

# **A Comprehensive Assessment of Able-Bodied Adults Without Dependents and Their Participation in the Work Experience Program in Franklin County, Ohio Report 2015**



## ***Work Experience Program***

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## Executive Summary

Franklin County is one of the 72 Ohio counties that did not receive a waiver to exempt able-bodied adults without dependents (ABAWD) receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) from participating in the federal work requirement to ensure they are able to maintain their food assistance benefits.

Under Contract # 25-14-9000, in partnership with Franklin County Department of Job and Family Services (FCDJFS), the Ohio Association of Foodbanks has implemented the Work Experience Program (WEP) to assist with the fulfillment of the monthly work requirement for ABAWDs in Franklin County.

The Work Experience Program began at the Ohio Association of Foodbanks in December of 2013 and expanded quickly to accommodate the increasing number of ABAWD referrals. Hundreds of ABAWDs meet with an Ohio Association of Foodbanks WEP Assessment Specialist each month to complete a comprehensive assessment at their local FCDJFS Opportunity Center. Clients are then required to attend one three-part clinic to receive a background check and are offered a variety of valuable job related opportunities. After clients complete the assessment and have attended the clinics, they are placed at a qualified partner organization to complete their monthly work requirement which allows them to maintain their SNAP benefit eligibility for the duration of their participation.

Our interest in the ABAWD population does not end when they exit our program. We are concerned about the well-being and long term outcomes of our clients. We conducted a post-WEP client study to examine the course of clients after they have exited the program. The findings of this report provide information about post-participation employment status and the most common causes of failure to comply with FCDJFS mandated WEP involvement. This study has also helped us understand from where some of the discrepancies in our program stem, which has influenced how we conduct business and communicate with our clients, our host sites, and FCDJFS. As we continue to innovate and improve the program we seek to offer more necessary resources and work related opportunities to our clients. One of our many goals in hosting WEP is to assist ABAWDs with finding sustainable employment to become economically self-sufficient.

The data we have collected through ABAWD assessments has allowed us to identify transportation, criminal records, education, and health problems as key barriers for ABAWDs struggling to find stable long term employment. Our deeper understanding of these issues has led us to partner with organizations that can help ABAWDs navigate through many of their challenges, giving our clients a better chance at improving their lives and supporting themselves. The data has prompted many recommendations to FCDJFS including but not limited to: providing additional funding for programs that support WEP participants and low-income households, expanding enrollment of nationally certified educational programs as well as programs for youth aging out of foster care, and creating an employment pipeline into strategic aspects of the job market.

# Program Regulations

*The Work Experience Program (WEP) is a platform that provides experience and training for employable participants, who are currently unemployed or underemployed, to enhance their ability to secure sustainable work.*

*While this program is largely regulated by the USDA due to federal guidelines, the Franklin County Department of Job and Family Services (FCDJFS) has additional defining requirements which must be met by the Ohio Association of Foodbanks, ABAWDs, and host-site organizations.*

## **USDA Guidelines for Serving ABAWDs**

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According to the USDA Food and Nutrition Service, “the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) limits the receipt of SNAP benefits to 3 months in a 3-year period for able-bodied adults without dependents (ABAWDs) who are not working, participating in, and complying with the requirements of a work program for 20 hours or more each week, or a workfare program.”<sup>1</sup> ABAWDs risk losing their SNAP benefits if they do not diligently comply with the work requirement.

### **USDA ABAWD Exclusions**

Individuals are not considered ABAWDs and are not subject to the work requirement provision if they are:

- Under 18 years old or 50 years of age (or older).
- Responsible for the care of a child or incapacitated household member or relative.
- Medically certified and documented as physically or mentally unfit for employment, or pregnant.
- Already exempt from other general SNAP work requirements.

### **FCDJFS Work Requirement**

FCDJFS mandates that an ABAWD must serve 23 WEP hours a month to remain compliant with the work requirement. This timeframe is the result of dividing a household’s food assistance allotment by the higher of the applicable federal or state minimum wage.

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<sup>1</sup> More information can be found at

[http://www.fns.usda.gov/sites/default/files/Guide\\_to\\_Serving\\_ABAWDs\\_Subject\\_to\\_Time\\_Limit.pdf](http://www.fns.usda.gov/sites/default/files/Guide_to_Serving_ABAWDs_Subject_to_Time_Limit.pdf)

## Ohio Association of Foodbanks Program Responsibilities

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The following information outlines the exact responsibilities of the Ohio Association of Foodbanks as the operator of the Work Experience Program. This information has been outlined in the grant under contract with FCDJFS, and the association has diligently adhered to the standards with strict compliance.

### **Multi-Strategy Approach to Serving ABAWDs**

To remain compliant with the program guidelines referenced in the WEP contract with the Ohio Association of Foodbanks and FCDJFS, the association is responsible for the following:

- Meeting with ABAWDs to assess their work capabilities and any other issues they may be experiencing.
- Working with ABAWDs to create resumes and register clients on the *Ohio Means Jobs* website.
- Developing and maintaining viable work sites and activities to support ABAWDs. However, due to the size of the population, the association will document all attempts and strategies employed if limited work sites are available in specific areas.
- Placing ABAWDs at community, social service, faith-based, and government agency partners to be placed in a work experience opportunity to work for up to 23 hours per month<sup>2</sup> to maintain their food assistance benefits.
- Attempting to employ numerous site development strategies in order to address the various barriers exhibited by ABAWDs, such as difficulties with transportation, encounters with the criminal justice system or limited job skills.
- The Ohio Association of Foodbanks makes every effort to place clients no more than an hour bus ride from their residential address. FCDJFS offers a monthly \$62 travel stipend issued to ABAWDs for the purposes of travel to and from work sites or other WEP related activities. The Food and Nutrition Service regulations insist that workfare participants are able to request a hardship when asked to travel more than two hours to a worksite.

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<sup>2</sup> Effective January 2015, with the increase in minimum wage for the state of Ohio, the work requirement to maintain food stamp eligibility decreased from 24 hours per month to 23 hours per month.

## Assessment Data

## Assessment Data

*The Ohio Association of Foodbanks developed the Work Experience Assessment Portal, an online form used to interview ABAWDs. Through a series of questions we are able to ascertain the employability of the individuals we serve in Franklin County. This information is used to help us place clients in WEP positions that fit their aptitude and increases their work experience to broaden their employability.*

### Ohio Association of Foodbanks WEP Assessment Process

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When Franklin County Job and Family Services caseworkers make the determination that a client is an ABAWD and is considered work required, the client is referred to their local opportunity center to be assessed by an Ohio Association of Foodbanks WEP Assessment Specialist. Each specialist completes an in-depth interview with the clients using a series of questions on the Work Experience Assessment Portal.

#### **Assessment Question Development**

An able-bodied adult without dependents is defined by the USDA as a physically and mentally fit (able-bodied) person between the ages of 18-49 (adult), who is not responsible for the care of a dependent child (without dependents). This criterion was the basis for a portion of our questions as they could potentially exempt any person that may have been overlooked in the original processing of their status as an ABAWD. The questions used to screen for physical and mental health are mirrored from validated questions from the “*Hard to Serve*” scientific study developed by a cohort of researchers through Freestore Foodbank in Cincinnati, Ohio.

All other relevant questions collect job skills, and other important information which identifies the challenges our clients encounter while they strive to meet the work requirement as they attempt to secure stable employment.

## Assessment Data Findings

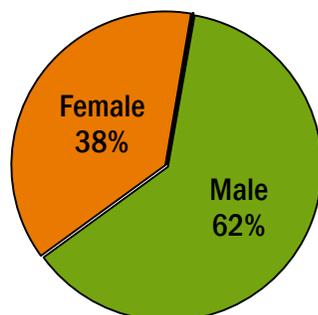
During the Ohio Association of Foodbanks WEP pilot period from December 10, 2013 through February 23, 2015, WEP Assessment Specialists were able to complete 4,145 ABAWD assessments. Some of this information was collected online through self-assessments for clients who were unable to report to a regionally located Franklin County Job and Family Services Opportunity Center. The following data reflects who our clients are, their background, and their job skills. Our findings include undiagnosed mental and physical disabilities, inadequate access to transportation, previous encounters with the criminal justice system, previous work experience and training, differing levels of education, veteran status, participation in other government programs (Medicaid, SSI/SSDI, and unemployment compensation), knowledge of and registration with *Ohio Means Jobs*, and caregiver or non-custodial parent status.

### Unpacking the Data

We find out so much more about our clients through the assessments. Something as simple as an address does not just tell us where to send mail, it can also tell us if a client is experiencing homelessness or if they are currently displaced.

### Gender

While collecting demographics on the basis of gender we noticed that a disproportionate amount of ABAWDs are male.



## Staff Experiences

*Going out to the Job and Family Services opportunity centers to do in person assessments help me put a face to the data. I find that it is natural to be more empathetic when I know my clients, and it makes the process of placing them at sites easier.*

**-A. Potter**

WEP Assessment  
Specialist

## **Able-Bodied**

To evaluate the abilities of clients both mentally and physically, they are asked if they are disabled, or if they have any physical or mental limitations we should know about. If they indicate they suffer from any physical or mental health condition they are then asked if the limitations affect their ability to work.

- **30.8% of clients reported they have a physical or mental health limitation.**
- **17.8% of clients reported that they had filed for Supplemental Security Income (SSI), or Social Security Disability Insurance (SSDI).<sup>3</sup>**

Clients who self-report they are disabled with a physical or mental condition that renders them unable to work may need more outreach and supportive services to complete an application for SSI or SSDI.

