

**2024 County SNAP Employment and Training Plan**  
for  
**County Wood**

<b>Ohio</b>	<b>Department of Job and Family Services</b>
<small>Mike DeWine, Governor Jon Husted, Lt. Governor</small>	<small>Matt Damschroder, Director</small>

**SNAP E&T Plan Contacts:**

Title	Name	Email	Phone
Employment and Support Services Supervisor	Shannon Fisher	Shannon.fisher@jfs.ohio.gov	419-373-6972
Employment and Support Services Administrator	Mary DeWitt	Mary.dewitt@jfs.ohio.gov	419-373-6970
Income Maintenance Administrator	Laura Seifert	Laura.seifert@jfs.ohio.gov	419-352-7566

**Total Number of SNAP Staff: 43**

**Amendment Log**

If a county agency amends their plan during federal fiscal year (FFY) 2024, it must submit SNAP E&T plan revisions to the Ohio Department of Job and Family Services (ODJFS), Office of Family Assistance (OFA) for approval. The county agency must submit the proposed changes for approval at least 30 days prior to the planned implementation because certain county contracts must be added to the Ohio SNAP E&T plan and be submitted to the United States Department of Agriculture, Food and Nutrition Services (FNS) for approval.

Amendment Number	Description of changes or purpose for Amendment	Section of Plan Changed	Date submitted to OFA	Date approved by OFA
1.				

**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.

<b>Budget</b>	
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"/>

<b>Agreements and Contracts</b>	
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 a voluntary participant, 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"/>

<b>Case Management</b>	
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"/>

<b>Components</b>	
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"/>
Of the five SNAP E&T components, at minimum, the following three components are part of the county's SNAP E&T program: 1. Supervised Job Search 2. Educational Programs 3. Work Experience	<input checked="" type="checkbox"/>

<b>Provider Determination/Conciliation</b>	
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 participant 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"/>

<b>Noticing</b>	
The assistance group receives a consolidated written notice and comprehensive oral explanation of all applicable work requirements for each individual within the assistance group.	<input checked="" type="checkbox"/>
The assistance group is informed by any reasonable means, of a work registration/SNAP E&T failure and the right to provide good cause information to the county agency, prior to being issued a notice of noncompliance.	<input checked="" type="checkbox"/>

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

*D. W. Gent*

County Agency Director

*Valley Hill Henry*

County Agency Fiscal Reviewer

6/28/23

Date

6-28-23

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 SNAP 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).**

**Questions to address in response:**

- Is the SNAP E&T program a partner at the local OMJ center?
- How does your county coordinate with education providers, career services, and eligible training providers?
- Does your county look at the in-demand jobs list to determine what kind of components and activities that will be offered?
- Does your county use the Office of Workforce Development (OWD) career pathways (specified sequence of jobs and trainings to attain a certain job) to determine how to assign an individual to education and training?
- Does your county use the same Request for Proposal (RFP) for WIOA, SNAP E&T and/OWF work activities?
- Does your county assign ABAWDs to basic education if they do not have a high school diploma or GED?
- How does your county utilize OhioMeansJobs.com in the SNAP E&T program?
- Does your county assist ABAWDs in creating an account, backpack, and resume on OMJ?

The Wood County Department of Job and Family Services and OhioMeansJobs-Wood County are co-located at the same site. Employment Services Unit Staff at WCJDFS/OhioMeansJobs-Wood County complete the assessments/appraisals of all participants required to complete the assessment/appraisal process and to participate in a SNAP E&T assignment. OhioMeansJobs-Wood County also operates the SNAP E&T components of education and training and job search and job readiness as well as completes assignments to work experience program sites. As described later in the plan, the education and training and job search assignments both utilize ohiojobs.com in the curriculum and job search activities. OhioMeansJobs- Wood County is also a current WEP site. OhioMeansJobs-Wood County partners with area education and training providers and provides career services for SNAP E&T participants as needed including exploring training and services provided through WIOA and/or TANF/PRC Youth and Adult training programs included in the county's PRC plan and referrals to area basic education providers (including Aspire/GED, English language acquisition, basic literacy) providers. OhioMeansJobs- Wood County completes the intakes and assessments for CCMEP and makes referrals to CCMEP services not provided by the county. All SNAP E&T participants in the age range of 18-24 years old are referred for CCMEP. OhioMeansJobs-Wood County conducts regular meetings with agency partners and local economic development to develop local workforce plans based on the needs of Wood County to meet the demands of employer and the needs of SNAP E&T participants. WIOA, SNAP E&T, CCMEP and OWF work activities are not contracted out to another vendor; therefore, no RFP is used.

## Section 2: Eligibility Determination and Screening

*In accordance with OAC Rules 5101:4-3-11 and 51015:4-3-20, the county agency 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 agency must determine if a customer is subject to SNAP work requirements. Screening is a SNAP certification function that is to be completed by the eligibility worker during the eligibility interview. Please describe the county agency's process for screening work registrants to determine if they are required SNAP E&T individuals (ABAWDS). Please include:**

- How are work registrants and required SNAP E&T individuals (ABAWDS) identified?
- How are exemptions screened during the interview process (what questions are asked during the intake process specific to screening)?
- Do county workers use a screening tool or questionnaire (if so, please attach)?

- When in the interview does the eligibility workers inform applicants of available supportive services and good cause for lack of available supportive service funding?
- How does your county ensure eligibility workers understand that only ABAWDS are referred to the SNAP E&T program for an appraisal?

During the eligibility interview, eligibility workers use the required JFS 07208 SNAP Work Registration, ABAWD and Employment & Training Screening Tool to determine work registration status, work registration exemptions and ABAWD exemptions. At the time of the eligibility interview, eligibility workers review each potential exemption for each possible work registrant to see if an exemption may be met or may be requested with follow-up verification required depending on the exemption. The JFS 07105 checklist is sent requesting any needed documentation of an exemption giving the participant ten days to provide verification. Applicants are asked about any additional need for supportive services during the completion of the JFS 07208 during the intake interview and are referred to the county Employment Services/OMJ unit for supportive services or referrals to services not provided by the county. Eligibility workers receive training on how to use the JFS 07208 and properly refer ABAWDS for an appraisal during new worker training and periodically for ongoing staff. The workers also use the JFS 07208 to provide the explanation to participants orally.

**2. Does the county allow individuals to volunteer to participate in any of the SNAP E&T program components offered within the county (Supervised Job Search, other education programs not described in question three, Work Experience, Work Based Learning, and/or Job Retention)? No**

If yes, please describe the enrollment process.

N/A

**3. 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 a SNAP E&T component offered by the county. An appraisal of the student must be completed; the student must be assigned to an education and training component 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 as described in OAC rule 5101:4-6-04? No**

**Does your county participate in the Community College Acceleration Program (CCAP) and allow student volunteers through CCAP participation? No**

If yes, please fill in the below:

N/A

**4. The following policies must be provided verbally and in writing to each work registrant and SNAP 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
- 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, the county agency must screen each work registrant to determine if it is appropriate to refer them to the SNAP E&T program and, if appropriate, refer them for appraisal and a SNAP E&T component.*

**1. After an individual is screened and determined appropriate for SNAP E&T (i.e., they are an ABAWD even in a waived county), they are to be referred to the SNAP E&T program. Referral to the SNAP E&T program is a SNAP certification function that is to be completed by the eligibility worker. Please describe the step-by-step process workers use to refer eligible SNAP individuals to the E&T program staff. Include the time frame in which the referral is made from either interview or authorization.**

Immediately following the eligibility interview or redetermination, eligible SNAP E&T individuals or recipients are referred to the E&T program staff through an electronic form in the Electronic Document Management System (EDMS)/OnBase program. Participants are notified verbally and in writing that they are being referred for the SNAP E&T program. The referral form includes basic information on the required participant which may include the amount of the SNAP issuance, the number of failed ABAWD months and/or other pertinent information concerning possible exemptions that have been reported but not yet verified and need further exploration such as employment, medical ability to participate, participation in substance abuse treatment, etc. Participants are given time to submit any needed third-party verifications of exemptions until the scheduled assessment and/or up to 30 days after authorization and/or at any time during their assignment.

