



Ohio Administrative Code

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

Effective: April 1, 2026

(A) What is the new hire reporting program?

Pursuant to section 3121.891 of the Revised Code, all employers are 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 (1/2021).

(B) How is the new hire information used?

- (1) In accordance with section 3121.898 of the Revised Code, the county agency is to 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 Ohio benefits integrated eligibility system when there is a match with new hire information.
- (2) In accordance with 7 U.S.C. 2020(e)(24) (12/2022), the county agency is to 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 Ohio benefits integrated 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?

Upon receipt of a new hire match, the county agency is to follow the procedures described in rule 5101:4-7-01 of the Administrative Code to determine how to act on the information.