



Ohio Administrative Code

Rule 5101:4-7-08 Food assistance: new hire reporting program (W-4).

Effective: April 1, 2021

(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 day according to the requirements of 42 U.S.C. 653a (10/2011).

(B) How is the new hire information used?

(1) In accordance with section 3121.898 of the Revised Code, the county agency shall use the state directory of new hires information to ensure all employment information has been reported, verified, and used appropriately when determining supplemental nutrition assistance program (SNAP) benefits. Alerts are generated in the statewide automated eligibility system when there is a match with new hire information.

(2) In accordance with 7 U.S.C. 2020(e)(24) (12/2018), the county agency shall use the national directory of new hires information to ensure all employment information has been reported, verified, and used appropriately when determining eligibility for SNAP benefits at certification and recertification. Alerts are generated in the statewide automated eligibility system when there is a match with national new hire information.

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

(1) Immediately upon receipt of a new hire alert, but no later than three working days, the county agency must make telephone contact with the assistance group. The information obtained as a result



of the telephone contact shall include, but not be limited to, the following:

(a) Hourly rate of pay;

(b) Hours worked per week;

(c) Correct mailing address of the employer.

(2) When the assistance group does not have a telephone or cannot be immediately reached, the JFS 04219 "Request for Contact Important Notice" or the system equivalent shall be sent within three working days.

(3) All information reported by the client shall be immediately followed up with a request for hard copy verification (e.g., pay stubs, employment verification form). When the assistance group is having trouble obtaining the verification, the best available documentation may be acceptable (e.g. third party statement, call to the employer, or client statement).

(4) Information reported by client statement shall be used in determining eligibility for SNAP benefits until the employer verification can be obtained.