Just over half of the clients (54 percent) have applied for Medicaid, although all qualify for recently expanded necessary health coverage due to their low-income status. This potentially shows why so few clients are under a doctor's care (21.3 percent), and only 24.9 percent of clients are on medication. Many clients explicitly report not taking medication because they are unable to afford the medication they have been prescribed.

### **Most common mental health limitations reported:**

- 13.7% other, (multiple mental/physical limitations)
- 4.2% depression
- 3.5% bipolar disorder
- 2.9% anxiety
- 1.5% learning and mental disabilities
- 1.3% Post Traumatic Stress Disorder (PTSD)
- 5.5% other, *including schizophrenia and addiction*

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<sup>3</sup> After September 9, 2014 we began screening self-reported disabled clients if they were able to work and earn more than \$1010 per month. This question identifies whether the client could potentially qualify for SSI/ SSDI. The earned income amount is determined by the Social Security Administration's definition of a substantial gainful activity, which could disqualify a person from being considered disabled for the purposes of SSI/SSDI.

## **Client Stories**

*The stress of being unemployed for a long time, my recent divorce, the death of my parents, and watching my debt grow out of control has finally taken a toll on my mind and my body. I had a nervous breakdown and went to North Central Mental Health for services because I could no longer deal with all of it on my own. I was diagnosed with depression and severe anxiety.*

**-Eric W.**

WEP client, interviewed during an assessment at the North Opportunity Center.

### **Most common physical health limitations reported:**

- 7.7% problems with standing and heavy lifting
- 5.9% back problems and back pain
- 5.3% leg problems including severe pain
- 2.5% breathing problems such as asthma or COPD
- 1.5% high blood pressure
- 1.5% diabetes

**8.2% of clients requested special accommodations** which included requests for work assignments that require no heavy lifting, or no standing/walking for long periods of time.

### **Age**

**The average age of the ABAWDs assessed in this program is 34 years old.** While ABAWDs must be between the ages of 18-49, over 60 referrals were made for clients over the age of 50 years old. These clients should have been screened out of the referral process and exempted from participating in WEP.

### **Veteran Status**

Only **3% of clients are veterans.** We inquire about veteran status to determine if eligible clients may be able to participate in programs designed to assist veterans, or if they qualify for veteran specific services.



**-Anjanette P.**

**WEP  
Assessment  
Specialist**

### **Staff Experiences**

*While completing an assessment, a client explained she has a social anxiety disorder that made it difficult to leave her home and contributed to her lack of employment. I encouraged her to sign up for Medicaid so she could get some help. I saw her on the bus a few months later and she hugged me and said that having healthcare has allowed her to get the medication she needs to feel more comfortable in public.*

## Dependents

According to the USDA definition of an ABAWD, it is assumed that all clients do not have dependents.

- **24.4% of clients reported having children not in their custody.**
- **17.7% disclosed that they owe child support.**
- **1.9% of clients who responded also reported they need childcare.**

Having the status of caregiver to a relative should potentially exempt an individual from participating in WEP. Caregivers can often replace the services of a Medicaid or Medicare home-healthcare provider. Caring for children is not the only form of dependent care examined.

- **13% of clients are caregivers for a parent, relative, or friend.**

## Education

While the unemployment rate in Ohio is declining, clients in this population may not meet the educational standards for the jobs becoming available. Analyzing the statistics we have collected on education, we find how limited the prospects are for clients to enter the workforce in a position that will pay a sustainable living wage.

- **30% of clients have no high school diploma or GED.**

Although 68.5% of clients have graduated from high school or have earned a GED, only 38.1% have attended college. A very small portion of clients (10.5 percent) who have attended college went on to earn a degree.

*In speaking with clients during assessments we have noticed some clients appear marginally and functionally illiterate. This prompts a deeper examination of social promotion policies that may exist in schools, and inquiry about undiagnosed learning disorders, mental disabilities, and autism.*

## Client Stories

*I've been home from prison for 34 days. I'm a hard worker, but I don't know what jobs are available besides the work I can get through a temp service. I have five kids and want to be able to take care of them. With all of my felonies I don't know if I will be able to do that.*

**-Dominique R.**

**WEP client, interviewed during an assessment at the West Opportunity Center.**

## Criminal History

As part of the assessment clients are asked if they are willing to complete an FBI/BCI background check. An overwhelming 98.6% of clients agree to comply with this request. Clients who declined a background check do not qualify to participate in WEP with the Ohio Association of Foodbanks.

Domestic violence can happen in any household regardless of socioeconomic status, race, age or any other demographically defining factor. Studies show that domestic violence is three times as likely to occur when couples are experiencing financial strain<sup>4</sup>. More than **11.1% of clients assessed reported having domestic violence charges.**

A history of criminal activity or previous incarceration can have a tremendously negative impact on someone. They miss out on many opportunities, job related or otherwise. The stigma of a felony conviction can follow someone for a lifetime, even if their release is meant to suggest that they have been rehabilitated. Over **35.3% of the clients in our program have felony convictions; some clients have multiple felonies, or a combination of felonies and misdemeanors.** Close to 12.1% of clients are on probation or parole which means they may not qualify for services offered through legal aid, such as record sealing.

*This area warrants further analysis to determine the full repercussions of a criminal record and the future it creates for individuals.*

*A recent report from the Kirwan Institute found that 1 in 4 people incarcerated in the State of Ohio were between the ages 18 to 24. The incarcerated population from the 18 to 24 age group in Ohio has grown nearly 70% in recent years. Prison intake data from Franklin County indicate that the median age of first arrest for those entering the state correctional system in 2012 was 19 years old.*



## Staff Experiences

*I noticed a client hanging around after one of the monthly clinics. I let him know he had completed his hours for the day. We began talking about how his old criminal background has been holding him back. He said, "It's been over 10 years and I am still judged on my past." I placed him at one of our sites that works with mostly ex-felons. The site supervisor called to say, "He is one of my hardest workers and I am really glad to have him as a volunteer."*

**-Mechelle D.**

**Client was placed at Welcome Home Ohio**

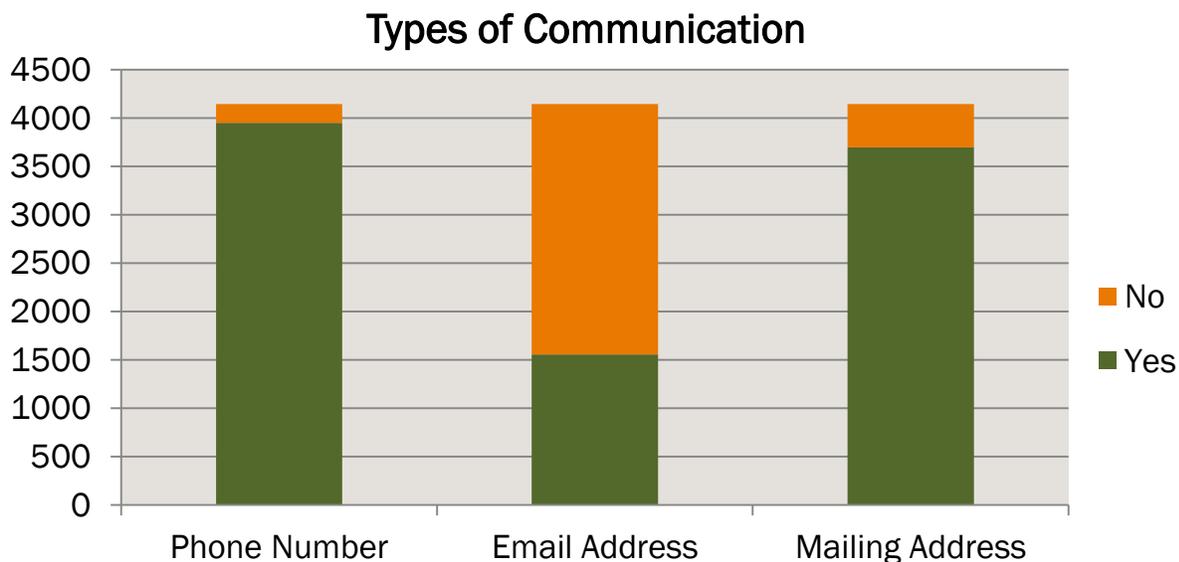
<sup>4</sup> Michael L. Benson & Greer Litton Fox, Department of Justice, NCJ 193434, *Economic Distress, Community Context and Intimate Violence: An Application and Extension of Social Disorganization Theory, Final Report* (2002).

## Communication

Maintaining a reliable form of communication with clients has proven to be a massive challenge. While clients offer contact information, they rarely respond to communications. This could be happening for a number of reasons. Although **95.3% of clients reported having phone numbers**, this does not mean that they have continuous access to a phone. We often call clients and find out they have run out of minutes before the end of the month (this is often the case with government provided cell phones), their phone has been disconnected, or their phone number has changed due to using prepaid cellular devices. We can only assume that if we are unable to contact clients, potential employers are also unable to reach them.

Mailing addresses appear to be as transient as phone numbers. A lot of mail is returned to our office on a regular basis. Over **89.2% of clients reported having mailing addresses**, but many of them are in short-term housing situations. In many cases, the phone number or address given to us by clients does not belong to them, but is that of a friend, family member, or homeless shelter.

Even if we attempt to communicate with clients via email, we cannot guarantee that all clients will have reliable or readily available community based access to the Internet. **Only 37.5% of clients reported having an email address**. The Ohio Association of Foodbanks would like to increase this number by offering to help clients sign up for an email address and encouraging clients to visit their local libraries to check their messages as this can be a viable alternative to having a phone number.



