiness Training	
Do you offer Job Readiness Training?	No If no, continue to the next component #5
Description of the component: Provide a brief description of the activities and services.	
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	

E&T Providers: Identify all entities that will provide the service.	
Projected Annual Participation: Project the number of unduplicated individuals.	
Estimated Annual Component Administrative Costs:	

5. English Language Acquisition	
Do you offer English Language Acquisition?	No If no, continue to the next component #6
Description of the component: Provide a summary of the activities and services.	or tap here to enter text.
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	or tap here to enter text.
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	or tap here to enter text.
E&T Providers: Identify all entities that will provide the service.	or tap here to enter text.
Projected Annual Participation: Project the number of unduplicated individuals.	or tap here to enter text.
Estimated Annual Component Costs: Project only administrative costs.	or tap here to enter text.
Cost Parity: If any of the educational services or activities are available to persons other than E&T individuals, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T individuals (e.g. comparable tuition).	or tap here to enter text.
Cost Parity: If any of the educational services or activities are available to persons other than E&T individuals, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T individuals (e.g. comparable tuition).	

Work Experience

6. Work Experience Program (WEP)	
Do you offer WEP?	Yes If no, continue to the next component #7

Description of the component: Provide a summary of the activities and services.	Participants may be assigned to a WEP site when appropriate, to gain valuable work experience to help them in the pursuit of gainful employment.
Target Population: Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDS
Criteria for Participation: What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.)	No particular skills, knowledge or experience is necessary for participation at a WEP site. WEP sites will train participants to complete the assigned work duties.
E&T Providers: Identify all entities that will provide the service.	Seneca County DJFS
Projected Annual Participation: Project the number of unduplicated individuals.	3
Estimated Annual Component Costs: Project only administrative costs.	\$10,000

Note: When the county is at full capacity for all SNAP E&T components and can no longer assign individuals, the county agency must notify the TANF-FSTA mailbox within 30 days of the determination of no site availability. WEP site agreements and third-party contractors must notify the county agency if there are no available slots for SNAP E & T individuals.

Section 6: Participant Tracking and Monitoring

In accordance with OAC Rules 5101:4-3-20 and 5101:4-3-11.2, individuals 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.

1. Which of the following methods does your county use to prevent overpayments to ABAWDs who reach their time limit (3 of 36 months), when not under a waiver? Check all that apply:

- ABAWD Countable Months Detail Report (OB)
- ABAWD Time Limit Month (OB)
- Other:

2. How does your county ensure that the participant is informed of an alleged failure prior to the imposition of a timely sanction for the ABAWD who fails to participate in a SNAP E&T activity for the appropriate number of hours? Check all that apply:

- County notification form
- Phone call
- Email
- Text
- Other reasonable means: Participants are informed of their rights and responsibilities both during initial eligibility and again during appraisal. Participants are also made aware that if they fail or refuse to participate, their case will be referred for sanction in accordance with OAC 5101:4-3-29.

3. ABAWDs are required to participate in SNAP E&T, even if the ABAWD resides in a waiver county. 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? Check all that apply:

- ABAWD Countable Months Detail Report (OB)
- ABAWD Time Limit Month (OB)
- Other:

Section 7 Supportive Services

In accordance with OAC Rule 5101:4-3-32, county agencies are responsible to pay for or reimburse individuals for expenses that are reasonable, necessary, and directly related to participation in E&T. County agencies may impose a maximum limit for reimbursement payments. The County must meet all costs associated with mandatory participation (i.e. the supportive services must cover the total cost, otherwise the individual will be exempt).

Estimates of Participant Reimbursements/Service Arrangements	
Estimate the number of E&T individuals to receive participant reimbursements/service arrangements. Include both mandatory individuals and volunteers.	5
Estimate the budget for E&T participant reimbursement for FY2022.	\$500.00

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement (service arrangement) offered by the county agency.

