

**REQUEST FOR PROPOSALS**

**FOR:**

OHIO WORKS FIRST (OWF) AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND  
TRAINING (SNAP E&T) SERVICES

October 1, 2021 – September 30, 2022

**ISSUED BY:**

Wayne County Department of Job and Family Services/OhioMeansJobs Wayne County

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**DATE OF RFP ISSUE: JULY 21, 2021**

**PROPOSAL DUE DATE: AUGUST 18, 2021 BY NOON**

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**Anticipated Procurement Timeline**

<b>Date</b>	<b>Event/Activity</b>
<b>July 21, 2021</b>	<b>Request for Proposal available for pick-up at WCDJFS</b>
<b>July 28, 2021 at 2:00pm in the OhioMeansJobs Wayne County/WCDJFS conference room or via Microsoft Teams</b>	<p><b>WCDJFS will host a Technical Assistance session for RFP clarification.</b></p> <ul style="list-style-type: none"> <li>• Contact Crystal Brown at (330) 287-5885 or <a href="mailto:Crystal.Brown@ifs.ohio.gov">Crystal.Brown@ifs.ohio.gov</a> to request a link to the Microsoft Team’s Technical Assistance session.</li> <li>• Applicants are to submit questions for RFP clarification via email to <a href="mailto:Crystal.Brown@ifs.ohio.gov">Crystal.Brown@ifs.ohio.gov</a> at least <b>three (3)</b> calendar days prior to Technical Assistance session (submit questions by July 25, 2021).</li> <li>• No further inquiries may be submitted to WCDJFS after this date.</li> <li>• Potential applicants are strongly encouraged to have a representative in attendance.</li> </ul>
<b>July 29, 2021</b>	<b>WCDJFS will provide Technical Assistance Question and Answer document to all Technical Assistance attendees via email or as requested</b>
<b>August 18, 2021</b>	<b>Proposals must be submitted to WCDJFS by 12:00pm (noon)</b>
<b>On or about August 30, 2021</b>	<p><b>WCDJFS issues Contract Award Notification Letter</b></p> <ul style="list-style-type: none"> <li>• Applicants that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted/rejected for award of the contract</li> </ul>

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**Wayne County Department of Job and Family Services**  
**Request for Proposals (RFP)**  
**For**  
**OHIO WORKS FIRST (OWF) AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND**  
**TRAINING (SNAP E&T) SERVICES**

**A. OVERVIEW**

Wayne County Department of Job and Family Services (WCDJFS) provides a wide array of family and social services. Services may include but are not limited to Family Stability [for example, Ohio Works First (OWF), Disability Assistance (DA), Supplemental Nutrition Assistance Program Employment and Training Program (SNAP E&T), Medicaid, Prevention, Retention and Contingency (PRC)]; Social Services [for example, Adult Protective Services, Medical Transportation, Child Care, Title XX contracted services], and Workforce Development.

The State of Ohio mandated all counties provide a local Workforce Development system consisting of a one-stop approach through job centers. WCDJFS/OhioMeansJobs Wayne County provides Workforce Development through direct service, contracted services and/or linkage to other service providers. OhioMeansJobs Wayne County is located in WCDJFS. WCDJFS serves OWF, Supplemental Nutrition Assistance Program Employment and Training Program (SNAP E&T) applicants and recipients, dislocated workers, job seeking adults who are unemployed or underemployed, and economically disadvantaged youth directly or through contracted services.

**B. WCDJFS MISSION STATEMENT**

To help improve and enrich the lives of those we touch by providing financial, social and educational services; to empower, encourage and assist in every opportunity for self-sufficiency, respect and independence.

**C. PURPOSE**

As the purpose of these grants is that the WCDJFS to purchase services under O.R.C. 329.04(A)(1)(b) and this purchase consists of family services duties, this RFP, pursuant to O.R.C. 307.86(D), is exempt from the competitive bidding requirements set forth in O.R.C. 307.86 et al. Instead, all applicants must follow the requirements set forth in this RFP and any and all applicable sections of the Ohio Revised Code and the Ohio Administrative Code.

WCDJFS releases this Request for Proposal for the purpose of securing a vendor to assist the agency with the provision of services and management of the primary work activity requirements for Ohio Works First (OWF) and the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) programs. The OWF program serves approximately 37 participants monthly and the SNAP E&T program serves approximately 65 participants monthly.

OWF is Ohio's Temporary Assistance for Needy Families (TANF) cash assistance program that encourages family self-sufficiency through employment and participation in certain work activities, for up to 36 months. Adult TANF recipients, with some exceptions, must participate in work activities as a condition of receiving cash benefits. Federal regulations established a Federal Work Participation Rate requirement that each State must achieve to avoid monetary sanctions to the State.

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Program was established under the Food Nutrition Act of 2008. It requires mandatory, non-exempt work registrants in receipt of Supplemental Nutrition Assistance Program to participate in employment and training as an Able-Bodied Adult without Dependent (ABAWD), in order to receive their SNAP benefit. WCDJFS is the local governmental entity responsible for the administration of this program. WCDJFS is seeking to expand ABAWD work activities to increase their potential for employability and self-sufficiency by obtaining job related skills. WCDJFS prioritizes the provision of programming to this population through a variety of job readiness, employment and training, and work experience activities, which will assist in enabling these individuals to learn a skill, obtain employment, and retain employment to become self-sufficient.

WCDJFS is seeking proposals from qualified vendors to assist the agency with the provision of services and management of the primary work activity requirements for OWF and SNAP E&T participants.

**D. ISSUING OFFICE**

This RFP is released by WCDJFS and the subsequent grants will be agreements between WCDJFS and the selected non-profit applicants. WCDJFS will administer Temporary Assistance to Needy Families (TANF) and Ohio Works First (OWF) services in accordance with the requirements of Title IV-A, section 5107.03 of the Revised Code and Chapter 5101:1-3 of the OAC, and all other federal regulations, state law, the Title IV-A state plan submitted to the United States secretary of health and human services, amendments to the plan, and federal waivers granted by the United States secretary. The program year is October 1<sup>st</sup> through September 30<sup>th</sup>.

The Catalog of Federal Domestic Assistance (CFDA) number for this award is 93.558.