## Transportation

Clients are supposed to receive a monthly travel stipend from their FCDJFS caseworker. Many clients call Ohio Association of Foodbanks to report that they have not received the stipend. This could be due to an inaccurate mailing address, the inability to contact their caseworker, or a delay in dispersing of funds. Some clients report that the travel stipend is not enough to cover travel to and from work sites. Some clients do not have bank accounts and have to pay a service fee to cash the check they receive from FCDJFS, leaving an insufficient amount to purchase a monthly bus pass which the stipend should cover.

More than **56% of clients report they have reliable access to transportation**. This can be a personal vehicle, public transit, or utilizing friends and family members for transportation. It is important to note that the use of a friend or family member's vehicle may not always be reliable. Owning a vehicle may pose its own challenges for low-income populations, as the car could break down and the client may not have the means to fix it.

Only **38.8% of clients have a valid driver's license**, which indicates that clients are either using public transportation or are driving without a license. Some clients may not be able to obtain a driver's license if they owe child support and have had their driving privileges suspended, or if they have outstanding tickets or unpaid fines which they may be unable to resolve with their limited income. Additionally, only **17.5% of clients report having car insurance**, inferring that some are driving without insurance which can be attributed to a variety of factors, including affordability. More than 72% of clients report they live near a bus stop, which leaves 28% in a tough situation if they do not have reliable transportation to their work site.

Having a DUI/OVI on an individual's driving record can affect their ability to obtain employment or housing, it can result in higher car insurance which they may be unable to afford, or loss of driving privileges.

- **14.6% of clients report they have been documented as Driving Under the Influence (DUI) or Operating a Vehicle Impaired (OVI).**

## Staff Experiences

*At 15 years old, a client was sentenced to 15 years in prison. Now, at 30 he has been released and is eager to start his life over. He was nervous during the assessment, but I was able to get him to relax as he told his story. Later, he called our office to thank me for being so sweet during the assessment and for also believing in him. He was thrilled to tell me that he learned to drive and is now enrolled at Columbus State Community College. I'm very proud of him!*

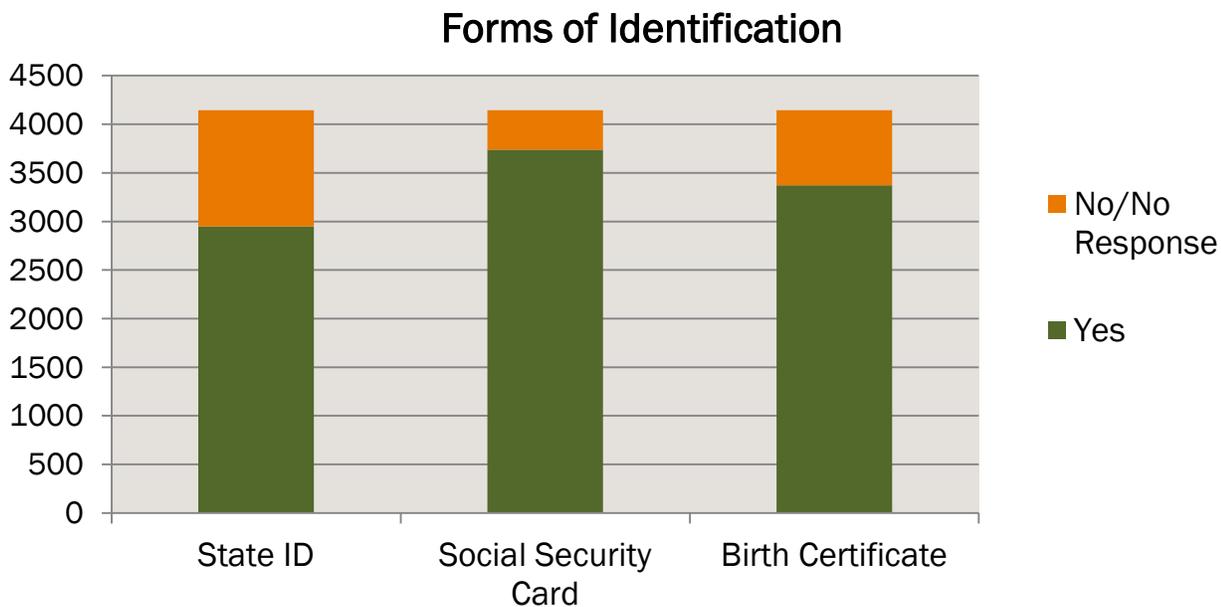
-Kelly R.

WEP Assessment  
Specialist



## Forms of Identification

To apply for jobs, housing, government benefits, vote, or obtain a driver's license most agencies usually require two forms of Identification (ID). More than **71.1% of clients report having a state ID, 90.2% of clients report having a social security card, and 81.4% of clients report having a birth certificate.**



## Employment & Job Seeking Needs

Working 20 or more hours of paid employment per week, every week can exempt an ABAWD from participating in WEP. Close to **10.6% of clients are currently working.** Many clients were unable to identify how many hours they work per week because they are employed through a temporary employment agency (including day labor and labor pool agencies), which means clients may not have consistent work on a weekly basis. About **10.3% of clients reported working in-kind for rent or housing,** and 240 clients report they work more than 20 hours per week in-kind, which can exempt them from the work requirement if the client has adequate documentation.

Clients were asked if they had ever been dismissed from a job, and **24.4% of clients reported they had been dismissed from a job.** When this question appears on a job application it can be a deterrent for employers to hire an applicant that has previously been fired from a position.

## Staff Stories

*Under the leadership of Franklin County we were given the opportunity to hire several staff members directly from the affected ABAWD population. One of our first employees came to us very timid and quiet, and was obviously frustrated after months of looking for work. Over the past few months I have seen her grow into an amazing employee! The diligence, hard work, and the empathy that our team holds for our clients has helped this program become a tremendous success. My experience with them speaks to the great opportunity and latent talent to be found within the ABAWD population.*

**-Tyler Davis**

**WEP Program Manager**



A recipient of unemployment compensation benefits is exempt from fulfilling the work requirement<sup>5</sup>.

- **78.5% of clients have never been eligible for unemployment compensation benefits.**

When asked what the most recent year of employment was, the answers ranged from 1980-2015. **On average, a client's last year of employment was 2014.** Having gaps in a resume can influence an employer's decision in the hiring process, which can negatively impact a client's chances of obtaining employment.

**94.4% of clients listed their job skills and training in the following fields:**

- Warehouse work (32.6%)
- Customer service (20.7%)
- Fast food/restaurants (18.9%)
- Cooking and food preparation (15%)
- Janitorial and cleaning (14.7%)
- Computer skill (13.2%)
- Construction/building (10.1%)
- Office/clerical work (9.6%)
- Landscaping/lawn care (9.5%)
- Cashier (9.4%)
- Retail/sales (8.6%)
- Healthcare [nurse, aide, etc...] (7.7%)
- Forklift operation (7.6%)
- Pick & Pack (7.2%)
- Management (6.2%)

<sup>5</sup> According to Ohio Revised Code 5101:4-3-11 Food assistance: work registration and exemptions: a person receiving unemployment compensation benefits. A person who has applied for, but is not yet receiving, unemployment compensation benefits is also exempt if that person is complying with the requirements of the unemployment compensation application process.

## Ohio Means Jobs Registration

In an effort to offer more job seeking resources to clients, they are referred to Ohio Means Jobs ([www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)). When asked if clients were already registered with Ohio Means Jobs **74.1% reported they were not registered, and most clients reported they have never heard of the website.** This shows that the outreach for the Ohio Means Jobs website has been ineffective in reaching this population.

## Additional Barriers

To ensure a client is able to perform the duties assigned to them, we inquire about any supportive services they may need to successfully complete their work assignment. Over **15.8% of clients report needing supportive services.** The most common services requested were language interpretation (especially for Somalian refugees) and help with transportation.

Clients experiencing homelessness, health problems, language barriers and a lack of stable employment to fit their skill set make up nearly **12.7% of clients who reported other barriers standing in the way of employment.**

## Staff Experiences

*We haven't needed assistance in over 20 years. My husband got sick and lost his job, which brought me to SNAP. The volunteer position I had led to a job I actually like, and has helped me catch up on all of our bills. When I tell WEP clients my story they relate to me, and when they tell me what they are going through I can certainly relate to them.*