**2. How are individuals informed that they are being referred to the SNAP E&T program? What type of information about SNAP E&T is provided to the individual when they are referred? (e.g., information about accessing E&T services, case management, dates, contact information)?**

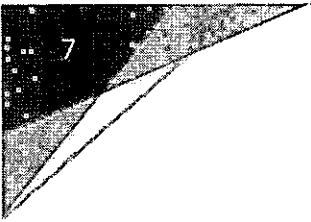
The referral is communicated during the eligibility interview, redetermination interview or during a report to customer service (if an exemption no longer exists) by the SNAP eligibility worker using the referral script in the JFS 07208. Individuals are provided information that they will be contacted by phone for an assessment/appraisal appointment to be scheduled and subsequently by mail with a scheduled date and time for assessment/appraisal. Appointment letters contain basic information on the assessment/appointment and possible SNAP E&T assignments and case management as well as the SNAP E&T and ABAWD rights and responsibilities and contact information for the assigned Employment Services Representative and the county agency. Information is provided verbally and in writing (through mail) concerning services provided by OhioMeansJobs-Wood County.

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

Information on the referral is contained in the SNAP Employability and Training Plan stored in the EDMS and documented in the Ohio Benefits System. This is accessible by eligibility staff and employment services staff at the county. Additional communication between eligibility staff and employment services staff is sent through a workflow system in the EDMS. For the SNAP E&T providers (WEP site and basic education providers), referrals are communicated initially and in follow-up via phone, video calls or virtual chat and in writing through email.

**4. 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.**

The referral and assignment process ensures that individuals are referred to an appropriate and available component by first conducting a thorough assessment/appraisal with each individual. All individuals receive an explanation of the available components and a list of providers for the assigned component. Should the assigned component be determined as unsuitable by the provider, the provider must notify the county within ten days. A follow-up assessment will be conducted to determine if the individual may be meeting an exemption that was not previously identified or is new or to make an assignment to a more appropriate component.



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

Communication with third-party provider (WEP, ESL or basic education only for Wood County) occurs through phone, video call, virtual chat, email or in person communication. Information that may be shared includes referrals, assigned hours of participation, noncompliance with program requirements, provider determinations, needs of the assigned individual or any other concerns or questions that may arise during the initial assignment or at any time during participation.

**6.If the county uses a third-party provider, describe how new policies, procedures, or other information is shared with providers. This includes contracted and non-contracted third-party providers.**

New policies, procedures or other information may be shared by phone, video call, virtual chat, in person, by email, by mail or interoffice courier for Wood County agencies. All information is communicated in writing in addition to any verbal communication.

#### Section 4: Case Management

***Case management services are activities and resources that help the SNAP E&T 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 Rule 5101:4-3-29.***

**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.**

- **When/how are appointments scheduled?**
- **What questions are asked and how are they customized for everyone?**
- **How do you assign SNAP E&T activities so that they are unique to the individual's needs?**
- **Are there any assessment strategies?**

After the eligibility interview, those identified as required participants are referred to the Employment Services Unit/OhioMeansJobs-Wood County. The SNAP E&T caseworker attempts to contact each participant by phone by the next business day after receiving the referral to schedule the appraisal/assessment. If the participant cannot be reached by phone, an appointment letter is mailed to the participant and any authorized representatives with an appointment date and time, general explanation of SNAP E&T activities and the SNAP E&T/ABAWD rights and responsibilities. A follow-up letter with the rights and responsibilities is also mailed to those who schedule by phone. During the appraisal, the SNAP E&T caseworker conducts an assessment regarding educational attainment, basic skills, literacy, work history, limitations and strengths, criminal background and need for supportive services. Access to a phone, computer/tablet and internet are also reviewed during the assessment. Potential exemptions are reviewed again during the appraisal. Additional open-ended questions may be asked based on the individual's situation. The employability plan is reviewed verbally and in writing with the participant and contains the rights and responsibilities for participants. Short term and long-term goals for employment and self-sufficiency are created in conjunction with the participant to assign them to an appropriate E&T assignment. Supportive services are issued, if available, and referrals are completed to other resources

that may assist with identified needs. The employability plan may be amended should additional barriers or concerns be identified while the participant is participating in any activity.

### 3. Who conducts the appraisal?

Employment Services/OhioMeansJobs- Wood County Employment Services Representatives

### 4. When are individuals scheduled for an appraisal (timeframe after intake or recertification interview)?

Individuals are appraised within thirty days of approval for SNAP; following redetermination if the individual is no longer meeting an exemption; and if a change is reported that results in the individual no longer meeting an exemption. Appraisals/assessments will be completed at least every six months for ongoing participants or more often as needed.

### 5. Appraisals shall be conducted by county agency SNAP E&T staff or contracted staff and the SNAP E&T individual shall receive an appraisal appointment with a designated date and time for the appraisal. How are appraisals conducted (testing, etc.)?

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

### 6. How is information from the appraisal communicated or shared within the county agency, with E&T providers, and with the individual, as appropriate?

SNAP and SNAP E&T services are provided in house with agency staff. All appraisal information is stored within the Ohio Benefits system and the EDMS/OnBase system. Information is shared verbally and in writing with the individual through the SNAP Employability and Training Plan.

### 7. 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 (required)
- Other: Access to Technology

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

- SNAP E&T Program Requirements
- Work Registrants Rights and Responsibilities
- Consequences of Failure to Comply with Program Requirements
- ABAWD Work Requirements (if not under a waiver)
- ABAWD Time Limits (if not under a waiver)



ABAWD Change Reporting Requirements (if not under a waiver)

Does your county provide any additional case management services other than appraisals, individualized employability plans and ongoing progress monitoring? Yes

If yes, please describe additional case management services. WCDJFS provides referrals to community partners and resources for unmet needs and may also assist with other emergency needs should local levy funds be available.

**9. Describe the ongoing progress monitoring processes (in general). Please include the following:**

- Who is responsible for providing ongoing progress monitoring?
- How are SNAP E&T individuals' ongoing progress tracked and by whom?
- Typically, how often does the agency meet with a participant?
- How is the contact made with the SNAP E&T participant (text, phone, in-person)?
- Is anything discussed beyond the ongoing progress monitoring, such as supportive services or other case management services? If yes, please describe.

Each individual is assigned an employment services representative who provides case management. The representative meets with the participant at least once per week if the participant is assigned to the job readiness and/or job search components. The representatives meet at least once per month with participants assigned to basic education and/or the work experience program. All participants may utilize case management more often if needed. Contact is typically made through phone, in person or virtually on Zoom depending on the participants' needs and or access to technology and comfort level with technology. The agency is exploring ways to use texting as a form of contact. Supportive services and needs are discussed at each case management meeting and needs for referrals to other services.

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

The case manager/employment services representative tracks all referrals to SNAP E&T providers of components not provided in house (primarily WEP and basic education) and community resources and will have contact at least monthly or more often if needed.