All entities wishing to be considered for this grant must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II of the Americans with Disability Act of 1990 (42 U.S.C. 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and Department of Agriculture, Food Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color national

origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject discrimination under any programs or activity for which the program applicant receives Federal financial assistance from FNS. In addition, all entities wishing to be considered for this grant must also Post and require all entities with which it sub-grants and contracts to post the September 2019 version of the [AD-475B “And Justice for All”](#) poster.

This program meets the Temporary Assistance for Needy Families (TANF) Purpose 2: 45 Code of Federal Regulations (CFR) 260.20 “Reduce the dependency of needy parents by promoting job preparation, work and marriage.”

#### **E. OWF PROGRAM OVERVIEW**

The goal of the Ohio Works First (OWF) Program is to connect WCDJFS participants to an organization(s) that can provide the opportunity to acquire general skills, training, knowledge, and work habits necessary to obtain and retain employment.

##### **a. Job Readiness**

When an individual applies for OWF benefits they are required to complete up to 40 hours of Applicant Job Search/Job Readiness before the cash benefit is approved. This activity includes basic job readiness activities, registration on OhioMeansJobs.com, professional resume uploaded to OhioMeansJobs.com, job search, employment application completion, interviewing, and activities that reduce barriers to employment such as medical appointments, securing transportation and child care. To receive OWF benefits the individual must complete their required hours. Failure to do so results in the denial/closure of the application/case.

##### **b. Required Hours**

After an OWF participant is determined “Work Required” and completes the Applicant Job Search/Job Readiness, they must participate for a prescribed number of hours in a federally established appropriate work activity/activities according to the composition of their household. Per OAC (Ohio Administrative Code) 5101:1-3-12 Ohio Works First, Work Activities (C)(1) a-g: all work eligible individuals shall be assigned to one or more work activities or alternate activities, and participate in at least the following number of hours, except as provided in paragraphs (C)(2) to (C)(4) of this rule: (the following chart is a summary of the rule):

<b>If the OWF Participant Case (Assistance Group) Contains:</b>	<b>Required Weekly Hours</b>	<b>Required Monthly Hours</b>
One work eligible individual with child over 6	30	130
A work eligible individual who is the only parent or specified relative in need in the family of a child under six years of age	20	87
Two work eligible individuals and NOT receiving federally funded child care	35	152
Two work eligible individuals and ARE receiving federally funded child care	55	238
Two work eligible individuals where one parent is disabled	30	130

c. WCDJFS Responsibilities

- Determine the required number of hours for each participant
- WCDJFS may exempt certain individuals or assign them to alternate work activities.
- Tracking and reporting the hours completed to ODJFS (Ohio Department of Job and Family Services)
- Imposing non-compliances on participants who fail to complete their assigned work activity
- Conducting State Hearings when necessary

d. Respondents Responsibilities

The Selected Provider shall conduct a thorough assessment of each participant’s needs and circumstances within 10 days from WCDJFS referral. It shall consist of an in-depth identification of barriers to employment and the adoption of strategies and plans to overcome those barriers. Re-assessment of barriers and employability shall be reviewed continuously throughout the individual’s participation in the program. After an OWF participant is referred to the Selected Provider, the Selected Provider must begin providing services within 3 business days, however service within the first 24 hours is preferred. OWF participants may be assigned a work activity for up to 6 months. The Selected Provider shall provide a Participant Handbook to each participant, which includes but not limited to rights and responsibilities.

There are twelve (12) federally prescribed activities that count towards hours of participation and limitations for the number of hours an individual can be assigned to a particular work activity. WCDJFS is responsible for tracking and assigning individuals accordingly. The list of allowable work activities and the requirements of each can be found starting at Ohio Administrative Code 5101:1-3-12 through 5101:1-3-12.12 as follows:

1. Unsubsidized employment

- a. This activity includes full or part-time employment in the private or public sector that is not subsidized by TANF or any other public program.

2. Subsidized public or private employment
  - a. The Selected Provider may utilize this activity contingent upon the approval of WCDJFS and availability of funding. The subsidy cost must be included in the Selected Provider budget. The Selected Provider acts as the employer of record for a designated period. This activity is recommended for the hard-to-employ OWF participants.
3. Work experience program
  - a. This activity provides an individual the opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. It is anticipated that the majority of participants will be assigned to this work activity, therefore additional information on the Ohio Work First (OWF) Program can be found in section d on page 9.
4. On-the-job training
  - a. This activity is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides the knowledge and skills essential to the full and adequate performance on the job. Paid internships in which an OWF recipient is engaged in subsidized employment and training may be considered on-the-job training.
5. Job search and job readiness assistance
  - a. This activity is primarily used for applicant job search and compliance job search. Because of the restrictions on the hours and weeks available, these services must be closely monitored with WCDJFS to assure the participant does not exceed the number of hours allowed.
6. Community service
  - a. This activity is similar to WEP, but with the purpose to benefit the community while obtaining employment skills. The Selected Provider will be responsible to develop and obtain approved site agreements with each entity.
7. Vocational educational training
  - a. This work activity directly relates to training OWF recipients for employment in in-demand jobs. Vocational educational training will be managed by WCDJFS and the Selected Provider. The Selected Provider will be responsible for the time periods when the participant is not actively engaged in training – i.e. semester/quarter breaks, days prior to class beginning, when a participant withdraws, etc. Because of the restrictions on the hours and weeks available, these services must be closely monitored with WCDJFS to assure the participant does not exceed the number of hours allowed.



8. Providing childcare services to an individual who is participating in a community service program (this must be approved by WCDJFS prior to utilization)
  - a. This activity enables an OWF recipient to participate in a work activity. Due to the restrictions with this activity, the Selected Provider must receive prior approval by WCDJFS.
9. Job skills training directly related to employment (Must include services such as English as a second language)
  - a. This activity is training or education for job skills required by an employer to provide an individual with the ability to obtain employment, to advance or adapt to the changing demands of the workplace.
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
  - a. This work activity is defined as education related to a specific occupation, job or job offer. When as a prerequisite for employment by employers or occupation this activity may include, but is not limited to the following: courses designed to provide the knowledge and skills for specific occupations or work setting; or adult basic education or English as a second language.
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
  - a. This work activity is defined as regular attendance, in accordance with the requirements of the secondary school or course of study at a secondary school, or in a course of study leading to a certificate of general equivalence, in the case of a recipient work eligible individual who has not completed secondary school or received such a certificate. This includes attendance in the following activities as long as they are an integral part of attaining a high school equivalence diploma (HSED): English as a second language; Career training; Alternative schooling, Tutoring, Drop-out prevention or Teen pregnancy or parenting programs.
12. Alternate Work Activities
  - a. Alternative activities are designed to promote self-sufficiency and personal responsibility and are intended to address temporary and permanent barriers to participating in work activities. Hours completed under Alternate Work Activities do **not** meet the participation requirements. Alternative Work Activities may include

parenting classes and life-skills training, participation in addiction services provided by community addiction service provider, medical appointments, rehabilitation, or other activities to help lead to self-sufficiency. Given the conditions of the population that are assigned to this activity, the Selected Provider must have the technical expertise, credentials and experience of working with individuals with physical and mental health and addiction challenges or sub-contract with an entity that provides the technical expertise and credentialing.