**-P. Lehman.**

WEP  
Assessment Specialist

## Monthly Clinics

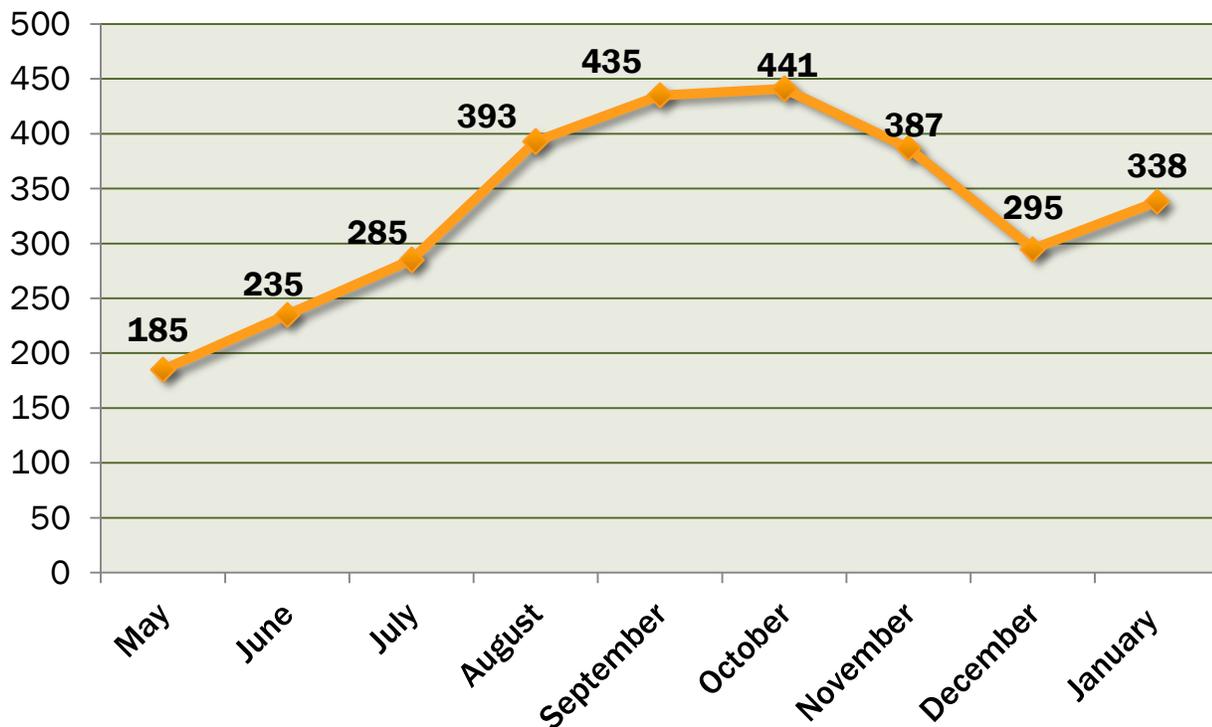
## Monthly Clinics

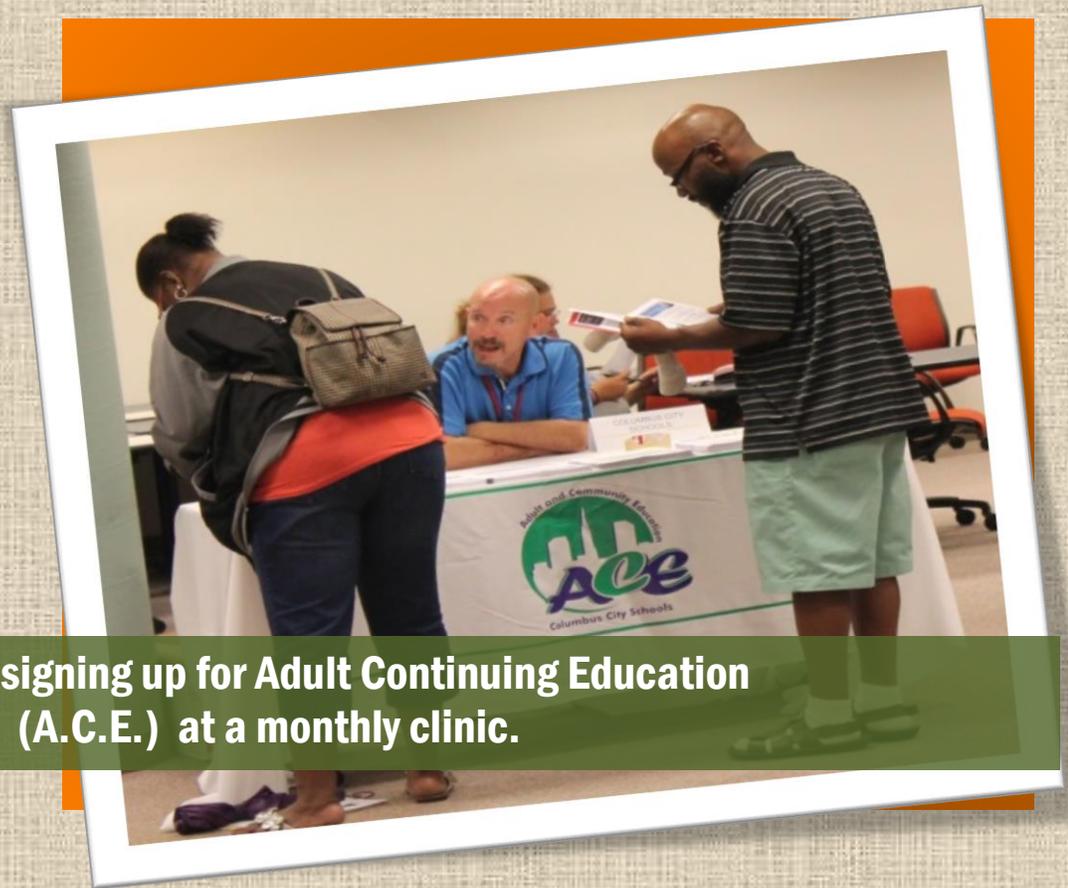
Beginning in May of 2014, the end of each month marked the start of a three part monthly clinic for newly assessed WEP clients. Three days of consecutive clinics allow first month WEP participants to gain their required work hours through a series of purposeful activities. There is a job skills clinic, a benefits clinic, and a background check and legal aid clinic.

### WEP Monthly Clinics

Because the WEP placement process requires a background check, the monthly clinics were initially developed to offer background checks to hundreds of clients in a convenient location. They expanded to include other resources found to be helpful to clients. The clinics also serve to ensure that assessed clients can complete their hours if they are waiting to be placed at a WEP host site.

### 2014 Clinic Attendance Growth over a Nine Month Period





**WEP clients signing up for Adult Continuing Education (A.C.E.) at a monthly clinic.**



**WEP client visiting vendor booth at monthly job skills clinic.**

## **Partners & Clinic Content**

Each clinic serves a unique purpose. The background check clinic is usually paired with representatives from the Legal Aid Society of Columbus. Recognizing that criminal records are a major barrier to many of our clients, we invite legal aid to the clinics each month to answer questions and offer services.

Understanding how education can impact a person's ability to access sustainable income, we found it necessary to include education programs in the monthly clinics. Job skill clinic days boast a wide network of adult education opportunities. Clients can learn more about certificate programs, or enroll in classes that will help them earn a GED. We work with many workforce development partners such as the Columbus Urban League (My Brother's Closet) and Dress for Success. These partners offer job readiness training courses and gives clients business suits to wear for interviews.

At the monthly benefits clinic, clients are able to access the services of The Ohio Benefit Bank with certified counselors and healthcare navigators. Knowing that our clients qualify for SNAP, means they may qualify for other programs available to low-income individuals like the Home Energy Assistance Program (HEAP) or Ohio Medicaid.

## **Monthly Clinic Outcomes**

As a result of our monthly clinics over 90% of attendees receive background checks<sup>6</sup>. Clients can even request a copy of their background check from the Ohio Association of Foodbanks if an employer requires one. About 16% of clients apply for Medicaid at each monthly clinic, with an Ohio Benefit Bank Counselor, or a Certified Application Counselor. Over 30% of clients also utilize other services offered through The Ohio Benefit Bank, such as filling out Home Energy Assistance Program (HEAP) applications or completing their taxes.

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<sup>6</sup> Clients must present a valid driver's license or state ID to successfully complete a background check.

# Placements

Our growing network of non-profits, workforce development partners, and faith-based organizations make it possible for Franklin County ABAWDs to obtain their required work hours through volunteer service or job readiness, while also offering work experience.

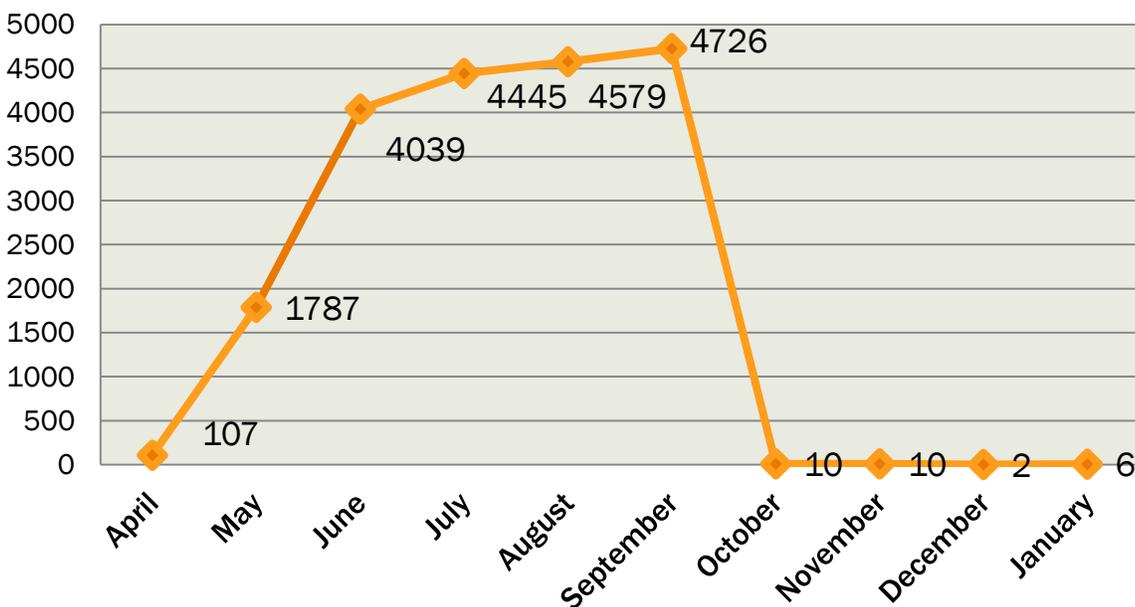
Placements are made at these organizations after clients have completed a background check at the WEP monthly clinics. Ohio Association of Foodbanks requires clients to have a background check to ensure that we are not placing clients in situations that may compromise the integrity of our partners, and to protect their clients and staff in the event of a known conflict of interest.

