



Ohio Administrative Code

Rule 5101:4-9-07.1 SNAP E&T supervised job search.

Effective: October 1, 2024

(A) What is supervised job search?

Supervised job search is a component designed to provide job-ready individuals with access to structured activities that have a direct link to increasing opportunities to find suitable employment. County agencies are to design their supervised job search programs to at least accomplish the following objectives:

- (1) Enrolled participants are trained in the strategies and skills to be used in obtaining employment of the highest quality within the shortest period of time;
- (2) Enrolled participants are provided with an experience in which the techniques learned could be used at any time; and
- (3) Employers in the community are provided with qualified individuals to fill vacant positions.

(B) What activities are included in supervised job search?

Supervised job search activities are to have a direct link to employment and include, but are not limited to:

- (1) Actively applying for work;
- (2) Instruction in job-seeking skills;
- (3) Building connections with prospective employers; and
- (4) Attending hiring events and other networking opportunities.



(C) How are supervised job search activities to be implemented?

(1) Supervised job search is to occur at county-approved locations where an enrolled participant's activities and time participating are able to be directly supervised and tracked. County approved locations include any location deemed suitable by the county agency and where the participant has access to tools, and materials needed to perform supervised job search.

(2) Supervised job search locations are not limited to a physical building and may include virtual tools. Examples of physical locations may include the OhioMeansJobs centers operated by the local workforce development board or resource rooms at the job and family services office; whereas virtual tools may include the OhioMeansJobs.com website, other websites, portals or web applications. Offering a variety of locations and formats to best meet participant needs is encouraged and to the extent possible, county agencies are to allow participants to choose their preferred location and format.

(3) Supervision, either remotely or in-person, is to be provided by skilled staff who provide meaningful guidance and support with at least monthly check-ins. Supervision and job search activities may occur at different times, and is to be provided in such a way to best support the participant and may include activities such as job search coaching, review of job search activities, and guidance on how to best target participant job search activities.

(4) Time spent in supervised job search activities is to be tracked within the Ohio benefits integrated eligibility system.

(D) Who is best suited for participation in supervised job search?

In addition to the suitability criteria described in rule 5101:4-9-02 of the Administrative Code, a case manager is to consider the following prior to making an assignment:

(1) The participant should have prior work history and the skills necessary to participate in the component, including but not limited to the necessary technological skills and access to websites and other resources to successfully complete activities.



(2) The participant will be likely to find a job through participation in the activity and there are suitable jobs available for that participant.

(E) What are the limitations on participating in supervised job search?

(1) A SNAP E&T case manager may assign supervised job search activities to find suitable employment based on the participant's assessment and local labor market needs. However, the supervised job search period is not to exceed six continuous months.

(2) For an enrolled participant who is an able-bodied adult without dependents (ABAWD), hours spent in an assignment to the supervised job search component do not fulfill the ABAWD work requirement. However, job search activities may be included as an integral part of another component (e.g., workfare or education) and the time spent in job search would count towards the ABAWD work requirement, as long as the hours spent in job search are less than half of the total number hours assigned.