e. OWF Work Experience Program

The Selected Provider must develop and manage Work Experience Program (WEP) site(s) for an adequate number of slots for the projected participants; ensure that sites adhere to all applicable Department of Labor regulations, are ADA compliant, and are in high-demand occupational fields (when applicable). The Selected Provider will be required to investigate any WEP site concerns and provide the information and have any necessary discussions with WCDJFS. The Selected Provider will act as the primary point of contact with all WEP sites. It is expected that the work experience and knowledge expansion will lead to permanent unsubsidized employment.

The Selected Provider must develop a recruitment strategy for the development of the sites. The Selected Provider will need to work closely with WCDJFS and other workforce entities in the community to ascertain the types of WEP sites that accommodate the diverse needs and skills of the participants including specialized placements for ex-offenders, individuals with physical and mental health barriers and those with Limited English Proficiency.

A valid WEP shall have the following:

- A planned, structured activity with defined goals;
- Meaningful tasks that help a participant gain good work habits and job skills for employment and/or advance to a better job;
  - Job skills will be unique to each WEP site. A job description for each type of job at WEP is recommended to identify the skills that will be developed and practiced.
- Adequate supervision;
- Hours of participation are monitored and tracked by supervisor;
- Periodic evaluation of progress in gaining good work habits and skills on regular basis;
- Periodic evaluation of progress leading toward employment on a regular basis;
- Examples of WEP assignments include, but not limited to,
  - Volunteer work;

- Placement at a public, private or non-profit organization where the participant gains work experience and training;
- Labor Market Research;
- Work tutorials;
- Job shadowing;
- Hands on training in a specific occupational skill

The Selected Provider shall provide digital literacy as a component in a work experience program. OWF participants will need to learn basic typing, navigating an online job search, and utilizing a professional email account. The Selected Provider shall include a full-time, well-qualified professional approved by WCDJFS to assist individuals within the OhioMeansJobs Wayne County resource room.

Each site that is identified must complete a worksite agreement. WCDJFS must approve and sign off on all site agreements. The Selected Provider will submit progress reports on recruitment and development efforts on a monthly basis or upon request. WCDJFS will visit the Selected Provider and/or WEP sites at periodic intervals.

The development and management of WEP sites must meet the following criteria (including, but not limited to):

- Hours at these sites must meet all applicable federal, state and local requirements;
- Accommodate participants who need to complete missed hours;
- Have varying days and shifts available (primarily to serve the two work eligible individuals); Have the potential to lead to permanent employment (when available);
- Not displace an employee at the WEP site;
- Be located throughout Wayne County;
- Make attempt to assign consumers that are employed yet not meeting the required hours to a site that is near their employer and/or home;
- Periodic participant evaluation of progress in gaining good work habits and skills on regular basis;
- Periodic participant evaluation of progress leading toward employment on a regular basis; Closed to participants for the ten (10) recognized federal holidays (listed in Ohio Administrative Code 5101:1-3-12 E.1). Should a WEP site be closed any day outside of these 10, the hours scheduled for the participant shall be modified to accommodate all monthly required hours for that participant.

WCDJFS recommends the following criteria in the development and management of WEP sites:

- Be a combination of public, private and non-profit;
- Be in a high-demand occupational field;
- Participants with felony convictions are referred to job skills and training programs that are successful in matching the individual with full-time, permanent employment.

f. Case Management

Case management must be available for all OWF participants. The Case Manager shall conduct in-depth interviews to survey, monitor and develop individualized plans to address identified barriers such as, but not limited to: domestic violence, substance abuse, physical and mental health issues of the participant and/or dependent family members, disabilities, education history, employment history, legal/criminal history, housing needs, language barriers, transportation, childcare, etc. Case management must be provided at least once in a 30-day period. Appropriate referrals, linkages and follow-up should be conducted to ensure compliance with the individualized plan.

The Selected Provider must provide wrap around services by coordinating with other county-wide partner agencies. If the Selected Provider determines that an individual's barriers prevent him/her from participating in a work activity, the Selected Provider must promptly notify WCDJFS.

Case management services shall provide needed supportive services to individuals and their families to ensure participation in the work activity program. Services must include, but are not limited to:

- Strategies to support full participation in assigned work activities on a weekly and monthly basis
- Barrier removal services (assist in reducing or eliminating barriers not only to OWF participation but to self-sufficiency in general)
- Transportation assistance (assist with transporting participants to and from WEP site and offsite activities, as well as approved child care providers) Parent engagement activities related to the academic support and success of their children (this may be included as part of the participant's assigned hours or supportive services, whichever is most appropriate)

The Selected Provider must have a case management and reporting method with the ability to transmit real time data at regularly scheduled intervals.

g. Supportive Services

In addition to the case management services identified above, the Selected Provider will also coordinate with WCDJFS for the provision of supportive services for participants. To avoid duplication of services the Selected Provider

will verify that services are not otherwise available free of charge in the community.

WCDJFS provides the following supportive services:

- Child Care (WCDJFS is the entity responsible for determining eligibility for publicly funded childcare. We also have staff onsite to assist with referrals.);
- Public Assistance Programs (WCDJFS is the entity responsible for determining eligibility for Medicaid, OWF, SNAP, Prevention Retention & Contingency (PRC), and Workforce Innovation and Opportunity Act (WIOA))
- Interpretation and Translation services (provided onsite or via telephone for participants when accessing WCDJFS services).
- Transportation Work Allowances: The Selected Provider is required to address transportation issues/barriers. Transportation work allowances may be approved by WCDJFS in cases where it can be shown that a hardship exists and that it would be impossible for the participant to attend his/her assigned work activity without assistance. For participants to receive transportation assistance they must be attending their assigned work activity.

h. Non-compliance

A non-compliance is a period of ineligibility for assistance under the OWF program, imposed as the result of an individual's, without good cause, failure to adhere to the signed contract/plan. Participants face non-compliances when they fail to participate for the required number of hours as detailed in their contract/plan, unless good cause documentation is provided and approved.

