

# SANCTIONS

IF A MEMBER OF AN ASSISTANCE GROUP FAILS OR REFUSES WITHOUT GOOD CAUSE, TO COMPLY IN FULL WITH ANY PROVISION OF THE SELF-SUFFICIENCY CONTRACT, THE 3 TIER SANCTIONING PROCESS WILL BE APPLIED. EFFECTIVE 10-01-97 THE PENALTIES FOR FAILURE TO COMPLY WITH THE SELF-SUFFICIENCY CONTRACT, INCLUDING WORK COMPONENTS AND CHILD SUPPORT REQUIREMENTS, WILL BE . . . .

- **1ST TIER** = Entire assistance group (**Ohio Works First, OWF**) will be ineligible for one month or until the failure or refusal ceases, whichever is longer. Only the sanctioned individual is removed from the FS.
- **2ND TIER** = Entire assistance group (**OWF**) ineligible for three months or until the failure or refusal ceases, whichever is longer. Only the sanctioned individual is removed from the FS.
- **3RD TIER** = Entire assistance group (**OWF**) ineligible for six months or until the failure or refusal ceases, whichever is longer. Only the sanctioned individual is removed from the FS.

(THE MEDICAL COVERAGE FOR THE ADULT ASSISTANCE GROUP MEMBER THAT CAUSED THE SANCTION AT THE 3RD TIER WILL BE TERMINATED)

Food Stamp only sanctions will be explained by your JOBS Worker

# CHILD CARE

Arrangements for child care can be handled by the JCDHS for the time periods a participant is completing their required JOBS hours. JOBS child care is only to be utilized when the participant is completing his/her JOBS hours. If the participant does not want to utilize the child care arranged by the JCDHS, then the participant is required to find their own child care.

# JOBS

## REQUIRED HOURS OF PARTICIPATION

OWF recipients required for the JOBS program must participate as follows. . . .

**One Parent Household = 30** hours per week (20 hours must be a federal work activity and 10 hours may be a developmental activity)

**Two Parent Household =**

- A. One parent must do 35 hours per week (30 hours must be federal a work activity and 5 hours may be a developmental a activity)
- B. The other parent must do 20 hours per week (20 hours must be a federal work activity and 10 hours may be a developmental activity)



For Our Future

## **FEDERAL WORK ACTIVITY:**

- Unsubsidized employment
- Subsidized private or public employment
- Work Experience Program (WEP)
- On the job training
- JOB Search (only 4 weeks)
- Job readiness training
- Community Service Program
- Vocational Educational training (for a maximum of 12 months)
- In home dependent care (to enable another client to work)

## **DEVELOPMENTAL ACTIVITY**

- Enrollment in Adult Basic Education obtaining GED
- Post-secondary education
- Any activity deemed appropriate by CDHS.

# CONCILIATION PROCESS

The conciliation process shall be used as a matter applied for resolving disputes which arise concerning participation in the JOBS training program. The conciliation process may be initiated by the JOBS participant or the Jobs Unit.

The conciliation process shall include, but is not limited to:

1. Disputes over assignments.
2. Inappropriate treatment by a JCDHS employee or work site supervisor.
3. Irregular work hours that create a severe hardship on the participant.
4. Work site assignments that deviate from the normal duties of the job.
5. Disagreements with the disciplinary action at the work site involving the participant.
6. Other areas of concern to the participant.
7. WEP participant only: Dispute concerning working conditions, Workers Compensation coverage, and wage rate calculations.

## **PROCEDURES FOR INITIATING THE CONCILIATION PROCESS**

There are three ways that the conciliation process may be initiated:

1. A written notice from the JOBS unit to the participant.
2. A written or verbal request from the participant to the JOBS unit when there is an act of nonparticipation. The participant must make the request within seven calendar days, which begins the day following the day of participation.
3. The employer may initiate the process.

**Any written or verbal request should be made to:  
Jefferson County Department of Human Services  
125 South Fifth Street  
Steubenville Ohio 43952  
(740) 282-0961**

The participant has the right to have a representative with them at the conciliation process.

## GOOD CAUSE PROVISION FOR JOB QUIT

**GOOD CAUSE:** The CDHS will determine what constitutes "good cause". The following shall be considered "good cause" only after thorough investigation of the circumstances has been conducted by the CDHS confirming the assistance group member's explanation.

1. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, or national origin.
2. Work demands or conditions that render continued employment unreasonable, such as working without being on schedule.
3. Employment that has become unsuitable due to any of the following:
  - A. The wage is less than federal minimum wage;
  - B. The work is at a site subject to a strike lockout, unless the strike has been issued under Section 208 of the Labor Management Relations Act...as amended, or an injunction has been issued under 4117.16 of the Revised Code.
  - C. The documented degree of risk to the assistance group member's health and safety is unreasonable.
  - D. The assistance group member is physically or mentally unfit to perform the employment, as documented by medical evidence or reliable information from other sources.
4. Documented illness of the assistance group member or of another assistance group member requiring the presence of the assistance group member.
5. A documented household emergency.
6. Lack of adequate child care for children of the assistance group member who are under six years of age.
7. A minor child who is under 18 years old and is not a minor head of household, is excluded from Job Quit.

## GOOD CAUSE

**\*\*VERIFICATION IS NEEDED WITH EACH USE OF GOOD CAUSE\*\***  
The following are examples of Good Cause.

1. **Illness of yourself.** Verification will be needed.
2. **Illness of immediate family member who resides in in your home, which requires you to remain in your home.** Verification must show relationship and why you are needed. Relationship is limited to mother, father, spouse, child or grandparents. Verification must be provided from a physician or licensed certified psychologist.
3. **Death in immediate family.** Reasonable period, not to exceed 5 days absence, is allowed. Immediate family is spouse, parents, child, brother, sister, grandparent, grandchildren, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, or legal guardian.
4. **Previously scheduled appointment for medical, dental or optical care.** Site supervisor will allow reasonable time to leave site for you to keep your appointment. Return to work slip must indicate time/date you left appointment. Reasonable time will be allowed for you to return to your work site if you still have assigned hours for the day. If time does not permit you to return to your work site, the slip must be given to your site supervisor on your next scheduled day or given to the JOBS Unit.
5. **Hospitalization.** You must present a slip showing admittance date, discharge date, diagnosis of problem, prognosis for future employment (including limitations/restrictions), and return to work date.
6. **Legal holidays or other nonschool or working days, as designated by work site or training/educational institution.** Previously scheduled job interviews, not for handing in applications.
7. **Incarceration.** Date of confinement must be verified. The jailer will give you the verification needed.
8. **Scheduled civil service examinations.** Show test card to site supervisor or JOB unit. Sufficient time will be given to enable you to leave the work site and take the test. You must discuss the amount of time needed with your work supervisor.
9. **Failure by the CDHS to provide the assistance group with the supportive services the CDHS determines to be necessary.**
10. **Failure by the CDHS to place an individual in a work activity.**

