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SNAP E&T Plan Contacts

SNAP E&T Plan Contacts:

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Amendment Log

If a county agency amends their plan during federal fiscal year (FFY) 2026, 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 Amendment(s) to E&T Plan	Amended Section(s)	Date Submitted to OFA

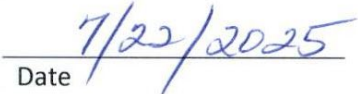
Assurances

- 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 or any other third-party designee carrying out work for or on behalf of the county agency.
- The county agency is fiscally responsible for SNAP E&T activities funded under the plan and for monitoring E&T partners and contractors to ensure funds are spent appropriately. The county agency is liable for repayment of unallowable costs.
- County or state education costs will not be supplanted with federal SNAP E&T funds.
- The county agency ensures that costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T individuals when educational services or activities are available to person other than SNAP E&T participants.
- Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
- If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
- Documentation of county agency costs, payments, and donations for approved SNAP E&T activities are maintained by the county agency and available for state or federal USDA review and audit.
- Steps are taken to ensure that SNAP E&T funds are not spent on individuals who also receive Ohio Works First.
- The county agency maintains its own operating budget and narrative which can be made available upon request by state or federal reviewers.

- Contracts for services are procured through competitive bid procedures governed by State and/or local procurement regulations.
- Program activities provided through the county agency, its partner agencies or contracted entities are provided with fairness, integrity and conducted in compliance with all applicable Federal and State laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
- SNAP E&T education activities directly enhance the employability of the individuals; and there is a direct link between the education activities and work readiness.
- Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.
- The county agency has a procedure for ensuring that all new SNAP E&T case managers will have successfully completed case management training identified in Section 3 prior to conducting SNAP E&T functions. By signing below and submitting this plan to ODJFS, the county agency director and fiscal reviewer certify that the above assurances are met and that the county's plan of operation for SNAP E&T is consistent with the instructions within this template and the requirements of Chapter 5101:4-9 of the Ohio Administrative Code.




County Agency Director



Date



County Agency Fiscal Reviewer



Date

Instructions

- Please read every Section and submit to OFAWorkforcePolicy@jfs.ohio.gov when complete.
- **Plans are due by August 1st**
- Sections that require a response or an action are indicated with a **red box around them**.
- County agencies will not complete surveys for supportive services or the components in Sections 4 and Sections 5. The supportive services section is embedded into the county plan template to complete information regarding providers who offer supportive services that are reimbursed by the county, a provider, third-party partner or a contractor.
- In Section 5, each component will have a link that is embedded into the SNAP E&T county plan to complete the activities and answer questions for each component.

Section 1: General SNAP E&T Program Design

Program Goals

When designing your county's program, the vision and mission of your SNAP E&T program must align with the two goals of Ohio's SNAP E&T program: 1) Meet local employer needs by helping to move ready-to-work participants into the workforce; and 2) Increase the ability of SNAP participants to obtain regular employment through SNAP E&T programming focused on basic skills gain, obtaining work experience and work etiquette.

How will your county's SNAP E&T program align to the State's goals?

Richland County will align with the state's goal of meeting local employer needs by helping move participants into the workforce and self-sufficiency. This will be achieved by increasing the ability of SNAP work participants to obtain unsubsidized employment through various activities within the SNAP E&T program. The program will enable SNAP E&T volunteers to enhance their basic skills, gain work experience, and gain an understanding of work etiquette through hands-on experience. Richland County Job and Family Service is the OMJ-Richland County operator. As such, the Employment Service Counselors have knowledge of the local labor market and community resources to assist participants in meeting their goals. Additionally, volunteers will be encouraged to participate in various OMJ Center activities.

Meeting Employer Needs

In order to design your SNAP E&T program, it is critical to know the jobs that are available in your community and the skills and abilities participants will need to obtain them. ODJFS has compiled a list of the jobs in your county with the most projected openings and that do not require extensive education or work history. While your SNAP E&T program should support participants finding jobs outside of this list, your program must be designed in a way that promotes access to these jobs. If your county is targeting a specific sector or occupation (e.g. child care workers) that is not in the top fifteen jobs, please also include information about your approach below.

In order to better understand the knowledge and skills that are required for jobs available in your county, the list of jobs includes a link to [O*NET](#) – which is a reliable source of occupational information containing

hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The information in O*NET is available at no cost and is continually updated from input by a broad range of workers in each occupation.

[CLICK HERE](#) to access the list of jobs for your county

How will your county's SNAP E&T program promote access and training for the most available jobs in your county?

Richland County's SNAP E&T program will promote access and training to meet the most available jobs in the area by leveraging labor market information (LMI) data and OhioMeansJobs (OMJ) job postings for Richland County and surrounding counties. SNAP E&T participants may participate in employer recruitments taking place in the OhioMeansJobs Center; thus, gaining access to employers with immediate employment needs. Employment Service Counselors (ESC) in the SNAP E&T program will have access to employment opportunities in the area through the OMJ Center.

For SNAP E&T participants lacking a high school diploma, Employment Service Counselors will refer them to GED Aspire Programs, Adult Diploma Programs, and High School Completion programs in Richland County. Those who already have obtained a high school diploma or equivalent and need or request additional education will be referred to the WIOA Adult and Dislocated Worker Programs. Additionally, SNAP E&T participants who may need to brush up on basic educational skills will be referred to remedial services through partnerships with Success Unlimited and the Mid-Ohio Educational Service Center ASPIRE program.

Coordination with Workforce Areas

SNAP E&T is part of the State's larger workforce system, which includes Ohio's 20 workforce development areas and 22 OhioMeansJobs centers. When designing your SNAP E&T program, you should rely on the expertise of the local workforce board, one stops and local employers to better understand the needs of employers in your community.