## WEP Host-Sites

At the program's inception there were less than ten host-sites. In three short months that number grew to over 50 sites, and has expanded to more than 126 sites as of February 23<sup>rd</sup>, 2015.

The recruitment process for developing new sites involves calling, mailing, and emailing numerous non-profit and faith-based organizations in Franklin County. The **Ohio Association of Foodbanks has contacted over 19,711 potential new sites, but only 0.64% of organizations were willing to host WEP volunteers.** The low number of interested sites may be due to a lack of incentive for organizations to participate in the program. By October of 2014 recruitment outreach decreased as most organizations had previously been contacted.

Sites Contacted 2014-2015



## ***Host-Site Memorandum of Agreement (MOA)***

All host sites must sign and agree to the terms and conditions set out by the Ohio Association of Foodbanks and FCDJFS when hosting WEP volunteers. This partnership agreement covers all requirements and expectations of both the site and the Ohio Association of Foodbanks.

Host sites must work with WEP clients to arrange a schedule that will meet the 23 hour per month work requirement. Clients are to receive an on-site orientation and supervised training that meets Occupational Safety and Health Administration (OSHA) standards for their volunteer assignment.

As part of the MOA, sites also agree to maintain attendance records for all WEP participants who volunteer with their organization. In addition they agree to report all hours for which the client was actively volunteering throughout the month.

## ***Host-Site Volunteer Restrictions (MOA)***

To ensure civil rights, and to guarantee that WEP volunteers are not engaged in unauthorized activities while they are volunteering, the MOA explicitly states all restricted activities as defined by the Ohio Association of Foodbanks and FCDJFS.

Sites are informed that WEP participants cannot be used to assist, provide or participate in partisan and non-partisan political activities associated with a candidate, including voter registration. They are unable to make direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition. Clients are also restricted from participating in labor [union] or anti-labor organization or related activities.

Due to the number of faith-based organizations we recruit as host-sites, the association clearly outlines all religious activities WEP volunteers cannot complete as part of their duties. These provisions include providing religious instruction, leading worship services, proselytization, or any other religious activities.

## **Host-Site Stories**

***“We were able to hire one of our WEP volunteers. She had all of the qualifications we needed for someone to work in our kitchen. She has worked out great and we really appreciate her hard work.”***

**-Marilyn O.**

**Site Supervisor at  
Community Kitchen**

Other restrictions outlined in the MOA are to ensure that WEP volunteers are not displacing paid staff or being used to fill existing vacant positions, or performing work which reduces the number of hours by regular or part-time employees or reduces the number of positions that would otherwise be filled by regular employees. Host-sites are encouraged to consider hiring qualified WEP volunteers for vacant positions if the individual has displayed good work habits and has met the site's expectations throughout the assignment.

*\*To read the MOA in its entirety, reference the appendix.*

### **Placement Barriers**

It can be very difficult to place clients at a volunteer site if their location is not on the bus line or if it is not easily accessible by public transportation. Some host-sites require a college education or degree, which many of our clients do not have. Some sites have a list of restricted felonies which would limit a large portion of our clients from volunteering with those sites. The same is true for workforce development programs. Many clients do not meet the minimum education requirements to enroll in such programs, or struggle with passing an entrance exam. Additionally, clients are not eligible to be placed at a host site until their FBI/BCI background check is received.

The Ohio Association of Foodbanks makes every effort to place all clients, no matter how limiting their personal situations may be. Not all clients report to their assigned placements each month. Between May 2014 and January 2015, exactly 1,790 clients had been placed at host sites, with a 58.7% rate of compliance.

### **Staff Experiences**

*I was discouraged from trying to find a job. I was convinced that joining the workforce was no longer for me. Medical bills made me seek out Medicaid which led me to SNAP. Due to the work requirement I found full time work and really enjoy my job. When I speak to upset clients I tell them, "I have been on the other side of this phone and in your seat, I will do everything I can to help you." I feel so blessed to be in a position to help others every day.*

**-M. Darby.**

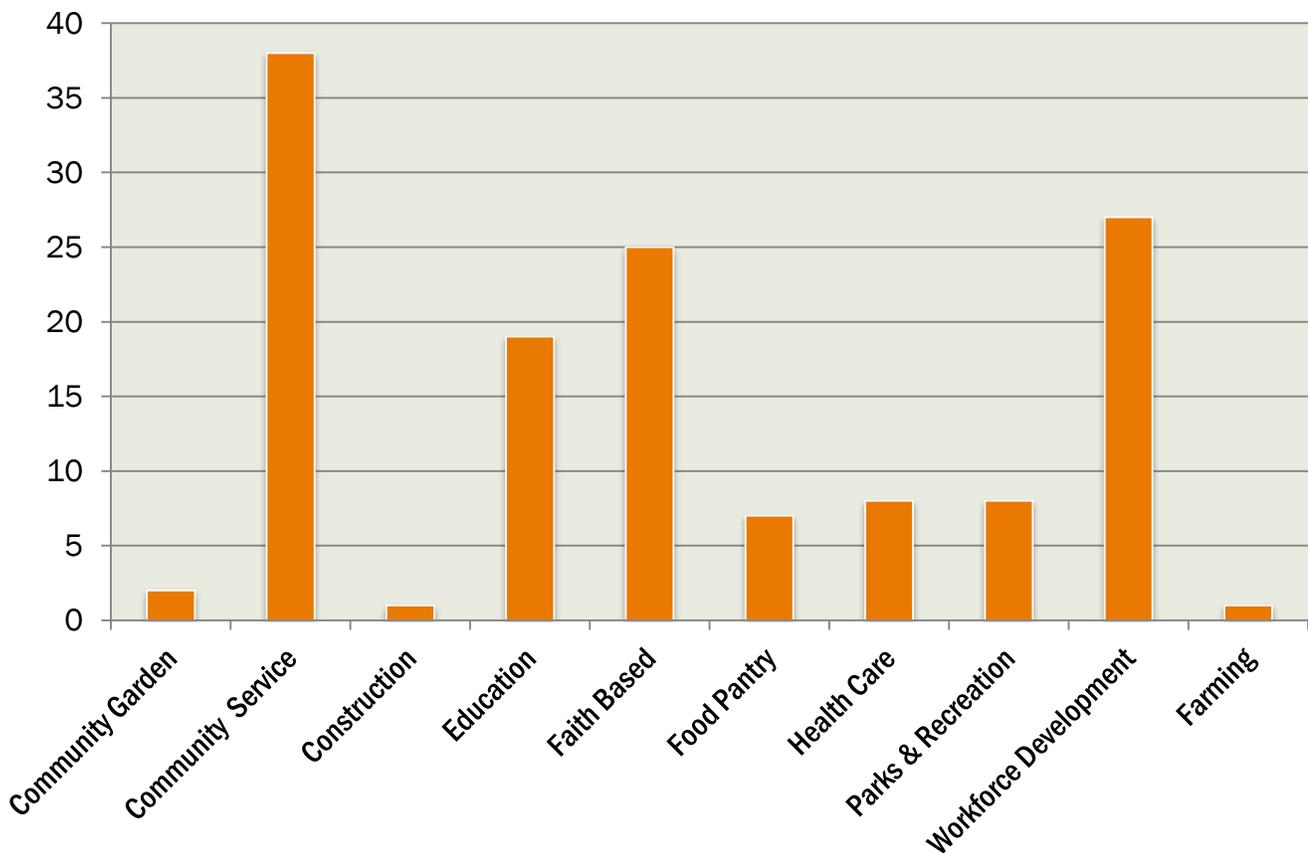
WEP  
Assessment Specialist

## Volunteer & Workforce Development Opportunities

Volunteer experience through WEP is intended to give participants training, education, or experience that would be beneficial in an ABAWD's search for future employment. A list of possible volunteer roles could include but is not limited to janitorial duties, painting, grounds maintenance, warehouse positions, office work, manual labor, or any position providing valuable experience for future employment.

Workforce development partners offer a variety of resources including but not limited to job readiness programs, résumé and cover letter writing workshops, interview suiting, certification programs such as State Tested Nursing Assistant (STNA) certificates, and adult education courses.

Type of WEP Host Sites



## WEP Outcomes

## WEP Outcomes

The short term goals of WEP are to actively ensure viable opportunities for ABAWDs in Franklin County to fulfill the work requirement to maintain their SNAP benefits and prepare ABAWDs for reentry into the workforce. The long term goals and objectives for WEP are focused on decreasing unemployment among Franklin County ABAWDs to break systemic cycles of poverty and hunger, and ensuring clients can become economically self-sufficient.

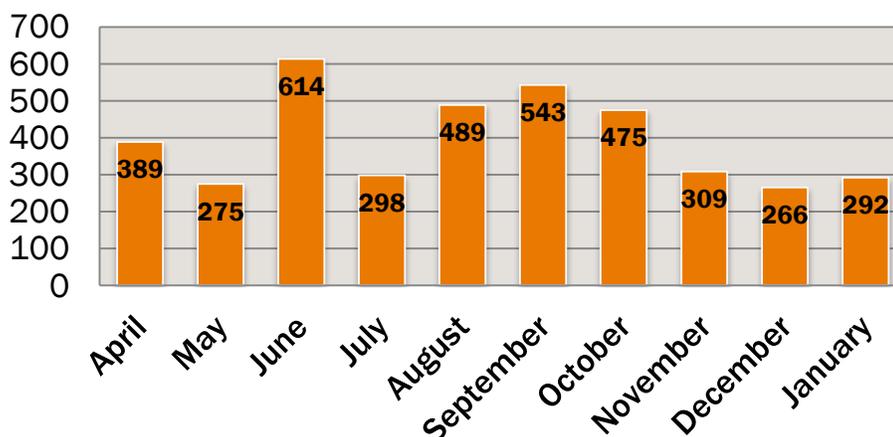
## Program Outcomes

The WEP grant under contract with FCDJFS explicitly states that the Ohio Association of Foodbanks will assess and place clients at qualified worksites during the program pilot period. Ohio Association of Foodbanks was expected to assess and place 1,000 ABAWDs. The association has exceeded this expectation and has assessed over 4,143 clients and has placed over 1,796 clients at sites.