The Selected Provider must track participation attendance daily to manage the participant's full participation. If the participant is not meeting his/her participation the Selected Provider must engage the participant and possibly WCDJFS in a strategy to complete the missing hours prior to adverse action dates. Adverse action is the date each month where a negative action needs to be taken by the WCDJFS worker to adversely affect the participant's benefits for the following month due to work activity failure.

If a participant has missed hours with good cause, the Selected Provider is responsible for collecting the documentation and submitting it to WCDJFS for final determination on the imposition of a non-compliance.

The Selected Provider will not be required to provide services to the participant during their non-compliance period unless the participant has applied for fair hearing benefits. However, when applicable the Selected Provider will be responsible for the provision of Compliance Job Activities for participant returning for benefits and services.

i. Data Collection, Tracking, Analysis and Reporting

Data documentation, collection, analysis, and reporting are critical to the success of the program. The Selected Provider must have an electronic system to document, manage, track, and report all required work participation activities and hours, and all supportive services for all assigned participants. It is essential that the system must have the ability for real-time data and timekeeping of participation hours with the ability to track and report required hours daily, weekly and monthly. The Selected Provider is expected to alert staff and participants to hours completed to-date and hours needed to meet participation for the reporting period (calendar month, not “30 day period”).

Data elements will be frequently transmitted between WCDJFS and the Selected Provider. All data elements are subject to revision based on operational, programmatic and policy needs of WCDJFS. Regular reporting requirements will be established with WCDJFS at the time of contract negotiations and throughout the term of the contract. At a minimum WCDJFS requires the following data elements to be tracked on individual participants must include, but is not limited to the following:

<b>OWF Data Elements</b>	
<p><b>Participant Identification and Contact Information</b></p> <ul style="list-style-type: none"> <li>• Case name</li> <li>• Case number</li> <li>• SSN,</li> <li>• Address,</li> <li>• Email</li> <li>• Phone numbers (home and cell)</li> <li>• Emergency Contact</li> </ul>	<p><b>Participant Demographics</b></p> <ul style="list-style-type: none"> <li>• Primary language</li> <li>• Citizenship</li> <li>• Marital status</li> <li>• Disability</li> <li>• Education level</li> <li>• Employment history</li> <li>• Legal/Criminal history</li> </ul>
<p><b>Case Management Needs</b></p> <ul style="list-style-type: none"> <li>• Identified needs and/or barriers</li> <li>• Action steps to address barriers</li> <li>• Referrals and linkages to services</li> <li>• Community services utilized</li> <li>• WCDJFS support services utilized</li> </ul>	<p><b>Referral Information</b></p> <ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant Job Search (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>
<p><b>Assignment Information Site Information</b></p> <ul style="list-style-type: none"> <li>• Site Name</li> <li>• Site Address</li> <li>• Site Contact Person</li> <li>• Site Contact Information</li> </ul>	<p><b>Assignment Details</b></p> <ul style="list-style-type: none"> <li>• Start date of assignment</li> <li>• End date of assignment</li> <li>• Duration of assignment</li> <li>• Number of hours assigned</li> </ul>

<p><b>Participation Tracking (by day, week and calendar month)</b></p> <ul style="list-style-type: none"> <li>• Hours required (including those deemed)</li> <li>• Hours completed</li> <li>• Hours missed</li> <li>• Hours with good cause (must be supported by documentation)</li> <li>• Participation Met/Failed</li> </ul>	<p><b>Compliance Job Activities</b></p> <ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant Job Search</li> <li>• (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>
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j. OWF Expected Outcomes

<b>OWF Expected Outcomes</b>
50% of all assigned Single Parents must complete all hours assigned
90% of all assigned Two-Parent Assistance Groups must complete all assigned hours
90% of all participants without a high school diploma or equivalent will work towards obtaining their high school diploma or equivalent
40% of WEP participants must be placed in unsubsidized employment within the contract year
20% of the participants placed in unsubsidized employment must retain the job for at least 6 months

**F. SNAP E&T PROGRAM OVERVIEW**

The goal of SNAP E&T is to connect required participants to an organization(s) that can provide the opportunity to acquire general skills, training, work or experience that will increase their ability to obtain regular employment. The components of a SNAP E&T program should be designed to help a participant move promptly into employment.

Every individual not exempt from work registration in accordance with rule [5101:4-3-11](#) of the Administrative Code is an ABAWD and subject to the requirements of this rule and rule 5101:4-3- 20.1 of the Administrative Code, unless the individual:

- Meets a SNAP E&T exemption listed in OAC rule 5101:4-3-11(B);
- Under eighteen or fifty years of age or older;
- Residing in an assistance group (AG) where an AG member is under age eighteen, even if the AG member who is under eighteen is not himself/herself eligible for supplemental nutrition assistance program (SNAP); or
- Pregnant;
- Determined by the county agency to be medically certified as physically or mentally unfit for employment;
- Residing in a county where the ABAWD time limit was waived

Following approval of SNAP benefit, a SNAP E&T participant will be appraised and assigned a work activity through employability plan by WCDJFS and then referred to the Selected Provider.

Case management must be available for all SNAP E&T participants. Case management is delivered in three (3) occurrences:

1. Conducting comprehensive appraisal
2. Developing employability plan
3. Ongoing progress monitoring

WCDJFS will deliver case management services during the comprehensive appraisal and employability plan. The Selected Provider will be responsible to deliver the ongoing progress monitoring case management. Ongoing progress monitoring must be provided at least one (1) hour per month to review progress, identify new barriers, and/or offer supportive services. Ongoing progress monitoring may be conducted via in-person or virtually (phone, texts, email, or Teams/Zoom). Appropriate referrals, linkages and follow-up should be conducted to overcome new barriers as identified in the employability plan. The Selected Provider must have a case management and reporting method with the ability to transmit real time data at regularly scheduled intervals.