**11. Describe how SNAP E&T individuals will receive targeted case management services.**

SNAP E&T Individuals receive targeted case management services during their participation in their assigned component. For those participating in the education and training and/or job search components, case management is included in the assigned hours. This occurs on a weekly basis for individuals who choose to participate. For individuals participating in the work experience program component, case management will occur at least monthly (more often as needed) with their assigned employment services representative on a scheduled basis and upon request by the individual (should they choose to participate).

## Section 5: Components

***A county agency's SNAP E&T program must include these three components: Supervised job search, education and training, and work experience (WEP). Work based learning and job retention are optional components. Please refer to OAC Rules 5101:4-3-33, 5101:4-3-34, and 5101:4-3-35.***

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 2023. Expected participation numbers are based on average monthly enrollment numbers for FFY 2022 per JFSR 5201-D- SNAPET- ABAWD Assignment Detail Report (SNAP). Counties can request their average monthly participation number by contacting [Outcomes\\_And\\_Analysis@jfs.ohio.gov](mailto:Outcomes_And_Analysis@jfs.ohio.gov).

**1. Supervised Job Search**

**Summary:** Provide a summary of the county guidelines implementing supervised job search. This summary must describe: how the supervised job search component along with the county approved locations meet the requirement to directly supervise the activities of individuals, track the timing and activities of individuals and how individuals are provided access to the necessary tools and materials needed to perform supervised job search.

Supervised job search is conducted by OhioMeansJobs Wood County. This is the only site. The following criteria used to select the site: ability to provide workforce services; accessibility to participants and ability to provide a wide range of services. These criteria were selected to ensure quality of programming for SNAP E&T participants. Individuals are directly supervised through phone or video calls and in person. The county trains and monitors all staff operating this activity to ensure individuals are provided with the best possible experience to succeed in their job and career search. Time and attendance are tracked through tracking sheets for each individual which are stored in the case record. Tracking includes the individual's name, dates and time of attendance/participation, number of hours and a log of applications submitted. The majority of applications are required to be submitted using ohiomeansjobs.com unless an application may only be completed directly through an employer or through an onsite paper application. Individuals may submit application logs through email, in person, or other means of communication. Individuals have at least weekly meetings with their employment services representative. During these meetings case management is provided as well as a review of the job search and career planning services.

**Direct link:** Explain how the county agency will ensure that supervised job search activities will have a direct link to increasing 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).

The supervised job search activities have a direct link to increasing employment opportunities by utilizing the resources of OhioMeansJobs- Wood County and ohiomeansjobs.com. Prior so starting job search activities, individuals complete a full assessment and attend educational workshops and complete activities designed on an individual level with their employment services representative.

**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,

Individuals who have obtained the basic skills needed to complete a job search.

recent labor market attachment, computer literacy etc.)	
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	OhioMeansJobs-Wood County
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	120
<b>Estimated Annual Component Administrative Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	\$24,000.00

Education and Training Programs-some or all of the following education components shall be offered.

<b>2. Basic/Foundational Skills Instruction (includes High School Equivalency Programs)</b>	
Does your county offer Basic/Foundational Skills Instruction?	Yes
<b>Description of the component:</b> Provide a summary of the activities and services	Assignments/referrals are made to basic education providers for basic literacy and high school equivalency
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
<b>Criteria for Participation:</b> 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.)	Individuals who did not complete a high school diploma or the equivalency or who are determined to need additional instruction to meet literacy or numeracy skills to obtain and maintain their desired employment/career
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	Penta Career Center and Owens Community College
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	6
<b>Estimated Annual Component Administrative Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	\$1,000.00
<b>Not supplanting:</b> 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.	
<b>Cost Parity:</b> 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).	N/A

<b>3. Career/Technical Education Programs or other Vocational Training</b>	
Does your county offer Career/Technical Education Programs or other Vocational Training?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/a
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/a
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/a
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/a
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.  <b>Not supplanting:</b> 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.	N/A
<b>Cost Parity:</b> 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).	N/A

<b>4. Job Readiness Training</b>	
Does your county offer Job Readiness Training?	Yes
<b>Description of the component:</b> Provide a brief description of the activities and services.	OhioMeansJobs- Wood County operates a three-week program that includes a combination of group workshops, activity and educational assignments utilizing ohiojobs.com and curriculum designed by OMJ staff and individual meetings that combine case management with career development services and career exploration. The goal of job readiness training is to prepare the individual for not only a job search but to also develop career pathway in collaboration with the individual based upon their goals. Workshops topics include: an orientation to OMJ services, how to research employers and develop job leads, resume development, basic budgeting and time management and completion of applications. Individual educational assignments/activities are made based upon the individual's needs (identified during the formal assessment and chosen by the individual based on their own self-assessment). These assignments meet the individuals where they are in their journey. These include activities designed to address soft skills, overcome barriers to employment, increase self-confidence and self-efficacy and to plan for success in the job search component.
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
<b>Criteria for Participation:</b> 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.)	Individuals who need to obtain and maintain employment and to obtain the skills needed for their desired career.
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	OhioMeansJobs-Wood County
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	120
<b>Estimated Annual Component Administrative Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	\$24,000

<b>5.English Language Acquisition</b>	
Does your county offer English Language Acquisition?	Yes If no, continue to the next component #6
<b>Description of the component:</b> Provide a summary of the activities and services.	Classes in English Language Acquisition are provided by community providers for free to those in need of obtaining or improving English language skill.
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
<b>Criteria for Participation:</b> 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.)	Participants whose first language may not be English and need further knowledge and skills to obtain and maintain employment.
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	Owens Community College, Water for Ishmael and La Conexión
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	6
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	\$1,000.00
<b>Cost Parity:</b> 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).	N/A

### Work Experience

<b>6.Work Experience Program (WEP)</b>	
<b>Description of the component:</b> Provide a summary of the activities and services.	WEP is designed to improve the employability of individuals through actual work experience to enable them to prepare them for unsubsidized employment. Sites include public and private nonprofit agencies and organizations where individuals may obtain skills and work experience in different types of job duties.
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs,	ABAWDs

Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation:</b> 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.)	Individuals are provided with job readiness skills first to prepare them for placement in this component.
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	OhioMeansJobs-Wood County, The Brown Bag Food Project, Wood County Committee on Aging and The Sharing Kitchen- No contracts with any entity. A sample of the county WEP MOU is attached to this document.
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	12
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	\$10,000

***\*Please attach a sample WEP agreement***

#### Work Based Learning

<b>7. Internships</b>	
Does your county offer Work Based Learning-Internships?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to	N/A

the planning, implementing and operation of the SNAP E&T component.