- **Service**
- **Participant Reimbursement Cap:** Indicate any caps on the amount the county agency will provide for the participant reimbursement.
- **Who provides the participant reimbursement:** County, a provider, an intermediary, or some other entity?
- **Method of disbursement:** Indicate if the participant reimbursement is in *advance* or a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or *actual amount*.

Service	Offered	Reimbursement Cap Maximum per person/per month	Who provides participant reimbursement	Method of disbursement	
				Advance or Reimbursement	Estimated or Actual Payment
Automobile Repairs	Select	\$	Name		
Background Checks	Select	\$	Name		
Books	Select	\$	Name		
Child Care for Volunteers	Select	\$	Name		
Clothing for interview	Select	\$	Name		
Clothing for job; not uniform	Select	\$	Name		
Course Registration Fees	Select	\$	Name		
Dependent Care Costs	Select	\$	Name		
Driver's License fees/class	Select	\$	Name		
Drug Tests	Select	\$	Name		
Equipment	Select	\$	Name		
Fingerprinting	Select	\$	Name		
Gasoline	Select	\$	Name		
IT Service (internet/data plans)	Select	\$	Name		

Laptops or Tablets	Select	\$	Name		
Legal Services	Select	\$	Name		
Licensing/bonding fees	Select	\$	Name		
Medical Services	Select	\$	Name		
Personal Safety Items	Select	\$	Name		
Student Activity Fees	Select	\$	Name		
Test Fees	Select	\$	Name		
Tools	Select	\$	Name		
Training Materials	Select	\$	Name		
Transportation (excluding gas)	Yes	\$200.00	County	Reimbursement	Estimated
Tuition and Fees	Select	\$	Name		
Uniforms	Select	\$	Name		
Union Dues	Select	\$	Name		
Other: Define	Select	\$	Name		
Other: Define	Select	\$	Name		
Other: Define	Select	\$	Name		

Section 8: Provider Determination

In accordance with 7 CFR 273.7(c)(18)(ii), the county agency shall ensure E&T providers are informed to their authority and responsibility to determine if a participant is not suited for a particular E&T component/activity.

1. Describe the county agency's procedure for a contractor or agency operating a component of its SNAP E&T to notify the county agency of a provider determination (when and why a participant is determined to be not suited for participation in an E&T component).

Our county does not utilize any contractors to operate SNAP E&T services.

If a participant is determined to be not suited for participation in an E&T component, they may be assigned a different E&T component that the participant is better suited for, or an exemption may be utilized when appropriate. Modifications to assignments in this type of scenario, or an exemption, will be completed within 10 business days.

Section 9: Conciliation

In accordance with OAC Rule 5101:4-3-38 the county agency shall have a conciliation process to resolve disputes.

1. Describe the county's due process procedure for SNAP E&T individuals who disagree with a county good cause determination or a provider determination that a participant is not suited for an E&T component.

The conciliation process can be initiated by any of the following: (1) A written notice from the county agency to the participant for a conciliation conference; (2) A written or verbal request from the participant to the county agency for a conciliation conference; or (3) A written or verbal request from the participant to the county agency for a conciliation conference when there is an act of nonparticipation. The conciliation process requires that such requests shall be made within seven calendar days which begins the day following the day of nonparticipation. The county agency shall maintain an accurate record of all conciliation requests, including any pertinent facts and the resolution of the conciliation. Once a conciliation request is initiated, the county agency should attempt an informal resolution. A resolution of the conciliation process initiated in accordance with paragraph (B) of this rule, shall be reached within a maximum of fifteen calendar days beginning with the date the conciliation process was initiated. No adverse action, as related to the SNAP employment and

training program, may be proposed until the conciliation process, if requested, is concluded. When a conciliation process is initiated, the county agency shall convene a conciliation conference which is presided over by the director or a designee. Both the county agency and the individual may bring whomever each reasonably wants to be at the conference to informally resolve differences. When appropriate, the worksite supervisor may attend, or information from the worksite supervisor as requested by the county agency may be presented. The conciliation conference does not replace the right to request a county conference pursuant to the provisions of Chapters 5101:6-1 to 5101:6-9 of the Administrative Code and the conciliation process shall not in any way limit the participant's hearing rights. The individual shall be notified in writing of the outcome of the conciliation conference. The notification shall also contain an explanation of the right to a state hearing pursuant to the provisions of Chapters 5101:6-1 to 5101:6-9 of the Administrative Code. When the conciliation conference is to be followed by a proposal of an adverse action, the prior notice sent to the individual will fulfill this requirement.

