



Ohio Administrative Code

Rule 5101:4-3-35 Food assistance employment and training: education and training activities.

Effective: November 18, 2021

Education and training activities or job readiness training activities shall improve the basic skills and directly enhance the employability of the participant.

(A) What types of education and training activities may be provided to supplemental nutrition assistance program (SNAP) employment and training (E&T) participants?

(1) Basic education;

(2) Vocational education;

(3) Job readiness training activities;

(4) Educational programs including, but not limited to, courses or programs of study that are a part of a program of career and technical education as defined in section three of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302); and

(5) Other programs or activities determined by the county agency to expand the employability of the participant.

(B) What is the goal of basic education?

Basic education may be provided to individuals who do not possess basic literacy skills whether or not they have obtained a high school diploma or equivalent education. Basic education includes high school or equivalent education, remedial education, adult basic education, basic literacy education, and instructional programs in English as a second language (ESL).

(C) What are the county agency's responsibilities for tracking the progress of an individual engaged in basic education activities?



The county agency shall document the progress of the participant assigned to basic education in conjunction with the service provider. In order to remain assigned to the activity, an individual shall be expected to make "satisfactory progress" as determined by the county agency. An individual who is unable to make satisfactory progress shall be reassessed to determine when the assignment should continue. Assignment to this activity shall be based on the goal of obtaining employment.

(D) What is the goal of vocational education?

The goal of vocational education is to assist individuals in obtaining useful employment in a recognized occupation. Vocational education may include: occupational training in technical job skills and equivalent knowledge and abilities in a specific occupational area; post-secondary education; and training offered by other entities such as public secondary schools and public and private entities. For the vocational and post secondary education components Ohio has aligned the allowable SNAP E&T programs with the workforce innovation and opportunity act (WIOA) approved programs found on the workforce inventory of education and training (WIET) list.

(E) What is the goal of job readiness training activities?

(1) Job readiness training activities are designed to expand the employability of participants by ensuring that participants become familiar with general workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Various types of structured programs qualify, such as rehabilitation, counseling, employability assessments, training in techniques for employability, and job placement services.

(2) Job readiness training activities may include, but are not limited to the following:

(a) Classroom instruction on the strategies and skills in job seeking;

(b) Job lead development;

(c) Identifying and overcoming personal barriers to employment;



- (d) Building self-confidence and self-promotion;
- (e) Good grooming and dress techniques;
- (f) Managing time, money, and household budgets;
- (g) Obtaining proper dependent care and supervision of dependents while working;
- (h) Conducting self-assessments to determine employment options and training needs;
- (i) Completing resumes, work histories, and application forms;
- (j) Learning and using good interviewing techniques;
- (k) Using resources such as the telephone, telephone directories, newspapers, internet, and friends and/or relatives;
- (l) Contacting the individual who does the hiring;
- (m) Maintaining good records of job search activities;
- (n) Understanding employer expectations;
- (o) Understanding unions, benefits, taxes, deductions, and hospitalization policies;
- (p) Being prompt and punctual for work;
- (q) Accepting supervision positively;
- (r) Relating to other employees; or
- (s) Retaining the job as a step toward security and independence.



(F) What is the goal of educational programs, courses or programs of study that are a part of a program of career and technical education as defined in section three of the Carl D. Perkins Act of 2006?

The goal of educational programs, courses or program of study defined in section three of the Carl D. Perkins Act of 2006 is to ensure individuals are participating in a defined career and technical education program to assist in obtaining useful employment in a recognized occupation. These educational programs may be offered concurrently or contextually with basic education or vocational education. An educational program, course or program of study does not have to receive Perkins funding in order to be considered meeting the definition of a career and technical education program.

(G) What is the goal of other programs or activities determined by the county agency to expand the employability of the participant?

The goal of other programs or activities determined by the county agency allows for county agencies to assign an individual to participate in an education and training activity where there is a direct link between the educational activity and job readiness. These activities shall also expand the employability of the participant.