If the Selected Provider determines that an individual's barriers prevent him/her from participating in a work activity (physically/mentally unfit for employment), the Selected Provider must promptly notify WCDJFS (no later than 10 days).

The Selected Provider must develop, coordinate and manage the allowable work activities in accordance with Ohio Administrative Code 5101:4-3-30 through 5101:4-3-33. There are federally prescribed activities that count towards hours of participation and limitations for the number of hours an individual can be assigned to a particular work activity. WCDJFS is responsible for tracking and assigning individuals accordingly. SNAP E&T individuals cannot be required to participate more than 8 hours on any given day without his/her consent. Additionally, an assignment to an activity cannot interfere with an individual's hours of paid employment, provided the employment produces countable income. There are four main types of assignment activities:

1. Supervised Job Search
  - a. Participants in this activity are provided a reasonable opportunity to find suitable employment. Supervised job search must occur at a site approved by WCDJFS where participants are directly supervised. Examples include but not limited to; the Selected Provider or OhioMeansJobs Wayne County. Information tracked must include name, date, time of attendance, hours spent in supervised job search and number of applications submitted to employers. Job Search shall be assigned for no more than 30 days following the certification prior to making another assignment in Education and Training or Work Experience Program. Supervised job search activities



will have a direct link to increasing the employment opportunities. Because of the restrictions on the hours and weeks available these services must be monitored closely with WCDJFS to assure the participant does not exceed the number of hours allowed.

2. Work Experience Program (WEP)

- a. An activity that provides an individual the opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. In lieu of wages, WEP participants receive compensation in the form of their household's monthly SNAP benefit allotment. The primary goal of WEP is to improve employability and encourage participants to move into regular employment, while returning something of value to the community. It is anticipated that the majority of participants will be assigned to this work activity, therefore additional information on the SNAP E&T Program can be found in section b on page 19.

3. Education and Training

- a. Includes basic education, vocational educational, and job readiness training activities. Basic education may be provided to individuals who do not possess basic literacy skills or may not have obtained a high school diploma or equivalent. Basic education includes high school or equivalent education, remedial education and instructional programs in English as a second language. SNAP E&T education activities must directly enhance the employability of the participant.

Participants assigned to Education and Training are expected to attend school for the number of hours required for participation in that particular course of study and to make satisfactory progress. Participation is expected to continue as long as the individual receives SNAP and is making satisfactory progress until the course of study is finished, or until the participant ceases to attend classes, at which time another component will be assigned.

Vocational education may be provided to individuals to assist in obtaining employment in a recognized occupation. Vocational education includes occupational training in technical job skills, post-secondary education. Vocational education may be provided through the Workforce Innovation and Opportunity Act (pending eligibility and appropriateness for training).

Job readiness activities expand the employability of participants by ensuring participants are familiar with general workplace expectations and exhibit work behavior and attitudes necessary to

obtain and retain employment. The activity may be designed for participants to work individually or in a group setting. Services that may be included in Job Search are:

- Conducting self-assessments to determine employment options and training needs;
- Completing resume, work history and application forms;
- Learning and using good interviewing techniques;
- Classroom instruction in the strategies and skills of job seeking;
- Self-directed job search;
- Identifying and overcoming personal barriers to employment;
- Building self-confidence and self-promotion;
- Good grooming and dress techniques;
- Being prompt and punctual for work; Accepting supervision positively; and
- Retaining the job as a step toward security and independence

Additional education and training case management tools are available through OhioMeansJobs.com and the Ohio Workforce Case Management System (OWCMS). OhioMeansJobs.com is a comprehensive website that helps job seekers build and post resumes, complete skills assessments and tutorials to improve skills, create current and future financial budgets, etc. These sites will allow the Selected Provider to track participation, assess barriers and competencies through OWCMS.

4. Unsubsidized employment (which can take the place of an assignment)
  - a. This work activity will primarily be managed by WCDJFS unless the participant is still required to complete additional hours to meet their work requirement.

After an ABAWD participant is referred to the Selected Provider, the Selected Provider must begin providing services within 5 calendar days, however service within the first 24 hours is preferred. The Selected Provider shall provide a Participant Handbook to each participant, which includes but not limited to rights and responsibilities. ABAWD's are expected to be registered on OhioMeansJobs.com and a professional resume uploaded to OhioMeansJobs.com. Resumes should be updated periodically to ensure new skills are highlighted. The Selected Provider must notify WCDJFS within 10 days when a required participant fails to comply with SNAP E&T requirements. The Selected Provider must ensure participants submit monthly participation forms to WCDJFS by the required due date (generally last business day of the month).

<b>Able Bodied Adults Without Dependents Work Requirements (ABAWD)</b>		
<b>Activity</b>	<b>Required Hours of Participation</b>	<b>Time Limit in Activity</b>
<b>Job Search/Job Readiness</b>	<ul style="list-style-type: none"> <li>• 9 hours/week limit and 12 hours/month minimum</li> <li>• Required 20 hours/week and 80 hours/month</li> </ul>	<ul style="list-style-type: none"> <li>• 9 hours per week limit/12 hours per month minimum. Required 20 hours/week and 80 hours/month.</li> <li>• Job Search shall be assigned for no more than 30 days following certification prior to making a workfare assignment.</li> <li>• Job search may be assigned later in the certification period if the county determines it necessary and the most suitable assignment.</li> </ul>
<b>Work Experience Program (WEP)</b>	<ul style="list-style-type: none"> <li>• SNAP allotment divided by the higher of the state or federal minimum wage.</li> <li>• <b>Only assignment for ABAWD's where they do not have to work 20 hours/week.</b></li> <li>• If there are multiple SNAP E&amp;T required participants in the assistance group, the total hours must be shared by all required participants.</li> </ul>	<ul style="list-style-type: none"> <li>• No Limit</li> </ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Assigned number of hours in education and training component (can include study time). If assignment is less than 20 hours/week will need to add another assignment to meet the requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Limit based on education and training activity program length.</li> </ul>
<b>Work- Includes: Employment Unpaid/In-kind Work WIOA Participation</b>	<ul style="list-style-type: none"> <li>• 20 hours per week/80 hours per month.</li> <li>• If not working 20 hours/week and 80 hours/month-another assignment is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• No Limit/Applicable WIOA Program Limits apply</li> </ul>

a. **Barriers**

The Selected Provider shall conduct an assessment of each participant's needs and circumstances within 5 days from referral. It shall consist of identification of barriers to employment and the adoption of strategies and plans to overcome those barriers.