Coordination with the local OhioMeansJobs center is required and includes things like ensuring that SNAP E&T participants have access to resources and basic career services at the local OhioMeansJobs Center; and could (but does not necessarily have to) include a plan for co-enrollment in WIOA (when appropriate) or a joint procurement for employment and training service providers. It is also important that county agencies see the local workforce system as a partner for increasing awareness of SNAP E&T among job seekers, employers and workforce professionals. Even if your county agency is combined with the OhioMeansJobs center, it remains critical to consider how the business units can work collaboratively.

How will your SNAP E&T program work with partners in the local workforce system (i.e., workforce board, one stop, and local employers)? Please also note if you intend to jointly procure for service providers.

Richland County Job and Family Services is the current OhioMeansJobs Richland County Center operator. As such, services offered to the OhioMeansJobs universal customer/job seeker may be utilized by SNAP E&T participants. Services such as SNAP E&T job search, job search training, and job readiness activities may include workshops on resume writing, career exploration, and soft skills training. Eligibility Caseworkers will inform applicants of the services offered at OhioMeansJobs Richland County and the Employment Service Counselors will reiterate the services in the initial assessment and during their monthly case management sessions.

OhioMeansJobs Richland County offers WIOA Adult and Dislocated Worker training opportunities to SNAP E&T recipients who meet WIOA eligibility requirements for training. If the SNAP E&T volunteer requests additional services and/or training, the individual may be co-enrolled in the WIOA program. As a WIOA funded activity, the training providers are those approved and listed in the Workforce Inventory of Education and Training (WIET). Additionally, TANF/PRC funding may be used for short term educational opportunities not covered by WIOA for those that meet TANF funding eligibility requirements. However, SNAP E&T funds will not be used on OWF recipients.

Richland County coordinates with the Area 10 Workforce Development Board and the ODJFS Workforce Specialist at OhioMeansJobs Richland County to identify job leads and to develop an understanding of the needs of employers within the county. Employment Service Counselors will utilize the information to refer SNAP E&T recipients to these employers. OMJ Center staff will make information regarding WOTC and the ODRC bonding process available to local employers to ensure adequate access to employment for those with compromised backgrounds.

Section 2: SNAP E&T Program Awareness and Enrollment

Target Population & Determining Appropriateness

Able-bodied adults without dependents (ABAWDs) are required to work as a condition of eligibility for SNAP. Ohio's SNAP E&T program is designed to provide unemployed ABAWDs who elect to participate in SNAP E&T with **priority service** to ensure they can fulfill their work requirement and quickly move into the workforce. Every unemployed ABAWD is part of the state's "target population" and **upon request to participate in SNAP E&T**, is appropriate for referral to SNAP E&T (i.e., scheduling of a SNAP E&T comprehensive assessment). While Ohio Benefits will determine if an individual is part of the state's target population, it is important that eligibility workers are aware that these individuals must be referred to SNAP E&T **if they request to participate**.

A county agency **may choose to refer other appropriate individuals** to SNAP E&T **upon request to participate in SNAP E&T**: This county-determined population must be: unemployed or underemployed; seeking employment or to improve employment opportunities; and have a "barrier to employment." If your county chooses to serve these individuals, you **must include the barrier(s) to employment in your E&T plan**. Some examples of an individual with a barrier to employment includes someone who is a:

- Displaced homemaker;
- Low-income individual;
- Indian, Alaskan native, and Native Hawaiian;
- Individual with disabilities;
- Older individual (age 55 and older);
- Ex-offender;
- Homeless individual;
- Youth who has aged out of the foster care system;

- English language learner, individual with a low level of literacy, and individual facing substantial cultural barriers;
- Single parent (including single pregnant woman);
- Child support obligor;
- Student Volunteers;
- Long-term unemployed individual (unemployed for 27 or more consecutive weeks); or
- Any other groups of individuals a county agency determines to have a barrier to employment.

While eligibility workers can rely on Ohio Benefits to determine who is in the state’s target population and therefore appropriate for referral to SNAP E&T if they request to participate in SNAP E&T; **your county agency is responsible for ensuring eligibility workers know the county-determined population criteria for referral to SNAP E&T** should an individual contact the agency and request to participate.

If your county chooses to serve participants outside of the state’s target population, what barriers to employment will you use to determine if someone who requests to participate in SNAP E&T is appropriate for referral?

The state target population of unemployed ABAWDs will be the targeted population for the Richland County SNAP E&T program. In addition, Richland County SNAP E&T program will serve low-income individuals under 200% who are adult members of an open/active SNAP AG. The SNAP E&T program will identify barriers to employment and assist eligible adult members toward employment and self-sufficiency. While Richland County will accept volunteers from an open/active SNAP AG, the SNAP E&T program cannot be used to meet SNAP eligibility (i.e. ineligible students).

How will you ensure that eligibility workers are aware of the county-determined population criteria?

Richland County’s SNAP E&T program will primarily focus on unemployed ABAWDs. However, by expanding the county-determined SNAP E&T population, eligibility workers may also refer low-income adults of an open/active SNAP AG that are under 200% of federal poverty level, who have self-identified they have barriers to employment, and wish to volunteer for the program. This approach helps reduce referral errors and minimizes the need for extensive training. The Employment Service Supervisor will provide ongoing training to eligibility workers, with a focus on the SNAP E&T referral process. In addition, The Employment Services Supervisor and the Training Department are developing local desk-aids as needed to support eligibility workers in the screening and referral process.

Program Awareness & Outreach

During an eligibility interview, individuals in the state’s target population (as well as any individuals your county may choose to serve outside of the state’s target population) will be provided with information about SNAP E&T. Information about SNAP E&T is also included in the consolidated work notice that every work registrant will receive. Additionally, ODJFS will maintain a public-facing [website](#) that includes information about SNAP E&T.

