



February 15, 2022

## Administrative Procedure Manual Transmittal Letter No. 387

**TO:** Administrative Procedure Manual Holders  
**FROM:** Matt Damschroder, Director  
**SUBJECT:** Internal Management Rule Review of Food Assistance Quality Assessment Process

### Background:

The Ohio Department of Job and Family Services requires all Internal Management rules to be reviewed every five years. The intent of the policy is to ensure that rules are clearly written and that program requirements are accurate, up-to-date and clearly expressed. To the extent possible, unnecessary paperwork will be eliminated and local agencies will be given increased flexibility. The purpose of a rule review is to determine whether a rule should be continued without amendment, be amended or be rescinded, taking into consideration each rule's scope and purpose.

### Implementation:

The following is a brief description of the changes to the rules:

5101:9-32-01- **Food Assistance: quality assessment review process.** This rule sets forth the quality assessment process. This rule is being amended with minor grammatical edits.

5101:9-32-03- **Food Assistance: quality assessment findings.** This rule sets forth the quality assessment review process along with the county agency disagreement process. This rule is being rescinded and replaced with a new rule of the same name and content. No changes were made to the wording of the rule, however, the previous paragraph (A) was changed to an unlettered paragraph and the previous paragraphs (A)(1) and (A)(2) were changed to paragraphs (A) and (B).

5101:9-32-10- **Food assistance: federal incentive or sanctions as a result of the quality assessment review.** This rule sets forth the federal incentive or sanctions as a result of the quality assessment review. This rule is being amended with minor, grammatical edits.

5101:9-32-01

**Food assistance: quality assessment review process.**~~Review process~~

- (A) The Ohio department of job and family services (ODJFS) shall select a random sample of active food assistance cases for quality assessment review from each county, each month in accordance with sampling procedures prescribed in ~~the~~ 7 C.F.R. 275.11. The active cases selected are reviewed to determine whether the household was eligible for the month under review, and whether the household was receiving the correct level of benefits. This eligibility determination is based on an examination and verification of all elements of the household's eligibility including income, resources, and allowable deductions.
- (B) ODJFS, in accordance with rule 5101:9-32-03 of the Administrative Code, will report error findings to the county department of job and family services (CDJFS).
- (C) Monthly reports indicating each CDJFS' cumulative error rate, determined by dividing the sum of error dollars by the sum of food assistance dollars issued in the sample of reviews completed in each county, are posted on the ODJFS innerweb.

Effective: 2/25/2022

CERTIFIED ELECTRONICALLY

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Certification

02/15/2022

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Date

Promulgated Under: 111.15  
Statutory Authority: 5101.22  
Rule Amplifies: 5101.22  
Prior Effective Dates: 10/01/2006 (Emer.), 10/09/2006, 12/01/2011,  
12/15/2016, 10/10/2017

5101:9-32-03**Food assistance: quality assessment findings.**

Upon completion of a food assistance quality assessment review, as described in rule 5101:9-32-01 of the Administrative Code, any review findings are transmitted by the Ohio department of job and family services (ODJFS) to the county department of job and family services (CDJFS) on the JFS 04194, "Quality Control Case Finding." Either box A or box B will be checked on the JFS 04194 indicating the type of information being conveyed to the CDJFS.

(A) Box A is checked to report to the CDJFS any error affecting review month eligibility or erroneous negative action discovered in the quality assessment review. Listed on the form will be errors found, an explanation of how the conclusions were reached, and the manual citation being used in the determination of each error.

(B) Box B is checked to report to the CDJFS any pertinent case information other than an error finding that was discovered during the review process. Box B will also be checked when reporting to the CDJFS reviews not completed due to erroneous selection, or to report the CDJFS use of improper procedures in processing the case. Box B is also used to report to the CDJFS those reviews that have not been completed due to the inability to locate the client or the client's unwillingness to cooperate with the review.

Replaces: 5101:9-32-03

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5101:9-32-10

**Food assistance: federal incentives or sanctions as a result of the quality assessment review.**

## (A) Incentive distribution process

If Ohio's food assistance quality assessment payment error rate results in Ohio being the recipient of a United States department of agriculture (USDA) bonus payment or incentive, then the bonus payment or incentive ~~will~~may be distributed to the county department(s) of job and family services (CDJFS) in accordance with the quality assessment review process established in rule 5101:9-32-01 of the Administrative Code.

## (B) Sanction distribution process

If Ohio's food assistance quality assessment payment error rate exceeds standards prescribed in 7 C.F.R. 275.23 by the USDA food and nutrition service, the state is subject to a federal sanction. If a federal sanction liability is imposed on Ohio, the sanction liability ~~will~~may be distributed by the Ohio department of job and family services (ODJFS) to each CDJFS that, in accordance with the quality assessment review process established in rule 5101:9-32-01 of the Administrative Code, is identified by ODJFS as being solely or partially responsible for the federal sanction liability.

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