### 8. Pre-apprenticeship

Does your county offer Work Based Learning-Pre-apprenticeships?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

### 9. Apprenticeship

Does your county offer Work Based Learning-Apprenticeships?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A



<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

### 10. Customized Training

Does your county offer Work Based Learning-Customized Training?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

### 11. Transitional Jobs

Does your county offer Work Based Learning-Transitional Jobs?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels,	N/A

recent labor market attachment, computer literacy etc.)	
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

### 12. Incumbent Worker Training

Does your county offer Work Based Learning-Incumbent Worker Training?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

### 13. On-the-Job Training

Does your county offer Work Based Learning-On-the-Job-Training?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs,	N/A

Returning Citizens, Homeless, Older Disconnected Youth, etc.	
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

<b>14.. Subsidized Employment</b>	
Does your county offer Work Based Learning-Subsidized Employment?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	N/A
<b>Criteria for Participation:</b> 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

<b>15. Job Retention Services</b>	
Does your county offer Job Retention Services?	No
<b>Description of the component:</b> Provide a summary of the activities and services.	N/A
<b>Target Population:</b> Identify the population that will be targeted. Include special employed populations.	N/A
<b>Criteria for Participation:</b> In addition to gaining employment, 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.)	N/A
<b>E&amp;T Providers:</b> Identify all entities that will provide the service. Additional information about each provider is required in Section 11.	N/A
<b>Projected Annual Participation:</b> Project the number of unduplicated individuals.	N/A
<b>Estimated Annual Component Costs:</b> Project only administrative costs. This estimation should be based on all projected participants being served. Examples of administrative costs may include, but are not limited to the planning, implementing and operation of the SNAP E&T component.	N/A

**Note:** When the county agency is at full capacity for all SNAP E&T components and can no longer assign individuals, the county agency must notify Program Policy and Systems by emailing [OFA-PPS@jfs.ohio.gov](mailto:OFA-PPS@jfs.ohio.gov) 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 SNAP E&T Program requirements are met. County agencies 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? (If your county is currently under a waiver, please answer which method you would use should your county no longer be waived.) Check all that apply:**

- ABAWD Countable Months Detail Report (OB)
- ABAWD Time Limit Month (OB)
- Other: *Define 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: The JFS 07209 is mailed. If the participant's email was provided, it is also emailed.  
 Face to face notification: if the person does report to the assigned activity following a failure.

**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: All participants are tracked on a spreadsheet to ensure that participation logs and/or good cause are submitted timely and that hours are met. This is maintained by work activities case workers and reviewed by the Employment and Support Services Supervisor.

## 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 SNAP E&T. County agencies may impose a maximum limit for reimbursement payments. The County agency must meet all costs associated with mandatory participation (i.e., the supportive services must cover the total cost, otherwise the individual will be exempt). Please include all supportive services that providers will require of participants or will pay for participants.***

Estimates of Participant Reimbursements/Service Arrangements	
Estimate the number of SNAP E&T individuals to receive participant reimbursements/service arrangements. Include both mandatory individuals and volunteers.	132

### Participant Reimbursement Details

**Complete the table below with information on each participant reimbursement (service arrangement) offered by your county agency or provider (if SNAP E&T funds are paid to the provider for giving supportive services to participants).**

- **Service**
- **Participant Reimbursement Cap:** Indicate any caps on the amount the county agency will provide for the participant reimbursement and whether they are a monthly or annual cap/maximum.
- **Who provides the participant reimbursement:** County agency, 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- indicate monthly or annual maximum	Who provides participant reimbursement - County agency or Provider	Method of disbursement	
				Advance or Reimbursement	Estimated or Actual Payment
Automobile Repairs	Yes	\$2,000	WCDJFS	Reimbursement	Actual
Background Checks	Yes	\$65	WCDJFS	Advance	Actual
Books	No	\$	N/A	R/A select	Pay select
Child Care for Volunteers	No	\$	N/A	R/A select	Pay select
Clothing for interview	No	\$	N/A	R/A select	Pay select

Clothing for job; not uniform	No	\$	N/A	R/A select	Pay select
Course Registration Fees	No	\$	N/A	R/A select	Pay select
Dependent Care Costs	No	\$	N/A	R/A select	Pay select
Driver's License fees/class	No	\$	N/A	R/A select	Pay select
Drug Tests	No	\$	N/A	R/A select	Pay select
Equipment	No	\$	N/A	R/A select	Pay select
Fingerprinting	Yes	\$65	WCDJFS	Advance	Actual
Gasoline	Yes	\$300	WCDJFS	Advance	Estimated
IT Service (internet/data plans)	Yes	\$100	WCDJFS	Advance	Estimated
Laptops or Tablets	No	\$	N/A	R/A select	Pay select
Legal Services	No	\$	N/A	R/A select	Pay select
Licensing/bonding fees	Yes	\$200	WCDJFS	Reimbursement	Actual
Medical Services	No	\$	N/A	R/A select	Pay select
Personal Safety Items	No	\$	N/A	R/A select	Pay select
Student Activity Fees	No	\$	N/A	R/A select	Pay select
Test Fees	Yes	\$120	WCDJFS	Reimbursement	Actual
Tools	No	\$	N/A	R/A select	Pay select
Training Materials	No	\$	N/A	R/A select	Pay select
Transportation (excluding gas)	Yes	\$300	WCDJFS	Advance	Estimated
Tuition and Fees	No	\$	N/A	R/A select	Pay select
Uniforms	Yes	\$100	WCDJFS	Reimbursement	Actual
Union Dues	No	\$	N/A	R/A select	Pay select
Other: Define	No	\$	Name	R/A select	Pay select
Other: Define	No	\$	Name	R/A select	Pay select
Other: Define	No	\$	Name	R/A select	Pay select

## Section 8: Provider Determination

***In accordance with OAC 5101:4-3-11.2, the county agency shall ensure SNAP E&T providers are informed of their authority and responsibility to determine if a participant is not suited for a particular SNAP E&T component/activity.***

**1. Describe the county agency's procedure for a contractor or agency operating a component of the SNAP E&T program 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).**

An agency operating a component of SNAP E&T in Wood County will be informed of their authority and responsibility to determine if an individual is not suited for participation in the assigned component prior to entering into a site agreement with WCJDFS/OhioMeansJobs-Wood County. Providers will be asked to develop their own criteria and will be asked to assist the county by making this known prior to any assignments. Site agreements will also describe this responsibility and the criteria of each provider. However, providers do have the flexibility to change their criteria based upon a current situation or placement. The provider will be required to make fair and equitable determinations that comply with federal laws. (Wood County does not have any contracts only non-monetary site agreements). Prior to initial placement with a SNAP E&T provider, the county will conduct a thorough assessment and case management sessions to ensure that individuals are not placed in an unsuitable environment. However, at any time after placement, should the individual be found to be unsuitable, the provider will be required to notify the county within ten days if a determination has been

made that an assigned individual is not suitable. Notification may be made by phone, email or otherwise in writing to the county. Providers will be asked to provide any pertinent information as to why the determination was made to assist the county is completing a new appraisal/assessment of the individual and in determining a new assignment.

**2. Describe the timeframes in which a site is to notify the county agency regarding a provider determination.**

At any time after placement, should the individual be found to be unsuitable, the provider will be required to notify the county within ten days if a determination has been made that an assigned individual is not suitable. Notification may be made by phone, email or otherwise in writing to the county. Providers will be asked to provide any pertinent information as to why the determination was made to assist the county is completing a new appraisal/assessment of the individual and in determining a new assignment.

**3. Describe and the steps and timeframes the county agency will take once a provider determination is made.**

The county agency will attempt to contact the provider by the next business day after the provider determination information is received to review the concerns, ask any pertinent questions and to investigate the situation to determine if the situation was due to a failure of the participant in which good cause needs to be documented or if the situation was due to the participant being unsuitable. Once this is determined of if the provider is unable to provide a reason for the determination, the county agency will attempt to contact participant by phone by the next business day to discuss the situation and to schedule a new assessment to determine a new assignment that is suitable or to determine if the participant may now meet an exemption due to a change in circumstance. If the participant cannot be reached by phone that day, a letter will be mailed. The letter will include the following: a description of the provider determination (if available), the steps that the county agency will take, the contact information for the agency, information that the participant is not being sanctioned as a result, information on the ABAWD requirements and the potential accrual of countable months, good cause information, potential exemption information and a scheduled appointment for an assessment. The assessment appointment will be scheduled within 10 days.