## Rate of Compliancy

In order for a client to remain compliant with WEP they must report to their worksite for 23 hours per month. An estimated 50% of clients are sanctioned each month due to noncompliance. When clients are sanctioned they lose their monthly SNAP benefits. Clients can restore their benefits by talking to their caseworker to get an exemption on the basis of good cause, or they can reapply for SNAP benefits and reenroll in WEP.

### Noncompliant Clients Exited WEP



## **Good Cause Exemptions**

Clients can be excused from a work assignment if they have a “good cause” exemption, determined by their FCDJFS caseworker. Good cause may not be granted prior to a failure to complete hours, and is determined subjectively. Good cause is intended to recognize that temporary barriers may be present during a specific timeframe. A lack of work sites or assignments is not good cause.

## **Regaining Eligibility**

An ABAWD who fails to meet the requirement and loses eligibility may attempt to regain eligibility any time during the three-year period by meeting the work requirements for 30 consecutive days, or if they are no longer considered an ABAWD. An ABAWD who regains eligibility during the three-year period and then stops meeting the work requirement may receive an additional three months of eligibility. The additional three months must be used consecutively and will be granted only once during the three-year period.

## ***Program Expenses***

The total grant award for WEP has been applied to two categories, participant expenses and operational expenses. Participant expenses include everything from background checks to equipment needed for clients to perform their duties at their work assignment. Operational expenses cover staff needs for assessments, placements, sanction reporting, and other administrative needs.

## ***Benefits Retained***

In calculating the amount of SNAP benefits retained in Franklin County’s economy by WEP participants we took the total number of clients who reported to their placements or attended a monthly clinic from March 2014 to January 2015, and multiplied by the maximum SNAP benefit<sup>7</sup> for an ABAWD. We found that over \$ 856,200 in SNAP benefits have been retained through WEP.

## **2014 Post-WEP Client Survey Findings**

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<sup>7</sup> From March 2014 to September 2014, the maximum SNAP benefit for a single person household was \$189. Effective October 2014 the maximum SNAP benefit for a single person household increased to \$194. More information can be found by visiting <http://www.fns.usda.gov/snap/cost-living-adjustment-cola-information>.

In an effort to learn more about the outcomes of clients after they exit WEP, we conducted a comprehensive study to examine program effectiveness, job prospects, income, and food access. The findings of this study have helped us to better understand our program from a client perspective, the effects of this program on clients who exited due to noncompliance and lost their benefits, and the type of jobs an ABAWD can expect to find in Franklin County.

Over 900 former clients were contacted, but only **247 clients elected to participate in the full survey.**

## ***Quantitative Analysis***

When asked why a client exited WEP, the most common responses were:

- **44.1%** Failed to Complete Hours (Sanctioned)
- **25.1% Found Employment**
- **23.1%** Miscommunication with the Ohio Association of Foodbanks
- **21.1% Found to be Exempt**
- **17%** Miscommunication with Caseworker
- **11.3%** Transportation Stipend Not Received
- **11.3%** Difficulty with Transportation (Unrelated to Transportation Stipend)
- **8.5%** Time Barrier
- **8.5%** Miscommunication with Host Site
- **4.5%** No Desire to Continue Participation

A miscommunication with Ohio Association of Foodbanks, a FCDJFS caseworker, or a host-site highlights the importance of clear communication from start to finish of the program. Any misstep can place a client in the position of potentially losing their benefits.

## ***Found to be Exempt***

Clients were given the option to offer multiple answers to this question, on average clients gave 2.05 reasons for exiting WEP. Clients who indicated that they were found to be exempt gave the following reasons for exemptions:

- 38.5% Physical Disability
- 25% Employment 20+ Hours per Week
- 9.6% Mental Disability
- 9.6% In-Kind Work 20+ Hours per Week
- 5.8% Responsible for Dependents

## **Found Employment**

1 in 4 WEP participants listed “Found Employment” as their reason for exiting the program, the highest percentage listed aside from not completing hours. Some clients have had help finding employment through WEP workforce development partners; others have found employment on their own.

1 in 3 clients reported having taxable employment from February to August. The average length of employment reported by the 86 clients who answered positively to this question was 79 days (11.3 weeks). The average hourly wage reported was \$10.23. The average number of hours worked per week was 29.49 hours. This means the average number of dollars generated per employed individual over the seven month period was \$3,409.01. It is estimated that clients generated close to \$ 293,175 during this time period.

Of the 86 clients who reported some kind of employment, the following were the most common occupations reported:

- 4.9% Warehouse
- 4.5% Temp Agency
- 4.5% Fast Food/Restaurant
- 2.8% Retail/Sales
- 1.6% Shipping & Receiving
- 1.2% Landscaping
- 1.2% Elderly Care
- 1.2% Cooking/Food Prep
- 1.2% Automotive
- 0.8% Office Clerical
- 0.8% Hotel/Hospitality

In just these 11 occupations, there were an estimated 126 jobs obtained by WEP participants over the past 7 months. These findings point to an estimated 1 in 3 success over the past 7 months.

## **Churn Rate**

When a client is no longer a participant in WEP due to a sanction, they may need to have a state hearing to overturn their sanction. Nearly 66% of clients reported taking this step to overturn their sanction, or reapplied for food assistance in another way after exiting WEP. It is estimated that there is a 3-month churn window, which is the average amount of time it takes for WEP participants to reenter SNAP after exiting the program.

*The amount of churn generated by the most common causes of noncompliance creates increased work for both FCDJFS and the Ohio Association of Foodbanks, as an average 2 out of every 3 participants, including those who identified some form of employment, must restart the entire process by reapplying through their case worker for SNAP benefits.*

### **Food Sources**

If a client is not receiving food assistance due to a loss of SNAP benefits, they look for food elsewhere. When asked, “*How are you providing food for yourself in the absence of food benefits,*” clients gave multiple answers to the question:

- **81% Food Pantry**
- **80% Family Support**
- **18.1% Asking (Getting Food from Strangers, Panhandling, Dumpster Diving, etc.)**
- **18.1% Soup Kitchen/Meal Line**
- **10.5% Homeless Shelter**
- **10.5% Church**

*Many clients are utilizing the services of local emergency feeding programs in Franklin County. It is unclear why 42.5% of clients choose not to answer this question.*

## Recommendations

## Recommendations

*The following recommendations are supported by the findings of the WEP assessment data and the post-program client report. These recommendations have been presented to FCDJFS and are meant to encourage other government organizations to consider a further examination of the implication of programs like WEP.*

### Program Next Steps

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The specific program needs of the Ohio Association of Foodbanks will enhance the overall client experience while strengthening relationships with our partners.

- Coordinate with other Departments of Job and Family Services statewide in an effort to replicate the positive results we have seen in Franklin County, to expand this program to other metro and rural areas.
- Increase the efficiency of our program in order to enhance client satisfaction and success while working with very limited resources.
- Coordinate with Franklin County to offer more opportunities for clients to connect with available employment and training.
- Improve quality assurance measures and outcomes as well as communication channels between the Ohio Association of Foodbanks, clients, host sites, and Franklin County Department of Job and Family Services.
- Improve relationship with new ABAWD specific units at FCDJFS.
- Improve our ability to assist clients with resumes and other work support initiatives.

## ***Provide Additional Funding to Organizations Supporting WEP***

- According to the findings in our post-program client survey, over 80% of former WEP participants are utilizing the services of their local emergency food programs. This warrants more emergency funding to be provided to Mid-Ohio Foodbank to support the purchase, acquisition and distribution of additional food for Franklin County food pantries, soup kitchens, shelters and churches who are feeding the individuals affected.
- Provide additional funding to the Ohio Association of Foodbanks to support the cost of emergency vouchers for transportation, travel vouchers and basic needs.
- To increase interest in becoming a part of the host-site network, there needs to be more incentive for organizations to serve ABAWDs through WEP. By offering operating support to the non-profit and faith-based organizations that are providing WEP services and slots we can motivate more sites to partner with the Ohio Association of Foodbanks, while current sites may be able to effectively increase their capacity to serve more ABAWDs.
- Provide supplemental support for the continuation, expansion and analysis of YouthCorps, a program of the Ohio Association of Foodbanks for Young Adults Aging out of the Foster Care System. All youth who have successfully completed this program were either enrolled in school or working, which exempts from participating in WEP as ABAWDs.
- Improve the funding and training of a specialized unit dedicated to the implementation of this work requirement and the ABAWD population's specific needs.

## ***Increase Oversight to Improve Effectiveness***

- Ensure that the foundation of the statewide grant application for the *2015 Pilot Project to Reduce Dependency and Increase Work Requirements and Work Effort Under the Supplemental Nutrition Assistance Program (SNAP)* is based upon this project and the data collected in these studies. Furthermore, assign specific staff and help lead the application and implementation of this grant
- Analyze the expenditures of Workforce Development Programs funded by FCDJFS compared to outcomes. WEP at the Ohio Association of Foodbanks has proven a 24% success rate, compared to a 16% success rate of similar government funded workforce programs in Franklin County.