Outside of these state-led efforts to create awareness about SNAP E&T, your county agency will need to determine how to best conduct outreach to the state's target population and/or other appropriate individuals you intend to serve in SNAP E&T. Creating awareness about SNAP E&T and conducting outreach **to existing SNAP recipients is an allowable SNAP E&T administrative activity**. However, your county agency must ensure that you **do not promote SNAP benefits or encourage them to apply for SNAP**. Here are just a few examples of how you can conduct outreach to SNAP recipients who may benefit from learning about SNAP E&T in your county:

- Use the ABAWD Status Report (JFSR 5251) to identify ABAWDs in the target population who were recently approved or use both the report and alerts for those at risk of reaching the ABAWD time-limit and contact them.
- Use the SNAP E&T Outreach Report (JFSR 5205) to identify individuals who are not enrolled in SNAP E&T but were identified in one of three populations for potential outreach.
- Use the SNAP E&T Request Disposition Report (JFSR 5201) to identify individuals who have requested to participate in SNAP E&T and whether the request requires worker action or has been processed.
- Create a dedicated web page that directs recipients to the Ohio Benefits self-service portal where they can learn about SNAP E&T and request to participate.
- Maintain an "open door" policy where assessments can be completed on-demand for recipients who have requested to participate and been determined to be appropriate for referral.

How will your county conduct outreach to the target population or other appropriate individuals your county agency intends to serve in SNAP E&T?

The Richland County SNAP E&T program will post information on various social media outlets directing SNAP recipients interested in participating to the Ohio Benefits self-portal, to learn more about the SNAP E&T program and how to request to participate. Additionally, information will be posted in the OMJ Center as a means to inform job seekers and employers about the program.

The Richland County SNAP E&T program will maintain an open-door policy, allowing for assessments to be completed for individuals who want to participate in the SNAP E&T program and are deemed appropriate for a referral. In accordance with 5101:4-9-02(B)(1), comprehensive assessments are to be conducted within 15 days from the request to participate or approval of benefits (whichever is later), for unemployed ABAWDs and within 30 days from request to participate or approval of benefits (whichever is later) for all other populations the county agency may serve.

Minimum Enrollment Goals

County agencies will be determining their minimum enrollment goals. County determined minimum enrollment goals should include **all enrollees**. If your county is not able to meet its minimum monthly enrollment goals, you could either increase the outreach to that population or identify other populations as being appropriate for referral to SNAP E&T (see *Target Population & Determining Appropriateness* above).

Please describe what your county minimum enrollment goals will be and how your county will meet your minimum enrollment goals.

Richland County SNAP E&T program has an enrollment goal of 15 participants monthly. Richland County has increased the county-determined population to aid in maintaining this enrollment goal. Eligibility workers promote the SNAP E&T program for all eligible adult members of an assistance group. The SNAP E&T program maintains an open-door policy allowing for any individuals who want to participate, if they are open/active on SNAP. Richland County will increase awareness of the SNAP E&T program through digital signage in county buildings, social media and state-led efforts.

Referral Process

While the process of determining if someone is appropriate for referral to SNAP E&T is an eligibility function (and staff time must be coded to the correct *non-SNAP E&T RMS code*); **scheduling a comprehensive assessment is a function of SNAP E&T (and staff time must be coded to the correct *SNAP E&T RMS code*)**. Your county should have a process for ensuring that **once someone is determined appropriate for referral to SNAP E&T, the information is provided to an E&T case manager** who will schedule the assessment, as well as determine what supportive service(s) may be necessary.

Your E&T program must include policies and procedures that will ensure that:

- Determining appropriateness for referral to SNAP E&T **only occurs once someone has requested to participate in SNAP E&T**; and that the time spent determining appropriateness is **not charged to SNAP E&T** (i.e., using the correct SNAP eligibility RMS code).
- The **only individuals determined to be appropriate** and referred to SNAP E&T are either **within the state target population** (i.e., unemployed ABAWDs) **or the county-determined population** (see *Target Population & Determining Appropriateness* above).

[CLICK HERE to access the RMS Code Desk Aid](#)

Assessments

The comprehensive assessment for SNAP E&T has two parts:

1) An assessment that is documented in Ohio Benefits to review the referred individual's occupational skills, prior work experience, employability, interests, aptitudes, and supportive service and developmental needs. While county agencies are required to use Ohio Benefits to document the results of the comprehensive assessment, OhioMeansJobs.com includes **free tools that can assist in assessing an individual's skills and abilities**:

- Career Profile: This assessment helps to match an individual's interests to occupations.
- Work Values: This assessment measures the work environment an individual prefers and provides occupations that match that interest.
- Career Cluster: Similar to the Career Profile but calculates based on interests for those in K-12 schooling.
- Career Pathway: This tool helps to build out an individual's future and can be tied to a Career Cluster to help determine the specific industry an individual should build.

- Wage Pathway: This tool takes information based on the individual's most recent work experience and is specific to those that have some college and below education.
- Skill Builder: This tool compares the skill information from an individual's resume to [ONET occupations](#) to inform the individual about how well they match that occupation.
- Ohio Career Navigator: This tool allows an individual to review resources on where they can go to get schooling and other resources.
- School Finder: This tool is designed to review information about colleges within Ohio to attend to receive skills and a degree.
- SkillsMatch Tool: This tool takes the users resume and extracts known skills from the resume to conduct job posting matches based solely on those skills.
- WorkKeys Practice Assessments: These assessments are designed to assess skills knowledge in a variety of areas. The results produce a score for job matching. Specifically, once an individual takes the official assessment(s), they can input the information into OhioMeansJobs.com as well as review jobs that have these scores assigned to them.
- Interview Skills: This tool allows the user to practice their interviewing skills. Users can share the recordings of practice interviews with anyone to facilitate a discussion on improving their interview skills. The system also provides information on how to get better with interviewing.