Transportation is the most common barrier ABAWD's face in completing their work assignment. The Selected Provider must have a plan for addressing transportation to ensure work assignments are completed successfully.

b. **ABAWD Work Experience Program**

The Selected Provider must develop and manage Work Experience Program (WEP) site(s) for an adequate number of slots for the projected participants; ensure that sites adhere to all applicable Department of Labor regulations, are ADA compliant, and are in high-demand occupational fields (when applicable). The Selected Provider will be required to investigate any WEP site concerns and provide the information and have any necessary discussions with WCDJFS. It is expected that the work experience and knowledge expansion will lead to permanent unsubsidized employment. The Selected Provider will act as the primary point of contact with all WEP sites. The Selected Provider may be tasked with quarterly monitoring of WEP sites.

The Selected Provider must develop a recruitment strategy for the development of the sites. The Selected Provider will need to work closely with WCDJFS and other workforce entities in the community to ascertain the types of WEP sites that accommodate the diverse needs and skills of the participants including specialized placements for ex-offenders, individuals with physical and mental health barriers and those with Limited English Proficiency. ABAWD participants are not to be in one job at one site for longer than a six (6) month period.

Each site that is identified must complete a worksite agreement. WCDJFS must approve and sign off on all site agreements. The worksite agreement must contain language that requires failed participation notification to WCDJFS within 10 days. The Selected Provider will submit progress reports on recruitment and development efforts on a monthly basis or upon request.

The development and management of WEP sites must meet the following criteria (including, but not limited to):

- Hours at these sites must meet all applicable federal, state and local requirements;
- Private or public non-profit entities;
- Accommodate participants who need to complete missed hours;
- Have the potential to lead to permanent employment (when available);
- Not displace an employee at the WEP site;

- Be located throughout Wayne County;
- Make attempt to assign consumers that are employed yet not meeting the required hours to a site that is near their employer and/or home;
- Periodic participant evaluation of progress in gaining good work habits and skills on regular basis;
- Periodic participant evaluation of progress leading toward employment on a regular basis;
- Closed to participants for the ten (10) (will be eleven (11) after ORC is updated) recognized federal holidays (listed in Ohio Administrative Code 5101:1-3-12 (E)(1)). Should a WEP site be closed any day outside of these 10, the hours scheduled for the participant shall be modified to accommodate all monthly required hours for that participant.

WCDJFS recommends the following criteria in the development and management of WEP sites:

- Be in a high-demand occupational field;
- Have varying days and shifts available (1st shift; Monday – Friday);
- Participants with felony convictions are referred to job skills and training programs that are successful in matching the individual with full-time, permanent employment.

The Selected Provider shall explore all options available throughout the Wayne County community and be as inclusive as possible regarding entities with whom they choose to subcontract; to the fullest extent possible. The Selected Provider shall partner with community agencies that serve a diversified and varied consumer base; are physically situated throughout the area in various geographic locations; and whose staff has experience delivering services.

c. The 3 of 36 Rule

An ABAWD who fails to participate in a work assignment for 3 countable months during any 36-month period is not eligible to participate in SNAP as a member of any assistance group.

An ABAWD whose SNAP was terminated due to the 3 of 36 rule and reapplies, can regain eligibility if, during any 30 consecutive days, he/she:

- Worked 80 or more hours or any combination of employment and work program participation for 80 hours or more hours (prorate FA benefits to the date the 80 hours were completed or the date of application, whichever is later);
- Completed WEP assignment (prorate SNAP benefits to the date of application);
- Is no longer subject to an ABAWD work requirement;

The Selected Provider is responsible for monitoring the attempt to regain eligibility through a work assignment.

d. Supportive Service

Supportive services are provided to assist SNAP E&T participant with completing their assignment and be reasonably necessary. Supportive services may include, but are not limited to, allowance to cover the cost of transportation, background checks, job related clothing, training or education related expenses.

e. Non-compliance

A non-compliance is a period of ineligibility for assistance under SNAP E&T, imposed as the result of an individual's, without good cause, failure to adhere to the signed contract/plan. Participants face non-compliances when they fail to participate for the required number of hours as detailed in their contract/plan, unless good cause documentation is provided and approved.

The Selected Provider must track participation attendance daily to manage the participant's full participation. If the participant is not meeting his/her participation the Selected Provider must engage the participant and possibly WCDJFS in a strategy to complete the missing hours prior to adverse action dates. Adverse action is the date each month where a negative action needs to be taken by the WCDJFS worker to adversely affect the participant's benefits for the following month due to work activity failure.

If a participant has missed hours with good cause, the Selected Provider is responsible for collecting the documentation and submitting it to WCDJFS for final determination on the imposition of a non-compliance.

The Selected Provider will not be required to provide services to the participant during their non-compliance period unless the participant has applied for fair hearing benefits.

f. Data Collection, Tracking, Analysis and Reporting

Data documentation, collection, analysis, and reporting are critical to the success of the program. The Selected Provider must have an electronic system to document, manage, track, and report all required work participation activities and hours, ongoing progress monitoring, supportive services and outcome measures for all assigned participants. It is essential that the system must have the ability for real-time data and timekeeping of participation hours with the ability to track and report required hours daily, weekly and monthly. The Selected Provider is expected to alert staff and participants to hours completed to-date and hours needed to meet participation for the reporting period (calendar month, not "30 day period").

