



Ohio Administrative Code

Rule 5101:4-3-29 Food assistance employment and training: case management.

Effective: October 1, 2023

(A) What is case management?

The purpose of case management services is to determine the appropriate supplemental nutrition assistance program (SNAP) employment and training (E&T) components and activities based on the participant's needs and interests, to directly support an individual's participation in the SNAP E&T program, and to provide activities and resources that help the participant achieve program goals. Case management services can be provided in-person or virtually (i.e. any communication that does not happen in-person), and can include activities such as coordination with service providers, but is to include the following:

- (1) Comprehensive appraisals;
- (2) Individualized employability plans; and
- (3) Ongoing progress monitoring.

(B) What is a comprehensive appraisal?

(1) As a condition of continued SNAP eligibility, individuals subject to the work registration requirement described in paragraph (A)(5) of rule 5101:4-3-11.1 of the Administrative Code are required to be appraised. As part of the appraisal process, the county agency is to:

- (a) Determine the best assignment for a participant based on their skills and needs to move them toward self-sufficiency and personal responsibility; and
- (b) Screen to identify possible victims of domestic violence in accordance with rule 5101:1-3-20 of the Administrative Code. Victims of domestic violence may be excused from a work activity as described in paragraph (F) of rule 5101:4-3-11.1 of the Administrative Code; however, the individual



may still choose to participate.

(2) During the comprehensive appraisal process the county agency is to ensure:

(a) Each individual is provided a copy and an explanation of their rights and responsibilities described in paragraphs (D)(3)(a) to (D)(3)(d) of rule 5101:4-2-07 of the Administrative Code; and

(b) When an individual discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the county agency is to offer additional screening to the individual consistent with the requirements of rule 5101:9-2-02 of the Administrative Code and the Americans with Disabilities Act (ADA) plan adopted by the county agency in accordance with rule 5101:9-2-02 of the Administrative Code. When additional screening indicates the presence of a disability, the employability plan made in accordance with paragraph (C) of this rule, is to be consistent with the county agency's ADA plan and is to include a description of each reasonable modification requested and made for an individual with a disability.

(3) A comprehensive appraisal is to be completed:

(a) Immediately following certification but no later than thirty days from the authorization of SNAP benefits at initial certification and recertification;

(b) Any time reinstatement of eligibility is completed;

(c) When the county agency determines the assistance group's circumstances warrant any additional appraisals; and

(C) What is an individualized employability plan?

As part of the appraisal process, the county agency is to develop an employability plan with each individual to achieve the goal of self-sufficiency and personal responsibility. The employability plan is to be signed by the individual and is to include:

(1) Assignment to activities in one or more SNAP E&T components as referenced in rule 5101:4-3-



30 of the Administrative Code;

(2) Supportive services to be provided to the individual; and

(3) Case management services, including ongoing progress monitoring, that are to be provided to the individual.

(D) What is ongoing progress monitoring?

Ongoing progress monitoring is engaging with the individual at least once per month to discuss their progress in assigned activities, any new barriers and supportive services that may be necessary, and/or potential next activities. The county agency is to:

(1) Perform ongoing progress monitoring or have the SNAP E&T provider perform it;

(2) Include ongoing progress monitoring within a SNAP E&T activity or operate ongoing progress monitoring as a stand-alone activity; and

(3) First communicate with the participant, when the participant fails to comply with ongoing progress monitoring without good cause, to discuss their interest in continuing with ongoing progress monitoring and adjust their required participation and employability plan accordingly.

(a) When an individual expresses a lack of interest in continuing ongoing progress monitoring or has two consecutive failures and is otherwise progressing through the SNAP E&T activity or component, the county agency is to suspend ongoing progress monitoring.

(b) When the individual's hours in ongoing progress monitoring are used to meet the able-bodied adults without dependents (ABAWD) work requirement as described in rule 5101:4-3-20 of the Administrative Code, the individual is to accrue a countable month in accordance with paragraph (C)(2) of rule 5101:4-3-20 of the Administrative Code.

(E) What happens when the assistance group member fails to cooperate with the comprehensive appraisal or employability plan?



(1) Failure without good cause to attend an appraisal interview or to complete an appraisal by any required participant is to result in a sanction in accordance with paragraph (B) of rule 5101:4-3-11.1 of the Administrative Code.

(2) When the individual fails or refuses, without good cause, to comply in full with any provision of their employability plan, except ongoing progress monitoring, the county agency is to sanction the individual in accordance with paragraph (B) of rule 5101:4-3-11.1 of the Administrative Code.

(F) How is good cause determined?

Good cause is determined in accordance with paragraphs (C) and (F) of rule 5101:4-3-11.1 of the Administrative Code.

(G) How are hours spent in case management counted?

(1) The assigned hours spent in case management are to be counted toward the number of hours a participant is required to participate in SNAP E&T as described in rule 5101:4-3-31 of the Administrative Code and the ABAWD work requirement as described in rule 5101:4-3-20 of the Administrative Code.

(2) The participant cannot participate only in case management in order to complete all SNAP E&T and ABAWD hours.

(3) For time spent in case management, only allowable SNAP E&T activities can be counted toward the SNAP E&T requirement. For example, hours a participant spends with a case manager identifying a temporary housing solution are to count toward the work requirement, but the hours spent actually moving into temporary housing will not count as an allowable SNAP E&T component or activity.