



Ohio Administrative Code

Rule 5101:4-9-05 SNAP E&T progress monitoring.

Effective: October 1, 2024

The supplemental nutrition assistance program(SNAP) employment and training (E&T) program has limited funding and therefore, it is critical that SNAP E&T enrolled participants have clear and achievable goals designed to ensure they are advancing through the SNAP E&T program and into sustained self-sufficiency. This rule describes the ongoing process E&T case managers are to use when determining if a SNAP E&T enrolled participant is making satisfactory progress in the SNAP E&T program and the actions to be taken when satisfactory progress has not been made.

(A) What is ongoing progress monitoring?

Progress monitoring is the responsibility of the E&T case manager and includes an ongoing evaluation of:

- (1) The SNAP E&T enrolled participant's employment goals, needs, barriers and strengths;
- (2) Whether the individual is achieving the goals and milestones contained in the SNAP E&T employability plan;
- (3) Information gained (if any) from conversations with the SNAP E&T enrolled participant through case management services offered in accordance with rule 5101:4-9-04 of the Administrative Code; and
- (4) Reports from SNAP E&T providers to accurately gauge a participant's level of engagement and progress in the SNAP E&T program.

(B) What is satisfactory progress?

Satisfactory progress in the SNAP E&T program means a SNAP E&T enrolled participant is:



- (1) Actively achieving goals and milestones detailed in their employability plan;
- (2) Engaged in the SNAP E&T program; and
- (3) In good standing and making expected progress as determined by the provider of the SNAP E&T services. For purposes of this rule, "provider" includes a county agency who is providing a SNAP E&T component.

(C) What are a SNAP E&T case manager's responsibilities for assisting a SNAP E&T enrolled participant in making satisfactory progress in the SNAP E&T program?

The E&T case manager is to:

- (1) Conduct ongoing progress monitoring; and
- (2) Make adjustments as necessary to the SNAP E&T enrolled participant's employability plan regarding:
 - (a) Employment goals, needs, barriers and strengths;
 - (b) Supportive services; and
 - (c) Goals and milestones.

(D) What are the consequences of not making satisfactory progress in the SNAP E&T program?

Only after an E&T case manager has exercised due diligence in carrying out the responsibilities described in paragraph (C) of this rule:

- (1) Within ten days of an E&T case manager determining that a SNAP E&T enrolled participant is not making satisfactory progress in the SNAP E&T program, the E&T case manager is to follow the disenrollment process described in rule 5101:4-9-06 of the Administrative Code.



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(2) There is no loss of SNAP eligibility or change in benefit amount as a consequence of failing to make satisfactory progress and the determination is not an adverse action subject to rule 5101:6-2-04 of the Administrative Code. However, the E&T case manager is to inform the SNAP E&T enrolled participant that they are not making satisfactory progress by any reasonable means (letter, phone call, email, etc.).