Section 10: Budget and Contracts

The county agency must have budgets and track expenditures. Budget narratives must be kept on file and made available upon request by state or federal reviewers.

Please complete the attached County Plan Operating Budget Excel Workbook.

Instructions for Tab A-Contracts and Partnerships Matrix:

- Complete this worksheet for every contact or third-party partner and indicate the amount of 100 percent federal funds; the total amount of 50/50 administrative funds; the total amount of 50/50 participant reimbursement funds; and the proposed number of individuals to be served.
- The amount of 50/50 Admin Funds and Total Participant Reimbursement Costs should be inclusive of all Federal, State, and local funds for each partner.

Instructions for Tab A-1- Intermediary subcontracts, if applicable:

- This section should be completed when a county agency's intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. This information includes: The name of intermediary, the name of the subcontractor; geographic area served by subcontractor; the year the subcontract began and the year the subcontract ended; the components to be provided, the participant reimbursements that will be provided by the subcontractor; whether virtual services are and available and the annual number of SNAP E&T individuals to be served.

1. Is the county using multiple funding sources to implement its SNAP E&T program? Yes

If yes, which program do you co-braid funding with? Check all that apply:

- WIOA
 TANF
 Private:
 Other:

2. Total SNAP E&T Operating Budget: \$80,521

3. Describe how the county evaluates the performance of partners in achieving the purpose of the SNAP E&T program (such as assisting members of the SNAP household in gaining skills, training, work, or experience that will increase their ability to obtain regular employment). Our county does not utilize any contractors to operate SNAP E&T services.

4. Direct Costs:

Salary/Wages: List staff positions in full-time equivalent (FTE) and time spent on SNAP E&T	FTE = 2 Time Spent 25%
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Fringe Benefits: if charging fringe benefits to the SNAP E&T program, provide the approved fringe rate.	
Number of monetary contacts:	
Total contractual costs:	\$0.00
Non-capital equipment and supplies: describe non-capital equipment and supplies purchased with SNAP E&T funds.	
Materials: describe materials to be purchased with SNAP E&T funds.	
Travel and staff training: describe the purpose and frequency of <u>staff</u> travel charged to the SNAP E&T program.	N/a
Building/Space: if charging building space to the SNAP E&T program and describe the method used to calculate the space value.	N/A
Equipment & Other Capital Expenditures: describe equipment and other capital expenditures over \$500 per item.	N/A

Please complete the questions below for each contract with a third-party provider or partner: N/A

1.

Third Party Contractor or Partner Name	...
Address	...
Overview of the Services Provided	...
Intermediary	Choose an item.
Name of subcontractor, if applicable	...
Activities Offered Check all that apply	<input type="checkbox"/> Supervised Job Search <input type="checkbox"/> Job Readiness Training <input type="checkbox"/> Basic Skill Instruction <input type="checkbox"/> Career-Technical Education/Vocational Ed <input type="checkbox"/> English Language Acquisition <input type="checkbox"/> Integrated Education & Training <input type="checkbox"/> Work Readiness Training <input type="checkbox"/> WEP <input type="checkbox"/> OJT
Credentials Offered	...
Participant Reimbursement Offered	...
Target Population	...
Are virtual services offered?	Choose an item.
Annual Number of Individuals to be served	...
How is the contract monitored? Describe how the county monitors the provider.	...
Type of ongoing communication with contractor:	...
Type of Agreement	...
Total Cost of Agreement	...
New Partner	Choose an item.
Year contract or subcontract established	...
Year contract or subcontract ended	...