## Section 9: Conciliation

***In accordance with OAC Rule 5101:4-3-38 the county agency shall have a conciliation process to resolve disputes. The conciliation process is to include but is not limited to: disputes over assignments, inappropriate treatment by a county employee or worksite supervisor, irregular work hours that create hardship, worksite assignments that deviate from the normal duties of the job, disagreement with disciplinary action at the worksite, other areas of concern relating to participation, disputes concerning working conditions or workers compensation coverage, wage rate calculations to determine the hours of participant and/or disputes concerning failure to participate in SNAP E&T.***

**1. Describe the county's conciliation process. Please include how the process can be initiated, how requests are tracked, how long decisions take, and who can attend.**

SNAP E&T individuals are informed verbally and in writing about the process during the appraisal/assessment and at each time an assignment is made to a SNAP E&T component. Should the individual have a grievance or disagreement concerning an assignment, provider determination of unsuitability, good cause or other treatment by the provider or county agency, the individual can notify the agency verbally or in writing. If the request concerns nonparticipation, the request should be received within 7 days after the day of nonparticipation. After a request is made for conciliation, the Employment and Support services Supervisor will be notified and will schedule a conference with the appropriate parties. The supervisor will gather all facts surrounding the disagreement and will attempt to arrive at a mutually agreeable solution prior to the

conference. If a solution cannot be agreed upon by the parties, the conference will be held. Attendees to the conference may include the county agency and provider staff involved with the participant, the Employment and Support Services Supervisor, the Agency Director or designee, the participant and any person that the participant reasonably wants to attend to assist with resolving the issues. A decision will be made within fifteen days beginning with the date the conciliation process was initiated and will be issued in writing to the individual. All conciliation requests and decisions will be maintained in the case file of the individual. An individual may choose to request a county conference and/or state hearing in addition to the conciliation conference.

## 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.***

### 1. Does your county have any monetary contracts with SNAP E&T providers?

- YES-If yes, please complete Tab A-1 of the attached "County SNAP E&T Plan Contracts Workbook"  
 NO

#### ***Instructions for Tab A-1-Monetary contracts, if applicable:***

- This section should be completed when a county agency directly holds monetary contracts with employment and training providers for the delivery of SNAP E&T services. This information includes: The name of the county, the name of the provider; geographic area served; the year the contract began; the year the contract ended; the components to be provided; the participant reimbursements that will be provided by the provider; whether virtual services are available and the annual number of SNAP E&T individuals to be served.*

### 2. Is the county using multiple funding sources to implement its SNAP E&T program? No If yes, which program do you co-braid funding with? ***Check all that apply:***

- WIOA  
 TANF  
 Private: *define*  
 Other: *define*

### 3. Total SNAP E&T Operating Budget: \$72,000 RMS and Supportive Services

4. Describe how your county evaluates the performance of SNAP E&T providers 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). *Click or tap here to enter text.*

#### 5. Direct Costs:

Salary/Wages: List staff positions in full-time equivalent (FTE) and time spent on SNAP E&T	\$60,000
Fringe Benefits: if charging fringe benefits to the SNAP E&T program, provide the approved fringe rate.	\$0
Number of monetary contacts:	\$0
Total contractual costs:	\$0
Non-capital equipment and supplies: describe non-capital equipment and supplies purchased with SNAP E&T funds.	\$0



Materials: describe materials to be purchased with SNAP E&T funds.	\$0
Travel and staff training: describe the purpose and frequency of <u>staff</u> travel charged to the SNAP E&T program.	\$0
Building/Space: if charging building space to the SNAP E&T program and describe the method used to calculate the space value.	\$0
Equipment & Other Capital Expenditures: describe equipment and other capital expenditures over \$500 per item.	\$0

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

1.

Third Party Contractor or Partner Name	No third-party contractors
Address	N/A
Overview of the Services Provided	N/A
Intermediary	Choose an item.
Name of subcontractor, if applicable	N/A
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"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered	N/A
Participant Reimbursement(s) Offered	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline

	<input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	N/A
Are virtual services offered?	Choose an item.
Annual Number of Individuals to be served	N/A
How is the contract monitored? Describe how the county monitors the provider.	N/A
Type of ongoing communication with contractor:	N/A
Type of Agreement	N/A
Total Cost of Agreement	N/A
New Partner	Choose an item.
Year contract or subcontract established	N/A
Year contract or subcontract ended	N/A

## Section 11: SNAP E&T Providers

Please complete the questions below for each provider that is NOT a contracted provider or partner identified in Section 10 above:

1.

Provider Name	Wood County Committee on Aging
Address	140 S. Grove St. Bowling Green, OH 43402
Overview of the Services Provided	Work Experience Program
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"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training

	<input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input checked="" type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered, if applicable	N/A
Participant Reimbursement(s) Offered, if applicable  <b>Supportive services are provided by the county agency not the provider.</b>	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	ABAWD
Are virtual services offered?	No
Annual Number of Individuals to be served	5
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed or at least annually for monitoring.

Provider Name	The Brown Bag Food Project
Address	530 Sandridge Rd. Bowling Green, OH 43402
Overview of the Services Provided	Work Experience Program
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"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input checked="" type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered, if applicable	N/A
Participant Reimbursement(s) Offered, if applicable:  <b>Supportive services are provided by the county agency not the provider.</b>	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms

	<input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	ABAWDs
Are virtual services offered?	No
Annual Number of Individuals to be served	5
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed or at least annually for monitoring.

3.

Provider Name	The Sharing Kitchen
Address	321 N. Main St. Fostoria, OH 44830
Overview of the Services Provided	Work Experience Program
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"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input checked="" type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered, if applicable	N/A
Participant Reimbursement(s) Offered, if applicable	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting
<b>Supportive services are provided by the county agency not the provider.</b>	

	<input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	ABAWDs
Are virtual services offered?	No
Annual Number of Individuals to be served	2
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed or at least annually for monitoring.

4.

Provider Name	Penta Career Center
Address	9301 Buck Rd. Perrysburg, OH 43551
Overview of the Services Provided	ASPIRE (GED)
Activities Offered Check all that apply	<input type="checkbox"/> Supervised Job Search <input type="checkbox"/> Job Readiness Training <input checked="" 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"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input type="checkbox"/> WEP

	<input type="checkbox"/> Job Retention
Credentials Offered, if applicable	GED
Participant Reimbursement(s) Offered, if applicable  <b>Supportive services are provided by the county agency not the provider.</b>	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	ABAWDs in need of Basic Education and of GED
Are virtual services offered?	Yes
Annual Number of Individuals to be served	5
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed. They are an OMJ- Wood County partner agency and attend quarterly meetings.

5.

Provider Name	Owens Community College
Address	30335 Oregon Rd. Perrysburg, OH 43551
Overview of the Services Provided	ASPIRE (GED) and ESL
Activities Offered Check all that apply	<input type="checkbox"/> Supervised Job Search

	<input type="checkbox"/> Job Readiness Training <input checked="" type="checkbox"/> Basic Skill Instruction <input type="checkbox"/> Career-Technical Education/Vocational Ed <input checked="" type="checkbox"/> English Language Acquisition <input type="checkbox"/> Integrated Education & Training <input type="checkbox"/> Work Readiness Training <input type="checkbox"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input type="checkbox"/> WEP <input type="checkbox"/> Job Retention
<b>Credentials Offered, if applicable</b>	<b>GED</b>
<b>Participant Reimbursement(s) Offered, if applicable</b>  <b>Supportive services are provided by the county agency not the provider.</b>	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets <input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>



Target Population	ABAWDS in need of Basic Education, GED or ESL
Are virtual services offered?	Yes
Annual Number of Individuals to be served	5
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed. They are an OMJ- Wood County partner agency and attend quarterly meetings.