2) A **basic skills assessment** selected by the county agency, for individuals who do not have at least an associate degree. A county agency may utilize the same **basic skills assessment** that is utilized for the Comprehensive Case Management and Employment Program (CCMEP). While the same basic skills assessment tool may be used, the county agency is responsible to conduct the basic skills assessment and cannot use one conducted through CCMEP in its place. County agencies may choose to offer all courses included in the basic skills assessment tool or select specific basic skills assessment tool course(s) that is valid and appropriate for the individual who has volunteered for SNAP E&T. Other allowable basic skills assessments include:

Adult Basic Education (ABE)

- Massachusetts Adult Proficiency Test: MAPT – Math, Reading
- Comprehensive Adult Student Assessment Systems: CASAS ABE – Reading GOALS, Math GOALS
- Test of Adult Basic Education: TABE CLAS-E – Listening and Speaking, Reading and Writing
- Test of Adult Basic Education: TABE 11 (L, E, M, D, A) – Language, Mathematics, Reading
- Test of Adult Basic Education: TABE 12 (L, E, M, D, A) – Language, Mathematics, Reading
- Test of Adult Basic Education: TABE 13 (E, M, D, A) -- Language, Mathematics, Reading
- Test of Adult Basic Education: TABE 14 (E, M, D, A)- Language, Mathematics, Reading
- *English as a Second Language (ESL)*
- Basic English Skills Test: BEST– Plus 2.0
- Basic English Skills Test: BEST Literacy – Literacy
- Comprehensive Adult Student Assessment Systems: CASAS ESL – Listening, Reading

Other Basic Skills Assessment Options

- Test of Adult Basic Education: TABE Locator

- Standardized tests from secondary schools taken within the last six-months
- WorkKeys

If your county agency has a contract or agreement with a third-party to conduct all or part of the comprehensive assessment, there must be policies and procedures in place to ensure:

- The assessment administered by the third-party will include at a minimum, the same information that would otherwise be collected during a comprehensive assessment using the Ohio benefits integrated eligibility system;
- The information gathered by the third-party will be promptly entered into the Ohio benefits integrated eligibility system, including the information needed to generate a well-being score and employability plan; and
- Suitability determinations made as a result of the comprehensive assessment are consistent with Chapter 5101:4-9 of the Administrative Code.

Please identify the basic skills assessment or which course(s) of the basic skills assessment your county plans to utilize as part of the SNAP E&T comprehensive assessment.

The Richland County SNAP E&T Program will conduct a comprehensive assessment for all individuals participating in the program. This assessment will evaluate an individual's occupational skills, prior work experience, abilities, interest, and aptitudes and identify supportive service and developmental needs. During the assessment process individuals will be encouraged to complete a Career Profile, Work Values profile and/or the Career Pathway tool in their OhioMeansJobs account. The results of the assessments will be used to assist the individual in developing an Individual Plan.

As part of the comprehensive assessment, individuals with less than an associate degree will be required to complete a basic skills assessment. Richland County will offer the Practice Work Keys on OhioMeansJobs.com, the TABE locator, and the TABE administered by the Employment Service Counselors as an option for the basic skills assessment. If an individual has completed a standardized test from a secondary school within the last six (6) months that assessment may be used as the basis for the Individual Plan.

Section 3: SNAP E&T Case Management and Progress Monitoring

Case Management

There are four essential elements to the case management model your county will need to adopt:

1. **Coaching for Economic Mobility:** Case managers are trained to create a one-on-one partnership with each participant, in which the two work together to strengthen participant's decision-making and building the skills and mindsets necessary for the participant to achieve self-sufficiency.
2. **Utilizing the Well-Being Score:** The Well-Being Score provides the SNAP E&T case manager with a holistic view of the challenges faced by the participant and allows the case manager to identify barriers and provide targeted and necessary supportive services to overcome them.

3. **Goal Setting:** While participants should determine their own goals, the SNAP E&T case manager should support participants in prioritizing and strategizing around overcoming potential barriers and challenges and thinking through options for additional resources and support.
4. **Recognition:** Recognition of participant accomplishments when they accomplish a goal. Types of recognition may include celebrations of success, certificates, or supportive messages.

While EMPATH™ recommends "incentives" as a form of recognition that should be part of case management, **cash incentives are not an allowable E&T expense**. Recognition by the SNAP E&T case manager may still include things like celebrations of success, certificates, or supportive messages – all of which may provide an incentive for the participant to continue to make progress in SNAP E&T.

Case management is critical to a participant's success in the SNAP E&T program and must be offered to every enrolled participant. The case management offered as part of your SNAP E&T program should be structured in a way that strongly encourages partnership and participation, even though not every individual may be interested. There is no single approach to providing case management services and every individual participating in SNAP E&T will have different needs, so it is important to approach case management as a way to help participants be successful; not as a "hoop" for them to jump through as part of the program.

In order to be successful in SNAP E&T, participants may need help overcoming barriers that may better be addressed through other programs. For example, an enrolled participant facing eviction may not receive a rent payment using SNAP E&T funds, but a county's Prevention Retention and Contingency program may provide some assistance. Similarly, an enrolled participant facing a heating or cooling crisis may be better served through a connection to their local Community Action agency. Therefore, it is critical that E&T case managers are aware of the services available to individuals in need that are provided throughout the county and not just through the county agency. When designing your county's SNAP E&T program, you are strongly encouraged to work with other local health and human service agencies to better understand the services available, eligibility criteria and establish a referral process.

At least once a month, every SNAP E&T enrolled participant is to be provided with case management services by an E&T case manager. Case management services may be provided in person, via email or over the phone, but is to include the option for direct discussion between the SNAP E&T enrolled participant and the E&T case manager. The substance of the contact (or the attempt to make contact) must be documented within Ohio Benefits.

Required Training

Every new SNAP E&T case manager is required to take certain trainings in order to provide effective case management services. The topics include:

- De-escalation training
- EMPATH™ Training
- Trauma informed care
- Human trafficking awareness
- Foundational Skills of Motivational Interviewing
- Fundamentals of Addiction: Myths and Facts about Addiction

The detailed list of training is available on the SNAP E&T Resource page on the Beacon.