Data elements will be frequently transmitted between WCDJFS and the Selected Provider. All data elements are subject to revision based on operational, programmatic and policy needs of WCDJFS. Regular reporting requirements will be established with WCDJFS at the time of contract negotiations and throughout the

term of the contract. At a minimum WCDJFS requires the following data elements to be tracked on individual participants must include, but is not limited to the following:

<b>SNAP E&amp;T Data Elements</b>	
<p><b>Participant Identification and Contact Information</b></p> <ul style="list-style-type: none"> <li>• Case name</li> <li>• Case number</li> <li>• SSN,</li> <li>• Address,</li> <li>• Email</li> <li>• Phone numbers (home and cell)</li> <li>• Emergency Contact</li> </ul>	<p><b>Participant Demographics</b></p> <ul style="list-style-type: none"> <li>• Primary language</li> <li>• Citizenship</li> <li>• Marital status</li> <li>• Disability</li> <li>• Education level</li> <li>• Employment history</li> <li>• Legal/Criminal history</li> </ul>
<p><b>Case Management Needs</b></p> <ul style="list-style-type: none"> <li>• Ongoing progress monitoring</li> <li>• Identified needs and/or barriers</li> <li>• Action steps to address barriers</li> <li>• Referrals and linkages to services</li> <li>• Community services utilized</li> <li>• WCDJFS support services utilized</li> </ul>	<p><b>Referral Information</b></p> <ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant Job Search (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>
<p><b>Assignment Information Site Information</b></p> <ul style="list-style-type: none"> <li>• Site Name</li> <li>• Site Address</li> <li>• Site Contact Person</li> <li>• Site Contact Information</li> </ul>	<p><b>Assignment Details</b></p> <ul style="list-style-type: none"> <li>• Start date of assignment</li> <li>• End date of assignment</li> <li>• Duration of assignment</li> <li>• Number of hours assigned</li> </ul>
<p><b>Participation Tracking (by day, week and calendar month)</b></p> <ul style="list-style-type: none"> <li>• Hours required (including those deemed)</li> <li>• Hours completed</li> <li>• Hours missed</li> <li>• Hours with good cause (must be supported by documentation)</li> <li>• Participation Met/Failed</li> </ul>	<p><b>Compliance Job Search</b></p> <ul style="list-style-type: none"> <li>• Date referred</li> <li>• Date scheduled for Applicant Job Search (if applicable)</li> <li>• Show Date/No Show Date</li> <li>• Hours Completed</li> </ul>

Data elements will be frequently transmitted between WCDJFS and the Selected Provider. All data elements are subject to revision based on operational, programmatic and policy needs of WCDJFS. Regular reporting requirements will be established with WCDJFS at the time of contract negotiations and throughout the term of the contract.

g. SNAP E&T Expected Outcomes

<b>SNAP E&amp;T Expected Outcomes</b>
50% participation of assigned individuals
40% of the participating individuals must be placed in unsubsidized employment within the contract year
20% of the participating individuals placed in unsubsidized employment must retain the job for at least 6 months
50% of all participants without a high school diploma or equivalent will meet satisfactory progress in obtaining their high school diploma or equivalent

**G. RESPONSIBILITIES**

a. Selected Provider Responsibilities

- Comply with all applicable rules and regulations governing the source of funding for this program
- Provide all services identified within RFP and within the contract terms and conditions
- Work with WCDJFS to develop and maintain appropriate service levels
- Follow all rules and regulations governing the implementation and provision of services
- Maintenance of documentation of the delivery of services, inclusive of, but not limited to data elements
- Collect, maintain and report fiscal data to WCDJFS
- Submit invoices and reports according to the guidelines established by WCDJFS
- Permit site and monitoring visits by WCDJFS staff or the agency’s designees in order to monitor files, financial records and service implementation
- County or state education costs will not be supplanted with federal E&T funds
- Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program
- If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
- Documentation of costs, payments, and donations for approved E&T activities are maintained and available for USDA review and audit.
- Steps are taken to ensure that SNAP E&T funds are not spent on individuals who also receive Title IV-A funds.
- Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.



b. WCDJFS Responsibilities

- Provide ongoing technical assistance related to, but not limited to, overall program implementation, eligibility, and allowable activities and expenses
- Determine the eligibility and work requirements for each participant referred for services
- Impose non-compliances on participants who fail to complete their assigned work activity and determine good cause
- Act as the final authority regarding eligibility questions and the handling of grievances
- Conduct state hearings when necessary
- Track and report the hours completed to the Ohio Department of Job and Family Services (ODJFS)
- Review and process invoices for payments
- Monitor all programs at least once during the course of the sub-award. Monitoring will include, but may not be limited to, the following requirements:
  - Programmatic Monitoring
  - Verify the contracted scope of service has been implemented
  - Review participant files
  - Review Attendance Tracking Documentation
  - Monitor and review program performance in relationship to stated program goals
  - Fiscal monitoring
  - Payroll monitoring, including paycheck distribution
  - Review any expenditures attributed to this funding
  - Documentation of and adherence to internal controls

**H. FISCAL REPORTING REQUIREMENTS**

a. Time Frame

1. Itemized reimbursement invoices shall be submitted to the Workforce Administrator at OhioMeansJobs Wayne County no later than the fifteenth (15<sup>th</sup>) day of the month following the invoice period. Invoices must split OWF and SNAP E&T costs.

b. Close Out/Final Invoice

1. The final invoice for each fiscal year (ending September 30<sup>th</sup>) must be received by the Workforce Administrator at OhioMeansJobs Wayne County no later than October 15<sup>th</sup> of that year. Invoices received after October 15<sup>th</sup> may not be paid.

## **I. PROVIDER PROPOSAL**

Each proposal must be submitted following the outline below. The proposal shall include all the components in the order in which they are outlined. Each section of the proposal shall be labeled with the same headings as the outline. This enables reviewers to find required items and evaluate the submission in the most accurate manner.

### **a. Cover/Signature Sheet**

Each proposal must be signed by an authorized representative of the responder and include the names of individuals authorized to negotiate with Wayne County Department of Job and Family Services.

### **b. Program Overview**

Include a summary of the project.

### **c. Program Design**

As you complete your proposal, please clearly indicate OWF and SNAP E&T responses and include any recent experience in applicable areas. Please answer each question accordingly.

1. Describe how you will provide OWF and SNAP E&T activities and the timeline for service delivery after receiving referral from WCDJFS. Identify specific goals for OWF and SNAP E&T participants.
2. Describe recruitment strategy for the development of WEP sites and how you will accommodate the diverse needs and skills of OWF and SNAP E&T participants. Demonstrate existing or planned relationships to recruit and develop an adequate number of WEP sites. Describe plan to address OWF and SNAP E&T worksite locations throughout Wayne County and flexible times to serve participants outside of normal business hours. Describe process for notifying WCDJFS within 10 days of participation failures. Describe how WEP sites will be monitored and provide evaluation method in which participants will be evaluated on skill and employment process.
3. Describe how case management services will be provided to OWF and SNAP E&T participants. Identify the procedure for an OWF and SNAP E&T assessment. Describe how ongoing progress monitoring will be delivered to SNAP E&T participants. Please include expected caseload sizes, appropriate referrals, linkages and follow-up case management services.