6.

Provider Name	La Conexión
Address	126 S. Church St. Bowling Green, OH 43402
Overview of the Services Provided	ESL Classes
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 checked="" type="checkbox"/> English Language Acquisition <input type="checkbox"/> Integrated Education & Training <input type="checkbox"/> Work Readiness Training <input type="checkbox"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered, if applicable	N/A
Participant Reimbursement(s) Offered, if applicable	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks <input type="checkbox"/> Books <input type="checkbox"/> Child Care for Volunteers <input type="checkbox"/> Clothing for Interview <input type="checkbox"/> Clothing for Job; Not Uniform <input type="checkbox"/> Course Registration Fees <input type="checkbox"/> Dependent Care Costs <input type="checkbox"/> Driver's License Fees/Class <input type="checkbox"/> Drug Tests <input type="checkbox"/> Equipment <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Gasoline <input type="checkbox"/> IT Service (internet/data plans) <input type="checkbox"/> Laptops or Tablets
<b>Supportive services are provided by the county agency not the provider.</b>	

	<input type="checkbox"/> Legal Services <input type="checkbox"/> Licensing/Bonding Fees <input type="checkbox"/> Medical Services <input type="checkbox"/> Personal Safety Items <input type="checkbox"/> Student Activity Fees <input type="checkbox"/> Test Fees <input type="checkbox"/> Tools <input type="checkbox"/> Training Materials <input type="checkbox"/> Transportation (excluding gas) <input type="checkbox"/> Tuition and Fees <input type="checkbox"/> Uniforms <input type="checkbox"/> Union Dues <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i> <input type="checkbox"/> Other: <i>define other.</i>
Target Population	ABAWDs in need of ESL
Are virtual services offered?	No
Annual Number of Individuals to be served	3
Type of ongoing communication with provider:	Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed.

7.

Provider Name	Water for Ishmael
Address	20 Arco Dr. Toledo, OH 43607
Overview of the Services Provided	ESL Classes
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 checked="" type="checkbox"/> English Language Acquisition <input type="checkbox"/> Integrated Education & Training <input type="checkbox"/> Work Readiness Training <input type="checkbox"/> Internships <input type="checkbox"/> Pre-apprenticeships <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Customized training <input type="checkbox"/> Transitional jobs <input type="checkbox"/> Incumbent worker training <input type="checkbox"/> On-the job training <input type="checkbox"/> Subsidized employment <input type="checkbox"/> WEP <input type="checkbox"/> Job Retention
Credentials Offered, if applicable	N/A
Participant Reimbursement(s) Offered, if applicable	<input type="checkbox"/> Automobile Repairs <input type="checkbox"/> Background Checks

Supportive services are provided by the county agency not the provider.

- Books
- Child Care for Volunteers
- Clothing for Interview
- Clothing for Job; Not Uniform
- Course Registration Fees
- Dependent Care Costs
- Driver's License Fees/Class
- Drug Tests
- Equipment
- Fingerprinting
- Gasoline
- IT Service (internet/data plans)
- Laptops or Tablets
- Legal Services
- Licensing/Bonding Fees
- Medical Services
- Personal Safety Items
- Student Activity Fees
- Test Fees
- Tools
- Training Materials
- Transportation (excluding gas)
- Tuition and Fees
- Uniforms
- Union Dues
- Other: *define other.*
- Other: *define other.*
- Other: *define other.*

Target Population

ABAWDS in need of ESL

Are virtual services offered?

No

Annual Number of Individuals to be served

3

Type of ongoing communication with provider:

Regular communication concerning potential participants, participants' attendance, progress, needs, suitability and any other concerns by phone, email and mail if needed. Meetings as needed.

**MEMORANDUM OF UNDERSTANDING FOR  
WORK EXPERIENCE PROGRAM WORK SITE SERVICES**

This Memorandum of Understanding (MOU), made and entered into this [redacted] day of [redacted] 20\_\_ by and between Wood County Board of County Commissioners, on behalf of, Wood County Department of Job and Family Services (hereinafter “CDJFS”) located at 1928 E. Gypsy Lane Road, Bowling Green, Ohio 43402, and [redacted] (hereinafter, “Sponsor”), located at [redacted].

**WHEREAS**, Per Ohio Administrative Code 5101: 1-3-12.3 and 5101:4-3-34 CDJFS is required to provide services related to the Work Experience Program (hereinafter “WEP”); and

**WHEREAS**, CDJFS has partnered with various local public agencies and non-profit organizations to be the work site placements for the WEP program consumers; and

**WHEREAS**, Sponsor agrees to serve as a WEP site; and

**NOW THEREFORE**, the parties hereto, each in consideration of mutual promises and obligations herein by the other, agree as follows:

**ARTICLE 1- PURPOSE**

To outline the responsibilities and legal requirements of CDJFS and Sponsor as it relates to WEP worksite placement. Participation at this worksite shall provide participants with experience and training to assist them in securing employment and shall serve as useful public purpose or enhance their ability to secure unsubsidized employment.

**ARTICLE 2- RESPONSIBILITIES OF CDJFS**

1. Assign participants to the sponsor’s worksite to perform duties set forth in the appropriate job description provided by the sponsor and complete BCI/FBI checks if requested by sponsor.
2. Assist sponsor, as needed, in preparing job descriptions for WEP positions to be established by the sponsor and provide a copy to assigned participants.
3. Provide necessary information concerning participant’s grievance procedures.
4. Provide participant with information relative to sponsor’s job description, duties, and WEP rules and regulations.
5. Provide sponsor and participant with monthly worksite schedule.
6. Investigate complaints from the participant or sponsor and ensure appropriate and timely resolutions to complaints.
7. Visit worksite at least annually to ensure compliance of WEP regulations.
8. Provide assigned participants with Public Work Relief Compensation administered by the Bureau of Worker’s Compensation for participation-related injuries or disabilities.

### **ARTICLE 3- RESPONSIBILITIES OF SPONSOR**

1. Provide participant with applicable work rules (written and oral), Federal, State and Local Health and safety standards and with the training or orientation and supervision vital to efficient performance of the work assignment and ensuring that the participant is always under qualified supervision.
2. Provide tools, equipment, supplies and transportation required on the worksite.
3. Prepare and submit to the CDJFS a job description for each WEP position to be established at the sponsor's worksite. (Department staff will provide assistance with preparation of job description upon request.)
4. Prepare and submit to the CDJFS a tax identification number.
5. Maintain consistency of participant's duties with job description. Emphasize skills building, understanding job duties and responsibilities, competing assignments, punctuality and maintaining acceptable work habits.
6. Permit participants to observe all holidays as observed by sponsor. The observed holidays are considered excused absences. When they fall on days that would normally be scheduled workdays, the participant shall not be required to make up the time.
7. Notify the CDJFS of any failure of participants to complete required hours within ten days of the failed participation.
8. Develop criteria for determining a participant's suitability in the assignment and to notify the CDJFS within ten days should any placement be determined as unsuitable. Attach criteria to this WEP site agreement.
9. Ensure that participants do not work more than required number of hours as established by CDJFS. Credit may not be given for future work assignments.
10. Ensure that no regular employee of sponsor is displaced by the establishment of the WEP worksite and that no participant carries out a work assignment during strike, lockout or bona fide labor dispute.
11. Ensure that employee labor union(s) at sponsor's place of business are notified of intent to establish the WEP worksite, or that participant is compelled to join or withdraw from a union as a condition of WEP participation.
12. Ensure that no participant is required to perform any political, partisan or electoral activity, that no participant's religious freedom is violated and that no participant is compelled to participate in any assignment that would promote any religious doctrine or belief.
13. Certify that the sponsor:
  - A. Is a public agency or a private nonprofit organization that serves a useful public service to the general community.
  - B. Provides services without regard to race, creed or color and does not have policies that would deny anyone his civil or constitutional rights.
  - C. Is an equal opportunity employer.
14. Cooperate with the agency in WEP monitoring and evaluation processes and assist with the resolution of complaints, grievances or problems that arise.