Progress Monitoring

The interactive part of case management is critical when determining if a SNAP E&T participant is making progress in the program and if not, why. While conversations between the SNAP E&T case manager and participant are important when determining if progress is being made in SNAP E&T, there are other ways that the SNAP E&T case manager will need to monitor progress. They include:

- Regular conversations with the SNAP E&T provider to ensure that the participant is performing as expected and in good standing; and
- A review of the participant's employability plan to ensure that goals and milestones are being met.

Progress monitoring is not simply a check on compliance, but a holistic view of whether or not the participant has the supports necessary to be successful in SNAP E&T; and whether or not the participant is able to be successful in their assigned activity(ies) or if a new assignment is needed. Before disenrolling an enrolled participant for failing to make progress, the E&T case manager must first ensure that every attempt has been made to assist the participant – including providing necessary supportive services, making referrals to partner agencies to remove barriers or address needs, and that assigned activities truly meet the needs of the participant.

Progress monitoring is an ongoing responsibility of the E&T case manager and therefore does not have any specified interval or prescribed methodology. Instead, E&T case managers must constantly evaluate how enrolled participants are progressing through SNAP E&T. County agencies must have policies and procedures in place to ensure that the results of required progress monitoring are documented within Ohio Benefits.

Please describe your county's progress monitoring policies and procedures.

Progress monitoring is a critical part of the Richland County SNAP E&T program to evaluate if the participant is meeting goals established in the individual plan. During progress monitoring, the Employment Service Counselors will assess the progress the participant is making in their assignment, the participants strengths and/or weakness, and milestones met. The Employment Service Counselors may contact work sites, use work site evaluations, and/or materials turned in by the participant to assist in this evaluation. The information gathered during progress monitoring may be discussed with the participant to review the need for (or continued need for) supportive services in order to make referrals to partner agencies to address barriers or needs. Additionally, Employment Service Counselors will use said information to review the assigned activities to ensure the assignment is meeting the needs and goals of the participant and gauge the participants level of engagement and progress within the SNAP E&T program. Progress monitoring will be entered in Ohio Benefits Worker Portal. Employment Service Counselors may refer to previous progress monitoring and the participant's employment goals to assist with gauging participant's progress. The Employment Service Counselors may make adjustments to the participant's plan in regards to goals, milestones, and assignment from the results of progress monitoring.

If participant is not making progress in the SNAP E&T program, the Employment Service Counselors will inform the participant by phone, mail or virtually they are not making satisfactory progress and start possible disenrollment. The Employment Service Counselor will review the case with participant for possible exemptions. If applicable the Employment Service Counselors will inform ABAWD participants of alternative ways to meet the 20 hour per week requirement.

Section 4: Supportive Services

"Supportive services" is a broad term for services that includes:

- **Participant reimbursements:** These are payments or reimbursements to individuals or providers for reasonable and necessary expenses directly related to participation in SNAP E&T. These services include but are not limited to:
 - An individual’s expenses associated with attending their comprehensive assessment
 - The cost of transportation
 - Other work, training, or education related expenses
 - Child care
- **Connections to other programs:** Referrals to other programs to help individuals overcome a barrier to employment that isn’t directly related to their participation in SNAP E&T. These services include but are not limited to:
 - Linkages to community services
 - Assistance with housing
 - Payments related to emergent needs
 - Legal services
 - Referrals to health care

Participant Reimbursement Details

As part of your SNAP E&T program, you must determine which participant reimbursements you will offer. This includes reimbursements that may be provided by third-party partners or contractors.

Please complete the chart below on each participant reimbursement offered by the county, provider, third-party partner or contractor.

<i>Support Service</i>	Do you offer this supportive Service?	Reimbursement Cap. Maximum per person and is it offered monthly or annually?	Who provides the participant reimbursement (enter county or provider name)	Method of Reimbursement
<i>Automobile Repairs</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly		<input type="checkbox"/> Advance <input type="checkbox"/> Actual

		<input type="checkbox"/> Annually		
<i>Background Checks</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$70.00 <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Books</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$300 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Child/Dependent Care costs for those who have applied for publicly funded child care</i>	<input checked="" type="checkbox"/> YES	\$200 <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Child/Dependent Care costs for those who have NOT applied for publicly funded child care</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Clothing for Interview</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$200 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Clothing for job (not uniforms)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$200 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Course Registration fees</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$100 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Driver's license/Fees</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Drug Tests</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Equipment</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Fingerprinting</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$70.00 <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Gasoline</i>	<input checked="" type="checkbox"/> Yes	\$125		<input type="checkbox"/> Advance

	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input checked="" type="checkbox"/> Actual
<i>IT Service (Internet/data plans)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Legal Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Licensing/bonding fees</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$600 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Medical Services (dental/eye exam or TB shot)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Personal Safety Items</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$200 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Student Activity Fees</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$200 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Test Fees</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input type="checkbox"/> Actual
<i>Tools</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$500 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Training Materials</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$200 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Transportation (excluding gas)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$125 <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
<i>Tuition and Fees</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$1500 <input type="checkbox"/> Monthly	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual

		<input checked="" type="checkbox"/> Annually		
Uniforms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$250.00 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
Union Dues	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		<input type="checkbox"/> Advance <input type="checkbox"/> Actual
Other (please define) School Related cost, ie: supplies needed for class not previously mentioned, vaccines, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$900 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual
Other (please define) Work related cost: ie: supplies, program cost (Microsoft, QuickBooks, etc.), supplies not covered by employer needed to maintain employment, vaccines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$900 <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	County	<input type="checkbox"/> Advance <input checked="" type="checkbox"/> Actual

Please [CLICK HERE](#) to list your Participant Reimbursement only Providers

Supportive Services not funded by E&T

For supportive services **not related to participation in SNAP E&T**, it is important that case managers be made aware of state and local programs that can assist individuals in overcoming barriers to employment and achieving self-sufficiency. Working with partner agencies to identify available services and having referral processes in place is a critical part of planning for how case management will work in SNAP E&T.

