



## Ohio Administrative Code

### Rule 5101:9-6-09.1 Food and nutrition services state exchange.

Effective: July 28, 2025

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(A) The Ohio department of job and family services (ODJFS) issues funding to select county departments of job and family services (CDJFS) for reimbursement of approved costs associated with travel expenses for United States department of agriculture (USDA) FNS meetings, insight trips and conferences that requires out of state travel.

(B) FNS state exchange funding consists of one hundred per cent federal funding from the USDA FNS state exchange grant.

(C) The catalog of federal domestic assistance (CFDA) number is 10.561.

(D) FNS state exchange activities

FNS state exchange does not cover expenses for in-state travel.

The CDJFS may submit the following staff travel expenses for reimbursement for attending any of the following conferences and/or meetings:

(1) FNS approved supplemental nutrition assistance program (SNAP) conferences;

(2) FNS approved meetings;

(3) FNS approved insight trips; and

(4) Any other FNS approved out of state travel.

(E) Reimbursement

(1) ODJFS office of family assistance (OFA) notifies all CDJFS identified as eligible for full or



partial reimbursement. After such notification, the CDJFS submits estimated travel expenses to the designated FNS steering committee member thirty days prior to any travel, or within seven days if thirty days is not available.

(2) The CDJFS submits requests for reimbursement through the designated FNS steering committee member no later than fifteen days after the travel has been completed for approval or denial. The designated steering committee member submits approved estimates to FNS and FNS authorizes a state exchange grant for all approved amounts.

(3) Once FNS approves the estimate and authorizes the funding the CDJFS submits documentation of eligible expenditures (i.e., copies of receipts, etc.) to OFA for approval.

(4) Upon approval, ODJFS issues an allocation making the funds available to the CDJFS.

(F) The CDJFS reports expenditures as described in rule 5101:9-7-29 of the Administrative Code.

(G) The definitions, requirements, and responsibilities contained in rule 5101:9-6-50 of the Administrative Code are applicable to this rule.