#### **ARTICLE 4 – COMPENSATION OF SERVICES**

CDJFS and Sponsor agree no compensation shall be provided to Sponsor by CDJFS in exchange for providing the WEP worksite placement service. No monetary value is assigned to this MOU.

#### **ARTICLE 5 – DURATION OF MOU**

This MOU shall commence on [REDACTED] and shall expire on [REDACTED], unless otherwise terminated or extended by formal amendment. Either party may terminate this MOU for good cause or convenience after providing written notification of said termination to the other party.

#### **ARTICLE 6 – EQUAL EMPLOYMENT OPPORTUNITY; DRUG FREE WORKPLACE**

(A) CDJFS and Sponsor certify that each is an equal opportunity employer and shall remain in compliance with State and Federal Civil Rights and Non-Discrimination laws and regulations including, but not limited to:

- Title III, VI and Title VII of the Civil Rights Act of 1964, as amended;
- Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60;
- Equal Pay Act of 1962, as amended;
- Age Discrimination in Employment Act of 1967, as amended;
- Title IX of Educational Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Age Discrimination Act of 1975;
- Americans with Disabilities Act of 1990, as amended;
- Fair Housing Act, as amended;
- Fair Credit Reporting Act, as amended;
- Equal Educational Opportunities Act, as amended;
- Uniform Relocation Act, as amended; and
- Sections 122.71 and 153.59, and Chapter 4112, Revised Code;

(B) The parties hereto agree to comply with all applicable federal and state laws regarding drug-free workplace. The parties further agree that they will make a good faith effort to ensure that all employees of a government or private entity performing duties or responsibilities under this MOU, while working on state, county, or private property, will not purchase, transfer, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

#### **ARTICLE 7 - CHILD SUPPORT**

Sponsor certifies that its principal officers, directors, shareholders and/or partners are current with any court-ordered child support payments pursuant to the Board of County Commissioners' Resolution No. 92-2041.

## **ARTICLE 8 – RECORDS, DOCUMENTS AND INFORMATION**

Sponsor shall establish and maintain for at least three (3) years from the termination of this MOU such records as are required by the CDJFS or as otherwise provided by any minimum retention requirement specified by state or federal law if longer than three (3) years. Sponsor further agrees to maintain records longer than three years if any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

## **ARTICLE 9 - CONFIDENTIALITY**

The parties shall comply with all federal and state laws concerning confidentiality, including applicable medical record laws, as to the CDJFS, the Sponsor and their respective consumers. Sponsor understands and agrees that access to the identities of any of the CDJFS consumers shall only be for the purpose of performing its responsibilities under this MOU. Sponsor agrees that the use or disclosures of any information concerning the CDJFS consumers by any party associated with Sponsor for any purpose not directly related to the administration and the provisions of this MOU is strictly prohibited. The Sponsor will ensure that all consumer documentation is protected and maintained in a secure and safe manner, whether located in, or taken out of, the Sponsor's office. Sponsor hereby agrees to current and ongoing compliance with 42 USC Sections 1320d through 1320d-8, and the implementing regulations found at 45 C.F.R. Section 164.502 (e) and Section 164.504 (e), regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **ARTICLE 10 – INDEPENDENT CONTRACTOR**

It is hereby agreed by and between the parties that the relationship between the Sponsor and CDJFS shall be that of an independent contractor and that no employer-employee, or agent-principal relationship is created by this MOU. Sponsor is not entitled to any of the benefits the CDJFS provides its employees. Individuals employed by Sponsor who provide personal services to the CDJFS shall not be construed as public employees for purposes of the Ohio Public Employees Retirement System as set forth in Ohio Revised Code (“ORC”) Chapter 145. CDJFS is interested in the results achieved and the conduct and control of the work will lie solely with Sponsor. Sponsor shall be solely liable and responsible to pay all required taxes and other obligations for its employees, including, but not limited to, withholding and social security.

## **ARTICLE 11 - LIMITATION OF LIABILITY**

Contractor agrees to accept and be responsible for the actions or omissions of its agents, officers and employees arising out of this Agreement, and nothing in this agreement shall be interpreted or construed to place any responsibility for such actions or actions or omissions onto WCDJFS. WCDJFS agrees to accept and be responsible for the actions or omissions of its agents, officers, and employees arising out of this Agreement, and nothing in this agreement shall be interpreted to

place any responsibility for such actions or omissions on the Contractor.

#### **ARTICLE 12 – SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this MOU shall for any reason be held invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof. In the event that a dispute arises which is not addressed in this MOU, the parties agree to make every reasonable effort to resolve the dispute, in keeping with the objective of the project and the budgetary and statutory constraints of CDJFS.

#### **ARTICLE 13 – ENTIRE AGREEMENT**

This MOU, and all exhibits and attachments designated herein shall constitute the entire agreement of the parties and shall supersede all prior negotiations, proposals, and the representations, whether written or oral. This MOU may not be modified or amended except in writing signed by a duly authorized

Remainder of page left intentionally blank.



IN WITNESS WHEREOF, the parties have executed this MOU as evidenced by their signatures below:

**FOR SPONSOR:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**FOR COUNTY:**

Wood County Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

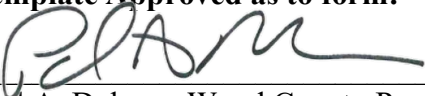
Date: \_\_\_\_\_

**As Recommended By:**

\_\_\_\_\_  
Dave Wigent, Director  
Wood County Department of Job and  
Family Services

\_\_\_\_\_  
Date

**Template Approved as to form:**

  
\_\_\_\_\_  
Paul A. Dobson, Wood County Prosecuting Attorney

2/16/2023  
Date

**MEMORANDUM OF UNDERSTANDING FOR  
WORK EXPERIENCE PROGRAM WORK SITE SERVICES**

This Memorandum of Understanding (MOU), made and entered into this [redacted] day of [redacted] 2023, by and between Wood County Board of County Commissioners, on behalf of, Wood County Department of Job and Family Services (hereinafter “CDJFS”) located at 1928 E. Gypsy Lane Road, Bowling Green, Ohio 43402, and [redacted] (hereinafter, “Sponsor”), located at [redacted].

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**WHEREAS**, CDJFS has partnered with various local public agencies and non-profit organizations to be the work site placements for the WEP program consumers; and

**WHEREAS**, Sponsor agrees to serve as a WEP site; and

**NOW THEREFORE**, the parties hereto, each in consideration of mutual promises and obligations herein by the other, agree as follows:

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4. Provide participant with information relative to sponsor’s job description, duties, and WEP rules and regulations.
5. Provide sponsor and participant with monthly worksite schedule.
6. Investigate complaints from the participant or sponsor and ensure appropriate and timely resolutions to complaints.
7. Visit worksite at least annually to ensure compliance of WEP regulations.
8. Provide assigned participants with Public Work Relief Compensation administered by the Bureau of Worker’s Compensation for participation-related injuries or disabilities.