Please describe how you will work with local partners, including your county's PRC program to make referrals and assist participants with accessing available services.

Participants in the SNAP E&T program may encounter needs and barriers that cannot be addressed by the program's supportive services. In such cases, Employment Service Counselors will reach out or refer clients to other agencies or programs to help clients overcome these barriers and reach self-sufficiency. The Employment Service Counselors, who also serve as the case workers that administer the PRC Program, have established partnerships with local social service agencies and 211 to guide clients when they cannot assist them through the available programs at Richland County Job and Family Services. Employment Service Counselors may refer individuals to other agencies through these partnerships. If an agency-to-agency referral is needed, the Employment Service Counselors will facilitate these referrals.

Documenting Soft Services and Associated Costs

The investment in providing SNAP E&T services should result in long-term gains by moving people off of public assistance and into gainful employment and sustained self-sufficiency. In order to better understand the public funds invested into SNAP E&T, Ohio Benefits allows county agency staff to track more than just participant reimbursements, but the cost of other supportive services. For example, a rent payment made through PRC is not an allowable SNAP E&T expense, but would be impactful to removing a barrier for a SNAP E&T participant and knowing the total amount of public funds spent while in E&T will help to better assess the effectiveness of the program.

Your county agency must have policies and procedures in place to track the cost of services provided through programs other than SNAP E&T (when possible).

Section 5: Components

Every county agency is required to offer the same five components: **Supervised Job Search, Job Search Training, Workfare, Education and Job Retention**. County agencies may also choose to offer Work Experience as a component of their SNAP E&T program. While the Ohio Administrative Code includes specific requirements for the operation of each component (see rules 5101:4-9-07 through 5101:4-9-07.6), your county agency can tailor procedures for operating each component – most importantly, by determining what activities will be offered and who will provide them.

As part of your plan, you will be asked to provide responses to a series of questions regarding each SNAP E&T component. A few things to keep in mind:

- Every component is made up of **one or more activity**: You must offer **at least one activity for every required component** and will be asked to **identify every activity you will offer**.
- Every activity has a **provider**: The provider of an activity **may be the county agency**, or a **partner who provides services without any sort of exchange of funds**; or a **third-party who is reimbursed for services** they provide.

Supervised Job Search

Supervised Job Search must be designed to at least **accomplish the following objectives**:

- Enrolled participants are trained in the strategies and skills to be used in obtaining employment of the highest quality within the shortest period of time;
- Enrolled participants are provided with an experience in which the techniques learned could be used at any time; and
- Employers in the community are provided with qualified individuals to fill vacant positions.

Please describe how you will ensure that these objectives are met:

Employment Service Counselors will assist participants with job search while monitoring and tracking participants activities. The Employment Service Counselors are housed in the OMJ Richland Center and assist in the Resource Room along with Resource Room Aides. They are trained in strategies and skills for obtaining high quality employment quickly. Employment Service Counselors are knowledgeable about local jobs opportunities in Richland and surrounding counties. The Employment Service Counselors will advise participants to use OhioMeansJobs.Ohio.gov and other search platforms for

local job openings. Participants will provide verifications of job searches completed online, by fax, or by email to the Employment Service Counselors. The Employment Services Counselor will review job searches with the participant to ensure the searches are appropriate and offer suggestions to redirect the participant if necessary. The Employment Services Counselor will help the participant identify and address any barriers affecting the participant's employability.

Click or tap here to enter text.

Please [CLICK HERE](#) to list your Supervised Job Search Providers

Job Search Training

Job Search Training must be designed to at least **accomplish the following objectives:**

- Enrolled participants will participate in activities that improve their skills to search for and acquire a job.
- Enrolled participants will learn behaviors associated with success in job seeking. This includes, but is not limited to **identification of skills/interests, obtaining interviews, updating resumes, interview skills, developing good work habits, etc.**

Please describe how you will ensure that these objectives are met:

Some participants may be interested in job search but lack the knowledge of basic job searching and networking skills. These participants may be assigned to job search training to improve their skills to search and acquire employment. Employment Service Counselors will assist the participants in identifying their skills/interest, developing interviewing skills, updating their resumes, and developing good work habits. Employment Services Counselors may utilize job search training and tools in OhioMeansJobs.Ohio.gov such as Career Profile, Work Values, Skill Builder, and interview skills. Participants may be referred to various workshops at the OMJ Center to address these needs.

Please [CLICK HERE](#) to list your Job Search Training Providers

Education

Education must be designed to at least **accomplish the following objectives:**

- Enrolled participants will participate in activities that directly enhance their employability.
- Enrolled participants with basic skills deficiencies will participate in activities designed to measurably improve basic skills and literacy.

Please describe how you will ensure that these objectives are met:

Participants may be enrolled into an educational program as part of the SNAP E&T program. If a participant lacks a high school diploma or equivalent, the Employment Services Counselor may encourage the participant to complete a High School completion program, Aspire GED, or an Adult

Diploma Program to increase his/her employability and potential earnings. A participant may be assigned to a short-term vocational program that is less than half time that leads an increase in employability. For an individual enrolled in an institution of higher education half time or more to be eligible for SNAP benefits, they must meet a student exemption as described in 5101:4-6-04. Half time enrollment will be defined by the vocational institution. Educational providers must also be found on the workforce inventory of education and training (WIET) list and have an agreement with Richland County SNAP E&T program. Progress will be monitored by the Employment Services Counselor, in conjunction with the educational provider, for individuals who remain part of the SNAP E&T program to verify satisfactory progress and any certifications obtained.

Participants who require additional support in basic academic skills may be referred to tutoring or workshops provided at OhioMeansJobs-Richland Center or partner agencies. These services are designed to improve measurable skill gains and literacy. Participants with limited work history or those who have been out of the workforce for an extended period may also be assigned to workshops focused on developing soft skills and professional behaviors essential for successful job searching and job retention.