## ***Provide more work support opportunities for ABAWDs***

- Expand enrollment, participation, and successful completion of nationally certified programs such as the FastPath program at Columbus State Community College, including ServSafe, customer service, advanced logistics, and STNA.
- Create an employment enterprise or pipeline into strategic aspects of the job market. This will help harder to employ individuals find opportunities to gain sustainable employment.
- Prioritize Workforce Investment Act funding to provide education, training, and supportive services to ensure a seamless delivery of services.
- Establish a relationship with the Ohio Department of Reentry, Rehabilitation, and Corrections in order to address the specific concerns of the employer community in regards to the future employment of felons.
- Examine opportunities to secure additional USDA/SNAP Employment and Training funds to enhance service delivery.

## ***Study the social and economic impact of WEP***

- Monitor and report on the impacts to well-being, health and safety of clients, WEP host-site staff/volunteers and the community at-large.
- Conduct an Economic Impact Analysis on the loss of food assistance/SNAP benefit issuance on the Franklin County economy.
- Provide funding for comprehensive case-management, longitudinal tracking of employment, wages, public assistance participation, and well-being of the ABAWD population.

## ***Examine and Evaluate the Needs of Special Populations***

- Provide support and funding for a study on the mental and physical health status and outcomes of the ABAWD population and their utilization of Medicaid.
- Fund person-centered community-based case management of ABAWD applying for SSI/SSDI, and supportive services including Legal Aid Assistance to non-custodial parents and individuals with criminal charges and felony convictions.
- Convene a study group to examine the impact of temporary and day labor employment services and its effects on this population.
- The Ohio Association of Foodbanks will continue to analyze assessments and data including current and previous encounters with the criminal justice system, community impact and these associated cost.

# Appendix

## Appendix

<b>Host Site Memorandum of Agreement</b>	<b>II</b>
<b>Franklin County Program Leadership</b>	<b>X</b>
<b>FCDJFS Opportunity Center Leadership</b>	<b>XI</b>
<b>WEP Volunteer Partners</b>	<b>XII</b>
<b>Workforce Development Partners</b>	<b>XV</b>

# Host-Site MOA

*Host-sites must sign and return the Memorandum of Agreement (MOA) to the Ohio Association of Foodbanks before they are set up to receive WEP clients. Without agreeing to the terms and conditions set forth in the MOA they are ineligible to participate as a host-site.*

# Host-Site MOA

## MEMORANDUM OF AGREEMENT

This Host Site Memorandum of Agreement, hereinafter referred to as “the Agreement,” between the following two parties: 1) the Ohio Association of Foodbanks; hereafter referred to as “Sponsor” and 2), **HOST SITE**, hereafter referred to as “Host Site,” sets forth the parties’ understanding concerning the establishment and operation of a local project under Franklin County Department of Job and Family Services (FCDJFS) pursuant to Chapter 5107.54 to 5107.69 of the Ohio Revised Code and rules promulgated by the Ohio Department of Job and Family Services. The primary purpose of this Agreement is for the Sponsor to provide the Host Site with Food Assistance Recipients recognized as Able Bodied Adults without Dependents (ABAWD) for purposes of the Work Experience Program (WEP). These participants will have been directly referred to the Sponsor by FCDJFS.

### **I. GENERAL PROVISIONS**

#### **1. Duration of This Agreement**

This agreement will go into effect the date the Memorandum of Agreement is issued and will be null and void as of July 1, 2015, regardless of early termination of any WEP participants for any reason.

#### **2. Status of WEP Participants During Service**

WEP participants, in the course of their service, shall not be considered employees of the Host Site, the Sponsor, the Franklin County Department of Job and Family Services, or the Ohio Department of Job and Family Services. Therefore, the WEP participant is not entitled to any benefits and privileges of any employee. WEP participants are not covered by unemployment compensation.

## II. WEP PARTICIPANT ASSIGNMENT DESCRIPTION

The Host Site will provide experience and training for WEP participants receiving Food Assistance Program benefits (also known as SNAP benefits) who are not otherwise able to obtain employment, in order to assist them to move into regular employment. Individual WEP Participants assigned to the Work Experience Program (WEP) will be utilized in various occupations, such as but not limited to: clerical, groundskeeper, painter, custodial, building maintenance, and appliance repair in an on-the-job training environment. The Host Site shall adhere to the WEP Participant Assignment Description, which was submitted during the Host Site application process, including but not limited to: the description of the work to be performed and the schedule for completing the work.

If at any time, the Host Site deems it imperative to amend the WEP Participant Assignment Description, the Sponsor is to be notified before any changes are made.

## III. RECORDS AND REPORTING

1. The Host Site will:
  - a. Maintain such records and accounts, and make such reports and investigations concerning matters involving WEP Participants and the project as the Sponsor may require. The Host Site agrees to retain such records as the Sponsor may require for a period of 1 year after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Sponsor for the purpose of litigation, audit or examination.
  - b. Work with the Sponsor to schedule a site visit quarterly at times convenient for both the Sponsor and Host Site.
  - c. Submit monthly reports of hours served for all WEP participants at your agency no later than the last business day of the month at 5:00 PM EST
  - d. Report any knowledge of the employment placement and retention of any WEP participants to the Sponsor, including the following information:
    - a. Date of hire
    - b. Hourly wage
    - c. Full or part time
    - d. Employer
    - e. Whether Health Benefits are available
    - f. Industry

#### IV. FURTHER RESPONSIBILITIES OF THE PARTIES

1. **Sponsor Responsibilities.** The Sponsor will:

- a. Assign **WEP participants** to the Host Site at its discretion.
- b. Periodically review and assist the Host Site's use of WEP participants to achieve the objectives and perform the task(s) specified in the WEP Participant Assignment Description
- c. Promptly respond to written requests by the Host Site to move any WEP participant from the project.
- d. Ensure that the WEP participant has undergone a FBI/BCI Criminal Background Check prior to assignment.
- e. Ensure that the WEP participant is provided with all necessary tools, equipment, transportation, and supplies required on the worksite for the WEP participant to complete assigned duties.

2. **Host Site Obligations.** The Host Site will:

- a. Arrange and be responsible for providing on-site orientation and training for all incoming WEP participants within a week of being contacted by the WEP participant and the Sponsor.
- b. Operate the project in accordance with applicable program policies and regulations, and other federal laws, regulations, and policies which are, or become, applicable to the program.
- c. Provide opportunities for WEP participants to develop existing skills or learn new skills to enhance their chances for securing unsubsidized employment and to assign WEP participants duties that are consistent with their WEP Participant Assignment Description.
- d. Agree to ensure that WEP participants work 24 hours per month, but no more than 24 hours per month, or the required number of hours as established by the FCDJFS, and to allow WEP participants to observe those holidays which are observed by the WEP Host Site.
  - i. Limitations regarding hours of participation are exclusive of:
    1. Travel time to and from the worksite.
    2. Travel time to and from the child care provider.
    3. Mealtime for which regular employees of the WEP Host Site are not compensated.

- ii. The Sponsor shall not require WEP participants to report to the worksite if a strike or other labor dispute develops after the start of the work assignment.
- e. Provide the Sponsor with a list of necessary tools, equipment, transportation, and supplies required on the worksite for the WEP participant to complete assigned duties.
- f. Provide training or orientation and supervision vital to the WEP participant's efficient performance of the work assignment.
  - i. Provide on-the-job training, if necessary, to improve the skills of WEP participants for the type of WEP assignments provided.
  - ii. Ensure the WEP participants are knowledgeable of the work standards they are expected to meet.
- g. Agree that WEP participants shall not engage in activities which result in the displacement of other persons. Should an employee of the WEP Host Site feel he/she has been displaced due to the activities of a WEP participant, he/she may file a complaint with the Sponsor. Displacement occurs when a WEP participant's assignment results in removing or discharging employees or individuals or otherwise denying such assignment to persons who:
  - i. Are already employed as regular full-time or part-time employees.
  - ii. Are or have been employed full-time or part-time as WEP participants in publicly subsidized employment and training programs.
  - iii. Are or have been involved in a dispute between a labor organization and the WEP Host Site.
  - iv. WEP participants shall not be used to fill existing vacant positions or to perform work which reduces the number of hours by regular or part-time employees or reduces the number of positions that would otherwise be filled by regular employees.

- h. Understand that the Sponsor shall investigate all complaints that a violation may have occurred. If it is determined that a violation exists:
  - i. No WEP participant shall be assigned to the WEP Host Site until the violation(s) have been corrected and
  - ii. And such violation(s) cannot be corrected to the satisfaction of the FCDJFS, this agreement is null and void.
  - iii. Further, the Sponsor will administer a complaint procedure available for regular employees of the WEP Host Site who feel displacement has occurred because of a WEP participant assignment.
- i. Agree that if as a party to a collective bargaining agreement which is in effect at the worksite, the WEP Host Site will notify the union that WEP participants are being assigned to the worksite and provide the Sponsor with documentation that such notification has been given. The FCDJFS will inform the WEP participant of the existence of a collective bargaining agreement when one exists at the worksite.
  - i. The Host Site further agrees that the WEP assignments and positions will not have been developed in response to, or are in any way associated with the existence of a strike, lockout, or bona fide labor dispute; also they do not violate any existing labor agreement, or interfere or conflict with the collective bargaining agreement.
- j. Agree to consider for hire qualified WEP participants when the individual has displayed good work habits and has met the Host Site's expectations throughout the WEP assignment period.
- k. Understands that penalties are provided under law for any WEP Host Site who knowingly obtains a benefit to which he/she is not entitled. If such violation occurs, this agreement shall be null and void. This agreement may be terminated at any time upon thirty days written notice by either party.

