



Ohio Administrative Code

Rule 5101:1-3-11 Ohio works first (OWF): Comprehensive assessment and self sufficiency contract.

Effective: April 1, 2026

This rule describes the comprehensive assessment and self sufficiency contract (SSC) process for the Ohio works first (OWF) program. The county agency is to administer the work activities programs in accordance with the requirements contained in this rule.

This rule seeks to clarify sections 5107.01, 5107.14, 5107.16, 5107.41, and 5107.70 of the Revised Code.

(A) What is included in a comprehensive assessment?

(1) The county agency is to conduct a comprehensive assessment of each adult, WEI or minor head of household using the Ohio benefits integrated eligibility system. A comprehensive assessment includes:

- (a) An evaluation of the occupational skills, prior work experience, employability, interests, aptitudes, educational, physiological, psychological abilities and liabilities, supportive services, and developmental needs of the WEI, adult, or minor head of household.
- (b) Screening for domestic violence, in accordance with rule 5101:1-3-20 of the Administrative Code. The county agency is to provide information pertaining to domestic violence to the Ohio department of job and family services (ODJFS) who will maintain the information for statistical analysis purposes.
- (c) When a WEI discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, additional screening is to be offered to the individual consistent with the requirements of rule 5101:9-3-02 of the Administrative Code and the Americans with Disabilities Act (ADA)(1990) plan adopted by the county agency.
- (d) Determining whether any WEI or members of the assistance group have a substance abuse problem or need other assistance, or services provided by the county agency or other private or government entities. When other assistance or services are needed, the county agency may refer the individual to an entity that provides the assistance or services. This may include, but is not limited to, a public children services agency (PCSA), chapter of alcoholics anonymous, narcotics anonymous, cocaine anonymous, or any other entity the county agency considers appropriate.
- (e) For each WEI, who does not have at least an associate degree awarded by an accredited institution of higher education, conduct a basic skills assessment as selected by the county agency to determine if the WEI is



5101:1-3-11

2

unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job or in society.

(f) A referral to opportunities for Ohioans with disabilities for an assessment for a WEI or adult member aged twenty-five or older who indicates they are unable to work due to a permanent mental or physical illness or impairment.

(2) The comprehensive assessment will assist in scoring the individual's status across five areas of well-being and the scores will be regularly updated to reflect progress made in the OWF work activities program. The areas include:

- (a) Family stability;
- (b) Well-being;
- (c) Financial literacy and management;
- (d) Education and training; and
- (e) Employment and career.

(B) When should a comprehensive assessment be conducted?

(1) A county agency is to conduct a comprehensive assessment utilizing the Ohio benefits integrated eligibility system as soon as possible when an application to participate in OWF is received, but no later than thirty days from the date of application. A minor head of household who is subject to the learning, earning, and parenting (LEAP) program is to be assessed in accordance with rule 5101:1-23-50 of the Administrative Code and requirements.

(2) The comprehensive assessment is to be updated by a case manager in Ohio benefits integrated eligibility system and in consultation with the WEI:

- (a) Each time an assignment to a work activity has ended; and
- (b) Any other time determined necessary by the county agency.

(C) What is the SSC?

The SSC sets forth the rights and responsibilities of WEI and members of the assistance group as applicants and participants of OWF. The SSC is based on the comprehensive assessment and is to include the following:



5101:1-3-11

3

- (1) The assistance group's plan to achieve the goal of self sufficiency and personal responsibility through unsubsidized employment within the time limit for participating in OWF established by section 5107.18 of the Revised Code.
- (2) For each WEI, work activities and alternative activities assigned in accordance with rule 5101:1-3-12 of the Administrative Code.
- (3) The responsibility of the WEI or caretaker member of the assistance group to cooperate in establishing a minor child's paternity and establishing, modifying, and enforcing a support order for the child in accordance with section 5107.22 of the Revised Code.
- (4) Other responsibilities that members of the assistance group are to satisfy to participate in OWF and the consequences for failure or refusal to satisfy the responsibilities.
- (5) An agreement that the assistance group will comply with conditions of participating in OWF in accordance with division 5101:1 of the Administrative Code, Chapter 5107. of the Revised Code and sections 5160.37, 5160.38 and 5101.83 of the Revised Code.
- (6) Assistance and services the county agency will provide to the assistance group and WEI.
- (7) Assistance and services the child support enforcement agency and PCSA will provide to the assistance group pursuant to a plan of cooperation entered into under section 307.983 of the Revised Code.
- (8) Procedures for assessing whether responsibilities are being satisfied and for amending the contract when determined necessary.
- (9) The good cause reasons for missing hours of participation or appointments as defined in rule 5101:1-3-13 of the Administrative Code.
- (10) An explanation of the individual's rights under the ADA, including the right to request another comprehensive assessment when the individual discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities.
- (11) When additional screening indicated the presence of a disability, a description of each reasonable modification made for the individual consistent with the county agency's ADA plan.
- (12) No SSC is to include the LEAP requirements.



5101:1-3-11

4

(D) When should the SSC be completed?

- (1) The SSC is part of the OWF eligibility process and is to be completed prior to approval and authorization of OWF benefits.
- (2) The county agency is to use the Ohio benefits integrated eligibility system to develop a SSC designed to help the assistance group in achieving self sufficiency and personal responsibility.

(E) Who is to sign the SSC?

- (1) Each WEI, minor head of household and adult member of the assistance group is to sign the SSC, including an amendment any time the SSC is revised.
- (2) A minor head of household who participates in LEAP in accordance with rule 5101:1-23-50 of the Administrative Code is to complete a SSC but is not subject to the work participation requirements unless the minor head of household fails to attend a LEAP assessment, fails to enroll in school or withdraws from school.

(F) What are the consequences for failing to sign a SSC or a provision of the contract is not met?

- (1) WEI, minor heads of household, and adult members of the assistance group who fail or refuse, without good cause, to sign the SSC are to have OWF benefits denied or terminated.
- (2) When a WEI, minor head of household, or an adult member of an assistance group fails or refuses, without good cause, to comply in full with a provision of a SSC the county agency is to sanction the assistance group in accordance with rule 5101:1-3-15 of the Administrative Code.

(G) What is the process for a WEI who is between the ages of fourteen and twenty-four?

In accordance with sections 5116.10 of the Revised Code and rule 5101:1-2-01 of the Administrative Code, each WEI between the ages of fourteen and twenty-four are to participate in the comprehensive case management and employment program (CCMEP) as a condition of participating in OWF. Prior to the authorization of OWF benefits, the individual will be referred to a lead agency to undergo a comprehensive assessment and develop and sign an individual opportunity plan (IOP). The comprehensive assessment and IOP conducted and developed by the lead agency replaces the comprehensive assessment and SSC necessary in accordance with this rule.



5101:1-3-11

5

- (1) As part of the referral process, the county agency is to provide the lead agency with at least the following information:
 - (a) The number of necessary hours expected to be assigned in accordance with rule 5101:1-3-12 of the Administrative Code; and
 - (b) The number of months a WEI has participated in OWF that were subject to the time limit described in rule 5101:1-23-01 of the Administrative Code.
- (2) A signed IOP meets all the requirements of a signed SSC and plan developed in accordance with this rule.
 - (a) A failure or refusal to comply with the provision of an IOP without good cause is to result in a sanction of the assistance group member in accordance with rule 5101:1-3-15 of the Administrative Code.
 - (b) The lead agency is to be solely responsible for determining if the individual had good cause for a failure or refusal and requesting the imposition of a sanction in accordance with rule 5101:1-3-15 of the Administrative Code.
 - (c) When a sanction is imposed at the request of a lead agency, the lead agency is to be solely responsible for determining a compliance activity consistent with the provisions of rule 5101:1-3-15 of the Administrative Code.