



Department of  
Job and Family Services

John R. Kasich, Governor  
Cynthia C. Dungey, Director

Family Assistance Letter # 155  
OFFICE OF FAMILY ASSISTANCE  
March 15, 2016

**To:** Directors, County Departments of Job and Family Services

**From:** Kara B. Wentz, Deputy Director Office of Family Assistance

**Subject:** **Supplemental Nutritional Assistance Program (SNAP) Employment & Training – Local Funding Opportunity**

### **Background**

The Ohio Department of Job and Family Services (ODJFS) has identified approximately \$7 million in Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) funding that is available to be drawn down with a local funding match. ODJFS would like to offer the opportunity for county agencies that have local funds available to use those funds to draw down a 1:1 match with this federal funding. This funding is specifically used to further expand on SNAP E & T activities through the use of the SNAP E & T participant expense allocation. There is no additional administrative funding. This opportunity is open for federal fiscal year 2016 (through September 30, 2016).

### **Participant Expense Allocation Requirements**

The SNAP Participant Expense Allocation reimburses the county agency for any participant expenses including county contracts. Participant expenses are those expenses that are necessary for participation in the program. This allocation normally consists of 50% state funds which allow the state to draw down a 50% federal match in SNAP funding. Under this opportunity a county agency may supplement the state share of SNAP funds with local dollars. However, the supplement must be actual cash on hand or a cash outlay **and not** a form of in-kind donations.

### **Allowable Costs**

Allowable participant expenses that are necessary for the participation in the program may include: Contracts, purchased services, and prior federally approved equipment costs for transportation for SNAP participants (e.g. bus passes, mileage reimbursement, and contracts with taxi/ transportation companies, etc.); tuition/fees, fingerprinting, background checks, uniforms, and other costs not listed in other SNAP E&T codes.

### **Eligibility**

County agencies may use their own local dollars to provide the match, or partner with a not-for-profit or public agency. If a county agency chooses to partner with another agency, the

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county agency will need a signed Memorandum of Understanding (MOU) in place prior to utilizing the match funding that sufficiently explains the source of the match funds, purpose of the funding, and allowable uses of the funds being applied toward this program.

### **Deadline**

County agencies interested in participating in this opportunity must email Matthew Cunningham at [matthew.cunningham@jfs.ohio.gov](mailto:matthew.cunningham@jfs.ohio.gov) by **Friday, April 15th**. In the email the county agency must include:

- Total Amount Requested,
- Match Source of Funding,
- Participating Partner (if any)
- Copy of MOU with partnering agency (if any), and
- Expected Number to Be Served.

Funding will be allocated on a first come first serve basis.

### **Reporting**

County agencies participating in this opportunity will be required to report to the Office of Family Assistance the following information by the 20<sup>th</sup> of each month:

- Total Amount Expended to Date,
- # of Participants Served; and
- Services Provided.

The above information shall be emailed to [matthew.cunningham@jfs.ohio.gov](mailto:matthew.cunningham@jfs.ohio.gov).

For further information about this opportunity please contact Matthew Cunningham either by email at [matthew.cunningham@jfs.ohio.gov](mailto:matthew.cunningham@jfs.ohio.gov) or phone at (614) 644-1296.

c:	Cynthia C. Dungey, Director	Joel Potts, OJFSDA
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