Termination notice should be sent to:  
Attention: Work Opportunity Coordinator

Ohio Association of Foodbanks

101 East Town Street Ste. 540

Columbus, OH 43215

- I. Agree that in any publicity release or other public reference including media releases, information pamphlets, etc. on the services provided under this agreement, it will be clearly stated that the services are funded by the Ohio Department of Job and Family Services administered by the Franklin county Department of Job and Family Services through its Employment Opportunities Program.
  
- m. Understands that the FCDJFS will pay premiums which are assessed by coverage of WEP participants for work related injuries or disabilities under public work relief compensation administered by the Bureau of Worker's Compensation. Benefits under public work relief compensations differ from those under regular worker's compensation. Detailed provisions of coverage are found in Chapter 4127 of the Ohio Revised Code.
  
- n. Make every reasonable effort to ensure that the health and safety of WEP participants are protected during the performance of their assigned duties.
  
- o. Report to the Sponsor, within 24 hours, the unscheduled departure of WEP participants, and otherwise keep the Sponsor timely informed of unscheduled changes of status and conditions of WEP participants, such as arrests, hospitalization, and absence without leave. The Host Site must also indicate to the Sponsor the actual departure date(s) of WEP participants(s) who leave prior to completion of service date(s) when requested.

### **3. Nondiscrimination**

#### **a. General Prohibition**

No person with responsibilities in the operation of the project, whether affiliated with the Sponsor or the Host Site, shall discriminate against any WEP participant, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.

#### **b. Sexual Harassment**

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The Host Site must prohibit sexual harassment and take immediate corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

- (1) Acts of “quid pro quo” sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Host Site, its agents or supervisory employees should have known of the acts.
- (2) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.
- (3) Acts of sexual harassment toward fellow WEP participants or non-employees, where the Sponsor or Host Site, its agent or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

### **4. Prohibitions of Use of WEP Participants By Sponsor and Host Site**

The Sponsor and Host Site both agree that no WEP participant assigned to the Host Site, under this Agreement, shall be used to assist, provide or participate in:

- a. Partisan and non-partisan political activities associated with a candidate, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

- 5. The Sponsor and Host Site further agree not to:**
- a. Carry out projects resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities, or providing voter transportation to the polls.
  - b. Assign WEP participants to activities that would result in the hiring of or result in the displacement of employed workers, or impair existing contracts for service.
  - c. Approve the involvement of any WEP participants assigned to it in planning, initiating, participating in, or otherwise aiding or assisting in any demonstration whatsoever.

**6. Amendments**

This Memorandum of Agreement may be amended at any time, in writing, executed by authorized representatives of the Sponsor and Host Site.

## Franklin County Leadership

*This project could not have been possible without the high degree of cooperation from the Franklin County Department of Job and Family Services, who have been essential in every step of the process.*

- **Anthony Trotman**, *Director Franklin County Department of Job and Family Services*
- **Amiee Bowee**, *Deputy Director – Development Support Services*
- **Dawn Carson**, *WFD Director*
- **Jaime Brown**, *Information Technology*
- **Jeremy Holland**, *WFD Administrator*
- **Lashawn Capito**, *Social Program Developer*
- **Lavinna Banner**, *Work Activity Supervisor*
- **Lawrance Spann**, *Director – Northland Community Opportunity Center*
- **Maurice Miller**, *ABAWD Unit Supervisor*
- **Vivan Turner**, *Administrative Officer*

### **A Special Thank You To:**

**The Franklin County Board of Commissioners**

# Opportunity Center Staff

*This project could not have been possible without the high degree of cooperation from the Franklin County Department of Job and Family Services, who have been essential in every step of the process.*

### Opportunity Center Administrators:

- Christy Hentschel
- Daniel Vaccarella
- Darren Henderson
- Denise Hughes Curtis
- Erin Heinzman
- Jodi Lanthorn
- Kristin Retherford
- Lavina Banner
- Lawrence Spann
- Lynette Bennett
- Melissa France
- Sherri Herrell

### Opportunity Center Supervisors:

- Aimee Knouff
- Alicia Jones
- Alison Franklin
- Althea Letang
- Angela Wagner
- Arnita Mason
- Bernadette Wilson
- Brandy Mays
- Christina Rumpel
- Chuck Haggins
- Comfort Kenneh
- Darnell Doaks
- Denise Hensley
- Dwand Montgomery
- Gbesreport Jusu
- Heather Mackey
- Jacqueline Sorrell
- Jessica Henry
- Joyce Danflous
- Keyna Stephens
- LaNae Rhodes
- Latonya Truett
- Leandra Coles
- Lisa McGowan
- Margaret Wright Rolland
- Mark Rodgers
- Mary Milner
- Melissa Clark
- Michael Hampton-Simpkins
- Michelle Taylor
- Pamela Hall
- Pamela Ware
- Rick Evans
- Sandra Langston
- Som Opma
- Stan Daugherty
- Tony Richardson
- Twila Lucas

# Volunteer Host Site Partners

*Without the support of our wonderful network of non-profit and faith-based organizations we could not offer so many meaningful volunteer opportunities to ABAWDs in Franklin County. We extend our sincere gratitude to each organization for their continued partnership and dedication to serving the community.*

- A&L Afterschool Literacy and Institute
- Advanced Recovery Services
- Agora Christian Ministries
- African American Alzheimer's and Wellness Association
- Authority of the Believers Ministries, Inc.
- Big Brothers Big Sisters
- Boy Scouts of America, Exploring Program
- Brice United Methodist Church
- Broad Street Food Pantry
- Broad Street United Methodist Church
- Cat Welfare
- Community Development for All People and Freestore
- Central Community House
- Central Ohio Youth Advocacy Program
- Central Ohio Youth for Christ
- Charitable Pharmacy of Central Ohio, Inc.
- Christ Harvest Church
- Christian Assembly Church
- City of Whitehall
- Clintonville Beechwold Community Resource Center
- Colony Cats & Dogs
- Columbus Humanities, Arts, and Technology Academy Day by Day
- Community Kitchen
- COVA
- Covenant Presbyterian Church
- EL Hardy Center
- Family Missionary Baptist Church
- Franklinton Board of Trade
- Franklinton Gardens
- Genesis of the Good Samaritans
- The GLORY Praise and Help Center
- Godman Guild

# Volunteer Host Site Partners

*Without the support of our wonderful network of non-profit and faith-based organizations we could not offer so many meaningful volunteer opportunities to ABAWDs in Franklin County. We extend our sincere gratitude to each organization for their continued partnership and dedication to serving the community.*

- Greater Ebenezer Cathedral of Praise and Kingdom Kids Daycare
- Greater Linden Development Corp.
- Grove City - Parks and Recreation
- Habitat for Humanity's ReStore
- HandsOn Central Ohio
- Heart Food Pantry
- Heart of Christ Community Church
- Heart of Ohio Family Health Centers
- Holy Family Soup Kitchen
- Homes on the Hill CDC
- House of Refuge for All People
- HUB Community Development Corporation
- Ibnu Taymiyah Masjid and Islamic Center
- IMPACT Community Action Agency
- Isabelle Ridgway Care Center
- Jerusalem Tabernacle MBC
- J. Jireh Development Corp
- JLG Academy
- Jewish Family Services
- Kingdom Alive Word Church
- Libraries for Liberia Foundation
- Licking Heights Steering Committee
- Life Church at Easton
- Long Lasting Community Development
- Loving Hands Learning Center
- Lutheran Social Services Ohio Benefit Bank - South Location
- Lutheran Social Services Ohio Benefit Bank - West Location
- Magic Johnson Bridgescape
- Metro Columbus Christian Job Corps
- Mid-Ohio Foodbank
- Mock Rd University for Children
- National Parkinson Foundation

# Volunteer Host Site Partners

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- Near East Side Cooperative Market
- New Directions Career Center
- NNEMAP Inc
- New Salem Baptist Church and Community Development Corporation
- Ohio Empowerment Coalition
- One Hope Community Church of the Nazarene
- Pri-Value Foundation
- Reaching Higher Heights 4-Life
- RF Hairston
- Reeb Hossack
- St Dominic Roman Catholic Church
- Seven Baskets CDC
- Shiloh Christian Center
- Short North Stage
- Somali Bantu Youth
- St Philip
- The Center for Family Safety and Healing
- The CORE Resource Center
- Thurman Avenue United Methodist Church
- Trinity Assembly of God Church
- Trinity UCC
- Twin Valley Behavioral Healthcare
- Unity of Columbus
- Upper Arlington Public Library
- Welcome Home OHIO
- Wesley Church of Hope United Methodist Church
- YouthBuild Columbus Community School

# Workforce Development Partners

*Our workforce development partners make education and career planning a priority. Their partnership affords ABAWDS easy access to programs and services, which connects our clients to opportunities that open doors to future employment.*

- Center for Vocational Alternatives (COVA)
- Columbus City Schools – ACE
- Columbus Literary Council
- Columbus Urban League (CUL)
- Delaware Area Career Center
- Dominican Learning Center
- Dress for Success
- Eastland Fairfield Career Center
- Ethiopian Tewahedo Social Services
- Global to Local Language Solutions
- Godman Guild
- Goodwill
- IMPACT Community Action
- Jewish Family Services
- Legal Aid Society of Columbus
- Metro Columbus Christian Job Corps
- New Directions Career Center
- Oakland Park School of Technology
- Per Scholas
- Salvation Army
- Tolles Career and Technical Center
- Vocational Guidance Services (VGS)
- Westerville Area Resource Ministry (WARM)
- WrightChoice, INC