



August 11, 2023

Food Assistance Change Transmittal No. 96 -A

TO: All Food Assistance Manual Holders

FROM: Matt Damschroder, Director Ohio Department of Job and Family Services

SUBJECT: **Supplemental Nutrition Assistance Program Employment & Training Program – Corrective Action Compliance**

**Background:**

Food Assistance Change Transmittal (FACT) 96 was issued effective July 1, 2023, and outlined new policy required by The United States Department of Agriculture, Food and Nutrition Service (FNS) for compliance for Ohio's Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T) program. The new policy outlined the required use of three new forms:

-JFS 07208 “Supplemental Nutrition Assistance Program Employment Program Work Registration, ABAWD and Employment and Training Screening Tool” or a county-agency created automated system equivalent.

-JFS 07209 “Supplemental Nutrition Assistance Program Notice of Alleged Failure”

-JFS 07210 “Supplemental Nutrition Assistance Program Employment Program Employment and Training Pre-Sanction Checklist”

**Update**

In lieu of using the JFS 07210, a county agency can create an automated system equivalent, but must have it approved by ODJFS prior to implementation. A county-created automated system tool must capture the same information outlined in the JFS 07210, including the ability for the automated system equivalent to save a summary into a document management system to be retrievable by a third-party reviewer. An automated system equivalent must be sent to ODJFS at [WACTA@jfs.ohio.gov](mailto:WACTA@jfs.ohio.gov) for review and approval. The results must be emailed to ODJFS within 2 business days of proposing the sanction at [JFS.Sanction@jfs.ohio.gov](mailto:JFS.Sanction@jfs.ohio.gov). If these actions are not completed, the sanction is invalid, and the county agency will be required to remove the sanction and reinstate SNAP benefits.

The county agency must continue to use the JFS 07210 until approval is received from ODJFS for the county-created automated system equivalent. In either instance of the JFS 07210, or automated system equivalent, use of the pre-sanction checklist must be clearly documented in journal notes.

If you have any questions regarding any of these changes, please contact Program Policy and Systems at [OFA-PPS@jfs.ohio.gov](mailto:OFA-PPS@jfs.ohio.gov).