

# OWF APPLICANT ASSIGNMENT AND SANCTION

## POLICY:

1. As soon as possible after an AG submits an application to participate in OWF, the CDJFS shall schedule and conduct an appraisal of each work-eligible individual and each member of the AG who is an adult or minor head of household. OAC rule 5101:1-3-12 (C)(1).

*\*An applicant OWF AG may be denied at the point a required individual fails or refuses to complete the appraisal process.*

*See 3 below.*

2. Based on the appraisal and assessment, the self sufficiency contract shall include for each work-eligible individual work activities and alternative activities assignments. OAC rule 5101:1-3-11 (C)(1)(b).

A CDJFS may assign a work eligible individual **applying for** OWF to the Job Search and Job Readiness Assistance Program. An applicant can be assigned to Job Search and Job Readiness before the applicant's eligibility for OWF is determined. Job Search and Job Readiness is the only allowable work activity assignment for an OWF applicant. OAC rules 5101:1-3-12 (D)(8) and 5101:1-3-12.5 (B)(2).

***\*With ACT 254, CDJFS who choose for work eligible individuals to complete Job Search/Job Readiness applicant assignments as part of their eligibility determination can allow the OWF application to pend until the applicant assignment is completed. However, CDJFS must make eligibility determinations no later than 30 days following the submission of the application for OWF benefits. See 3 below.***

3. Each work-eligible individual, minor head of household and adult member of the AG, must enter into a written self-sufficiency contract with the CDJFS prior to the CDJFS authorizing OWF benefits. **ACT 254 effective January 27, 2012.**

- OAC rule 5101:1-2-01 (M)(1) and (M)(2)  
Time frame for completion of the application process.  
(1) The determination of eligibility *shall be completed within thirty calendar days from the date of application or earlier* if the county agency has all required documents to approve or deny the application **(with ACT 254, completion of the appraisal, signing the SSC, and, if the CDJFS chooses, completion of Job Search/Job Readiness assignment included on the SSC and up to the 30<sup>th</sup> day are required in order to approve the application).**

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(2) No more than forty-five days may elapse between the date of application and the issuance of the benefit, or the notification of the approval or denial of assistance.

*\*An applicant OWF AG may be denied at the point a required individual fails or refuses to complete and sign the self-sufficiency contract..*

4. If a member of an AG fails or refuses, without good cause, to comply in full with a provision of the self-sufficiency contract, the CDJFS shall sanction the AG as follows:

- (1) For a first failure or refusal, the CDJFS shall **deny** or terminate the AG's eligibility to participate in OWF for one payment month or until the failure or refusal ceases, whichever is longer;
- (2) For a second failure or refusal, the CDJFS shall **deny** or terminate the AG's eligibility to participate in OWF for three payment months or until the failure or refusal ceases, whichever is longer;
- (3) For a third or subsequent failure or refusal, the CDJFS shall **deny** or terminate the AG's eligibility to participate in OWF for six payment months or until the failure or refusal ceases, whichever is longer.

OAC rule 5101:1-3-15 (B).

For **applicant** AGs who fail or refuse, without good cause, to comply in full with a provision of the self-sufficiency contract, the sanction period begins with the date of application. OAC rule 5101:1-3-15 (B)(7).