



**Fiscal Administrative Procedure Letter (FAPL) No. 115**

October 13, 2023

To: Fiscal Administrative Procedure Manual Holders

From: Matt Damschroder, Director

Subject: Employment Incentive Program (EIP)

The Ohio Department of Job and Family Services (ODJFS) will issue \$1.5 million dollars in general revenue funding (GRF) in SFY24 and in SFY25 to support county EIP authorized by the state budget (Am. Sub. H.B. No. 33 of the 135<sup>th</sup> General Assembly).

The EIP allocation will enable a County Department of Job and Family Services (CDJFS) to incentivize individuals, who are either currently enrolled or recently stopped participating in the Supplemental Nutrition Assistance Program (SNAP), Medicaid, or a Temporary Assistance for Needy Families (TANF) program, and who are consistently increasing their wages and working at least thirty-two hours a week.

The CDJFS will notify the Office of Family Assistance (OFA) of its intent to participate in EIP (as communicated in Family Assistance Letter (FAL) #212).

**Methodology**

- ODJFS will distribute funds as outlined in current Administrative Code Rule 5101:9-6-08 "Temporary Assistance for Needy Families (TANF) Administration Allocation."
- Fifteen per cent of the \$1.5 million will be for administration random moment activities.
- The remaining eighty-five per cent will be for allowable program activities.

**Allowable Activities**

- Activities that enhance, achieve, or maintain self-sufficiency through employment; or provide the nonfederal share for outreach, referral, application assistance, and other services to assist individuals. Funds will also be used for any related supportive services to stabilize individual's employment and long-term self-sufficiency.
- EIP activities will be included in the CDJFS amended Prevention, Retention and Contingency (PRC) plan as described in FAL 212.

### **Fiscal Related Information**

The EIP program will operate from July 1, 2023, to June 30, 2025. The program will have separate allocations for state fiscal year (SFY) 24 and SFY25. Normal allocation liquidation rules will apply.

ODJFS communicates the funding and liquidation periods through the county finance information system (CFIS).

This allocation consists of one hundred per cent GRF funding.

Financial and random moment sample (RMS) coding will be communicated by the Bureau of County Finance and Technical Assistance (BCFTA).

For funding details and questions regarding eligibility, allowable activities, and programmatic reporting requirements, please contact the OFA at [TANF-FSTA@jfs.ohio.gov](mailto:TANF-FSTA@jfs.ohio.gov) For questions regarding financial reporting, please contact your ODJFS Fiscal Supervisor or the CFIS Helpdesk at [CFIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:CFIS_HELP_DESK@jfs.ohio.gov).