



Ohio Administrative Code

Rule 5101:4-9-07.2 SNAP E&T job search training.

Effective: October 1, 2024

(A) What is job search training?

Job search training is a component that enhances the job search skills of participants by providing instruction and mentoring in understanding employer needs, job seeking techniques, increasing motivation and self-confidence for work. Job search training differs from the supervised job search component because of the need to conduct training activities. County agencies are to design their job search training programs to at least accomplish both of the following objectives:

(1) Enrolled participants will participate in activities that improve their skills to search for and acquire a job.

(2) 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.

(B) What activities are included in job search training?

Job search training activities are to have a direct link to job-readiness and include, but are not limited to:

(1) Classroom instruction on the strategies and skills in job seeking;

(2) Job lead development;

(3) Completing resumes, work histories, and application forms;

(4) Using resources such as the telephone, telephone directories, newspapers, internet, and friends and/or relatives;



- (5) Contacting the individual who does the hiring;
- (6) Maintaining good records of job search activities;
- (7) Employability assessments;
- (8) Training in techniques to increase employability;
- (9) Job placement services;
- (10) Job application assistance;
- (11) Resume writing;
- (12) Interviewing skills (including mock interviewing);
- (13) Work place etiquette (dress, social skills, etc.); and
- (14) Using job search technology.

(C) How are job search training activities to be implemented?

The supplemental nutrition assistance program (SNAP) employment and training (E&T) case manager is to ensure that there is a direct link between job search training activities and the job-readiness of the participant.

(D) Who is best suited for participation in job search training?

In addition to the suitability criteria described in rule 5101:4-9-02 of the Administrative Code, a SNAP E&T case manager is to consider the following prior to making an assignment:

- (1) The participant should need soft skills necessary for searching for a job (e.g., setting goals,



solving problems, choosing careers, using the internet, creating resumes, completing applications and improving interviewing skills).

(2) Participation in the assignment is likely to result in the participant becoming job-ready.

(E) What are the limitations on participating in job search training?

(1) A SNAP E&T case manager may assign job search training activities for a reasonable amount of time based on the participant's assessment. However, the assignment to job search training is not to exceed three continuous months.

(2) For an enrolled participant who is an able-bodied adult without dependents (ABAWD), hours spent in an assignment to the job search training component do not fulfill the ABAWD work requirement. However, job search activities may be included as an integral part of another component (e.g., workfare or education) and the time spent in job search would count towards the ABAWD work requirement, as long as the hours spent in job search are less than half of the total number hours assigned.