4. Demonstrate how transportation services will be addressed for OWF and SNAP E&T participants. Describe the types of supportive services to be provided to participants.
5. Describe how measurable outcomes will be achieved.
6. Provide a status reporting procedure for reporting data elements.
7. Partnerships, if used, should be described in detail.
8. Describe highlights and best practices from previous similar programs that the organization has operated, including information about how WCDJFS might assist with enhancing these highlights. Describe what areas of the programming need improvement. Include anticipated challenges and identify plans the organization must meet and overcome these challenges.
9. Describe and/or list in-kind contributions that your organization provides to this project. Also include other resources your organization brings to this project such as other supplemental grants or donations that improve and/or increase your capacity to offer these services. Proposing organizations are encouraged to use creative problem-solving skills to meet the critical needs of our local community.

d. Budget and Budget Amendments

1. Provide a budget narrative to communicate how the funds will be utilized. Complete the budget forms according to the budget packet which is provided with this RFP (Attachment A). The budget shall be based on actual cost reimbursement and shall not reflect unit pricing. Budgets for OWF and SNAP E&T should be separate.

e. Program Administration

1. Describe the Administrative entity and the key program staff. Include appropriate information such as organizational chart, job descriptions, resumes, corporation papers, Board of Directors, or other items that will help describe the organization. Include information about agency processes or procedures regarding file security, fiscal control, and methods for awarding sub-grants. It is the proposing agency's responsibility to redact all personal information from resumes. RFPs and all attachments are public documents and

are available for general viewing. Please make sure the resume reflects the person's position title instead of their name, so we can tie the position back to the budget.

f. Assurances

1. The proposing organization assures the following:

- a. They are not on a Federal or State Debarment List.
- b. They have or will obtain sufficient general liability insurance and workers' compensation coverage.
  - 1. Proof of coverage will be required prior to execution if a Subgrant Agreement is awarded.
- c. They have written authorization on file to use and reproduce any copyrighted curriculum proposed for use in their program.
- d. All personnel meet minimum standards of licensure or qualifications to deliver any program service which requires such standards.
- e. They abide by all Civil Rights and Equal Opportunity standards regarding employment and service provision practices.

g. Conflict of Interest

The applicant must assure that to the best of their knowledge, that there is no conflict of interest inherent in their bid, in delivering the proposed plan of service, or in a Subgrant Agreement should one be awarded by WCDJFS. The proposal should include any policies and procedures currently in place to handle potential conflicts of interest with participants or applicant for service.

h. Continuation of Service

The Selected Provider shall agree to administer payment for any/all previously fiscally obligated OWF and/or SNAP E&T obligations and serve any participant already enrolled in OWF and/or SNAP E&T. Should the subgrantee not be selected in subsequent years, the provider agrees to transfer all the information and documentation pertaining to OWF and SNAP E&T programs to WCDJFS for continuation of service.

i. Optional Additional Information

Proposal may include additional information to supplement the narrative, as the writer deems necessary.

**J. EVALUATION CRITERIA**

Evaluation of each proposal will be based on the following criteria:

<u>Points</u>	<u>Criteria</u>
20	Responsiveness to the RFP (format followed, each relevant item addressed, inclusion of all required components).
20	Clearly defined services and management of work activity requirements for OWF and SNAP E&T programs.
20	Recruitment strategy for the development of WEP sites. Accommodations meet the diverse needs and skills of OWF and SNAP E&T participants.
20	Budget packet completed with sufficient detail for each component of the project. Cost of proposed service (reasonable and necessary costs for service provided).
15	Qualifications and experience with a proven record with similar project/program of comparable size and scope.
5	Other funding sources and in-kind contributions noted.

**K. PROPOSAL SUBMISSION**

- a. Submit proposals to:  
Wayne County Department of Job and Family Services  
Attention: Crystal Brown  
Location: 358 West North Street, Wooster, OH 44691
- b. Number of Copies  
Submit the original proposal and six (6) copies. Original must not be permanently bound and must be without tabs.
- c. Due date: 12:00 P.M. Wednesday, August 18, 2021  
Proposals received after 12:00 P.M. (using the on location WCDJFS computer system clock) will not be considered.
- d. Additional proposal submission information:
  - Proposal must be signed by an authorized representative of the proposing organization
  - Proposal must be clearly written and responsive to this RFP
  - Proposal will become the property of WCDJFS
  - WCDJFS assume no obligation, no responsibility and no liability for costs incurred by the responders prior to the issuance of a signed Subgrant Agreement
- e. Additional Resources  
WCDJFS may, during the agreement period of this RFP, make additional resources available to supplement those provided in this initial procurement. Additional resources may be newly developed or become available due to existing allocations. WCDJFS reserves the right to reopen negotiations with any selected respondent to this RFP without re-issuance of this RFP should additional resources or allowable activities be identified.

**L. QUESTIONS**

Direct all questions about the RFP to:  
Crystal Brown, Wayne County Department of Job and Family Services, at [Crystal.Brown@jfs.ohio.gov](mailto:Crystal.Brown@jfs.ohio.gov). Applicants are to submit questions in writing at least three (3) calendar day prior (by July 25, 2021) to Technical Assistance session on Wednesday, July 28, 2021 at 2:00 P.M. in WCDJFS conference room. No questions will be accepted after the Technical Assistance session.

**M. LIMITATIONS**

WCDJFS reserves the right to reject any, or all proposals, and the right to request additional information or clarification from any proposer. Awarding of any grant will be contingent upon available funding from Ohio Department of Job and Family services and subject to sub-grant agreement language as defined by the County.

WCDJFS further reserves the right to amend or adjust program parameters during the Subgrant Agreement award period to fit OWF and SNAP E&T reauthorization rules and regulations.

**N. PROVIDER'S LIBRARY**

As previously noted, the purpose of this RFP is to provide services which will help to ensure the improvement and success of Wayne County individuals and families in meeting program participation requirements to overcome immediate barriers to employment and improve the economic circumstances of OWF and SNAP E&T recipients. It is important that applicants be familiar with the programs, goals, strategies, and other operations of the systems of benefits. Interested bidders may find background information, which may be useful in developing their responses, at [www.jfs.ohio.gov](http://www.jfs.ohio.gov).

# **Attachment A**

## **Budget Packet**