Please [CLICK HERE](#) to list your Education Providers

Workfare

Workfare must be designed to at least **accomplish the following objectives:**

- Enrolled participants not otherwise able to obtain employment are given the opportunity to work in jobs that serve a useful public purpose and improve their employability through training and actual work experience; and
- Enrolled participants will learn new skills or improve existing skills necessary to transition into regular unsubsidized employment.

Please describe how you will ensure that these objectives are met:

Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Employment Service Counselors will collaborate with participants to find employers that most closely match the participants' employment goals and to assist the participants in gaining skills specific to their areas of interest.

Please [CLICK HERE](#) to list your Workfare Providers

Job Retention Services

Job Retention must be designed to at least **accomplish the following objective:**

- Enrolled participants will receive services that increase the likelihood of:
 - Continued employment;
 - Satisfactory job performance; and
 - Increased earnings over time.

Please describe how you will ensure that these objectives are met:

Job retention services will be offered to participants as an immediate post-employment support. Employment Service Counselors will assist participants in identifying short- and long-term goals, challenges/ barriers, and/or offer strategies for improvement and retention of employment. During retention services, participants will address workplace challenges and develop problem solving skills. Employment Services Counselors may refer participants to WIOA for training that may be needed to sustain employment or job advancement. Participants may request supportive services to meet their needs and/or address barriers if they are offered by the SNAP E&T program. Employment Service Counselors may also refer participants to other agencies to address the participants’ needs.

Please [CLICK HERE](#) to list your Job Retention Providers

Work Experience

This component is **optional** – please complete this Section only if your county agency will offer the component.

Work experience must be designed to at least **accomplish the following objectives:**

- SNAP E&T enrolled participants will move promptly into regular public or private employment as a result of the experience; and
- SNAP E&T enrolled participants will acquire the general skills, knowledge, and work habits necessary to obtain employment.

Please describe how you will ensure that these objectives are met:

N/A

Please [CLICK HERE](#) to list your Work Experience Providers

Section 6: SNAP E&T Component/Activity Providers

Please complete a table for **every provider** your agency uses to **provide SNAP E&T components, activities and/or participant reimbursements**. This section is completed for providers who your agency has either a monetary contract or an agreement/MOU, as well as your county agency and local OMJ center when the county agency or OMJ is the provider offering that particular component.

If you need to add additional tables under any components, please copy and paste the table below the component so that ALL providers are accounted for within your SNAP E&T plan.

Supervised Job Search

Provider Name and Address	OhioMeansJobs- Richland 183 Park Ave East Mansfield, OH 44902
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 4 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 4.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	120
How frequently do you monitor the provider's program and fiscal operations?	RCJFS is operator of OMJ Center
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	All job search activities are completed in the OhioMeansJobs Center Resource Room; RCJFS is the OhioMeansJobs Center operator. The SNAP E&T program will monitor that the job listing are available to participants weekly and offer internet access to apply to employers online.

Provider Name and Address	OhioMeansJobs-Richland Center 183 Park Ave East Mansfield, OH 44902
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	120
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services, the OhioMeansJobs Center operator, incorporates resources made available to the universal customer into the SNAP E&T Employability Plan. Various job-readiness workshops offered in the OhioMeansJobs Center, as provided through the WIOA program, and activities to increase employability of the participant by ensuring

	familiarity with general workplace expectations and/or work behavior are incorporated as assignments on the Employability Plan to increase job readiness/preparation opportunities for the individual.
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Education

Provider Name and Address	ASPIRE/ Mid Ohio Educational Services 134 N. Main St Mansfield, OH 44902
Which education activity does this provider offer? (Select all that apply)	<input checked="" type="checkbox"/> Basic Education <input type="checkbox"/> Career-Tech Education/Voc Ed <input checked="" type="checkbox"/> English Language Acquisition <input checked="" type="checkbox"/> Job Readiness Training
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List Credentials provided (if marked yes): GED, High School Diploma, Adult Diploma
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input checked="" type="checkbox"/> Yes

	<input type="checkbox"/> No
Estimated total annual participation	5
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Services through ASPIRE/MidOhio Educational Services will offer ABLE/GED services: English as a Second Language services; remedial education; basic literacy; and basic skills. This service will enhance participants employability by offering high school equivalency, remediation leading to measurable basic skills gains and literacy. Annually the county will evaluate if provider continues to meet state accreditation and funding to provide services.

Provider Name and Address	Pioneer Career & Technology Center 27 Ryan Rd, Shelby, OH 44875
Which education activity does this provider offer? (Select all that apply)	<input checked="" type="checkbox"/> Basic Education <input checked="" type="checkbox"/> Career-Tech Education/Voc Ed <input type="checkbox"/> English Language Acquisition <input checked="" type="checkbox"/> Job Readiness Training
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List Credentials provided (if marked yes): GED, High School Diploma, Vocational Certifications
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered:

	*Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Estimated total annual participation	5
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Pioneer Career & Technology Center will offer High School equivalency programs, Adult Diploma Programs and Vocational programs. This provider will offer occupational training in technical jobs and post-secondary education of in demand fields that lead to employment. Annually the county will evaluate if provider continues to meet state accreditation, and the program/vender remains on the state WIET list.

Provider Name and Address	Madison Adult Career Center 600 Esley Ln Mansfield, OH 44905
Which education activity does this provider offer? (Select all that apply)	<input checked="" type="checkbox"/> Basic Education <input checked="" type="checkbox"/> Career-Tech Education/Voc Ed <input type="checkbox"/> English Language Acquisition <input checked="" type="checkbox"/> Job Readiness Training
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List Credentials provided (if marked yes): GED, High School Diploma, Various certification depending on the vocational program

Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Estimated total annual participation	5
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Madison Adult Career Center will offer High School equivalency programs, Adult Diploma Programs and Vocational programs. This provider will offer occupational training in technical jobs and post-secondary education of in demand fields that lead to employment. Annually the county will evaluate if provider continues to meet state accreditation, and the program/vender remains on the state WIET list.