### **ARTICLE 3- RESPONSIBILITIES OF SPONSOR**

1. Provide participant with applicable work rules (written and oral), Federal, State and Local Health and safety standards and with the training or orientation and supervision vital to efficient performance of the work assignment and ensuring that the participant is always under qualified supervision.
2. Provide tools, equipment, supplies and transportation required on the worksite.
3. Prepare and submit to the CDJFS a job description for each WEP position to be established at the sponsor's worksite. (Department staff will provide assistance with preparation of job description upon request.)
4. Prepare and submit to the CDJFS a tax identification number.
5. Maintain consistency of participant's duties with job description. Emphasize skills building, understanding job duties and responsibilities, competing assignments, punctuality and maintaining acceptable work habits.
6. Permit participants to observe all holidays as observed by sponsor. The observed holidays are considered excused absences. When they fall on days that would normally be scheduled workdays, the participant shall not be required to make up the time.
7. Notify the CDJFS of any failure of participants to complete required hours within ten days of the failed participation.
8. Develop criteria for determining a participant's suitability in the assignment and to notify the CDJFS within ten days should any placement be determined as unsuitable. Attach criteria to this WEP site agreement.
9. Ensure that participants do not work more than required number of hours as established by CDJFS. Credit may not be given for future work assignments.
10. Ensure that no regular employee of sponsor is displaced by the establishment of the WEP worksite and that no participant carries out a work assignment during strike, lockout or bona fide labor dispute.
11. Ensure that employee labor union(s) at sponsor's place of business are notified of intent to establish the WEP worksite, or that participant is compelled to join or withdraw from a union as a condition of WEP participation.
12. Ensure that no participant is required to perform any political, partisan or electoral activity, that no participant's religious freedom is violated and that no participant is compelled to participate in any assignment that would promote any religious doctrine or belief.
13. Certify that the sponsor:
  - A. Is a public agency or a private nonprofit organization that serves a useful public service to the general community.
  - B. Provides services without regard to race, creed or color and does not have policies that would deny anyone his civil or constitutional rights.
  - C. Is an equal opportunity employer.
14. Cooperate with the agency in WEP monitoring and evaluation processes and assist with the resolution of complaints, grievances or problems that arise.

#### **ARTICLE 4 – COMPENSATION OF SERVICES**

CDJFS and Sponsor agree no compensation shall be provided to Sponsor by CDJFS in exchange for providing the WEP worksite placement service. No monetary value is assigned to this MOU.

#### **ARTICLE 5 – DURATION OF MOU**

This MOU shall commence on [REDACTED] and shall expire on [REDACTED], unless otherwise terminated or extended by formal amendment. Either party may terminate this MOU for good cause or convenience after providing written notification of said termination to the other party.

#### **ARTICLE 6 – EQUAL EMPLOYMENT OPPORTUNITY; DRUG FREE WORKPLACE**

(A) CDJFS and Sponsor certify that each is an equal opportunity employer and shall remain in compliance with State and Federal Civil Rights and Non-Discrimination laws and regulations including, but not limited to:

- Title III, VI and Title VII of the Civil Rights Act of 1964, as amended;
- Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60;
- Equal Pay Act of 1962, as amended;
- Age Discrimination in Employment Act of 1967, as amended;
- Title IX of Educational Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Age Discrimination Act of 1975;
- Americans with Disabilities Act of 1990, as amended;
- Fair Housing Act, as amended;
- Fair Credit Reporting Act, as amended;
- Equal Educational Opportunities Act, as amended;
- Uniform Relocation Act, as amended; and
- Sections 122.71 and 153.59, and Chapter 4112, Revised Code;

(B) The parties hereto agree to comply with all applicable federal and state laws regarding drug-free workplace. The parties further agree that they will make a good faith effort to ensure that all employees of a government or private entity performing duties or responsibilities under this MOU, while working on state, county, or private property, will not purchase, transfer, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

#### **ARTICLE 7 - CHILD SUPPORT**

Sponsor certifies that its principal officers, directors, shareholders and/or partners are current with any court-ordered child support payments pursuant to the Board of County Commissioners' Resolution No. 92-2041.

## **ARTICLE 8 – RECORDS, DOCUMENTS AND INFORMATION**

Sponsor shall establish and maintain for at least three (3) years from the termination of this MOU such records as are required by the CDJFS or as otherwise provided by any minimum retention requirement specified by state or federal law if longer than three (3) years. Sponsor further agrees to maintain records longer than three years if any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

## **ARTICLE 9 - CONFIDENTIALITY**

The parties shall comply with all federal and state laws concerning confidentiality, including applicable medical record laws, as to the CDJFS, the Sponsor and their respective consumers. Sponsor understands and agrees that access to the identities of any of the CDJFS consumers shall only be for the purpose of performing its responsibilities under this MOU. Sponsor agrees that the use or disclosures of any information concerning the CDJFS consumers by any party associated with Sponsor for any purpose not directly related to the administration and the provisions of this MOU is strictly prohibited. The Sponsor will ensure that all consumer documentation is protected and maintained in a secure and safe manner, whether located in, or taken out of, the Sponsor's office. Sponsor hereby agrees to current and ongoing compliance with 42 USC Sections 1320d through 1320d-8, and the implementing regulations found at 45 C.F.R. Section 164.502 (e) and Section 164.504 (e), regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **ARTICLE 10 – INDEPENDENT CONTRACTOR**

It is hereby agreed by and between the parties that the relationship between the Sponsor and CDJFS shall be that of an independent contractor and that no employer-employee, or agent-principal relationship is created by this MOU. Sponsor is not entitled to any of the benefits the CDJFS provides its employees. Individuals employed by Sponsor who provide personal services to the CDJFS shall not be construed as public employees for purposes of the Ohio Public Employees Retirement System as set forth in Ohio Revised Code (“ORC”) Chapter 145. CDJFS is interested in the results achieved and the conduct and control of the work will lie solely with Sponsor. Sponsor shall be solely liable and responsible to pay all required taxes and other obligations for its employees, including, but not limited to, withholding and social security.

## **ARTICLE 11 – INDEMNIFICATION**

Sponsor agrees to indemnify and hold Wood County Board of Commissioners and its officials, employees, and agents harmless from any and all losses, claims, lawsuits, demands, actions, judgments, expenses, attorneys' fees, defense costs or any other injury or damage arising out of work performed or services provided pursuant to this contract from persons who are not party thereto and who claim or allege any bodily injury, sickness or death, damage to their property,

expense or other harm caused in whole or in part by the negligent acts or omissions of the Sponsor or its officers, employees, agents, subcontractors, assigns or any other person for whose acts any of them may be liable.

#### **ARTICLE 12 – SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this MOU shall for any reason be held invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof. In the event that a dispute arises which is not addressed in this MOU, the parties agree to make every reasonable effort to resolve the dispute, in keeping with the objective of the project and the budgetary and statutory constraints of CDJFS.

#### **ARTICLE 13 – ENTIRE AGREEMENT**

This MOU, and all exhibits and attachments designated herein shall constitute the entire agreement of the parties and shall supersede all prior negotiations, proposals, and the representations, whether written or oral. This MOU may not be modified or amended except in writing signed by a duly authorized

Remainder of page left intentionally blank.

IN WITNESS WHEREOF, the parties have executed this MOU as evidenced by their signatures below:

**FOR SPONSOR:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**FOR COUNTY:**

Wood County Commissioners:

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Date: \_\_\_\_\_

**As Recommended By:**

\_\_\_\_\_  
Dave Wigent, Director  
Wood County Department of Job and  
Family Services

\_\_\_\_\_  
Date

**Template Approved as to form:**

  
\_\_\_\_\_  
Paul A. Dobson, Wood County Prosecuting Attorney

2/16/2023  
\_\_\_\_\_  
Date