



Ohio Administrative Code

Rule 5101:1-2-85 Cash assistance: new hire reporting program (W-4).

Effective: [September 1, 2026](#)

(A) What is the new hire reporting program?

Pursuant to section 3121.891 of the Revised Code, all employers are required to provide information to the Ohio department of job and family services (ODJFS) about employees who are newly hired, or a contractor of a person who resides, works, or will be assigned to work in this state to whom the employer anticipates paying compensation. A newly hired employee means an employee who has not previously been employed by the employer; or was previously employed by the employer, but has been separated from such prior employment for at least sixty consecutive days according to the requirements of 42 U.S.C. 653a (2021).

(B) How is the new hire information used?

Pursuant to section 3121.898 of the Revised Code, the county agency shall use new hire information to ensure all employment information has been reported, verified and used appropriately when determining cash assistance benefits. Alerts are generated in the Ohio benefits integrated eligibility system when there is a match with new hire information.

(C) What is the county agency's responsibility when a new hire alert is received?

Upon receipt of a new hire alert, the county agency is to process the information in accordance with rule 5101:1-2-20 of the Administrative Code.