Workfare

Provider Name and Address	Salvation Army 47 S Main St Mansfield, OH 44902
Is this workfare provider a private non-profit or public non-profit provider? Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)

If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions and soft and/or hard skills that they will train or enhance with participants through the work experience in accordance to AOC 510:4-9-07.3

Provider Name and Address	NECIC Farms 311 Bowman St Mansfield, OH 44903
Is this workfare provider a private non-profit or public non-profit provider? Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work

	<p>experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3</p>
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<p>Provider Name and Address</p>	<p>Wayfinders 124 W 3rd St Mansfield, OH 44903</p>
<p>Is this workfare provider a private non-profit or public non-profit provider?</p> <p>Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.</p>	<p><input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.</p>
<p>Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?</p>	<p><input type="checkbox"/> Monetary Contract</p> <p><input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)</p>
<p>If monetary contract, year contract was established and ended?</p>	<p>N/A</p>
<p>If monetary contract, total amount of SNAP E&T funds used to pay contract?</p>	<p>N/A</p>
<p>Does the provider offer any credentials?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>List Credentials provided (if marked yes):</p>
<p>Does the provider offer participant reimbursements?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>List the participant(s) reimbursement offered:</p> <p>*Note: Refer to Section 3 for a list of participant reimbursements. The participant</p>

	reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	<p>Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3</p>

Provider Name and Address	Progress Industries 270 Sterkel Blvd Mansfield, OH 44907
Is this workfare provider a private non-profit or public non-profit provider? Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes

	<input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3

Provider Name and Address	OMJ-Richland 183 Park Ave East Mansfield, OH 44902
Is this workfare provider a private non-profit or public non-profit provider?	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.

<p>Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.</p>	
<p>Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?</p>	<p><input type="checkbox"/> Monetary Contract</p> <p><input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)</p>
<p>If monetary contract, year contract was established and ended?</p>	<p>N/A</p>
<p>If monetary contract, total amount of SNAP E&T funds used to pay contract?</p>	<p>N/A</p>
<p>Does the provider offer any credentials?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>List Credentials provided (if marked yes):</p>
<p>Does the provider offer participant reimbursements?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>List the participant(s) reimbursement offered:</p> <p>*Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.</p>
<p>Does this provider offer virtual services?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Estimated total annual participation</p>	<p>7</p>
<p>How frequently do you monitor the providers program and fiscal operations?</p>	<p>annually</p>
<p>Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?</p>	<p>Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites</p>

	will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3
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Provider Name and Address	Healing Hearts 680 Park Ave East Mansfield, OH 44906
Is this workfare provider a private non-profit or public non-profit provider? Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7

How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3

Provider Name and Address	Friendly House 380 N Main St Mansfield, OH 44903
Is this workfare provider a private non-profit or public non-profit provider? Note: If the provider is not a private non-profit or a public non-profit provider they cannot be used for a Workfare component.	<input checked="" type="checkbox"/> Yes, this provider is a public non-profit or private non-profit provider.
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):

Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Estimated total annual participation	7
How frequently do you monitor the providers program and fiscal operations?	annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family Services will offer Workfare as a SNAP E&T component with local private and public nonprofit agencies. Workfare will assist participants in gaining employability, soft skills, and transferable skills through work experience opportunities with local employers. Richland County Job and Family Services will build partnerships with local nonprofit employers willing to provide workfare opportunities for participants through relevant work experience and skill development. Annually Workfare sites will sign contracts with the county describing job duties/position descriptions, soft and hard skills that they will train or enhance with participants through the work experience in accordance with AOC 510:4-9-07.3

Job Retention

Provider Name and Address	Richland County Job and Family Services 171/183 Park Ave East Mansfield, OH 44902
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input checked="" type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)

If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
Does the provider offer any credentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List Credentials provided (if marked yes):
Does the provider offer participant reimbursements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No List the participant(s) reimbursement offered: *Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.
Does this provider offer virtual services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Estimated total annual participation	5
How frequently do you monitor the providers program and fiscal operations?	Annually
Describe how you evaluate the performance of the provider in achieving the purpose of SNAP E&T, including how often?	Richland County Job and Family services will offer Job retention services to participants as an immediate post-employment support. Employment Service Counselors will assist participants in identifying short- and long-term goals, challenges/ barriers, and/or offer strategies for improvement and retention of employment. During retention services, participants will address workplace challenges and develop problem solving skills. Employment Services Counselors may refer participants to WIOA for training that may be needed to sustain employment. Participants may request supportive services. Employment Service Counselors may refer participants to other agencies to address the participants' needs. Employment Service Counselors will monitor employer retention according with OAC 5101:4-9-07.5

Work Experience

Section 7: Providers of Participant Reimbursements only

Please complete a table for **every provider** your agency uses to **provide participant reimbursements only**. This section is completed for providers who your agency has either a monetary contract or an agreement/MOU.

If you need to add additional tables under any components, please copy and paste the table below so that ALL providers are accounted for within your SNAP E&T plan.

Provider Name and Address	N/A
Is this provider a monetary contract (receives reimbursements through SNAP E&T funds) or a provider with an agreement/MOU?	<input type="checkbox"/> Monetary Contract <input type="checkbox"/> Agreement/MOU (no SNAP E&T funds are used for reimbursement)
If monetary contract, year contract was established and ended?	N/A
If monetary contract, total amount of SNAP E&T funds used to pay contract?	N/A
This provider offers participant reimbursement services only.	<input checked="" type="checkbox"/> Yes List the participant(s) reimbursement offered: <p>*Note: Refer to Section 3 for a list of participant reimbursements. The participant reimbursement listed here should also be accounted for in the table in Section 3.</p>
Describe how you monitor the provider's services, including how often.	N/A
Estimated total number of individuals served.	N/A

